



## Attention Owners, Contractors and Developers

Upon submittal of your plans for a new Single Family Dwelling, Accessory Dwelling or room addition to the building department, your project plans are also required to be routed through other county departments or special districts for review and approval. Your project will very likely be subject to additional fees that are not calculated on the fee estimate by Building Permits and Inspections (BPI). **New Single Family Dwellings, Accessory Dwellings and additions (depending on their size) are subject to other departmental/special district impact fees and improvements including but not limited to curb, gutter and sidewalks.**

We recommend that you take your plans to each of the other departments/special districts (see below). If you wait for your plans to be routed as part of the building permit process through these departments/special districts there will be additional fees and possible improvements over and above what was identified on the BPI only estimate. These additional requirements will be identified when your plans are picked up for plan check corrections. These additional fees or requirements may impact a project's budget estimate and have an effect on your project moving forward in a timely manner. **BPI recommends that the owner or contractor self-route project plans through these departments/special districts to become aware of these impact fees and requirements to keep your project moving and on budget.**

### Sacramento County Departments/Special Districts

Route your plans in the following order:

**SIPS Permit Section** will verify the parcel number, address, review the site/plot plan and identify any easements that may be on the parcel.

Technical Resources also will calculate and input any impact fees that may pertain to your project. These fees may include but are not limited to; Transportation fees Measure A fees, Park fees, Library fees, Drainage fees, Water fees, SAFCA fees and Fire dept. impact fees. Some areas within the Unincorporated County have special district fees. All of these mentioned fees may or may not apply to your particular project.

Located at: 827 7<sup>th</sup> Street Rm.102 Window 11 (Monday thru Friday 8:30 – 4:30)

Located at: 9700 Goethe Rd, Ste. A Window 5 (Tuesday & Thursday 8:30 - 4:30)

**SIPS Site Improvement Section** will review your plans to verify if any frontage improvements are required for your particular project or whether a Notarized Deferred Improvement Agreement (DIA) is required. They also will review plans for any grading to determine whether a grading plan and/or grading permit is required.

## **Planning Department**

Planning department will review your project plans to verify compliance with the Zoning code; including setbacks from property lines, height limits, size limits, floor plan configuration, parking, landscape and whether or not a conditional use permit is required for your project.

Located at: 827 7<sup>th</sup> Street Rm.102 Window 8-10 (Monday thru Friday 8:30 – 4:30)

Located at: 9700 Goethe Rd, Ste. A Window 7 (Monday thru Friday 8:30 - 4:30)

## **Water Resources**

Water Resources is required to review your project plans if your project parcel is located within a Local or Federal (FEMA) flood zone. They will verify whether or not your project is located within a flood plain. Water Resources will also determine what is allowed within the flood plain and the type of building materials that will be required. Often times a survey of your property may be required.

Located at: 827 7<sup>th</sup> Street Rm.102 Window 17 (Monday thru Friday 8:30 – 4:30)

## **Fire Department**

There are several Fire Districts within the County of Sacramento. The location of your project will determine which fire district you will submit your plans to for review. Sacramento Metropolitan Fire District (SMFD) is responsible for a large portion of Sacramento County.

All new Single Family Dwellings and Accessory Dwellings require fire sprinklers per the 2013 California Residential Code. Building plans and sprinkler plans need to be submitted to the fire department for review. Some room additions, depending on their size, may also be required to be submitted to the local fire jurisdiction. Additions may not require fire sprinklers; however the fire department also looks at fire hydrant location and fire truck access to and around the property.

Sac Metro Fire plan submittal:

10545 Armstrong Avenue, Suite 310, Mather, CA 95655 (916) 859-4330

Monday-Friday 8:00-5:00 Plan intake: until 4:30PM

SMFD Limited review at: 827 7<sup>th</sup> Street Rm.102 Window 16

## **Other Departments or Special Districts that may be involved in your project:**

**Landscape Design, Trees and MMRP** for tree hold on parcel 916-874-5278 (Location: 827 7<sup>th</sup> Street Rm.102 Window 13)

**School District Fees** (Location depends on which district your project is located in)

**Environmental Management** for wells and septic systems 916-875-8484 (Location: 10590 Armstrong Ave. Mather)