

Plan Submittal Checklist – Multifamily Dwellings

March 2024

Submittal Standards

Plan Review Timelines; Allow a minimum of (10) **ten** business days for the first plan review and (5) **five** business days for all other subsequent reviews. Please allow 24-48 hours for processing.

Fees; It is recommended that you contact the Building Inspection & Safety for all applicable costs. Please see fee request in the link;

<https://www.elkgrovecity.org/sites/default/files/city-files/Departments/Building/building-forms-and-handouts/multifamily-and-commercial-fee-quote-worksheet.pdf>

Application Form; An Application for Permit form is available online at: <https://www.elkgrovecity.org/building-safety-inspection-permits/building-forms-handouts-and-featured-articles>. For your records, please save this document.

Online Electronic Submittal Required; All plans and supporting documents shall be submitted electronically using the URL below. <http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

Process

Once the application/permit has been approved, you will be contacted by a permit technician by email regarding outstanding items required prior to plan review/ permit issuance. The appropriate party will need to pay the final fees. Once the building permit is issued, the approved plans will be emailed to the responsible party and construction can start.

- All documents and/or plans submitted for electronic plan review must be in pdf format and unprotected to ensure proper building department stamping.
- Each document type such as plan sets, truss calculations, energy forms, etc. must be uploaded as a separate file.

Plan Submittal Checklist Items

- Cover sheet**-Provide the legal job address and APN (assessor's parcel number): name, address and phone number of owner and contractor. Provide the current code cycle as adopted by the city.
- Plot plan**-for additions and new dwellings, lot dimension and parcel size; building location with all setback distances to property lines and easements including a north arrow are needed on the plans.
- Grading and drainage plan**-applicable if grading exceeds 350 cubic yards or a change in drainage pattern.
- Floor plan**-identifying room uses, door/window schedules; location of smoke detectors, carbon monoxide alarms and emergency egress openings, floor/attic ventilation calculations; all exterior elevations identifying construction materials, colors, wall covering specifications and building height.
- Structural plans**; foundation plan with footing/slab details; shear wall schedule and detail reference locations; minimum of two building cross-sections in each direction. If trusses are to be installed, provide the Truss Acceptance letter from the structural engineer.
- Prefabricated trusses** – Stamped truss calculations with truss I.D. # and manufacturer's name. This can be a deferred item, identify on the cover of the plans.
- Mechanical, Electrical, and Plumbing plans** - electrical plan identifying size and location of main (in amps) sub-panels; outlets (required GFCI/ARC-fault locations), switches, light fixtures; location of HVAC and equipment. Plumbing plans will need to include drain, waste and vent sizing. Additionally, isometric plans will be needed for all newly installed gas lines including the appliance locations.
- Energy requirements**: provide signed Title 24 Energy Compliance Calculations with CF-1R and MF-1 Energy Compliance forms affixed to the plans.
- Green Building Code requirements**- Incorporate all mandatory residential green building measures into the plans. https://calgreenenergyservices.com/wp/wp-content/uploads/AIA-CA-2022-GBC-Requirements-NonResidentialMandatoryMeasures_Jan2023.pdf

- **Disabled access-** All plans with employee work areas or access by the public are required to identify and detail accessible dimensions, clearances, and elevations at applicable building areas and elements. These include, but are not limited to, accessible parking and loading zones, signage, accessible doors and maneuvering clearances, changes in level, connection to the public way, toilet rooms, drinking fountains and bottle filling stations, and separation from the vehicular way of the accessible route. Plans shall adequately detail existing accessible path(s) of travel and accessible serving proposed area(s) of alteration.
- **Special Inspections-**When special inspection is required by Chapter 17 of the California Building Code, the architect or engineer of record shall prepare an inspection program which shall be submitted to the building official for approval prior to issuance of the building permit. The Statement of Special Inspections shall identify all required testing and observations by third party inspection agencies, identify the City of Elk Grove approved third party agencies who will be performing these inspections.
- **Solar Photovoltaics.** Once the permit has been approved and issued by the City of Elk Grove, the solar submittal must be submitted separately for plan review. The solar permit will be issued separately from the accessory dwelling unit permit and the installation must be completed prior to a final building inspection.

Note: For duplexes, identify on the plans the fire separation/ sound wall dividing the units.

Additional Department Approvals

- **Consumnes Fire Department-** A separate review and approval letter must be obtained from the CSD Fire Department prior to permit issuance. CSD is located at 10573 E. Stockton Blvd. Contact number **(916) 405-7100** or visit their website at; www.cosumnescsd.gov/471/Fire-Prevention-Division
- Sacramento County Environmental Management Department approval is required for buildings served by wells and/or septic systems. Please contact their office at **(916) 875-8550** or by email at EMDinfo@saccounty.net to obtain plan approval prior to submitting.
- **Elk Grove Unified School District** collects Developer Fees for new residential construction; Please contact their office at **(916) 686-5085** for additional information.
- **The County of Sacramento** collects infrastructure, water and sewer fees for new construction. Please contact **Technical Resources** at **(916) 874-6851** and **Regional Sanitation** at **(916) 876-6100** for additional information or by visiting their website at www.saccounty.gov.

Other Permit Requirements

- A separate plan/permit is required for items such as: **Accessory Structures, Solar, Pools and Spas, Automatic Fire Sprinkler System, etc.**