



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION**

2729 Prospect Park Drive | Rancho Cordova, CA 95670

Phone: (916) 851-8760

PermitServices@CityofRanchoCordova.org

Alternative Permit, Review and Inspection Services

The City of Rancho Cordova offers several programs to help construction projects to move forward and stay within the customer's time-lines.

While our average Plan Review Turn-Around times don't exceed 15 days for most plans, we see the need and desire for our customers to have more options to accommodate their schedules.

DESIGN ASSISTANCE PROGRAM:

Identifying barriers for small businesses to start and expand in our community continues to be a priority for the City of Rancho Cordova ("the City"). The inability to produce construction documents and plans that meet City and State requirements necessary to obtain a Building Permit, Certificate of Occupancy or Non-Construction Certificate of Occupancy has been identified as one of those barriers for small businesses. To streamline this process, the Design Assistance Pilot Program (the "Program") has been created.

Under the Program, a Design Professional will work with eligible small businesses ("Applicants") to produce construction documents and plans for projects with a total cost of construction of \$100,000 or less. The scope of services is limited to work that does not affect the structural safety of the building.

Eligible Applicants:

1. Small businesses located, or to be located, within the City boundaries that have, or will have, 20 Full Time Equivalent (FTE) employees or less.
2. Applicant that has filled out either a Commercial Application for Building Permit or Non-Construction Certificate of Occupancy Permit and has demonstrated inability and lack of resources necessary to produce required construction documents and plans for non-structural or non-seismic projects necessary to obtain a Building Permit, Certificate of Occupancy or Non-Construction Certificate of Occupancy to Permit Services Staff.
3. Applicant may require "as built" plans for unpermitted completed projects and now need to submit plans for work that was already done to obtain a Certificate of Occupancy or Building Permit.
4. Applicant that has a project with a total construction valuation of \$100,000 or less with the following Occupancy Type:
 - a. (B) Business
 - b. (S1 or S2) Storage/Warehouse
 - c. (F) Factory/Industrial
 - d. (M) Mercantile/Retail
 - e. Small assembly uses deemed accessory to a B Occupancy

Ineligible Applicants:

1. Any Occupancy Types (Uses) not listed above under section B.3
2. Uses prohibited by the City's Zoning Code
3. Residential Uses, including Home-Based Business
4. Businesses that do not meet the definition of small Businesses as defined by this document
5. Government Offices or agencies

Contact DesignAssistance@CityofRanchoCordova.org for more information.

PERMITS:

We review and issue a majority of our permits while the customer waits. We have programs for issuance of some permits via fax, and soon through our on-line portal.

“Over-the-counter” Permits

Residential:

- Additions
- Kitchen Remodels
- Plumbing, Mechanical, Electrical miscellaneous permits
- Re-roofing
- Bathroom Remodels
- Pools
- Incidental Structures (patio covers, fences, sheds, etc.)

Commercial:

- Plumbing, Mechanical, Electrical miscellaneous permits
- Wall-mounted signs; some monument signs
- *Some* Incidental Structures (carports, fences, etc.)
- Partial Permits (limited-scope permits issued to allow construction to begin while plans are being reviewed)
- Re-roofing

Partial Permits

At the discretion of the Chief Building Official or Assistant Building Official, a partial permit *may* be issued to allow construction to begin before the project plans are approved. To qualify for a partial permit, the applicant must submit plans for the primary tenant improvement permit, and the plans have to be accepted for review. Work authorized by the partial permit shall be limited to plumbing and electrical groundwork, floor slab, and any work that can be left exposed. Most partial permits can be issued on the same day as the full permit submittal.

Foundation Only Permits

With the increasing cost of financing, there is a growing need for allowing a Foundation Only permit when there is a justified holdup of the issuance of the entire permit. Often, the holdup is for a reason beyond the control of the applicant.

To qualify for a foundation only permit, the applicant must have also submitted appropriate plans for review of a new building, or addition to an existing building. Foundation only permits allow underground site work, including underground electrical, plumbing, and mechanical and the placement of concrete foundations and on-grade slabs. Issuance is subject to the approval of the Chief Building Official or Assistant Building Official when it has been demonstrated that there is a justifiable reason for the Foundation Only permit

A foundation only permit is similar to a partial permit but is limited to placement of concrete foundations in addition to the underground site work and slab. Fire District, Public Works Department and Planning Department approval must be obtained and submitted to the Building & Safety Division before a foundation only permit can be issued.

On-line Permitting (to be available Fall of 2021)

RESIDENTIAL PERMITS ONLY:

- Plumbing, Mechanical, Electrical miscellaneous permits
- Re-roofing

More permits will be available online once the new permit system is fully operational, anticipated for 2022.

REVIEWS:

The following programs were designed to coincide with the plan review process, and facilitate a quick and complete review:

Pre-Review Meetings

Prior to formal submittal of plans, the applicant and his/her architect may call the Building & Safety Division at (916) 851-8760 for an appointment with our plan review staff for a pre-review meeting. At such meetings,

staff does a cursory review of the plans to identify potential code compliance problems, provides code interpretation, and offers a critique of the proposed solutions. The Building & Safety Division charges for the time spent when these meetings take longer than one-half hour. Twenty-four hour notice is required for these meetings.

Expedited Plan Review

To accelerate the process, plan reviews can be done on an overtime basis. As this type of review is performed on a voluntary basis, appropriate staff must be available to perform the plan review on an overtime basis (i.e., outside of normal working hours). The applicant must pay all normal permit fees plus hourly charges, at overtime rates.

Third-Party Plan Review

The Chief Building Official, Assistant Building Official, or other management staff, may grant a request to use a third party plan review firm if the applicant so desires. These firms must demonstrate to the satisfaction of the Chief Building Official that they possess proper credentials and experience to perform third party plan reviews. The Building & Safety Division will maintain a list of pre-approved firms that have already been approved to provide third-party plan review services in the City of Rancho Cordova. With prior approval, you may choose one of these firms to check your plans. This may be done for either residential or commercial projects. Contact the Building & Safety Division staff for more information on this program.

PASS (Pre-Qualified Architectural Submittal System) Program

The PASS program has been designed to streamline permitting throughout a region. It is based on increasing the efficiency and effectiveness of plan review by implementing a clear and concise set of standards for document content and organization. Other benefits to the program include improvements in constructability, progress inspections, project closeout, and even future evolution of a building. Participation in PASS is voluntary and requires a training class and passing a test. There are currently two levels of the PASS Program. PASS TI covers Tenant Improvements and Small Commercial Projects; PASS NC covers any size New Commercial or Multifamily Project. Go to <http://streamlineinstitute.com/index.php/passplans/> for more information.

INSPECTIONS:

We also have programs to help with the complexity of inspections:

Pre-Construction Meetings

The Principal Building Inspector may be contacted by the applicant and/or responsible contractor to arrange a pre-construction meeting involving the contractor, job engineer/architect, and approved special inspection firm, if applicable. The meeting will be used to clarify areas of responsibility, to establish lines of communication to be used by all involved parties through the inspection process, and to answer questions about the more complex construction details. Pre-construction meetings are available for large T.I.'s or alterations, new commercial buildings or shells, and tract development. For cost recovery purposes, the Building & Safety Division charges hourly for the time spent in these meetings. Twenty-four hour notice is required for these meetings.

Inspections Outside Normal Business Hours

Inspections may be scheduled outside of our normal inspection hours. It is required to make a request for these types of inspections at least 48 hours advance notice. Call (916) 851-8760 and ask for the Principal Building Inspector to make the request. The current minimum fee for an inspection outside of normal business hours is \$451.20 (\$150.40 per hour with a three-hour minimum).

And the following option is always available for discussion of up-coming or on-going development projects:

DEVELOPMENT SERVICES TEAM (DST)

The Development Services Team ("DST") is a multi-agency team that acts as an internal coordinator to assist the development community, local businesses and residents with issues or questions related to the development permitting and plan check processes.

Team members include representatives from City departments and partner agencies that are involved in development applications. The team was established in 2008 to further drive the City's goal to providing exceptional customer service by facilitating the development process.

The DST can be a valuable tool for keeping your project on track and can help solve problems should they arise during the review process. For more information, or to schedule a time, please contact DST on the City's web site, www.cityofranhocordova.org/departments/development-services-team/schedule-a-meeting-with-dst, or by email at DST@CityofRanchoCordova.org.