

## Permit Processing – Production Homes

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

Revised January, 2011

### Purpose

Once a master plan approval has been obtained from the Building Safety & Inspection plan check staff, the following procedure shall be reviewed prior to obtaining residential production permits before commencing any work. Master Plans must be picked up and paid for prior to applying for Production Housing Permits.

### Application Submittal for Permits

#### Quantity

- A completed Production Homes Batch Permit Application Router form – utilize for up to **nine (9)** dwelling units (all dwellings units must be located in the same subdivision, unit number, drainage shed and zoning)

**At time of submittal the following is required per dwelling unit, and shall be bound together by paperclip (do not use staples):**

- A completed *Application for Permit*
- Two (2) 8-1/2" x 14" or 8-1/2" x 11" plot plans
- Two (2) 11" x 17" floor plan copies

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

- Fire Department release letter – Cosumnes CSD Fire
- 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 application forms are processed, the applicant will be contacted by a permit technician with a fee amount per batch and other 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.

When contacting the office to schedule an appointment, allow a minimum of a one day advance notice prior to making the scheduled time. Permits are issued on a first-come basis, as such, be sure to call as early as possible. Please provide the *batch number, check number, and dollar amount* (notify staff if the money will be deducted from an existing developer account).

### 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

Application forms may be requested at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**  
Phone: **(916) 478-2235**  
Hours: **Monday through Friday**  
**8:00 am - 5:00 pm**