



Production Home – Electronic Submittal

Policy and Procedure No.: **B-04-14**

Revised: Jan. 2019

Purpose

Once a Master Plan approval has been obtained from Building Safety & Inspection plan check staff, the following review procedure shall be performed prior to obtaining individual residential production housing permits and before commencing any work.

Requirements Prior to Submittal

- Master Plans must be picked up and paid for prior to applying for individual residential production housing permits.
- The **Final Map** for the subdivision shall be recorded.
- Signed **PAD Elevations** for the subdivision shall be approved by the Development Services Engineering Dept.

Online Submittal Requirements

All online production home submittals shall be submitted using the URL below.

<https://share.elkgrovecity.org/filedrop/ProductionHomes>

Only (1) batch application is allowed per upload. Multiple batches in a single upload will not be processed.

Each Document shall be uploaded as a separate PDF attachment. We will not accept multiple documents saved under a single pdf.

Required at Submittal:

- A completed Production Home Batch Permit Application Router Form – utilized for up to **ten (10)** dwelling units (all dwellings units must be located in the same subdivision, unit number, drainage shed and zoning)
- A completed Development Engineering Verification Checklist

- A completed Waste Management Plan application (if applicable)

Required Per Dwelling Unit:

- A completed *Application for Permit*
- (1) One pdf of 8-1/2" x 14" or 8-1/2" x 11" plot plan
- (1) One pdf of 11" x 17" floor plan identifying any applicable option(s).

File Naming Convention

Specific file naming conventions for submitted plans and supporting documents are required as illustrated below.

- Do not use spaces in the file names. Use the underscore () instead of spaces.
- Identify submitted plans and documents with PC1, PC2 and PC3 based on the cycle of review submitted.

File	File name
Application for lot # ____	AppLot_.pdf
Plot Plan for lot # ____	Plot_Lot_.pdf
Floor Plan for Address	Floor_Plan_Add____.pdf
Fire Department Release Letter	Fire_Release.pdf
Engineering Dept. Checklist	Eng_Checklist.pdf
Plot Plan Revised	Plot_lot_PC2

The following can be submitted at time of issuance OR at time of submittal for each permit application:

- Fire Department Permit Release Letter
 - Cosumnes CSD Fire Department
- Paid receipt form from Elk Grove Unified School District (Pink Building Department carbon copy)
 - Elk Grove Unified School District
- A wet-signed Certificate of Fee Compliance (retain a copy for your files)
 - Sacramento County Technical Resources

Once the applications are approved, the applicant will be contacted by a permit technician with a fee amount per application and with any outstanding items. At this time, we require that the applicant schedule an **appointment** prior to permit issuance; this will prevent any unnecessary lost time at the front counter, and will assist to expedite the permit issuance process.

Once the building permit(s) are issued, the approved plans will be emailed to the applicant on record.

Please Note: A physical copy of the stamped plan(s) may be requested by the Building Inspector at the time of inspection.

Information for Outside Agency Requirements

- A release letter must be obtained from the local Fire Department prior to permit issuance. Information may be obtained from the Fire Department Permit Intake staff located at 10573 E. Stockton Blvd., Elk Grove; or by calling the **Cosumnes CSD Fire Department** at **(916) 405-7100**.
- **Elk Grove Unified School District** collects Developer Fees for new residential construction; the fees are collected by the district prior to permit issuance. Certification of Compliance forms will be provided by the School District. For current fee rates please call **(916) 686-7711**.
- **The County of Sacramento** collects infrastructure, water and sewer fees for new construction. Payment of these fees must be made directly to the County prior to permit issuance. Please contact **Technical Resources** at **(916) 874-6544** for fee estimates.

Application Forms

An Application for Permit form may be located at the city website at

http://www.elkgrovecity.org/city_hall/departments_divisions/building_safety_inspection_permits/forms_handouts_featured_articles or at the Building Safety & Inspection office located at:

Address: 8401 Laguna Palms Way
Phone: (916) 478-2235
Hours: Monday through Friday
8 am – 5 pm