



# City of Rancho Cordova

## Development Related Processes and Fees

LAST UPDATED: July 2024

# DEVELOPMENT RELATED PROCESSES AND FEES



LAST UPDATED: July 2024

This booklet has been prepared to provide information about building permit fees, development impact fees, deposits, and processes applicable to new development in the City of Rancho Cordova. While every effort has been made to ensure the accuracy of the data presented in this booklet, there are several factors which may affect the final fees and/or deposits. This could be the result of fee updates, inflationary adjustments, or changes to project specifics.

This booklet also contains an Applicant's Guide to Project Review, Plan Review and Construction Inspection with information intended as a guide to assist the applicant through the processes of project review, civil and architectural plan review and construction inspection.

Some projects may also be subject to other payments through development agreements or have infrastructure requirements based on conditions of approval or provisions contained in the entitlement documentation that may not be covered herein. There are some projects that require a trip generation analysis that could drive the need to perform a traffic analysis. The traffic analysis identifies mitigation requirements that are not covered by Transportation Fees.

Applicants are encouraged to contact and discuss with City staff the specifics of any particular project and may do so through meeting with the Development Services Team.

## **Development Services Team**

The Development Services Team (DST) is a group of representatives from various departments and agencies that meet, by appointment, on Thursday at 10:00 am at City Hall. Representatives from the Planning Division, Building & Safety Division, Public Works Department, Metro Fire District, Economic Development Department, and Cordova Recreation and Park District are regular attendees. Other agencies as appropriate may be invited to project specific agenda items. For additional information regarding the DST please refer to page 1-2.

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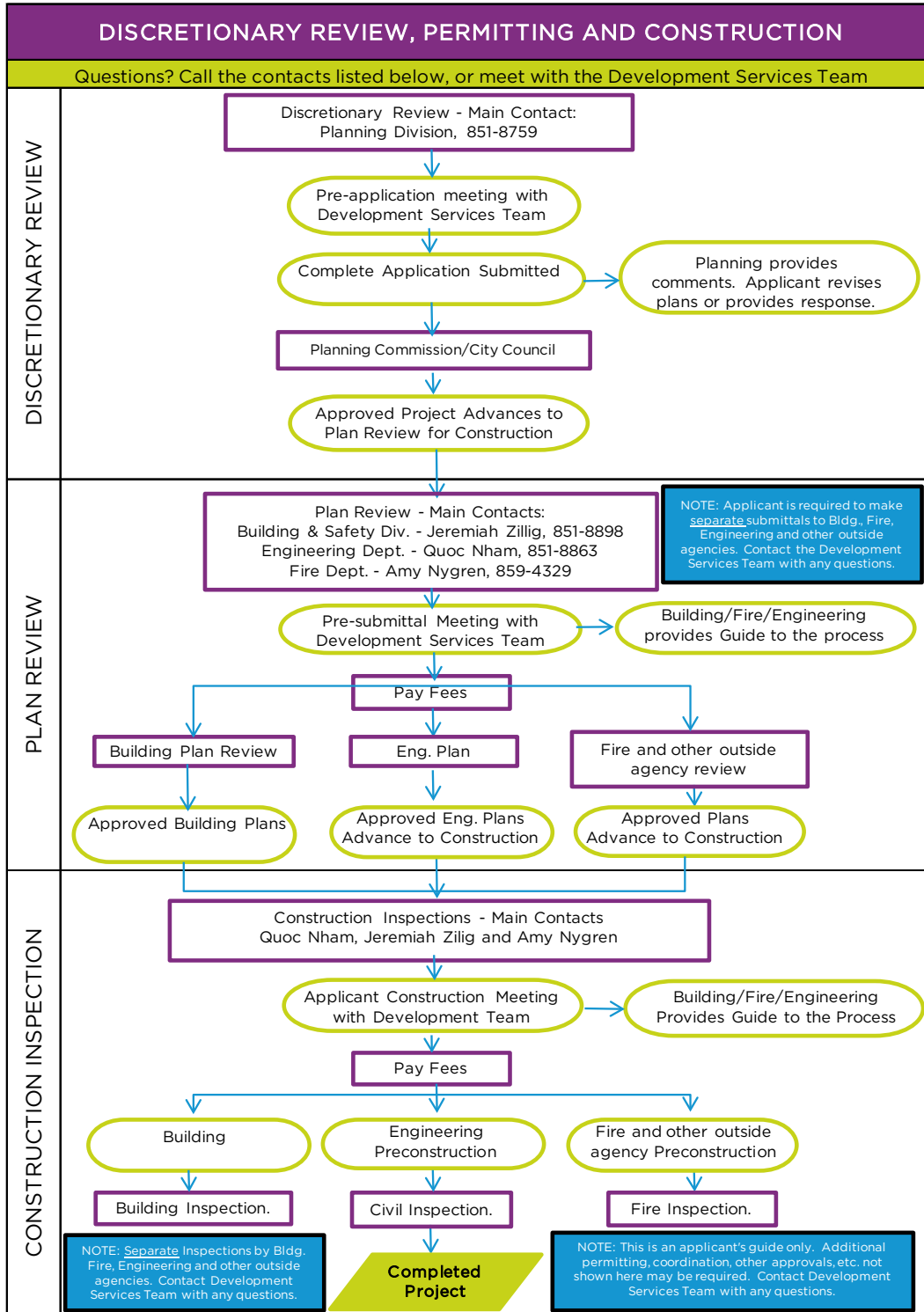
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# Chapter 1 :

Applicant's Guide to Project Review, Plan Review and Construction Inspection

# Discretionary Review, Permitting and Construction Flowchart

This Guide is provided to assist the applicant through the processes of project review, civil and architectural plan review, and construction inspection. Every effort has been made to include the most up-to-date information on the development approval processes in the City of Rancho Cordova. If you need assistance with any portion of the processes, please contact any of the Development Services Team members (see page 1-2).



# Development Services Team

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The Development Services Team is a multi-agency team that acts as a coordinator to assist developers, local businesses, and residents with the city's project permitting and plan check processes. The team is designed to be a resource to anyone looking for additional guidance on the development approval process in Rancho Cordova. Typical projects assisted by the team include:

- Starting a Business
- Tenant Improvements
- Residential Improvements
- Nonresidential and Residential Development
- Special Events
- Any Technical, Procedural, or Policy questions regarding projects in the City of Rancho Cordova

The team's goal is to help customers move quickly and efficiently through the entire development approval process. The team provides weekly pre-application meetings to review proposed projects, assist in fee estimates, and review submittal checklists. By proactively identifying potential problems, the team can help guide projects and keep them on track and on schedule. We require at least preliminary plans in order to be scheduled for DST.

If you have a question or issue that is specific to one City department or agency, please do not hesitate to contact that department directly. Customers are invited to attend the Development Services Team meeting which are held in the virtually on Thursdays at 10:00 am (by appointment only). Please visit the Development Services Team page on the City's website at <http://www.cityofranhocordova.org/departments/development-services-team/schedule-a-meeting-with-dst> to schedule an appointment.

## **Development Services Team Contact Information**

Community Development Department: Elizabeth Sparkman, (916) 851-8714,

[esparkman@cityofranhocordova.org](mailto:esparkman@cityofranhocordova.org)

Planning Division: Kelly Whitman, (916) 851-8759, [kwhitman@cityofranhocordova.org](mailto:kwhitman@cityofranhocordova.org)

Nick Sosa, (916) 851-8753, [nsosa@cityofranhocordova.org](mailto:nsosa@cityofranhocordova.org)

Building & Safety Division: Jeremiah Zillig, (916) 851-8898, [jzillig@cityofranhocordova.org](mailto:jzillig@cityofranhocordova.org)

Public Works: Quoc Nham, (916) 851-8863, [qnham@cityofranhocordova.org](mailto:qnham@cityofranhocordova.org)

Economic Development: Ashley Kobe, (916) 851-8785, [akobe@cityofranhocordova.org](mailto:akobe@cityofranhocordova.org)

Finance Department: Erin Naderi, (916) 851-8754, [enaderi@cityofranhocordova.org](mailto:enaderi@cityofranhocordova.org)

Reinvestment and Housing: Stefan Heisler, (916) 851-8757, [sheisler@cityofranhocordova.org](mailto:sheisler@cityofranhocordova.org)

Cordova Recreation & Park District: Laura Taylor, (916) 362-1871, [ltaylor@crpd.com](mailto:ltaylor@crpd.com)

Golden State Water: Sean Twilla, (916) 853-3600, [seantwilla@gswater.com](mailto:seantwilla@gswater.com)

Metro Fire: Amy Nygren, (916) 859-4329, [nygren.amy@metrofire.ca.gov](mailto:nygren.amy@metrofire.ca.gov)

# Entitlement Review, Licensing and Public Assistance

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A discretionary project is a project that requires the exercise of judgment or liberation by a public agency to approve, approve with conditions or deny a particular project. The discretionary review process will more often involve the City Council, after the application is filed with the City. In many cases, the Planning Division is the responsible agency, which prepares the informational material that evaluates the merits of the proposed project to current standards and adopted policies of the City.

The application processes shown below, offers an overview of the typical processes that a discretionary and non-discretionary project would need to follow in order to receive approval.

## Project Review Status

### **Initial Submittal**

- Schedule a pre-application conference to speak with a Planner. (Call Planning at 916-851-8750)
- For larger projects, it is recommended that a Development Service Team (DST) meeting occur to discuss all department requirements. Refer to page 1-2
- Call planning staff to set up an appointment to submit an application to the Planning Division.
- Make initial submittal to Planning. The applicant is responsible to make separate submittals to each department: Building, Public Works, Metro Fire. Failure to make the required submittals could result in significant delays to the project).

### **Development Approval Process**

- Once an application has been submitted and the applicable fees paid, planning will route the application to all appropriate departments and agencies.
- The applicant will receive comments within 30 days after submittal.
- When necessary, revise plans to address the requirements according to the comments. Include a response letter to each comment. Comments may also include possible Conditions of Approval.
- Once all issues have been addressed and the Conditions of Approval agreed upon by all parties, a public hearing is scheduled before the final decision makers.
  - Condition compliance timing varies by Condition of Approval; however, generally all Conditions of Approvals shall be met prior to the Building & Safety Division's issuance of a Certificate of Occupancy or final inspection of the site improvements.
- City Council or the Community Development Director will make the final decision of approval or denial based on the entitlement type.



## **Business License Review**

The Planning Division will assist the Finance Department in determining whether a new business requires additional use permit prior to issuance of a business license. All use permits must be approved and have completed the appeal period before any license or permit may be issued. As part of the business license process, occupancy for the new business must be approved by the Building & Safety Division. Please contact the Building & Safety Division for more information at 916-851-8760.

## **Building Permit Submittals**

Smaller projects (fence, occupancy, patio covers, signs, etc.) may be approved by planning staff over the counter. Larger projects (additions, new construction, etc.) will require a submittal to review. Planning staff will review all permits for consistency with zoning regulations. The zoning code can be found at <http://www.codepublishing.com/CA/RanchoCordova/>.

## **Public Assistance**

- For general information regarding the following call 916-851-8790:
  - Property setbacks (e.g. building placement, patio covers, fences, sheds, etc.)
  - Zoning and land use verification

*Note: This is an applicant's guide only if you have any questions please contact the Planning Division at 916-851-8750 or [planningservices@cityofranhocordova.org](mailto:planningservices@cityofranhocordova.org)*

# Civil Plan Review and Inspection

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Public Works Engineering Division reviews and inspects all site and civil design elements of development for conformance with City Standard Specifications. This may include street work, sidewalks, curbs, gutters, bridges, or any work being performed in the City right-of-way.

## Civil Plan Review

### **Initial Submittal**

Applicant is to make initial submittals to Public Works, Building, Metro Fire, County Agencies and Water Agencies. The Applicant is responsible for making separate submittals to each agency/department (A list of agencies and contact information can be found on page 1-13). Contact the Public Works Department or Development Services Team if you need assistance with outside agencies or the submittal process.

For additional information see:

- Submittal checklist (see Appendix)
- Standard Civil Plan Cover Sheet (see Appendix)
- General Notes (see Appendix)

Plan Review - Prior to approval of the plans:

- Address requirements according to redline comments, applicable Code and Conditions of Approval.
- Submit cost estimate for on-site grading and erosion & sediment control.
- If there are public improvements:
  - Submit cost estimate for public improvements.
  - Sign frontage agreement.
- Submit bond. Note that there are several surety options. Contact us for more information.
- The Applicant is highly encouraged to submit these documents as early in the process as possible.

*Note: Late submittal could delay the plan approval process.*

### **Outside Agency Approval**

- Applicant to obtain signatures on mylars from Sacramento Sewer District(s), Water District<sup>1</sup>, Metro Fire, and Cordova Recreation and Park District (when applicable).
- The applicant is responsible for submitting to these agencies for review and obtaining all signatures on the plans. Public Works does not route plans to these agencies. Contact the Public Works department or Development Services Team if you need assistance with outside agencies or the submittal process.
- Applicant to obtain written approval from the Planning Division.

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<sup>1</sup> City of Rancho Cordova is served by County Water, Golden State and California American Water. Contact the Public Works Department if you need assistance in determining the jurisdiction of your project.

## City of Rancho Cordova Approval

- After all signatories to the plan have signed the mylars, submit to the City for final signature.
- City will sign the mylars and return to Applicant.
- Applicant to make copies of plans as follows:
  - 1 hard copy to Public Works
  - County Land Division Site Improvement Review (LDSIR). Applicant is responsible for delivering copies of Approved plans directly to LDSIR. Please contact them directly at (916) 874-6546 for submittal details.
  - Note that additional copies to water agencies or other parties may also be required. Contact the Public Works Department for details on your project.
- Applicant to make a submittal to outside agencies per their requirements. Failure to submit copies of the approved plans to outside agencies could result in delay to the project.

A pre-construction meeting is required prior to beginning construction.

### Civil Inspection

The following is a guide to the process for completing the civil (outside of the building footprint) improvements:

#### **Pre-Construction**

- Inspection services are provided on a time and materials basis. Please provide a deposit prior to beginning the work.
- A pre-construction meeting shall be held attended by representatives from the City, Owner, Utilities, and other interested parties.

#### **Construction**

- Notify the Public Works Department prior to starting work outside of the building. This will allow us to send our inspector to the site to observe the work. Contractor's diligence in completing the work expeditiously will reduce inconvenience to public and minimize inspection charges.
- Prior to performing any work within or adjacent to the traveled way, a traffic control plan shall be submitted for review and approval.
- Prior to performing any work which would affect sidewalk access, a pedestrian routing plan shall be submitted for review and approval.
- Complete work per the approved plans. Once the work is substantially complete, a punch list will be provided by the inspector.
- Stormwater note: All construction water and debris shall be maintained on site and properly disposed of. No fluids or construction debris (soil, trash, etc.) shall leave the site into the sidewalk, gutter, drain inlets, etc.

## Acceptance

- Provide Lot Certifications for Pads from the Surveyor or Civil Engineer.
- Provide as-graded letter from Soils Engineer (report of testing results).
- Provide Letters of Acceptance from Sewer, Water and Fire agencies.
- Keep City accounts current.
- Provide construction valuation data for public improvements. Contact Public Works at [PWDevelopmentEngineering@cityoffranchocordova.org](mailto:PWDevelopmentEngineering@cityoffranchocordova.org) for additional information.
- Submit one hard copy of the As-Built Civil Engineering Plans, including all Revisions, as well as electronic copies in both AutoCAD and PDF format. Plans shall be labeled as “Record Drawings” and signed by the engineer of record.
- After all items are completed, the surety will be reduced to 10% of original for the one-year warranty period. Prior to end of warranty period a warranty inspection will be performed, and punch list provided if there are any outstanding items.

# Building & Safety Division

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The Building & Safety Division reviews and inspects all private residential and non-residential construction for compliance with the California Building Code, and approved construction standards and specifications.

## Non-Residential Building Permit Process Information

### Plan Review

The items listed below are needed to submit your project for review of the building plans. If the submittal package is incomplete, we will be unable to render a thorough plan review. This will cause delays in the plan review process and issuance of the building permit. The plans should clearly distinguish between all existing conditions and new construction. Additional information may be required during or after plan review.

#### *Please Note:*

- A multitude of information can be combined on plans for simple buildings if clarity is maintained.
- Other departments and agencies may have to review and approve plans before permits can be issued.
- Depending on your building's occupancy, your plans may be required to be drawn by a licensed professional. See form [RCB1014 Preparation of Plans and Specifications](#) for more information.
- All Tenant Improvements, alterations, remodels, will require approval from the Sacramento Metropolitan Air Quality Management District (SMAQMD).

### Document Submittal List

#### **Drawings:**

Plan Size: 24" x 36" to 36" x 48" drawn to scale and fully dimensioned. Plans must be clear and legible. Provide the minimum number of sets as required:

- **Electronic Submittal** for the Building & Safety Division ([Rancho Cordova Online](#))
- **Electronic Submittal** for Metro Fire (**Separate electronic submittal, see contact information at end of this document**)
- 1 set for the Sacramento County Environmental Management Department – Environmental Health Division (“Health Department”), if applicable (**Separate submittal, see contact information at end of this document**)
- **Electronic submittal** for Partial Permit, if applicable ([Rancho Cordova Online](#); Floor plan, underground plumbing and electrical; **2 sets not required if submitting electronically**)
- **2 sets** for Foundation Only Permits, if applicable (**Separate submittal**; only on new construction; payment of all fees due for full permit, plus approvals from all departments required for issuance of Foundation Only Permit; **2 sets not required if submitting electronically**).
- **Electronic submittal** for any racking, interior or exterior, that is over 5'9" in height ([Rancho Cordova Online](#); **2 sets not required if submitting electronically**)

#### Drawings to consist of:

- General Information (“Cover Sheet”)
- Plot/Site Plan
- Foundation Plan
- Green Building Standards Plan
- Structural Plan
- Site Accessibility Plan
- Floor Plan
- Energy Compliance Plan

- Architectural / Fire-Life Safety Plan
  - Mechanical Plan
  - Plumbing Plan
  - Electrical Plan
- **Food Equipment** (when required by Environmental Health for food facilities)
  - **Calculations** (two sets, if required):
    - **Structural Calculations** (Note: All structural details shall be part of the plans, and wet signed by the design engineer)
    - **Energy calculations** (Note: calculations shall be signed by a document author and property owner and shall be a part of the approved plans)
  - **Other Documents:**
    - [Hazardous Material Declaration](#) (List type and quantities of chemicals stored on-site)
    - **M.S.D.S.** (Material safety data sheets)
    - **Geotechnical, or “soils”, report** (for additions and new buildings)
    - **Form [RCB0907 Access Compliance for Existing Non-Residential Buildings](#)** (required at time of submittal for all interior alteration permits)
    - **Form [RCB1212 Statement of Special Inspections and Structural Observation](#)**, (required at time of submittal for all projects that require special inspection.)

### Plan Review Turn-Around Time Frames

Once plans are submitted, and depending on the type of project, the first set of plan review comments can typically be generated within 15 days after submitting the plans for review. Depending on the nature of the corrections to be made, and the expedience of the customer in returning the plans for re-check, it can be anticipated that a plan can be approved within 10 days of re-submittal. However, this does not mean a building permit can be issued. All commercial projects require the approval of the Planning Department, Public Works Department, and Metro Fire prior being released for permit. Some projects may also require the approval of the Sacramento County Environmental Management Department (commonly referred to as the “Health Department”), the Sacramento Area Sewer District, the Sacramento Metropolitan Air Quality Management District, and a host of other outside agencies. Our staff will make the applicant aware of which agency approvals are required for the project at the first plan review turn-around.

### Permit Issuance

The Building & Safety Division will issue a building permit for the project after all necessary approvals are received. Before the permit is issued, one final check of all project holds will be reviewed, and any payment of any remaining fees will be due.

No commercial building permit may be issued without the approval of Metro Fire. A separate submittal and fire district permit is required prior to building permit issuance. For fire district submittal requirements, see the contact information for the Sacramento Metropolitan Fire District located in the “Contact Information; Outside Agencies” section of this document.

### Inspections

Once the permit is issued, inspections may begin. Inspections are scheduled via our phone-in inspection request system. All inspections will be scheduled through the [Rancho Cordova Online](#) portal. The customer is then given the option of choosing the inspection they wish to schedule, and whether they would prefer a morning (AM – 8:00AM to 12:00PM) or afternoon (PM – 1:00PM to 3:30PM) inspection, with the understanding that this is a request only, and will be accommodated as much as possible.

For our customers who need a more accurate idea of when the inspector will be at their site, we offer a special service. After scheduling their inspection, the customer can call our inspection office line, (916) 851-8848, between 7AM and 8AM, the morning of their scheduled inspection, and speak directly to the Building inspector. At that time, the inspector can give the customer a two-

hour time period in which the inspector will be at their job site. This service is subject to workload constraints, and availability of staff.

**Sacramento County Environmental Management Department (Sac-EMD)**

All permits for food service facilities or commercial pools require plan review and approval by the Sacramento County Environmental Management Department (also known as the “Health Department”) prior to issuance of a building permit. Three sets of plans must be submitted at the Sac-EMD plan review offices at 10590 Armstrong Avenue, Mather Field. For more information on the plan review requirements for Health, contact them by phone at (916) 875-8440 or visit their website at <http://www.emd.saccounty.net/EH/Pages/default.aspx>.

**Sacramento Metropolitan Air Quality Management District (SMAQMD)**

All commercial permits for tenant improvements where any demolition work is to be done, or demolition of complete structures, are subject to the approval of the Sacramento Metropolitan Air Quality Management District prior to approval of a building permit. For more information on SMAQMD requirements and processes, contact the SMAQMD at (916) 874-4800 or visit their website at <http://www.airquality.org/compliance/asbestosInBuildingMaterials.shtml>.

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# Metro Fire District

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The Metro Fire District conducts plan review and inspections of all commercial construction projects and a limited amount of residential construction projects. Metro Fire only accepts electronic plan submittals through the online portal, Mobile Eyes.

## Commercial Plan Review Process

Plans are to be reviewed and approved prior to the start of construction. Plans must be submitted directly to Metro Fire. The City of Rancho Cordova does not route the plans. Fees are due at the time of submittal. The following are typically what is required to be submitted for review and approval:

### **New Buildings:**

- Civil Engineering (site) Plan
- Building Plan
- Fire Sprinkler Plan
- Underground Fire Service Plan
- Fire Alarm Plan

### **Tenant Improvements:**

- Building Plan
- Fire Sprinkler Plan (if required)
- Fire Alarm Plan (if required)

### **Other Projects that require review:**

- Specialized Fire Protection Systems
- Cell Towers
- High-piled Combustible Storage
- Above Ground Flammable Liquid Tanks
- LPG (propane) Tanks
- Tents/Special events
- Solar
- Energy Storage Systems

Typical plan review time is approximately 20 working days from the time of submittal. If the project requires new, or modifications to the existing fire sprinkler or fire alarm system, the approved building or tenant improvement plans will not be released until those plans have been submitted.

## Residential Plan Review Process

The Metro Fire District reviews all new subdivisions and individual single-family dwellings under any of the following conditions:

- Over 3,599 square feet including the garage, and covered porches and patios
- More than 150 feet from a public street
- On a private street
- On a well
- Additions over 50% and the total is over 3,599 square feet.

Accessory Dwelling Units (ADU's), Mobile Homes, and Manufactures homes may require review and approval by Metro Fire. In addition, Metro Fire reviews all residential fire sprinkler systems in new single-family dwellings.

**Inspection Process** Appointments for inspections are made by contacting the Fire Inspector indicated on the Fire District Red Card (permit card). It is recommended to call a minimum of 48 hours prior to when the inspection is needed to make the appointment.



# Contact Information

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Listed below are agencies, both City and others, that have direct influence on the building permit process.

## City Departments

- Public Works - Engineering Division - Civil Plans; Site Improvements; Grading Permits; Encroachment Permits - [PWDevelopmentEngineering@cityoffranchocordova.org](mailto:PWDevelopmentEngineering@cityoffranchocordova.org)
- Public Works - Drainage Impact Fees- (916) 851-8718
- Planning Division - Design Review; Use Permits - (916) 851-8759
- Building & Safety Division - Review of Architectural, Electrical, Plumbing, Mechanical, Structural, Accessibility, and CalGreen plans. - (916) 851-8760

## Outside Agencies

- **Cordova Recreation & Park District** <http://www.crpdc.com/> - Review of park master plans, subdivision grading and civil improvement plans affecting proposed future park sites, park improvement and landscape plans along with Park Development Agreements - 11070 White Rock Rd Ste 130 Rancho Cordova, CA 95670, (916) 842-3300  
A copy of CRPD's Design & Constructions Standards manual is also posted on their website <http://crpd.com/wp-content/uploads/Design-Construction-Standards-Manual-2015-1.pdf>
- **Metro Fire District** <https://www.metrofire.ca.gov/> - Review of architectural, structural and fire suppression plans - Community Risk Reduction Division, 10545 Armstrong Ave, Ste. 310, Mather, CA, 95655, (916) 859-4330
- **Sacramento County Site Improvement and Permit Section (SIPS)** <http://www.engineering.saccounty.net/sips/Pages/default.aspx> - Calculate transit, sewer connection for residential projects, capital fire facilities, and water connection fees - 827 7th Street, Room 101, Sacramento, CA, 95814, (916) 874-6544
- **Sacramento Metropolitan Utility District (SMUD)** - Commercial Service Requirements - <https://www.smud.org/en/business/customer-service/support-and-services/design-construction-services.htm>, - (916) 732-5700
- **Pacific Gas and Electric (PG & E)** - Customer Service: (800) 468-4743
- **Sacramento Area Sewer District** [www.sacsewer.com](http://www.sacsewer.com) - Sewer connection fees - 10060 Goethe Rd., Sacramento, CA, 95827, Fee Quotes: (916) 876-6100
- **Sacramento County Environmental Management Department (Sac-EMD)** <http://www.emd.saccounty.net/EH/Pages/default.aspx> - Review of food facilities and commercial pools - 10590 Armstrong Ave, Ste. B, Mather, CA, 95655, (916) 874-6010
- **Sacramento Metropolitan Air Quality Management District (SMAQMD)** <http://www.airquality.org/businesses/asbestos/asbestos-in-building-materials>. - Review of commercial permits for tenant improvements where any demolition work is to be done or demolition of complete structures - 777 12<sup>th</sup> St, 3<sup>rd</sup> Floor, Sacramento, 95814,(916) 874-4800
- **Water Districts:**
  - **Golden State Water Company** - [www.gswater.com](http://www.gswater.com) Local Office: 916-853-3600, Customer Service 24-HR: 1-800-999-4033
  - **California American Water** - [www.amwater.com/caaw](http://www.amwater.com/caaw) Customer Service 24-HR: 1-888-237-1333
  - **Sacramento County Water Agency** - Customer Service: 916-874-6851 <http://www.waterresources.saccounty.net/scwa/Pages/default.aspx>
- **School Districts:**
  - **Sacramento City Unified School District** - (916) 643-7400
  - **Elk Grove Unified School District** - (916) 686-5085
  - **Folsom-Cordova Unified School District** - (916) 294-2450

# Chapter 2 :

## Building Permit Fees

## Building & Safety Division Definitions

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The following list is included to help clarify some of the terms used in this section. If you have any questions, please contact the Building & Safety Division at (916) 851-8760, or [PermitServices@cityofranchocordova.org](mailto:PermitServices@cityofranchocordova.org).

- a) **“Building Permit Valuation”** - (CBC 109.3 / RCMC 16.02.060(J)) also called “Construction Valuation” or “Contract Value”. The estimated total value of work submitted for permit. This includes all materials and labor necessary to complete the project.
- b) **“Building Permit Fee”** - 60% of Total Permit Fee
- c) **“Plan Review Fee”** - 40% of total Permit Fee
- d) **“Zone Check Fee”** - additional fee equal to 13% of Plan Review Fee
- e) **“Total Permit Fee”** - The complete building permit fee charged for the permit for a project. For projects that are required to be reviewed for compliance, the fee is split into a Building Permit Fee (60%) and a Plan Review Fee (40%). The Total Permit Fee is determined by using the calculation method located in the Construction Fee Schedule Resolution.
- f) **“SMIP”** - (Public Resources Code 2700-2709.1) Strong Motion Instrumentation Program fee. California’s program for acquiring strong-motion instruments and installing and maintaining such instruments and structures throughout the state. A fee is collected by the City for certain building permit issued, of which the City retains 5%, for use in improving preparation for damage assessment after strong seismic motion events.
- g) **“Green Building Fee”** - Also known as the “Building Standards Administration Special Revolving Fund”; Created as part of SB 1473 in 2008, a surcharge is collected on certain residential and commercial permits. The collected fees are then deposited in this fund and will be available for the State in carrying out the provisions of the Green Building Standards. The City shall retain 10% of fees collected for related administrative costs, and Green Building Code enforcement education.
- h) **“SB 1186 Fee”** - (Government Code 4467) The Disability Access and Education fee. The State requires that through December 31, 2023, a fee of \$4.00 (which will be reduced to \$1.00 January 1, 2024) be collected with the issuance or renewal of each business license. Of the collected fees, 10% are remitted to the State, with 90% being retained by the City in a “CASp Certification and Training Fund”. 5% of the retained fees may be used for administrative costs, and the remaining 85% is to be used for the training and retention of Certified Access Specialists, as required by California Civil Code 55.53.
- i) **“Certificate of Occupancy”** - (California Building Code Section 111.1) The physical document issued to prove legal occupancy of a tenant space or building, once inspections on all necessary permits are passed. The Certificate lists important information concerning the occupancy type, occupancy load, and description of the tenant allowed to occupy the space. The Certificate of Occupancy is non-transferable, and a new Certificate must be issued for each new tenant, change of use, or ownership change of the space. Only the Building Official can issue a Certificate of Occupancy.
- j) **“Occupancy Use”** - The type of occupant that will use a tenant space or building. The different uses are listed in the California Building Code, Chapter 3.

# Process Checklist for Building Permit Fees

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Use this checklist to help guide you through the process of determining your building permit fees. Remember that the fees provided in this booklet are for estimating purposes, and you should contact the Building & Safety Division for current fees and more information.

## Checklists for Estimating Fees for Larger Scale Projects:

1. Project Criteria: You will need to know certain information about your project before fees can be determined.
  - What type of project are you trying to estimate fees for?
    - New commercial building or addition of square footage
    - New single-family dwelling
    - Tenant Improvement, Change-in-Use
  - What is the Occupancy Use of the structure and/or project space (as defined by California Building Code Chapter 3)? Use the Building Valuation Tables on page 2-6 to help determine your Occupancy Use.
  - What is the Construction Valuation of the project? If the project is a new building or addition, use the Building Valuation Tables to determine the Construction Valuation. Remodels, Tenant Improvements and miscellaneous permits will use the verified contract value of the actual work as the Construction Valuation.
2. Using your Construction Valuation, determine the Total Permit Fee (Building Permit, Plan Review) and Zone Check fees.
3. If your project is commercial, or a new single-family dwelling, determine the General Plan Cost Recovery fee, Green Building Ordinance Fee, and the Strong Motion Instrumentation Program fee (SMIP).
4. If your project is a new commercial building, change-in-use, commercial addition, or a new single-family dwelling, go to Chapter 3 – Development Impact Fees to determine your development impact fees, and Chapter 4 - Development Fees Collected by Outside Agencies for fees collected outside of the City of Rancho Cordova.
5. All commercial permits and new single family dwelling permits require a separate submittal and approval from the Metro Fire District. They can be contacted at (916) 859-4330.
6. If the project is a new food service business, review and approval of the Sacramento County Environmental Health Division (also known as the “Health Department”) is required prior to permit issuance. Contact information for the Sacramento County Environmental Health Division is located on page 1-10.

## Construction Valuation for New Square Footage

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The Building Valuation Table is used to determine construction valuation for new buildings, and additions of square footage to existing buildings. Construction Valuation is determined by first finding the type of Occupancy Use of the building (or addition). Then the Construction Type is determined. Once these pieces of information are known, find the Occupancy Use and Construction Type on the following tables. Multiply the “per square foot (\$ / Sq. Ft.)” figure by the square footage in question. This will result in the Construction Valuation for the work. Once the Construction Valuation is determined, use the Construction Permit Fee Schedule to determine the Total Permit Fee.

Example: (“Occupancy Group” + “Use” + “CBC Group Type”) X “\$ / Sq. Ft.” = Construction Valuation)

### Change-in-Use (CIU) Permits

The Construction Valuation for “Change-in-Use” permits (permits where there is no increase in physical square footage, but the intended use of the area will change), is determined using this process:

*Sample Project Data: Convert a 12,500 square foot warehouse (Occupancy Group S-1, Type VB) to an indoor sports complex (Occupancy Group A-3, Type VB).*

- Subtract the “\$ / Sq. Ft.” figure of the existing Occupancy Group from the “\$ / Sq. Ft.” figure of the new Occupancy Group.

*Example: \$123.12 (New Group: A-3, Type VB) - \$58.51 (Existing Group: S-1, Type VB)  
= \$64.61 per square foot*

- Multiply that figure by the square footage of the project. The result is the Construction Valuation.

*Example: \$64.61 x 12,500 Sq. Ft. = \$807,625.00 Construction Valuation*

Once the construction valuation is determined, use the Construction Permit Fee Schedule to determine the Total Permit Fee.

If the “\$ / Sq. Ft.” figure of the existing Occupancy Group is higher than the figure for the new Occupancy Group, the Construction Valuation will be determined by a signed construction contract, an accurate determination of time and materials (including material receipts) or other methods deemed acceptable by the Chief Building Official.

## Building Valuation Tables

Occupancy Classification (Ch. 3, 2022 California Building Code)		Types of Construction (Ch. 6, 2022 California Building Code)								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly; theaters with stages	\$232.95	\$225.43	\$220.19	\$210.95	\$198.59	\$192.73	\$204.20	\$181.19	\$174.51
A-1	Assembly; theaters without stages	\$21.97	\$173.01	\$198.21	\$188.97	\$176.66	\$170.80	\$182.22	\$159.26	\$152.58
A-2	Assembly; nightclubs	\$179.59	\$174.54	\$170.09	\$163.63	\$153.89	\$149.59	\$157.91	\$139.54	\$134.86
A-2	Assembly; Restaurants, bars, banquet halls	\$178.47	\$173.42	\$167.85	\$162.51	\$151.65	\$148.47	\$156.79	\$137.30	\$133.74
A-3	Assembly, churches	\$214.73	\$207.21	\$201.97	\$192.73	\$180.38	\$174.52	\$185.99	\$162.98	\$156.31
A-3	Assembly, general; halls, libraries, museums	\$181.56	\$174.03	\$167.67	\$159.56	\$145.40	\$141.34	\$152.81	\$128.68	\$123.12
A-4	Assembly; arenas, skating rinks, swimming pools	\$209.85	\$202.33	\$195.97	\$187.85	\$174.42	\$169.68	\$181.10	\$157.02	\$151.46
A-5	Assembly; bleachers, grandstands, stadiums	\$209.85	\$202.33	\$195.97	\$187.85	\$174.42	\$169.68	\$181.10	\$157.02	\$151.46
B	Business; offices, data processing, animal hospitals, banks	\$180.44	\$173.94	\$168.37	\$160.34	\$145.98	\$140.44	\$154.15	\$127.92	\$122.96
E	Educational; schools, educational facilities through 12 <sup>th</sup> grade	\$197.40	\$190.75	\$185.33	\$177.25	\$166.12	\$157.63	\$171.40	\$146.20	\$140.68
F-1	Factory and Industrial; moderate hazard	\$109.40	\$104.38	\$98.43	\$95.15	\$85.23	\$81.43	\$91.32	\$70.19	\$66.34
F-2	Factory and Industrial; low hazard	\$108.28	\$103.26	\$98.43	\$94.03	\$85.23	\$80.31	\$90.20	\$70.19	\$65.22
H-1	High hazard, explosive, detonation hazard	\$102.48	\$97.46	\$92.62	\$88.23	\$79.64	\$74.72	\$84.40	\$64.59	NP
H-2	High hazard, deflagration, accelerated burning	\$102.48	\$97.46	\$92.62	\$88.23	\$79.64	\$74.72	\$84.40	\$64.59	\$59.63
H-3	High hazard: contains materials that readily support combustion	\$102.48	\$97.46	\$92.62	\$88.23	\$79.64	\$74.72	\$84.40	\$64.59	\$59.63
H-4	High hazard: contains materials that are health hazards	\$102.48	\$97.46	\$92.62	\$88.23	\$79.64	\$74.72	\$84.40	\$64.59	\$59.63
H-5	High hazard; Semiconductor fabrication facilities; hazardous production materials (HPM)	\$180.44	\$173.94	\$168.57	\$160.43	\$145.98	\$140.44	\$154.15	\$127.92	\$122.61
I-1	<b>Not used. (See Group R-2.1, CBC Section 310.1)</b>									
I-2	Institutional; hospital, detox facility	\$303.66	\$297.17	\$291.60	\$283.66	\$268.40	NP	\$277.37	\$250.33	NP
I-2	Institutional; nursing homes	\$212.30	\$205.80	\$200.23	\$192.30	\$178.27	NP	\$186.01	\$160.21	NP
I-3	Institutional; correctional facility, jail, people under restraint or security	\$207.38	\$200.89	\$195.32	\$187.38	\$174.34	\$167.69	\$181.09	\$156.29	\$148.73
I-4	Institutional; adult or child day care facilities (not homes)	\$180.68	\$174.48	\$169.80	\$162.92	\$152.11	\$147.95	\$164.42	\$137.69	\$132.29
M	Mercantile; stores, markets, sales rooms	\$133.55	\$128.50	\$122.93	\$117.59	\$107.46	\$104.27	\$111.87	\$93.11	\$89.54
R-1	Residential; hotels, motels, boarding houses	\$183.05	\$176.85	\$172.17	\$165.29	\$154.21	\$150.04	\$166.52	\$139.78	\$134.38
R-2	Residential; Apartments, dormitories, vacation timeshares	\$153.41	\$147.21	\$142.53	\$135.65	\$124.71	\$120.85	\$137.02	\$110.29	\$104.89
R-2.1	Residential; Assisted Living Facilities, Social Rehabilitation Centers	\$145.58	\$141.53	\$138.06	\$134.41	\$129.48	\$126.12	\$132.19	\$121.33	\$114.18
R-3	Residential; buildings with less than two dwelling units	\$145.58	\$141.53	\$138.06	\$134.41	\$129.48	\$126.12	\$132.19	\$121.33	\$114.18
R-3.1	Residential; licensed residential care facility, 6 or less clients	\$145.58	\$141.53	\$138.06	\$134.41	\$129.48	\$126.12	\$132.19	\$121.33	\$114.18
R-4	Residential; buildings, structures for more than six ambulatory clients, but not more than 16, excluding staff, who reside on a 24-hour basis in a supervised residential environment and receive custodial care	\$180.68	\$174.48	\$169.80	\$162.92	\$152.11	\$147.95	\$164.42	\$137.69	\$132.29
S-1	Storage; Storage of moderate hazard materials	\$101.36	\$96.34	\$90.38	\$87.11	\$77.40	\$73.60	\$83.28	\$62.35	\$58.51
S-2	Storage; Storage of low hazard materials	\$100.24	\$95.22	\$90.38	\$85.99	\$77.40	\$72.48	\$82.16	\$62.35	\$57.39
U	Utility; miscellaneous, private garages, retaining walls, sheds	\$77.39	\$73.17	\$68.81	\$65.37	\$59.04	\$55.04	\$61.69	\$46.60	\$44.36
L	Laboratories	<b>Jurisdiction of the Office of the State Fire Marshal / CalFire</b>								
C	Organized Camp facility	<b>Jurisdiction of the Office of the State Fire Marshal / CalFire</b>								

**Other Information:**

- NP = Not Permitted
- For Residential Private Garages use Occupancy Group U – Utility; Miscellaneous
- Unfinished Floor Area (all use groups) - \$15.00
- For *shell only* buildings (office; retail), deduct 20% from valuation

**Table is based on the 2009 Building Valuation Table published by the International Code Council in February 2009. A 1.12% “regional modifier” for California has been added.**

## TYPES OF CONSTRUCTION (CHAPTER 6, 2022 CALIFORNIA BUILDING CODE)

**TYPE I-A** - Fire Resistive Non-combustible; Commonly found in high-rise buildings and Group I occupancies.

**TYPE I-B** - Fire Resistive Non-Combustible; Commonly found in mid-rise office & Group R buildings.

**TYPE II-A** - Protected Non-Combustible; Commonly found in newer school buildings.

**TYPE II-B** - Unprotected Non-Combustible; Most common type of non-combustible construction used in commercial buildings.

**TYPE III-A** - Protected Combustible; Also known as "ordinary" construction with brick or block walls and a wooden roof or floor assembly which is 1 hour fire protected.

**TYPE III-B** - Unprotected Combustible; Also known as "ordinary" construction; has brick or block walls with a wooden roof or floor assembly which is not protected against fire. These buildings are frequently found in "warehouse" districts of older cities.

**TYPE IV** - Heavy Timber; Also known as "mill" construction; to qualify all wooden members must have a minimum nominal dimension of 8 inches.

**TYPE V-A** - Protected Wood Frame; Commonly used in the construction of newer apartment buildings; there is no exposed wood visible.

**TYPE V-B** - Unprotected Wood Frame; Examples of Type V-N construction are single family homes and garages. They often have exposed wood so there is no fire resistance.

### SUB-DESIGNATIONS DEFINITIONS:

"**A**" is protected, meaning that all structural members of a building or structure have an additional fire rated coating or cover by means of sheetrock, spray on, or other approved method. The additional fire rated coating or cover extends the fire resistance of the structural members by at least 1 hour.

"**B**" is unprotected, meaning that all structural members of a building or structure have no additional fire rated coating or cover. Exposed members are only fire resistant according to their natural ability, characteristics, and fire rating.

## OCCUPANCY CLASSIFICATIONS AND USES (CHAPTER 3, 2022 CALIFORNIA BUILDING CODE)

Basic descriptions for each Occupancy Use are provided below. If there are any questions as to the Occupancy Use or the CBC Construction Type of a project, please contact the Building & Safety Division at (916) 851-8760.

### ASSEMBLY - GROUP "A"

Assembly Group A occupancy includes, among others, the use of a building or structure for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption or awaiting transportation; motion picture and television production studio sound stages, approved production facilities and production locations; or for the showing of motion pictures when an admission fee is charged and when such building or structure is open to the public and has a capacity of 10 or more persons.

**Assembly Group A-1.** Group A-1 occupancy includes assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures including, but not limited to:

Motion picture and television production studio sound stages, approved production facilities and production locations. (With live audiences).

- Motion picture theaters
- Symphony and concert halls
- Television and radio studios admitting an audience
- Theaters

**Assembly Group A-2.** Group A-2 occupancy includes assembly uses intended for food and/or drink consumption including, but not limited to:

- Banquet halls
- Casinos (gaming areas)
- Nightclubs
- Restaurants, cafeterias, and similar dining facilities (including associated commercial kitchens)
- Taverns and bars

**Assembly Group A-3.** Group A-3 occupancy includes assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A including, but not limited to:

- Amusement arcades
- Art galleries
- Bowling alleys
- Community halls
- Courtrooms
- Dance halls (not including food or drink consumption)
- Exhibition halls



- Funeral parlors
- Greenhouses for the conservation and exhibition of plants that provide public access.
- Gymnasiums (without spectator seating)
- Indoor swimming pools (without spectator seating)
- Indoor tennis courts (without spectator seating)
- Lecture halls
- Libraries
- Museums
- Places of religious worship
- Pool and billiard parlors
- Waiting areas in transportation terminals

**Assembly Group A-4.** Group A-4 occupancy includes assembly uses intended for viewing of indoor sporting events and activities with spectator seating including, but not limited to:

- Arenas
- Skating rinks
- Swimming pools
- Tennis courts

**Assembly Group A-5.** Group A-5 occupancy includes assembly uses intended for participation in or viewing outdoor activities including, but not limited to:

- Amusement Park structures
- Bleachers
- Grandstands
- Stadiums

## **BUSINESS - GROUP "B"**

Business Group B occupancy includes, among others, the use of a building or structure for office, professional or service-type transactions, including storage of records and accounts. Business occupancies shall include, but not be limited to the following:

- Airport traffic control towers
- Ambulatory care facilities serving six or fewer patients (see Section 308.3.3, I-2.1 for facilities serving more than five patients)
- Animal hospitals, kennels, and pounds
- Banks
- Barber and beauty shops
- Car wash
- Civic administration
- Clinic, outpatient (if not classified as Group I-2.1)
- Dry cleaning and laundries: pick-up and delivery stations and self-service
- Educational occupancies for students above the 12th grade
- Electronic data processing
- Food processing establishments and commercial kitchens not associated with restaurants, cafeterias, and similar dining facilities not more than 2,500 square feet (232 m<sup>2</sup>) in area.
- Laboratories: testing and research
- Motor vehicle showrooms

- Post offices
- Print shops
- Professional services (architects, attorneys, dentists, physicians, engineers, etc.)
- Radio and television stations
- Telephone exchanges
- Training and skill development not in a school or academic program (this shall include, but not be limited to, tutoring centers, martial arts studios, gymnastics, and similar uses regardless of the ages served, and where not classified as a Group A occupancy)

## **EDUCATIONAL - GROUP "E"**

Educational Group E occupancy includes, among others, the use of a building or structure by more *than six* persons at any one time for educational purposes through the 12th grade.

**Exception:** A residence used as a home school for the children who normally reside at the residence. Such residences shall remain classified as Group R-2, or Group R-3 occupancies. **(Jurisdiction of the Office of the State Fire Marshal)**

**Accessory to places of religious worship.** Religious educational rooms and religious auditoriums, which are accessory to places of religious worship in accordance with Section 303.1.4 and have occupant loads of less than 100 per room or space, shall be classified as Group A-3 occupancies.

**Group E, day care facilities.** This group includes buildings and structures, or portions thereof occupied by more than six children 2 years of age and older who receive educational, supervision or personal care services for fewer than 24 hours per day.

**Exception:** A Day-care facility not otherwise classified as an R-3 occupancy, where occupants are not capable of responding to an emergency without physical assistance from the staff shall be classified as Group I-4. **(jurisdiction of the Office of the State Fire Marshal)**

**Within places of religious worship.** Rooms and spaces within places of religious worship providing such day care during religious functions shall be classified as part of the primary occupancy where not licensed for daycare purposes by the Department of Social Services.

**Five or fewer children.** A facility having five or fewer children receiving such day care shall be classified as part of the primary occupancy.

**Five or fewer children in a dwelling unit.** A facility such as the above with in a dwelling unit and having five or fewer children receiving such day care shall be classified as a Group R-3 occupancy or shall comply with the California Residential Code.

## FACTORY - GROUP "F"

Factory Industrial Group F occupancy includes, among others, the use of a building or structure for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as a Group H hazardous or Group S storage occupancy.

**Moderate-Hazard Factory Industrial, Group F-1.** Factory industrial uses that are not classified as Factory Industrial F-2 Low Hazard shall be classified as F-1 Moderate Hazard and shall include, but not be limited to, the following:

- Aircraft (manufacturing, not to include repair)
- Appliances
- Athletic equipment
- Automobiles and other motor vehicles
- Bakeries
- Beverages: over 16-percent alcohol content
- Bicycles
- Boats
- Brooms or brushes
- Business machines
- Cameras and photo equipment
- Canvas or similar fabric
- Carpets and rugs (include cleaning)
- Clothing
- Construction and agricultural machinery
- Disinfectants
- Dry cleaning and dyeing
- Electric generation plants
- Electronics
- Engines (including rebuilding)
- Food processing establishments and commercial kitchens not associated with restaurants, cafeterias, and similar dining facilities more than 2,500 square feet (232 m<sup>2</sup>) in area.
- Furniture
- Hemp products
- Jute products
- Laundries
- Leather products
- Machinery
- Metals
- Millwork (sash and door)
- Motion picture and television production studio Sound Stages, Approved Production Facilities, and production locations (without live audiences) - **(jurisdiction of the Office of the State Fire Marshal)**
- Motion pictures and television filming (without spectators)
- Musical instruments
- Optical goods
- Paper mills or products
- Photographic film
- Plastic products

- Printing or publishing
- Recreational vehicles
- Refuse incineration
- Shoes
- Soaps and detergents
- Textiles
- Tobacco
- Trailers
- Upholstering
- Wood; distillation
- Woodworking (cabinet)

**Low-Hazard Factory Industrial, Group F-2.** Factory industrial uses that involve the fabrication or manufacturing of noncombustible materials that during finishing, packing or processing do not involve a significant fire hazard shall be classified as F-2 occupancies and shall include, but not be limited to, the following:

- Beverages: up to and including 16-percent alcohol content
- Brick and masonry
- Ceramic products
- Foundries
- Glass products
- Gypsum
- Ice
- Metal products (fabrication and assembly)

## **HIGH-HAZARD - GROUP "H"**

High-Hazard Group H occupancy includes, among others, the use of a building or structure that involves the manufacturing, processing, generation, or storage of materials that constitute a physical or health hazard. Hazardous occupancies are classified in Groups H-1, H-2, H-3, H-4 and H-5.

**High-hazard Group H-1.** Buildings and structures containing materials that pose a detonation hazard shall be classified as Group H-1. Such materials shall include, but not be limited to, the following:

- Detonable pyrophoric materials
- Explosives
- Organic peroxides, unclassified detonable
- Oxidizers, Class 4
- Unstable (reactive) materials, Class 3 detonable and Class 4

**High-Hazard Group H-2.** Buildings and structures containing materials that pose a deflagration hazard or a hazard from accelerated burning shall be classified as Group H-2. Such materials shall include, but not be limited to, the following:

- Class I, II or IIIA flammable or combustible liquids that are used or stored in normally open containers or systems, or in closed containers or systems pressurized *at more than 15 pounds per square inch gauge (103.4 kPa)*.

- Combustible dusts where manufactured, generated or used in such a manner that the concentration and conditions create a fire or explosion hazard based on information prepared in accordance with Section 414.1.3.
- Cryogenic fluids, flammable.
- Flammable gases.
- Organic peroxides, Class I.
- Oxidizers, Class 3, that are used or stored in normally open containers or systems, or in closed containers or systems pressurized at more than 15 pounds per square inch gauge (103 kPa).
- Pyrophoric liquids, solids, and gases, nondetonable.
- Unstable (reactive) materials, Class 3, nondetonable.
- Water-reactive materials, Class 3.

**High-Hazard Group H-3.** Buildings and structures containing materials that readily support combustion or that pose a physical hazard shall be classified as Group H-3. Such materials shall include, but not be limited to, the following:

- Class I, II or IIIA flammable or combustible liquids that are used or stored in normally closed containers or systems pressurized *at 15 pounds per square inch gauge (103.4 kPa) or less.*
- Combustible fibers, other than densely packed baled cotton, where manufactured, generated or used in such a manner that the concentration and conditions create a fire or explosion hazard based on information prepared in accordance with Section 414.1.3.
- Consumer fireworks, 1.4G (Class C, Common)
- Cryogenic fluids, oxidizing
- Flammable solids
- Organic peroxides, Class II and III
- Oxidizers, Class 2
- Oxidizers, Class 3, that are used or stored in normally closed containers or systems pressurized at 15 pounds per square inch gauge (103 kPa) or less Oxidizing gases
- Unstable (reactive) materials, Class 2
- Water-reactive materials, Class 2

**High-Hazard Group H-4.** Buildings and structures containing materials that are health hazards shall be classified as Group H-4. Such materials shall include, but not be limited to, the following:

- Corrosives
- Highly toxic materials
- Toxic materials

**High-Hazard Group H-5.** Semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials (HPM) are used and the aggregate quantity of materials is in excess of those listed in Tables 307.1(1) and 307.1(2) shall be classified as Group H-5. Such facilities and areas shall be designed and constructed in accordance with Section 415.11.

## INSTITUTIONAL - GROUP "I"

Institutional Group I occupancy includes, among others, the use of a building or structure in which care or supervision is provided to persons *who are or are not capable of self-preservation without physical assistance* or in which persons are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. Institutional occupancies shall be classified as Group I-2, I-2.1, I-3 or I-4. *Restraint shall not be permitted in any building except in Group I-2 occupancies constructed for such use in accordance with Section 407.1.1 and Group I-3 occupancies constructed for such use in accordance with Section 408.1.2.*

*Where occupancies house both ambulatory and nonambulatory persons, the more restrictive requirements shall apply.*

**Institutional Group I-1.** *Not used. (See Group R-2.1 Section 310.1).*

**Institutional Group I-2.** Institutional Group I-2 occupancy shall include buildings and structures used for medical care on a *24-hour basis for more than five persons who are incapable of self-preservation or classified as nonambulatory or bedridden.* This group shall include, but not be limited to, the following:

- Detoxification facilities
- Hospitals
- Nursing homes
- Psychiatric hospitals

**Five or fewer persons receiving medical care.** A facility with five or fewer persons receiving medical care shall be classified as Group R-3.1 or shall comply with the *California Residential Code* provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3 or Section *R313* of the *California Residential Code*.

**Institutional Group I-2 .1 Ambulatory health care facility.** A healthcare facility that receives persons for outpatient medical care that may render the patient incapable of unassisted self-preservation and where each tenant space accommodates more than five such patients.

**Institutional Group I-3.** Institutional Group I-3 occupancy shall include buildings *or portions of buildings* and structures that are inhabited by *one or more than five persons who are under restraint or security.* A Group I-3 facility is occupied by persons who are generally incapable of self-preservation due to security measures not under the occupants' control *which includes persons restrained.* This group shall include, but not be limited to, the following:

- Correctional centers
- Correctional hospitals
- Correctional nursing facilities
- Correctional mental health facilities
- Correctional treatment centers
- Courthouse holding facility

- Detention centers
- Detention treatment room
- Jails
- Juvenile halls
- Prerelease centers
- Prisons
- Reformatories
- Secure interview rooms
- Temporary holding facility

Buildings of Group I-3 shall be classified as one of the occupancy conditions specified:

**Condition 1.** This occupancy condition shall include buildings in which free movement is allowed from sleeping areas, and other spaces where access or occupancy is permitted, to the exterior via means of egress without restraint. A Condition 1 facility is permitted to be constructed as Group R.

**Condition 2.** This occupancy condition shall include buildings in which free movement is allowed from sleeping areas and any other occupied smoke compartment to one or more other smoke compartments. Egress to the exterior is impeded by locked exits.

**Condition 3.** This occupancy condition shall include buildings in which free movement is allowed within individual smoke compartments, such as within a residential unit comprised of individual sleeping units and group activity spaces, where egress is impeded by remote controlled release of means of egress from such a smoke compartment to another smoke compartment.

**Condition 4.** This occupancy condition shall include buildings in which free movement is restricted from an occupied space. Remote-controlled release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

**Condition 5.** This occupancy condition shall include buildings in which free movement is restricted from an occupied space. Staff-controlled manual release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

**Condition 6.** *This occupancy condition shall include buildings containing only one temporary holding facility with six or fewer persons under restraint or security where the building is protected throughout with a monitored automatic sprinkler system installed in accordance with Section 903.3.1.1 and where the temporary holding facility is protected throughout with an automatic fire alarm system with notification appliances. A Condition 6 building shall be permitted to be classified as a Group B occupancy.*

**Condition 7.** *This occupancy condition shall include buildings containing only one temporary holding facility with nine or less persons under restraint or security where limited to the first or second story, provided the building complies with Section 408.1.2.6. A Condition 7 building shall be permitted to be classified as a Group B occupancy.*

**Condition 8.** *This occupancy condition shall include buildings containing not more than four secure interview rooms located within the same fire area where not more than six occupants under restraint are located in the same fire area. A Condition 8 building shall be is permitted to be classified as a Group B occupancy, provided the requirements in Section 408.1.2.7 are met.*

**Condition 9.** *This occupancy condition shall include buildings where the use of the building is for correctional medical care or correctional mental health care.*

**Institutional Group I-4, day care facilities.** Institutional Group I-4 occupancy shall include buildings and structures occupied by *more than six clients of any age who receive custodial care for fewer than 24 hours per day by persons other than parents or guardians, relatives by blood, marriage or adoption, and in a place other than the home of the clients cared for.* This group shall include, but not be limited to, the following:

- Adult day care
- Child day care

**Classification as Group E.** A child day care facility that provides care for *more than six but not more than 100 children under 2 years of age, where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior,* shall be classified as Group E.

**Special provisions.** *See Section 452.1.4 for daycares located above or below the first story.*

**Within a place of religious worship.** Rooms and spaces within places of religious worship providing such care during religious functions shall be *licensed by the California State Department Health Services as required by Health and Safety Code Division 2 Chapter 3.5.*

**Six or fewer persons receiving care.** A facility having *six or fewer persons receiving custodial care* shall be licensed pursuant to Health and Safety Code Division 2 Chapter 3.5 or 3.6.

**Six or fewer persons receiving care in a dwelling unit.** A facility such as the above *within a dwelling unit and having six or fewer persons receiving custodial care* shall be classified as a



Group R-3 occupancy, *where occupants are not capable of responding to an emergency situation without physical assistance from the staff shall be classified as a Group I-4.*

### **MERCANTILE - GROUP "M"**

Mercantile Group M occupancy includes, among others, the use of a building or structure for the display and sale of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public. Mercantile occupancies shall include, but not be limited to, the following:

- Department stores
- Drug stores
- Markets
- Greenhouses for display and sale of plants that provide public access.
- Motor fuel-dispensing facilities
- Retail or wholesale stores
- Sales rooms

### **RESIDENTIAL - GROUP "R"**

Residential Group R includes, among others, the use of a building or structure, or a portion thereof, for sleeping purposes when not classified as an Institutional Group I or when not regulated by the California Residential Code.

**Residential Group R-1.** Residential Group R-1 occupancies containing sleeping units where the occupants are primarily transient in nature, including:

- Boarding houses (transient) with more than 10 occupants
- Congregate *residences* (transient) with more than 10 occupants
- Hotels (transient)
- Motels (transient)
- *Efficiency dwelling units (transient)*

**Residential Group R-2.** Residential Group R-2 occupancies containing *sleeping units or more than two dwelling units where the occupants are primarily permanent in nature*, including:

- Apartment houses
- Congregate *residences* (nontransient) with more than 16 occupants
  - Boarding houses (nontransient)
  - Convents
  - Dormitories
  - Fraternities and sororities
  - Monasteries
- Hotels (nontransient)
- Live/work units
- Motels (nontransient)
- Vacation timeshare properties
- *Efficiency dwelling units (transient)*

**Residential Group R-2.1.** Residential Group R-2.1 occupancies shall include buildings, structures, or parts thereof housing clients, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services.

This occupancy may contain more than six nonambulatory and/or bedridden clients. (See Section 435 Special Provisions for licensed 24-Hour Care Facilities in a Group R-2.1, R-3.1 or R-4 Occupancy). This group shall include, but not be limited to, the following:

Assisted living facilities such as:

- Residential care facilities,
- Residential care facilities for the elderly (RCFEs),
- Adult residential facilities,
- Congregate living health facilities,
- Group homes,
- Residential care facilities for the chronically ill,
- Congregate living health facilities for the terminally ill.

Social rehabilitation facilities such as:

- Halfway houses,
- Community correctional centers,
- Community correction reentry centers,
- Community treatment programs,
- Work furlough programs,
- Alcoholism or drug abuse recovery or treatment facilities.

**Residential Group R-2.2 (California Department of Corrections and Rehabilitation Only).** Residential occupancies operated by CDCR in a community located facility that provides housing and community-based program services for nontransient ambulatory participants in a nonlicensed facility with 24/7 supervision.

**Residential Group R-3.** Residential Group R-3 occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-2.1, R-2.2, R-3.1, R-4 or I, including:

- Buildings that do not contain more than two dwelling units
  - Congregate residences (nontransient) with 16 or fewer occupants
  - Boarding houses (nontransient)
  - Convents
  - Dormitories
  - Fraternities and sororities
- Monasteries
- Congregate *residences* (transient) with 10 or fewer occupants
- *Efficiency dwelling units*
  - Boarding houses (transient)

- *Adult care facilities that provide accommodations for six or fewer clients of any age for less than 24 hours.*
- *Licensing categories that may use this classification include Adult Day Programs.*
- *Alcoholism or drug abuse recovery homes (ambulatory only)*
- *Childcare facilities that provide accommodations for six or fewer clients of any age for less than 24 hours.*
- *Licensing categories that may use this classification include, but are not limited to:*
  - *Day-Care Center for Mildly Ill Children,*
  - *Infant Care Center,*
  - *School Age Child Day-Care Center.*
- *Family Day-Care Homes that provide accommodations for 14 or fewer children, in the provider's own home for less than. 24-hours.*
- *Adult care and childcare facilities that are within a single-family home are permitted to comply with the California Residential Code.*
- *Lodging houses (transient) with five or fewer guest rooms and 10 or fewer occupants*

**Residential Group R-3.1.** This occupancy group may include facilities licensed by a governmental agency for a residentially based 24-hour care facility providing accommodations for six or fewer clients of any age. Clients may be classified as ambulatory, nonambulatory or bedridden. A Group R-3.1 occupancy shall meet the requirements for construction as defined for Group R-3, except as otherwise provided for in CBC Section 435. This group may include:

- Adult residential facilities
- Congregate living health facilities
- Intermediate care facilities for the developmentally disabled habilitative
- Intermediate care facilities for the developmentally disabled nursing
- Nurseries for the full-time care of children under the age of six, but not including "infants" as defined in Chapter 2
- Residential care facilities for the elderly
- Small family homes and residential care facilities for the chronically ill

**Exception:** Group Homes licensed by the Department of Social Services which provide nonmedical board, room and care for six or fewer ambulatory children or children two years of age or younger, and which do not have any nonambulatory clients shall not be subject to regulations found in Section 435.

Pursuant to Health and Safety Code Section 13143 with respect to these exempted facilities, no city, county or public district shall adopt or enforce any requirement for the prevention of fire or for the protection of life and property against fire and panic unless the requirement would be applicable to a structure regardless of the special occupancy. Nothing shall restrict the application of state or

local housing standards to such facilities if the standards are applicable to residential occupancies and are not based on the use of the structure as a facility for ambulatory children. For the purpose of this exception, ambulatory children do not include relatives of the licensee or the licensee 's spouse.

**Lodging houses.** Owner-occupied lodging houses with five or fewer guest rooms and 10 or fewer total occupants shall be permitted to be constructed in accordance with the *California Residential Code*.

**Residential Group R-4.** Residential Group R-4 occupancy shall include buildings, structures or portions thereof for more than *six ambulatory clients*, but not more than 16 persons, excluding staff, who reside on a 24-hour basis in a supervised residential environment and receive custodial care. This group shall include, but not be limited to, the following:

Group R-4 occupancies shall meet the requirements for construction as defined for Group R-3, except as otherwise provided for in this code. *This occupancy classification may include a maximum six nonambulatory or bedridden clients (see Section 435, Special Provisions for Licensed 24-Hour Care Facilities in a Group R-2.1, R-3.1 or R-4). Group R-4 occupancies shall meet the requirements in Section 420.*

## **STORAGE - GROUP "S"**

Storage Group S occupancy includes, among others, the use of a building or structure for storage that is not classified as a hazardous occupancy.

**Accessory storage spaces.** A room or space used for storage purposes that is accessory to another occupancy shall be classified as part of that occupancy.

**Moderate-Hazard storage, Group S- 1.** Storage Group S-1 occupancies are buildings occupied for storage uses that are not classified as Group S-2, including, but not limited to, storage of the following:

- Aerosol products, Levels 2 and 3
- Aircraft hangar (storage and repair)
- Bags: cloth, burlap, and paper
- Bamboos and rattan
- Baskets
- Belting: canvas and leather
- Books and paper in rolls or packs
- Boots and shoes
- Buttons, including cloth covered, pearl or bone
- Cardboard and cardboard boxes
- Clothing, woolen wearing apparel
- Cordage
- Dry boat storage (indoor)
- Furniture
- Furs
- Glues, mucilage, pastes and size
- Grains
- Horns and combs, other than celluloid
- Leather

- Linoleum
- Lumber
- Motor vehicle repair garages complying with the maximum allowable quantities of hazardous materials
- Photo engravings
- Resilient flooring
- Self-service storage facility (mini storage)
- Silks
- Soaps
- Sugar
- Tires, bulk storage of
- Tobacco, cigars, cigarettes, and snuff
- Upholstery and mattresses
- Wax candles

**Low-Hazard storage, Group S-2.** Storage Group S-2 occupancies include, among others, buildings used for the storage of noncombustible materials such as products on wood pallets or in paper cartons with or without single thickness divisions, or in paper wrappings. Such products are permitted to have a negligible amount of plastic trim, such as knobs, handles or film wrapping. Group S-2 storage uses shall include, but not be limited to, storage of the following:

- Asbestos
- Beverages up to and including 16-percent alcohol in metal, glass, or ceramic containers
- Cement in bags
- Chalk and crayons
- Dairy products in nonwaxed coated paper containers
- Dry cell batteries
- Electrical coils
- Electrical motors
- Empty cans
- Food products
- Foods in noncombustible containers
- Fresh fruits and vegetables in nonplastic trays or containers
- Frozen foods
- Glass
- Glass bottles, empty or filled with noncombustible liquids
- Gypsum board
- Inert pigments
- Ivory
- Meats
- Metal cabinets
- Metal desks with plastic tops and trim
- Metal parts
- Metals
- Mirrors
- Oil-filled and other types of distribution transformers
- Parking garages, open or enclosed
- Porcelain and pottery
- Stoves
- Talc and soapstones

- Washers and dryers

## **UTILITY AND MISCELLANEOUS - GROUP "U"**

**General.** Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped, and maintained to conform to the requirements of this code commensurate with the fire and life hazard incidental to their occupancy. Group U shall include, but not be limited to, the following:

- Agricultural buildings
- Aircraft hangars, accessory to a one- or two-family residence (see Section 412.4)
- Barns
- Carports
- Communication equipment structures with a gross floor area of less than 1,500 square feet (139 m<sup>2</sup>)
- Fences more than 6 feet (1829 mm) in height
- Grain silos, accessory to a residential occupancy
- Livestock shelters
- Private garages
- Retaining walls
- Sheds
- Stables
- Tanks
- Towers

**Greenhouses.** Greenhouses not classified another occupancy shall be classified as Use Group U.

## **LABORATORIES - GROUP "L" (Under the jurisdiction of the Office of the State Fire Marshal)**

**Group L Laboratories.** Group L occupancy includes the use of a building or structure, or a portion thereof, containing one or more laboratory suites as defined in Section 453.

## **ORGANIZED CAMPS - GROUP "C" (Under the jurisdiction of the Office of the State Fire Marshal)**

Organized Camps Group C. An organized camp is a site with programs and facilities established for the primary purpose of providing an outdoor group living experience with social, spiritual, educational or recreational objectives, for five days or more during one or more seasons of the year. more seasons of the year.

## Determining Building Permit Fees

Permit fees are based on the Construction Valuation of a project. For projects where new square footage is being built or added, and projects where existing square footage is being modified (also called a “change-in-use”), use the Building Valuation Table to determine the Construction Valuation (shown as “Total Value” in the table below).

For projects where no new square footage is being built, added or modified, the Construction Valuation will be determined by a signed construction contract, an accurate determination of time and materials (including material receipts) or other methods deemed acceptable by the Chief Building Official.

Once a Construction Valuation is determined, use the appropriate fee table provided in the Construction Permit Fee Schedule to determine the Total Permit Fee.

**Note:** The “Total Permit Fee” as shown in the following tables is a combination of the Building Permit and Plan Review fees. The “Total Permit Fee” is split up as 60% for the Building Permit fee, and 40% for the Plan Review fee. An additional fee of 13% of the Plan Review fee is collected as a Zone Check fee.

### Construction Permit Fee Schedule (per Resolution No. 28-2000)

<b>1. R3 (New Homes) and U (Garages, patios) or S (sheds) accessory (attached) to R3 - Permit Types: R-BLDG NEW; P-BLDG NEW</b>	
<b>Total Valuation</b>	<b>Total Permit Fee</b>
\$1.00 to \$2,000	\$280.00
\$2,001 to \$100,000	\$280.00 + (0.015 x valuation exceeding \$2,000 )
\$100,001 and greater	\$1,750.00 + (0.0070 x valuation exceeding \$100,000)
<b>2. Master Plan Review - Upon submittal of a plan for plan review, a plan review fee of forty percent (40%) of the total building permit fee shall be collected. When the plan is issued, the balance of the total permit fee (building permit fee plus plan review fee) is due.</b>	
<b>3. R3 (Additions, alterations, remodels) and U (Garages, patios) or S (sheds) accessory (attached) to R3 - Permit Types: R-BLDG ADD, ALT, ADDALT; P-BLDG ADD, ALT, ADDALT</b>	
<b>Total Valuation</b>	<b>Total Permit Fee</b>
\$1.00 to \$2,000	\$250.00
\$2,001 to \$20,000	\$250.00 + (0.0160 x valuation exceeding \$2,000)
\$20,001 and greater	\$538.00 + (0.0100 x valuation exceeding \$20,000)

**4. A, B, E, F1, F2, H1, H2, H3, H4, H5, I1, I2, I3, I4, M, R1, R2, R4, S1, S2 (Commercial / Non-Residential Buildings and Projects) – Permit Types: C-BLDG NEW, ADD, ALT, ADDALT**

Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$290.00
\$1,001 to \$2,000	\$472.00
\$2,001 to \$50,000	\$472.00 + (0.0270 x valuation exceeding \$2,000)
\$50,001 to \$500,000	\$1,768.00 + (0.0150 x valuation exceeding \$50,000)
\$500,001 and greater	\$8,518.00 + (0.0080 x valuation exceeding \$500,000)

**5. U Occupancies (Carports, patio covers, fences, non-rooftop mounted solar arrays, etc.), Reroof, demolition, fire repairs, and other structures not requiring a plan review –Permit Types: C-OTHER; R-OTHER; REROOF; R-BLDG REPAIR; C-BLDG REPAIR**

Total Valuation	Total Permit Fee
\$1.00 to \$2,000	\$83.00
\$1,001 to \$10,000	\$83.00 + (0.0160 x valuation exceeding \$1,000)
\$10,001 and greater	\$277.00 + (0.010 x valuation exceeding \$10,000)

**5.1 Residential PV solar systems, Rooftop Mounted – Residential Permit Types: R-OTHER**

Flat Rate Permit Fee	\$250.00
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**5.2 Commercial PV Solar Systems, Rooftop Mounted – Commercial Permit Types: C-OTHER (Additional review fees for other types of Commercial PV/Solar Systems will be calculated on the currently enforced labor rate schedule)**

System Size (kW-h)	Total Permit Fee
0 – 10kW	\$800
11kW – 25kW	\$1,200
26kW – 50kW	\$1,600
51kW – 150kW	\$2,300
151kW – 500kW	\$3,200
Over 500kW	\$3,600

**6. U Occupancies (Carports, patio covers, fences, non-rooftop mounted solar arrays, etc.), Roof Re-pitches, fire repairs, and other structures requiring a *minimal* plan review – Residential Permit Types: C-OTHER; R-OTHER; REROOF; R-BLDG REPAIR; C-BLDG REPAIR**

Total Valuation	Total Permit Fee
\$1.00 to \$2,000	\$166.00



\$1,001 to \$10,000	$\$166.00 + (0.0160 \times \text{valuation exceeding } \$1,000)$
\$10,001 and greater	$\$310.00 + (0.0100 \times \text{valuation exceeding } \$10,000)$

**7. Miscellaneous Plumbing, Mechanical, Electrical Permits (PME)**

Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$83.00
\$1,001 to \$10,000	$\$83.00 + (0.0160 \times \text{valuation}^1 \text{ exceeding } \$1,000)$
\$10,001 and greater	$\$227.00 + (0.010 \times \text{valuation}^1 \text{ exceeding } \$10,000)$
Add \$25 for each additional discipline over the first	

**8. Sign Permits (C-SIGN) - Illuminated, All Types**

Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$166.00
\$1,001 to \$10,000	$\$166.00 + (0.0160 \times \text{valuation exceeding } \$1,000)$
\$10,001 and greater	$\$310.00 + (0.0100 \times \text{valuation exceeding } \$10,000)$

**9. Sign Permits (C-SIGN) - Non-Illuminated, Monument**

Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$83.00
\$1,001 and greater	$\$83.00 + (0.0100 \times \text{valuation}^1 \text{ exceeding } \$1,000)$

**10. Sign Permits (C-SIGN) - Non-Illuminated, Wall / Appendage**

Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$68.00
\$1,001 and greater	$\$68.00 + (0.0100 \times \text{valuation}^1 \text{ exceeding } \$1,000)$

**11. Private Swimming Pool Permits (POOL)**

Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$176.00
\$1,001 to \$10,000	$\$176.00 + (0.0160 \times \text{valuation}^1 \text{ exceeding } \$1,000)$
\$10,001 and greater	$\$320.00 + (0.0140 \times \text{valuation}^1 \text{ exceeding } \$10,000)$

**12. Public Swimming Pool Permits (POOL)**

Total Valuation	Total Permit Fee
\$1.00 to \$1,000	\$236.00
\$1,001 to \$10,000	$\$236.00 + (0.0160 \times \text{valuation}^1 \text{ exceeding } \$1,000)$
\$10,001 and greater	$\$380.00 + (0.0140 \times \text{valuation}^1 \text{ exceeding } \$10,000)$

**13. Public or Private Spa Permits (POOL)**

Total Valuation	Total Permit Fee
\$1.00 to \$2,000	\$211.00
\$2,001 to \$10,000	$\$211.00 + (0.0140 \times \text{valuation}^1 \text{ exceeding } \$2,000)$

**14. Mobile Home Installation Permit Fees.**

Application filing fee	\$20.00
Installation permit fee	\$100.00 provided the inspection is not more than one hour, plus \$30.00 for each 30 minutes or fraction in excess of one hour.
Re-inspection fee	\$60.00 provided the re-inspection is not more than one hour, plus \$30.00 for each 30 minutes or fractional part in excess of one hour.
Support system, retrofit-foundation system	Contract Value with fee section 5

**15. Temporary Mobile Home - Owner-occupied temporary mobile home used during dwelling construction.**

Application filing fee	\$20.00
Installation permit fee	\$100.00 provided the inspection is not more than one hour, plus \$30.00 for each 30 minutes or fractional part in excess of one hour.
Re-inspection fee	\$60.00 provided the re-inspection is not more than one hour, plus \$30.00 for each 30 minutes or fractional part in excess of one hour.
Support system, retrofit-foundation system	Contract Value with fee section 5

**16. Moving Buildings (R-BLDG NEW)**

Application and Posting Fee - \$250

When the application indicates that the building is to be moved from a location outside of the City of Rancho Cordova, the applicant shall pay an additional fee based on \$75.00 per hour plus \$0.30 cents per mile to defray costs accrued outside of the unincorporated area of the City of Rancho Cordova. See RCMC 16.40 for additional fees and requirements

17. Other Fees	
a. Issuance of permit for Commercial Coach	Fees are based on section # 6. A construction valuation will be determined that is equal to 25 percent of the value used for a new Type VB office or classroom, plus full value of decks, ramps, and stairs.
b. Issuance of each supplemental permit	\$75.00 plus costs directly billed based on current Labor Rate Schedule
c. Inspection outside of normal business hours	Charged hourly based on current Labor Rate Schedule, minimum of 3 hours
d. Inspections for which no fee is specifically indicated	Charged hourly based on current Labor Rate Schedule
e. Each re-inspection	\$170.00
f. Temporary Certificate of Occupancy Fee	\$275.00 (based on 1 hour of processing time and 1 hour of inspection time multiplied by the current Labor Rate Schedule, rounded)
g. Non-Construction Certificate of Occupancy Permit	\$215.00 (based on 1/2 hour of processing time and 1 hour of inspection time multiplied by the current Labor Rate Schedule, rounded)
h. Request for Utilities Fee (to allow cleaning and showing of commercial spaces)	Current cost of Electrical permit, plus one hour of inspection time based on current Labor Rate Schedule, rounded
i. Issuance of duplicate Certificate of Occupancy	\$40.00
j. Replacement of lost or damaged permit paperwork	\$50.00
k. Permit research letter	Charged hourly based on current Labor Rate Schedule
l. Additional plan review required by changes, additions, or revisions to approved plans	Charged hourly based on current Labor Rate Schedule
m. Plan review for miscellaneous permits	Charged hourly based on current Labor Rate Schedule
n. Pre-application plan and/or project reviews	Charged hourly based on current Labor Rate Schedule
o. Pre-construction meetings	Charged hourly based on current Labor Rate Schedule
p. Expedited plan reviews	Normal plan review fees plus costs charged hourly based on current Labor Rate Schedule
q. Filing fee for Building Board of Appeals / Accessibility Board of Appeals	\$350.00

## Labor Rate Schedule

These rates are used to determine fees for any hourly review and inspection time.

### HOURLY PLAN REVIEWS (IN-HOUSE)

Hourly fees can be incurred when an expedited plan review is requested, or a standard plan review has exceeded two cycles of review.

Review Description	Regular Rate	OT Rate	Classification
Residential Plan Review	\$158.36	\$177.45	Bldg Insp I
Commercial Plan Review	\$174.21	\$195.20	Bldg Insp II

Any hourly reviews completed by an out-sourced plan review firm will be charged at the plan review firm's *actual* charge plus an additional 20% for administrative costs.

A processing fee of \$75.00 plus \$122.63 per hour (labor rate for a Building Permit Technician II) will also be charged for supplements or changes to issued permits.

### RE-INSPECTION FEES

A re-inspection fee may be assessed for any of the following reasons:

1. When such portion of work for which inspection is called is not completely ready or when previous corrections called for are not made.
2. When the job address is not clearly posted and visible from the street or the front of the building.
3. When there is a lack of access to the work to be inspected.
4. When the building permit is not posted on the job site.
5. When the approved plans are not readily available to the inspector.
6. When the building permit, or a copy, and any previous correction notice(s) are not readily available.
7. For deviating from plans required the approval of the Building Official.

### AFTER HOURS INSPECTIONS

Any After-Hours inspections performed will be billed at a three (3) hour minimum, at \$74.21 per hour (\$522.63).

Description	Inspection Type	Regular Rate	OT Rate	Classification
Re-inspection Fee	All Types	\$170.00	--	Flat Rate
After Hours (minimum 3 hours)	All Types	174.21 per hour	\$195.20	Bldg Insp II

**STAFF LABOR RATE SCHEDULE**

The following table lists the hourly and overtime rates that may be charged for work outside of the normal permit fees. These rates would apply based on type of work performed, and position of staff member.

<b>Staff Position</b>	<b>Regular Rate</b>	<b>OT Rate</b>
Chief Building Official	\$249.59	N/A
Principal Inspector	\$200.35	N/A
Sr. Plans Examiner	191.01	N/A
Administrative Assistant	\$96.99	\$112.00
Building Inspector II	\$174.21	\$195.20
Building Inspector, I	\$158.36	\$177.45
Building Permit Technician II	\$138.57	\$155.27
Building Permit Technician, I	\$126.00	\$141.18

## Other Fees collected with Building Permit

### **GENERAL PLAN COST RECOVERY FEE**

Resolution 39-2004, establishing a General Plan Cost Recovery Fee was approved in April of 2004, and is used to help offset the costs of the City's obligation to implement a General Plan, as required by State Law. This fee applies to all commercial permits and permits for new homes. It does not apply to residential properties with an existing single-family dwelling. The fee is calculated as such: 0.658 x every \$1000 of permit value = General Plan Cost Recovery Fee.

### **GREEN BUILDING FEE**

In Senate Bill 1473, the State of California requires that each city, county, and city and county collect a fee from an applicant for a building permit to cover the costs of creating and implementing the California Green Building Code. The fee is assessed at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1).

"Appropriate fractions thereof" is interpreted to be \$1 per every twenty-five thousand (\$25,000) in valuation per table illustrated below:

Permit Valuation	Fee
\$1 - \$25,000	\$1.00
\$25,001 - \$50,000	\$2.00
\$50,001 - \$75,000	\$3.00
\$75,001 - \$100,000	\$4.00
Every \$25,000 or fraction thereof above \$100,000	Add \$1

In addition, SB 1473 provides that the city, county, or city and county may retain up to ten (10) percent of the fees collected for related administrative costs and for code enforcement education.

### **STRONG MOTION INSTRUMENTATION PROGRAM FEE (SMIP)**

The State of California has instituted a program for seismic monitoring throughout the State. This program requires the City of Rancho Cordova to collect fees to help pay for seismic monitoring in our area. These fees go toward equipment required for monitoring seismic activity, and training of personnel for dealing with the aftermath of earthquakes.

The fee amount shall be assessed in the following way (per Public Resources Code Division 2, Chapter 8, Section 2705):

(a) A city, county, and city and county shall collect a fee from each applicant for a building permit. Each fee shall be equal to a specific amount of the proposed building construction for which the building permit is issued as determined by the local building officials. The fee amount shall be assessed in the following way:

(1) Group R occupancies, as defined in the California Building Code (Part 2 of Title 24 of the California Code of Regulations), one to three stories in height, except hotels and motels, shall be assessed at the rate of thirteen dollars (\$13) per one hundred thousand dollars (\$100,000), with appropriate fractions thereof.

(2) All other buildings shall be assessed at the rate of twenty-eight dollars (\$28) per one hundred thousand dollars (\$100,000), with appropriate fractions thereof.

(3) The fee shall be the amount assessed under paragraph (1) or (2), depending on building type, or fifty cents (\$0.50), whichever is the higher.

(b) (1) In lieu of the requirements of subdivision (a), a city, county, and city and county may elect to include a rate of thirteen dollars (\$13) per one hundred thousand dollars (\$100,000), with appropriate fractions thereof, in its basic building permit fee for any Group R occupancy defined in paragraph (1) of subdivision (a), and a rate of twenty-eight dollars (\$28) per one hundred thousand dollars (\$100,000), with appropriate fractions thereof, for all other building types. A city, county, and city and county electing to collect the fee pursuant to this subdivision need not segregate the fees in a fund separate from any fund into which basic building permit fees are deposited.

(2) "Building," for the purpose of this chapter, is any structure built for the support, shelter, or enclosure of persons, animals, chattels, or property of any kind.

(c) (1) A city, county, and city and county may retain up to 5 percent of the total amount it collects under subdivision (a) or (b) for data utilization, for seismic education incorporating data interpretations from data of the strong-motion instrumentation program and the seismic hazards mapping program, and, in accordance with paragraph (2), for improving the preparation for damage assessment after strong seismic motion events.

(2) A city, county, and city and county may use any funds retained pursuant to this subdivision to improve the preparation for damage assessment in its jurisdiction only after it provides the Department of Conservation with information indicating to the department that data utilization and seismic education activities have been adequately funded.

(d) Funds collected pursuant to subdivisions (a) and (b), less the amount retained pursuant to subdivision (c), shall be deposited in the Strong-Motion Instrumentation and Seismic Hazards Mapping Fund, as created by Section 2699.5 to be used exclusively for purposes of this chapter, Chapter 7.5 (commencing with Section 2621), and Chapter 7.8 (commencing with Section 2690).

# Chapter 3 :

## Development Impact Fee Programs



# Citywide Development Impact Fee Programs

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Certain development impact fees are due at the time of building permit issuance. The City of Rancho Cordova administers several development impact fee programs, and collects pass through fees for other agencies, that fund new development's share of certain capital infrastructure projects. Some of the development impact fee programs are applicable citywide and some are applicable to specific areas of the City.

The development impact fees are applicable to new construction or projects adding new square footage. Project applicants locating in an existing building or existing shell may be required to pay additional development impact fees if they are proposing to change the use from what the original building permit was based on to a more intensive use. For help in understanding the development impact fees applicable to your project, please contact Erin Naderi at (916) 851-8754.

## Citywide Development Impact Fee Programs

The following are the citywide development impact fee programs collected and / or administered by the City of Rancho Cordova:

1. Citywide Transportation Impact Fee which is a multi-zonal fee program that funds major roadways, intersections, interchanges, bridges, transit, bike and pedestrian infrastructure (see page 3-3).
2. Community Facilities Fees which fund the following facilities and services: City Hall, Police Facilities, Community Center, Corporation Yard, Library, Parking Structure and Administration (see page 3-5).
3. Measure A Transportation Mitigation Fee is collected by the City and passed through to the Sacramento Transportation Authority (STA). In 2004 the voters approved an extension of the one-half of one percent Measure A transportation sales tax. The adoption of the fee by all Cities in Sacramento was a condition of receiving the new Measure A sales tax proceeds (see page 3-6).
4. Housing Trust Development Impact Fee provides a trust fund for the construction of very low-income housing (see page 3-7).
5. SacRT impact fee established to provide funding for public facilities to serve the City, which facilities are described in the Sacramento Regional Transit expenditure plan and nexus study. The SacRT impact fee is collected by the City and remitted to the Sacramento Regional Transit District, which administers the program.
6. Drainage impact fee is a citywide fee imposed on new development in the City to fund the cost of certain storm drainage facilities, the need for which is directly or indirectly generated by the type and extent of development proposed in the City on which the fees will be imposed. The funds collected will be used for construction of regional drainage facilities and enhancement of existing facilities to mitigate for development impacts.

**Citywide Transportation Development Impact Fee**

Applicable Development: ALL  
 Next Scheduled Update: January 2025

Applicable Area: Citywide

Development Type		Area 1* [1,2]	Area 2* [2,3]
Single Family Detached, > 1,200 SF[4]	per Unit	\$12,547.50	\$20,729.00
Single Family Detached, ≤ 1,200 SF[5]	per Unit	\$8,377.94	\$18,241.70
Multi-Family [3]	per Unit	\$6,651.67	\$11,815.38
Commercial	per S.F.	\$12.08	\$15.34
Office	per S.F.	\$11.52	\$11.79
Industrial/Manufacturing	per S.F.	\$5.92	\$6.07
*Includes 3.75% Admin Fee			
For land uses not shown on this table, contact Elizabeth Sparkman, Community Development Department, (916) 851-8714			

[1] For projects located in the Mather Field Planning Area, the offsite roadway fee as shown in those fee programs shall be deducted from the Citywide Transportation Impact Fee.

[2] Each January 1, the TDIF for each type of development will automatically be adjusted by the increase, if any, in the 20-City Construction Cost Index (CCI) as reported in the Engineering News Record for the twelve-month period ending October of the prior year.

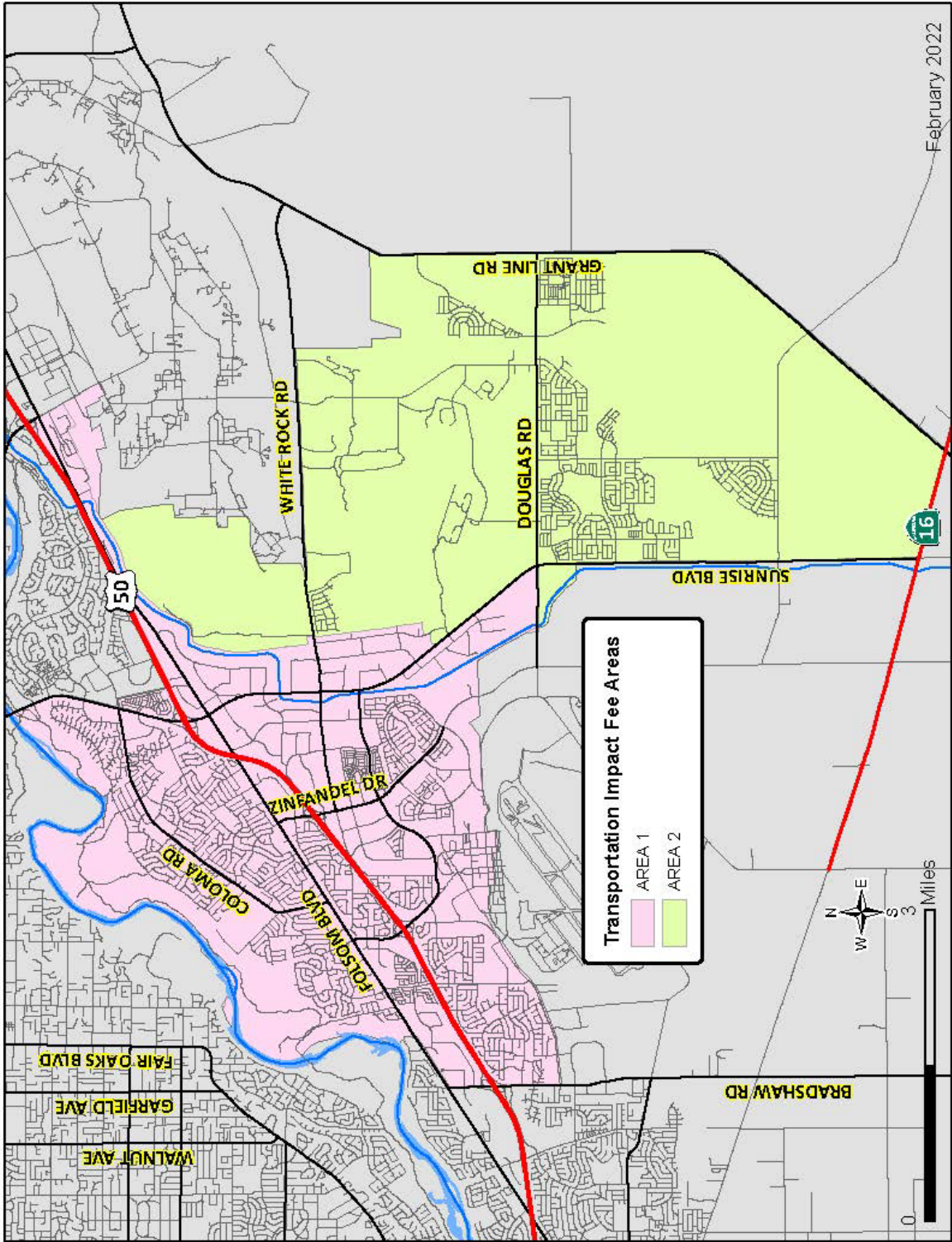
[3] Includes all attached units within a structure comprising 5 or more units that are solely available for rent and all attached units structure comprising of 5 or more units that are 1,200 sf or less and are available for sale.

[4] Includes all single family attached or detached residential units with more than 1,200 square feet of living area based on the square footage reflected on the building permit used for construction of the unit.

[5] Includes all single family attached or detached residential units with 1,200 square feet or less of living area based on the square footage reflected on the building permit used for construction of the unit. DUE rate is based on analysis conducted with Sacramento County’s Transportation Development Fee Program

Larger projects with significant travel demands are required to perform a trip generation analysis in order to determine if a traffic study is needed to evaluate and mitigate traffic impacts that are not covered by the Citywide Transportation Impact Fee. To determine whether your project may need to perform this analysis, please contact Drew Hart 916-851-8958.

For your convenience, a Map showing properties covered by each of the Transportation Impact Fee Area’s listed above can be found on Page 3-3.



**Community Facilities Fee Program**

Applicable Development: ALL

Applicable Area: Citywide

Next Scheduled Update: January 2025

Development Type		Community Facilities Component	Library Component	Total Fee*	
<b>Residential</b>	Single Family	per Unit	\$4,066.32	\$832.85	\$4,899.17
	Multi-Family	per Unit	\$3,177.25	\$651.31	\$3,828.56
<b>Non-Residential</b>		Cost per Square Foot			
Commercial	per SF	\$0.62	N/A	\$0.62	
	Office	per SF	\$1.01	N/A	\$1.01
	Industrial	per SF	\$0.26	N/A	\$0.26
*Includes 3.75% Admin Fee					

Development Type Rio Del Oro Phase 1		Community Facilities Component	Library Component	Total Fee*	
<b>Residential</b>	Single Family	per Unit	\$3,880.77	\$689.83	\$4,570.60
	Multi-Family	per Unit	\$3,032.70	\$539.08	\$3,571.78
<b>Non-Residential</b>		Cost per Square Foot			
Commercial	per SF	\$0.59	N/A	\$0.59	
	Office	per SF	\$0.97	N/A	\$0.97
	Industrial	per SF	\$0.25	N/A	\$0.25
*Includes 3.75% Admin Fee					

Each January 1, the CFF Program fee will automatically be adjusted by the change in the 20-City Construction Cost Index as reported in the Engineering News Record for the twelve-month period ending October of the prior year.

For Rio Del Oro please contact the Community Development Department.

**Measure A Development Impact Fee**

Applicable Development: ALL

Applicable Area: Citywide

Next Scheduled Update: July 1, 2025

Land Use <sup>[1][2][3]</sup>	Current Rate (\$)	
Single-Family Residential	per Unit	\$1,574
Single-Family Residential, Senior	per Unit	\$1,260
Multi-family Residential	per Unit	\$1,101
Multi-family Residential, Senior	per Unit	\$943
Office Use	per 1000 sq. ft.	\$1,890
Retail Use	per 1000 sq. ft.	\$2,362
Industrial Use	per 1000 sq. ft.	\$1,260
Hotel/Motel	per Sleeping Room	\$912
Extended Stay Hotel/Motel	per Sleeping Room	\$810
Golf Course	per Acre	\$1,310
Movie Theater	per Screen	\$2,995
Religious Center	per 1000 sq. ft.	\$1,465
Hospital	per 1000 sq. ft.	\$2,639
Service Station	per Fueling Pump	\$2,047
Supermarket	per 1000 sq. ft.	\$2,362
Warehouse/Self Storage	per 1000 sq. ft.	\$294
Assisted Living	per Bed	\$454
Congregate Care	per Unit	\$333
Child Day Care	per Student	\$725
Private School (K-12)	per Student	\$410
Auto Repair/Body Shop	per 1000 sq. ft.	\$2,362
Gym/Fitness Center	per 1000 sq. ft.	\$2,362
Drive-through Car Wash	per 1000 sq. ft.	\$2,362
All Other	Average weekday trip generation rate x 128	\$166

[1] Mixed Use Projects - The amount of the fee shall be based on the predominate use of each building, which is defined as 80% or more of the total gross building square footage. If no one use comprises of 80% or more of the total gross building square footage, then the amount of the fee shall be proportionally determined based on those uses that constitute 25% or more of the total gross building square footage. For mixed residential and non-residential development projects, the amount of the fee will be proportionally determined based on the number of dwelling units and the amount and type of non-residential gross building square footage.

[2] The Measure A Fee is automatically adjusted on July 1st of each year by the Sacramento Transportation Authority.

[3] The City collects the fee on behalf of the Sacramento Transportation Authority (STA). The fees collected are then remitted to the STA on a regular basis.

### Transit Development Impact Fee

Applicable Development: ALL

Applicable Area: Citywide

Next Scheduled Update: n/a

Land Use <sup>[1][2][3]</sup>	Current Rate (\$)	
Single-Family	per Unit	\$175
Multi-family	per Unit	\$356
Commercial	per sq. ft. - floor area	\$0.77
Business & Professional	per sq. ft. - floor area	\$0.70
Industrial	per sq. ft. - floor area	\$0.16
Office Park	per sq. ft. - floor area	\$0.45

[1] The Transit Development Impact Fee has been in effect since 1988, in the same amount as previously collected by the County of Sacramento on behalf of Sacramento Regional Transit District.

[2] Administration is charged as two percent (2%) of the total transit development impact fee.

[3] The City collects the fee on behalf of the Sacramento Regional Transit District (SacRT). The fees collected are then remitted to the SacRT on a regular basis.

### Housing Trust Development Impact Fee

Applicable Development: ALL

Applicable Area: Citywide

Next Scheduled Update: n/a

Land Use	Current Rate (\$)	
Office	\$0.97	per sq. ft. floor area
Hotel	\$0.92	per sq. ft. floor area
Research and Development	\$0.82	per sq. ft. floor area
Commercial	\$0.77	per sq. ft. floor area
Manufacturing	\$0.61	per sq. ft. floor area
Warehouse	\$0.26	per sq. ft. floor area
Indoor Recreation Projects (rock climbing, etc)	\$0.50	per sq. ft. floor area

A \$30 - \$100 processing fee is collected with each project. The processing fee amount charged will depend on the complexity of each project and will be determined during the Plan Review.

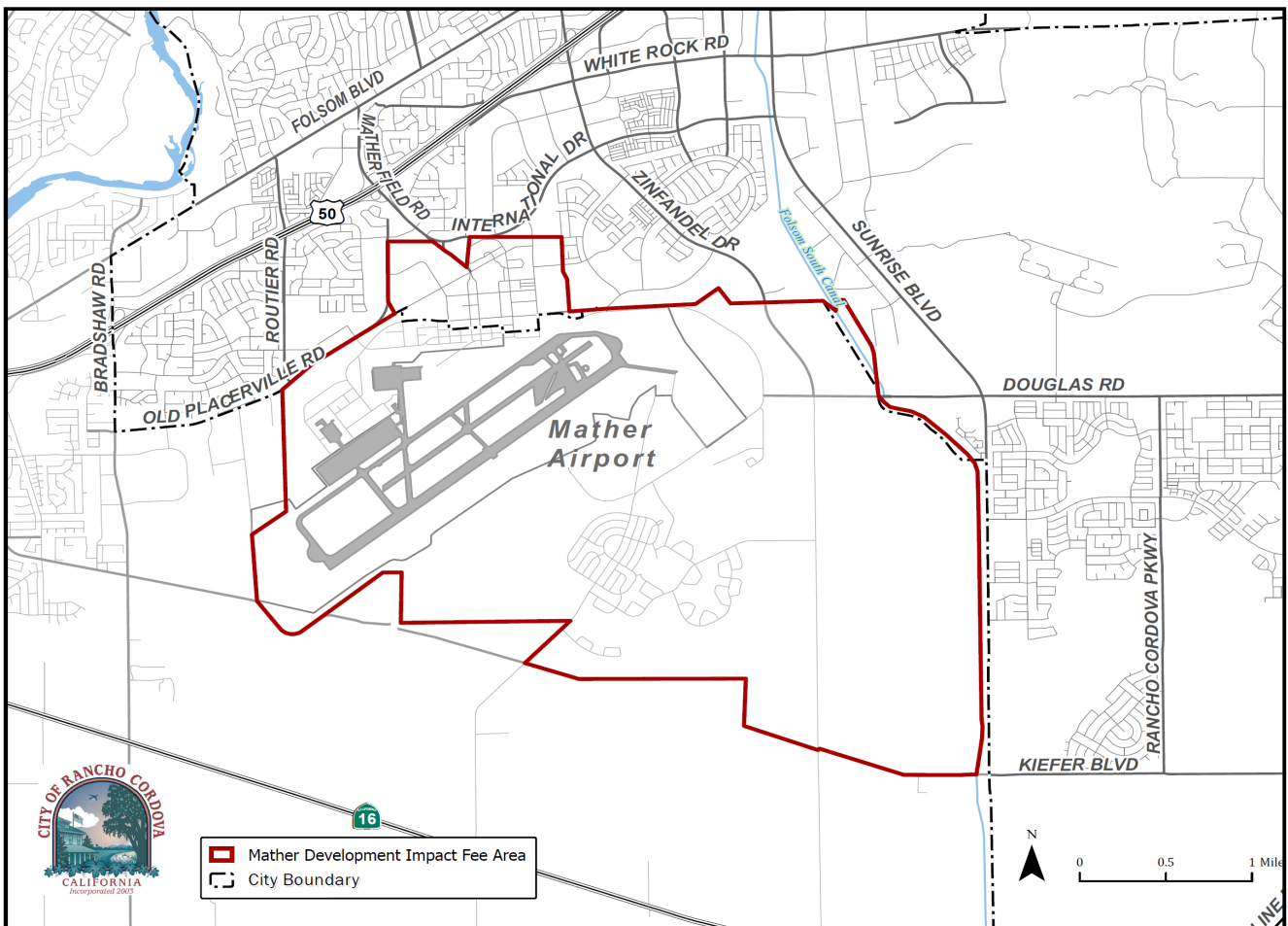


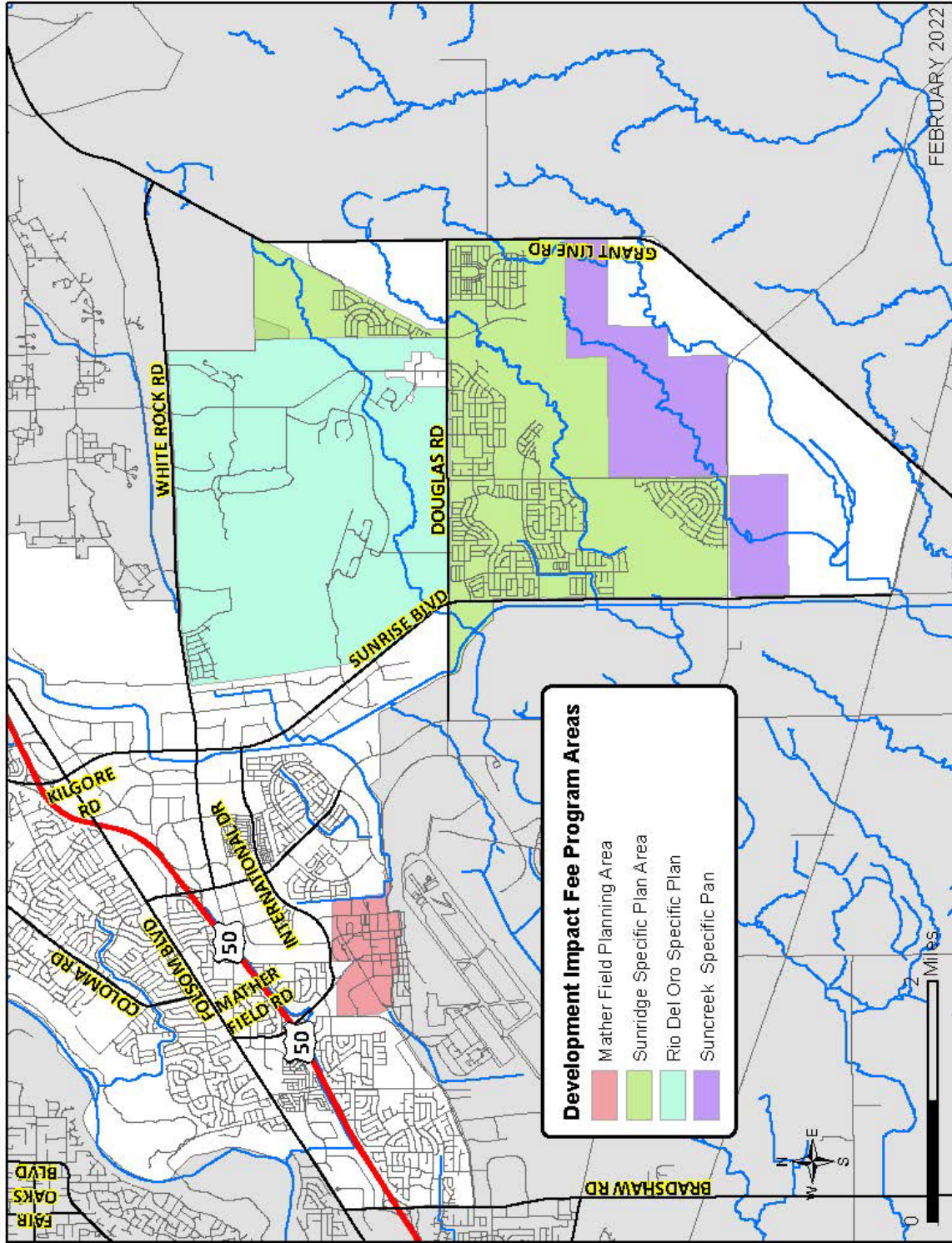
# Plan Area Development Impact Fee Programs

In addition to the Citywide development impact fee programs administered and / or collected in the City, there are also currently special planning areas that have specific development impact fees associated with those areas. These fees used to fund infrastructure in specific planning areas located within the City. Because of overlap of portions of infrastructure or facilities within the citywide fee program, a portion of the plan area fees may be credited towards citywide fees. The details of any applicable credits are contained in the footnotes in the schedule of fees within each applicable area.

1. Mather Field Impact Fees were established by the County to mitigate transportation impacts (see page 3-10).
2. Sunrise Douglas Community Plan /Sunridge Specific Plan Area are specific plan fees to fund roadway improvements, supplemental offsite water facilities, interim sewer facilities, library facilities, transit shuttle, and fee program updates (see page 3-11).
3. Suncreek Development Impact Fee Program, Suncreek Special Planning Area (see page 3-11).

A Map of the specific plan areas and tables of the corresponding plan area fees follow.







**Mather Field Development Impact Fee Program**

Applicable Area: Mather Field Public Facilities Plan Area

Applicable Development: All

Next Scheduled Update: March 1, 2024

Land Use	Current Rate (\$) <sup>[1], [2]</sup>
Transition Housing	\$667.00 per dwelling unit
Light Industrial	\$3.92 per bldg sq. ft.
Industrial Office Park	\$4.31 per bldg sq. ft.
Business and Professional Office	\$5.10 per bldg sq. ft.
Commercial	\$8.22 per bldg sq. ft.
Commercial Recreation	\$11,758.00 per acre
Child Care	\$19.60 per bldg sq. ft.
Lodging	\$2,978.00 per room
Recreation - Regional Park	\$4,704.00 per acre
Recreation - Golf Course	\$1,528.00 per acre
General Aviation - Airport	\$1,764.00 avg. daily operation
Administration	3% per unit

[1] These fees are collected and administered by the County of Sacramento. For more information regarding the Mather Field Development Impact Fees, please contact Kent Craney of the Sacramento County Special Districts Section at (916) 876-4120.

[2] Fees collected in Mather Field are credited towards the Citywide Transportation Fee, Area 1 (see page 3-2).

**Sunrise Douglas Community Plan Development Impact Fee Program**

Applicable Area: Sunrise Douglas Community Plan Area

Applicable Development: All

Next Scheduled Update: January 1, 2025

Applicable Fee Types	Single Family Residential	MultiFamily	Office	Commercial
	per unit	per unit	per sq. ft.	per sq. ft.
Roadways <sup>[1]</sup>	\$9,046.49	\$5,068.81	\$10.25	\$14.84
Transit Shuttle	\$0.00	\$0.00	\$0.00	\$0.00
Supplemental Offsite Water	\$1,175.50	\$881.32	\$0.37	\$0.43
Interim Sewer	\$811.01	\$608.26	\$0.16	\$0.08
Park Development <sup>[2]</sup>	\$12,347.72	\$9,245.35	n/a	n/a
Fee Program Updates	\$0.00	\$0.00	\$0.00	\$0.00
Administration <sup>[3]</sup>	\$413.74	\$245.94	\$0.38	\$0.57
<b>TOTAL SDCP FEES:</b>	<b>\$23,794.46</b>	<b>\$16,049.68</b>	<b>\$11.16</b>	<b>\$15.92</b>

[1] Since the Office and Commercial rates in the Citywide Transportation Impact Fee are lower than the rates for the Sunrise Douglas Community Plan fee, only the Citywide fee is collected on these types of projects.

[2] This amount represents the Park Fees adopted by the Cordova Recreation and Park District Board on April 16, 2014. Amounts charged to various development projects will vary based on fees outlined in the respective Development Agreements. See Page 3-13 for project specific fees.

[3] The SDCP program fee is 3.75% of the fees that the City will administer. These include the Roadway, Supplemental Offsite Water, and Interim Sewer components.

**Suncreek Development Impact Fee Program**

Applicable Area: Suncreek Special Planning Area  
Next Scheduled Update: January 1, 2025

Applicable Development: All

Applicable Fee Types	Single Family Residential	High Density	Office	Commercial
	per unit	per unit	per sq. ft.	per sq. ft.
On-Site Roadway	\$2,002.80	\$1,562.63	\$1.90	\$2.16
Potable Water	\$1,452.86	\$1,089.11	\$0.56	\$0.56
Park and Corridors and Trails	\$1,026.69	\$535.95	\$0.00	\$0.00
Wetland Preserve Buffer	\$545.63	\$124.84	\$0.27	\$0.27
Storm Drainage	\$887.86	\$354.07	\$0.99	\$0.99
Backbone Wetland Mitigation	\$2,252.48	\$513.34	\$1.12	\$1.12
Offsite Roadway	\$435.86	\$340.08	\$0.41	\$0.47
Administration	\$258.13	\$135.60	\$0.16	\$0.17
<b>TOTAL SCP FEES:</b>	<b>\$8,862.31</b>	<b>\$4,655.62</b>	<b>\$5.41</b>	<b>\$5.74</b>

[1] Fees are based on a Nexus Study prepared March 2022 and adopted May 15,2022.

[2] Plan Area Fee Formation Fee collected at final map for \$2883.00 per net acre plus 3% admin

## Other Development Agreement Fees

Certain park development, park renovation, supplemental park, supplemental transportation, and affordable housing in-lieu fees have been negotiated pursuant to the terms of development agreements on specific projects.

Those fees are contained in the following tables and shown on corresponding maps.

### Park Development, Community Places, Park Renovation and Supplemental Park Fees

Applicable Area: Specific to Development Agreements for Individual Projects

Next Scheduled Update: See footnote

Development Area	Park	Community	Park	Supplemental
	Development <sup>[1]</sup>	Places <sup>[1]</sup>	Renovation <sup>[2]</sup>	Park Fee
	per unit	per unit	per Unit	per Unit
Arista del Sol <sup>[4]</sup>	\$12,347.74	\$267.50	\$1,411.08	n/a
Bradshaw Village	\$12,347.74	\$1,767.00	\$1,411.08	n/a
Douglas 103	\$12,347.74	\$1,767.00	\$1,411.08	n/a
Mather East/Sundance	\$12,347.74	\$1,767.00	\$1,411.08	\$390.40
Montelena <sup>[6]</sup>	\$11,639.40	\$154.85	\$1,411.08	n/a
Rio Del Oro Phase 1 <sup>[7][8]</sup>	\$7,681.23	\$1,601.83	\$853.32	n/a
Sunridge Lot J <sup>[5]</sup>	\$3,309.36	\$154.85	\$1,411.08	\$345.00
Suncreek Specific Plan	\$12,347.74	\$1,767.00	\$1,411.08	n/a
The Preserve	\$12,347.74	\$1,767.00	\$1,411.08	n/a
The Ranch <sup>[8]</sup>	\$2,979.38	\$1,767.00	\$1,411.08	n/a

**Note:** This table does not include projects that have been fully built out.

[1] The Park Development and Community Places Fees are adjusted annually on January 1<sup>st</sup> of each year to coincide with the inflationary adjustments in the Sunridge Specific Plan Area.

[2] The Park Renovation Fee automatically adjusts on January 1<sup>st</sup> of each year pursuant to the terms of the specific Development Agreements for each subdivision area.

[3] The Park Development Fee and /or Community Places fee may adjust in the future to reflect turnkey construction of parks or neighborhood greens.

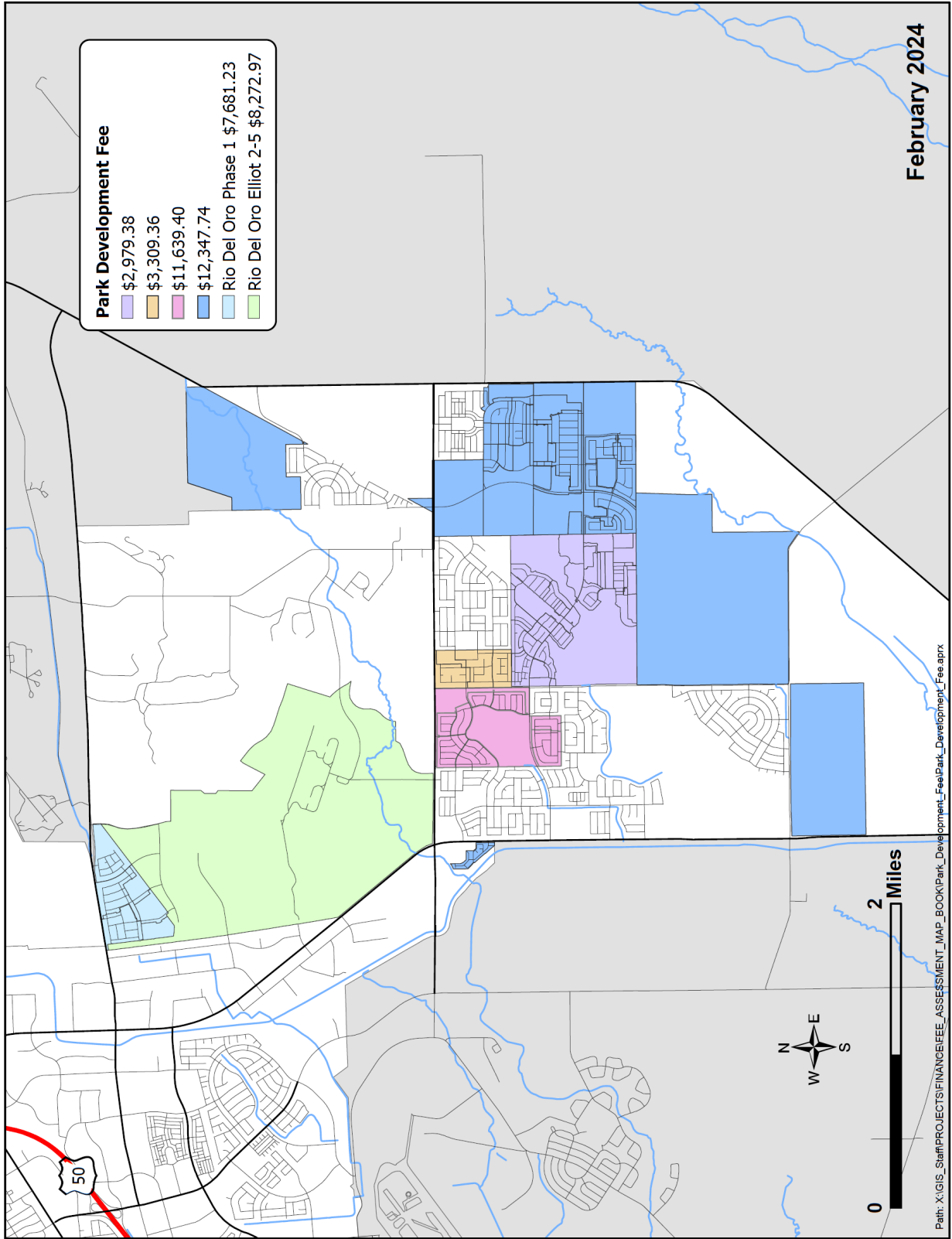
[4] Per the Development Agreement, the developer will turnkey the neighborhood green[s] and receive a credit towards the Community Places Fee.

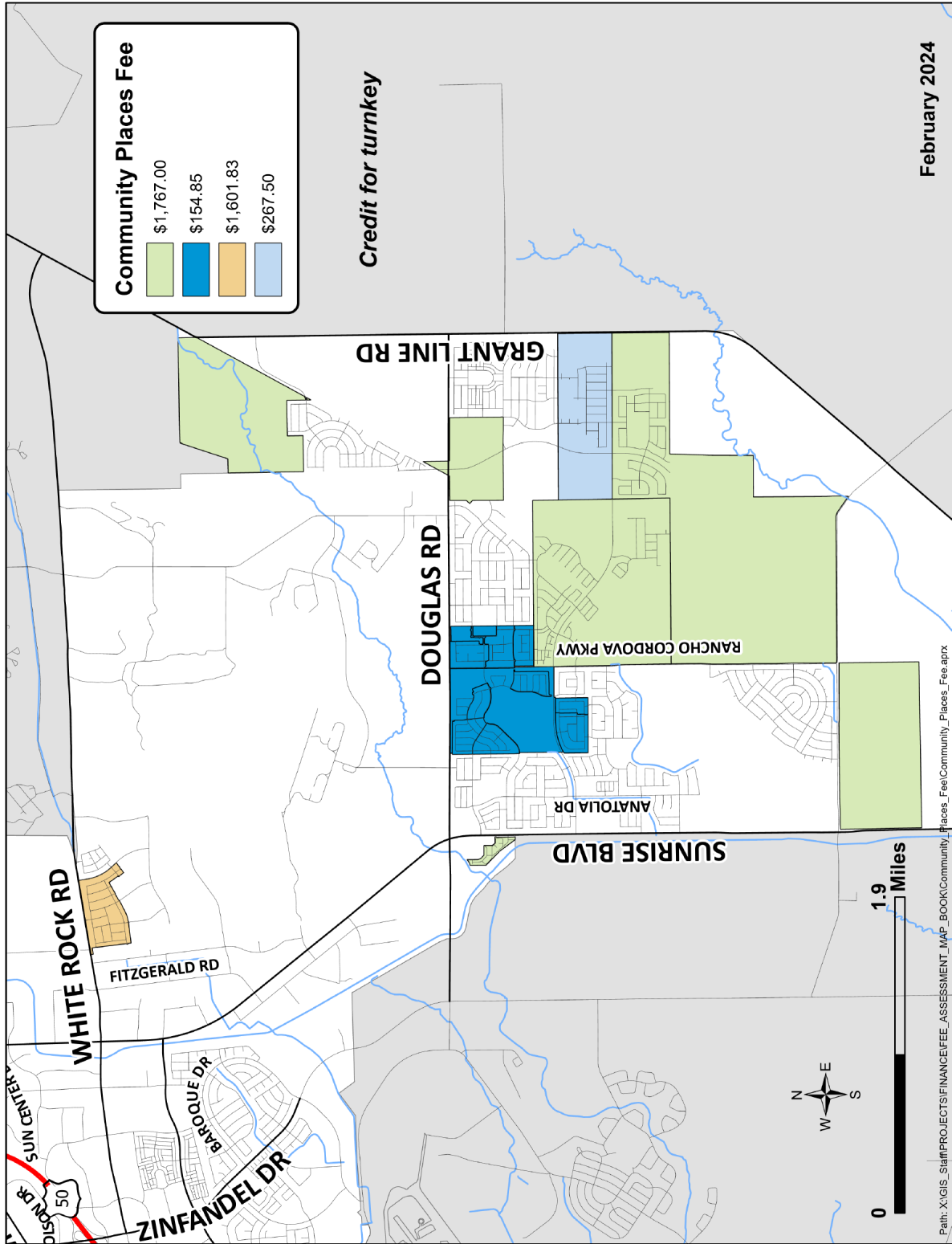
[5] Per the Development Agreement, the developers will turnkey all the parks and receive credits towards the Park Development and Community Places Fee[s].

[6] Per Development Agreement, If builder "turnkeys" 2 neighborhood parks, but not the community park.

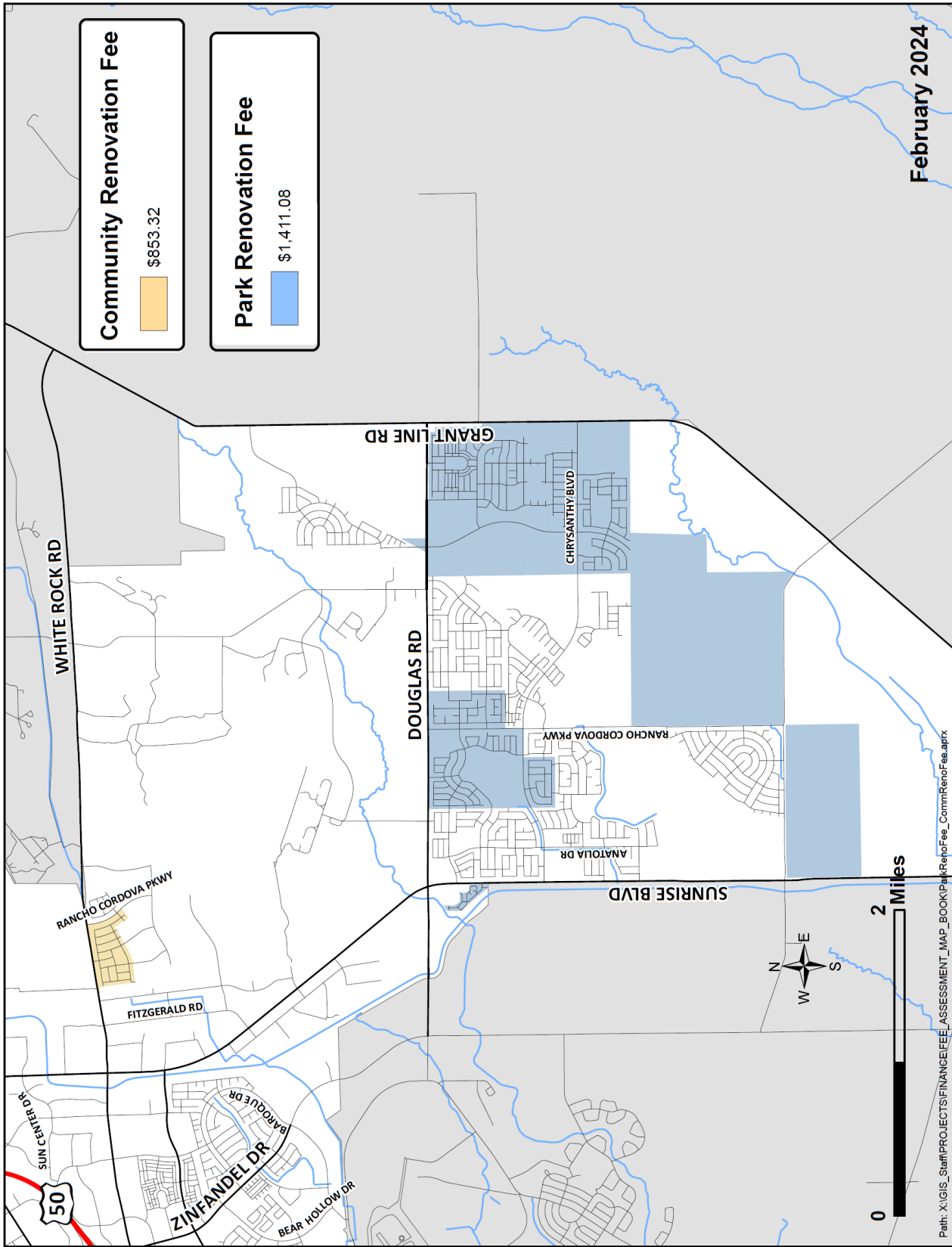
[7] Rio Del Oro Phase 1

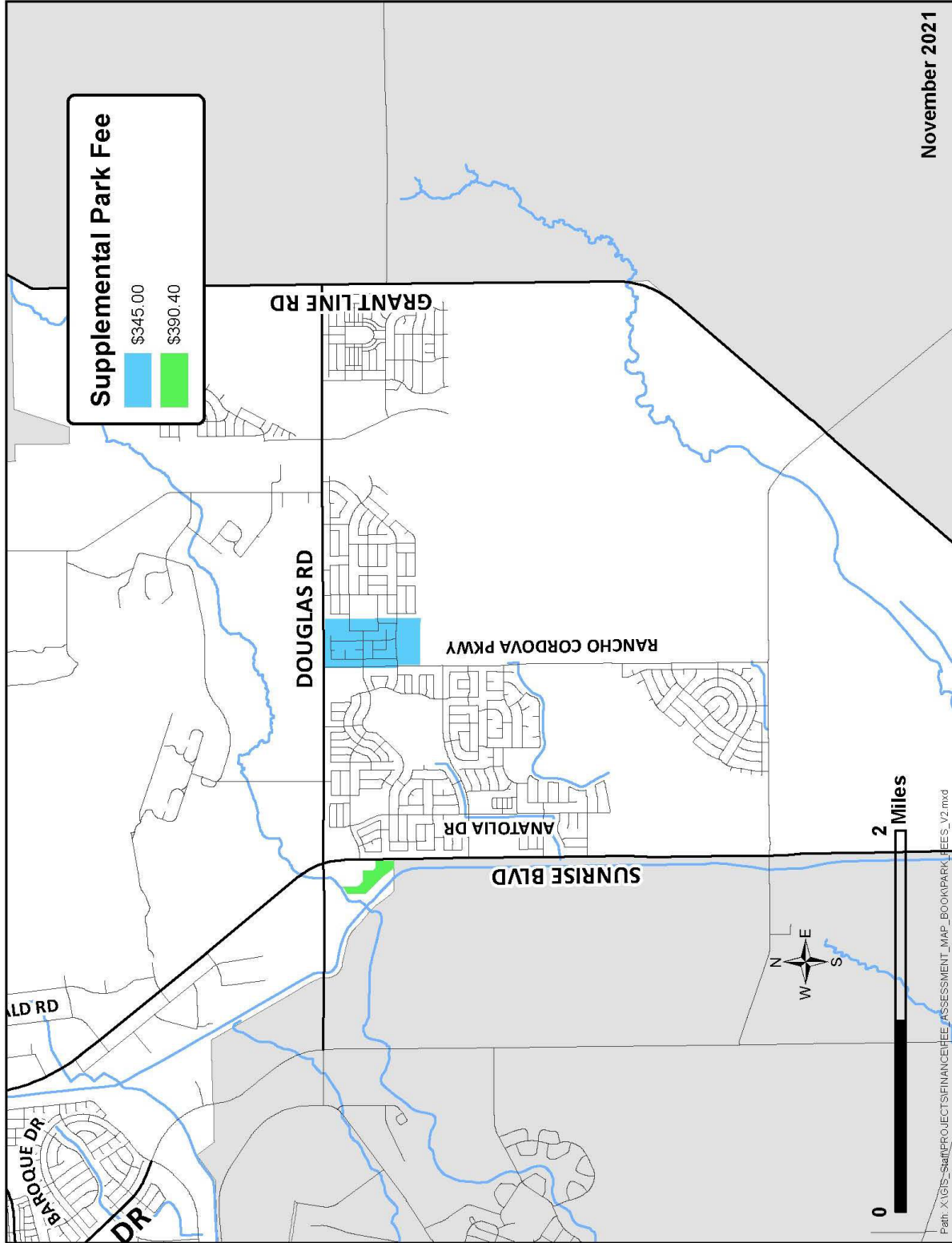
[8] Turnkey construction of Neighborhood Parks





February 2024







### Supplemental Transportation Fee

Applicable Area: Specific to Development Agreements for Individual Projects in the Sunridge Specific Plan Area

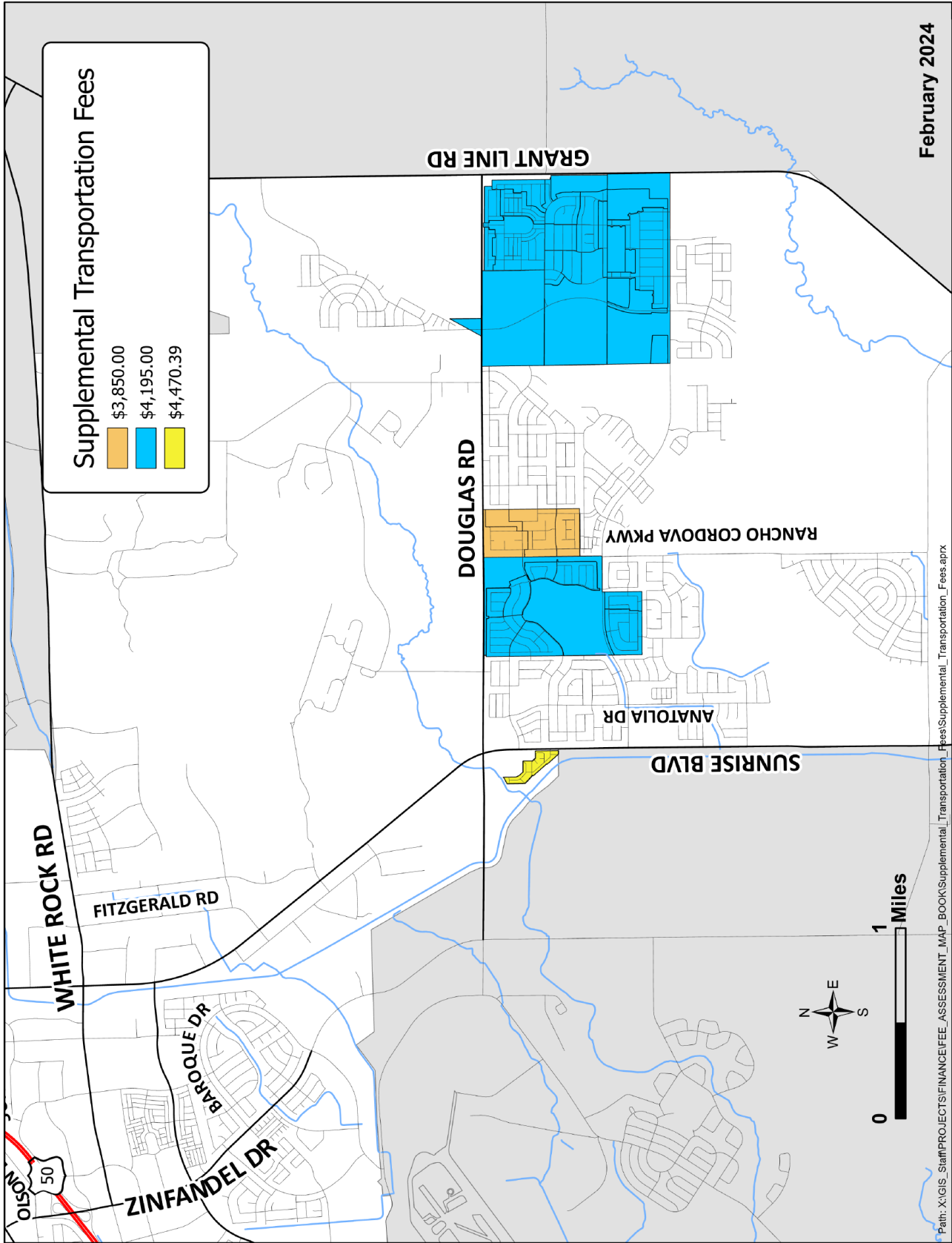
Next Scheduled Update: n/a

Development Area	Paid at Final Map <sup>[1]</sup>	Paid at Building
	per unit	per Unit
Arista Del Sol	\$865	\$4,195.00
Douglas 103	\$865	\$4,195.00
Mather East/Sundance	\$865	\$4,470.39
Montelena	\$865	\$4,195.00
Sunridge Lot J	\$865	\$3,850.00

**Note:** This table does not include projects that have been fully built out.

[1] The Supplemental Transportation Fees are collected pursuant to terms of individual Development Agreements for the subdivision area. A portion is paid at final map and a portion is paid at time of building permit.

[2] North Douglas, Douglas 98, Grantline 208 and Anatolia IV built out.



**Affordable Housing In-Lieu Fee**

Applicable Area: Specific to Development Agreements for Individual Projects

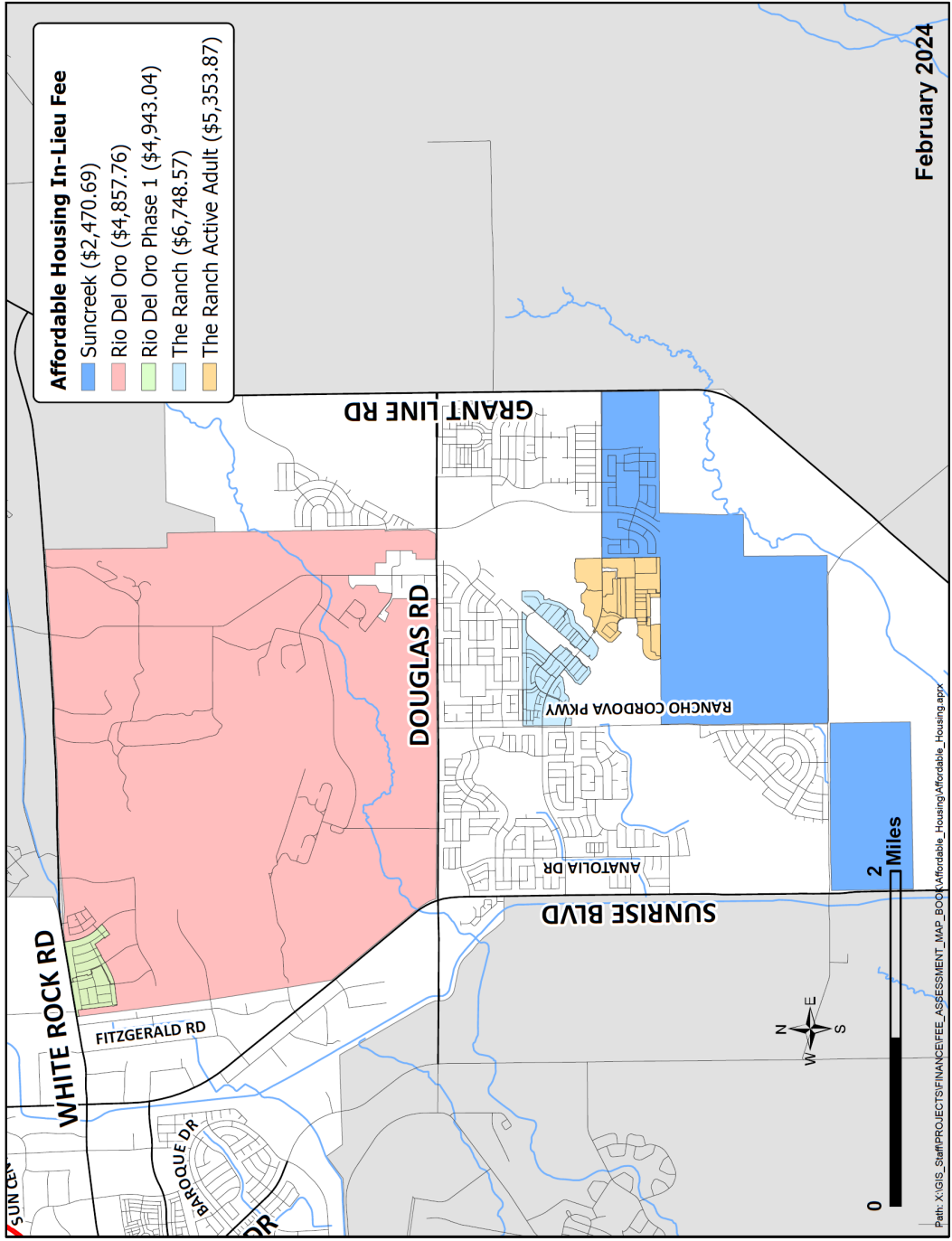
Next Scheduled Update: 2025

Development Area	Affordable Housing Fee
	per unit
Suncreek Specific Plan Area <sup>[1][2]</sup>	\$2,470.69
The Ranch <sup>[1][2]</sup>	\$6,748.57
The Ranch Active Adult <sup>[1][2]</sup>	\$5,353.87
The Preserve <sup>[1]</sup>	\$7,238.64
Rio Del Oro Specific Plan Area <sup>[1]</sup>	\$4,857.76
Rio Del Oro Specific Plan Area <sup>[1][3]</sup>	\$4,943.04

[1] Effective October 20, 2023, the Affordable Housing Fee will be adjusted annually in January based on the October to October index value increase found in the 20 City Building Cost Index published in the ENR, averaged with the ENR's index of the City of San Francisco Building Cost Index

[2] Includes land dedication credit.

[3] Phase 1 Fee



**Drainage Impact Fees**

Applicable Area: Specific to Development Agreements for Individual Projects

Next Scheduled Update: 2025

Land Use	Percent Impervious	Construction Cost/Acre	Administration Cost/Acre	Total Fee/Acre
Commercial/Office/retail1	70%	\$ 25,195.90	\$ 1,008.40	\$ 26,204
Industrial1	70%	\$ 25,195.90	\$ 1,008.40	\$ 26,204
High Density Residential	-			
RMH	75%	\$ 26,997.45	\$ 1,080.50	\$ 28,078
RD-302	70%	\$ 25,195.90	\$ 1,008.40	\$ 26,204
RD-25	70%	\$ 25,195.90	\$ 1,008.40	\$ 26,204
RD-20	70%	\$ 25,195.90	\$ 1,008.40	\$ 26,204
Medium Density Residential	-	-	-	-
RD-15	70%	\$ 25,195.90	\$ 1,008.40	\$ 26,204
RD-10	60%	\$ 21,597.10	\$ 864.19	\$ 22,461
RD-7	50%	\$ 17,997.23	\$ 719.98	\$ 18,717
RD-6	40%	\$ 14,398.43	\$ 575.76	\$ 14,974
Low Density Residential	-	-	-	-
RD-5	40%	\$ 14,398.43	\$ 575.76	\$ 14,974
RD-4	38%	\$ 13,678.45	\$ 546.71	\$ 14,225
RD-3	33%	\$ 11,699.33	\$ 467.07	\$ 12,166
RD-2	28%	\$ 9,898.85	\$ 394.96	\$ 10,294
RD-1	25%	\$ 8,999.15	\$ 360.53	\$ 9,360
AR-1	17%	\$ 6,119.25	\$ 244.30	\$ 6,364
AR-2	10%	\$ 3,598.80	\$ 144.21	\$ 3,743
AR-5	10%	\$ 3,598.80	\$ 144.21	\$ 3,743
AR-10	10%	\$ 3,598.80	\$ 144.21	\$ 3,743
Mowed Grass with graded and piped to drain	20%	\$ 7,198.68	\$ 288.42	\$ 7,487
Mowed grass with no piped drainage	10%	\$ 3,598.80	\$ 144.21	\$ 3,743
Impervious Area of Park2	75%	\$ 26,997.45	\$ 1,080.50	\$ 28,078
School Campus with detention	25%	\$ 8,999.15	\$ 360.53	\$ 9,360
School Campus	50%	\$ 17,997.23	\$ 719.98	\$ 18,717

# Chapter 4 :

## Development Fees Collected by Outside Agencies

# Development Fees Collected by Outside Agencies

Some fees are collected by outside agencies. These agencies establish their own fee schedule and collect their own fees. Prior to the issuance of a building permit, you will be required to show proof of payment of those fees.

## **Sewer Fees**

The City of Rancho Cordova falls within the Sacramento Regional County Sanitation District (SRCSD) and the Sacramento Area Sewer District (SASD). Fees are collected for the maintenance and installation of sewer and wastewater lines. New residential and commercial projects are required to pay a connection fee. Expanding a commercial use may also require the payment of additional fees. For permit information and a fee quote you should contact the SRCSD at (916) 876-6100 or visit [www.sacsewer.com](http://www.sacsewer.com) and [www.regionalsan.com](http://www.regionalsan.com).

## **Drainage Fees**

The City of Rancho Cordova falls within the Sacramento County Water Agency Zone 11A/11B. Fees collected are used to fund trunk and regional drainage facilities in most areas of the City. For more information, including fee schedules and estimates, please visit the county website at <https://waterresources.sacounty.net/stormwater/Pages/newdevelopment.aspx> or contact County Technical Resources at (916) 874-6841.

## **Air Quality Management Fees**

City of Rancho Cordova falls within the Sacramento Metropolitan Air Quality Management District. Fees collected are used to review projects for asbestos mitigation. For more information please visit the SMAQMD website at [www.airquality.org](http://www.airquality.org) or they can be contacted at (916) 874-4800.

## **Water Service Fees**

The City of Rancho Cordova is provided water service by multiple water purveyors. A map of the water service boundaries is provided on Page 4-2. You should discuss your project with the appropriate provider to find out their fees and requirements.

**Sacramento County Water Agency (Zone 40)** - For more information including fee schedules and estimates, please contact County Technical Resources at (916) 874-6841.

**Golden State Water Company** - For more information and fee estimates, please visit [www.gswater.com](http://www.gswater.com) or contact Sean Twilla at (916) 853-3600 or [seantwilla@gswater.com](mailto:seantwilla@gswater.com).

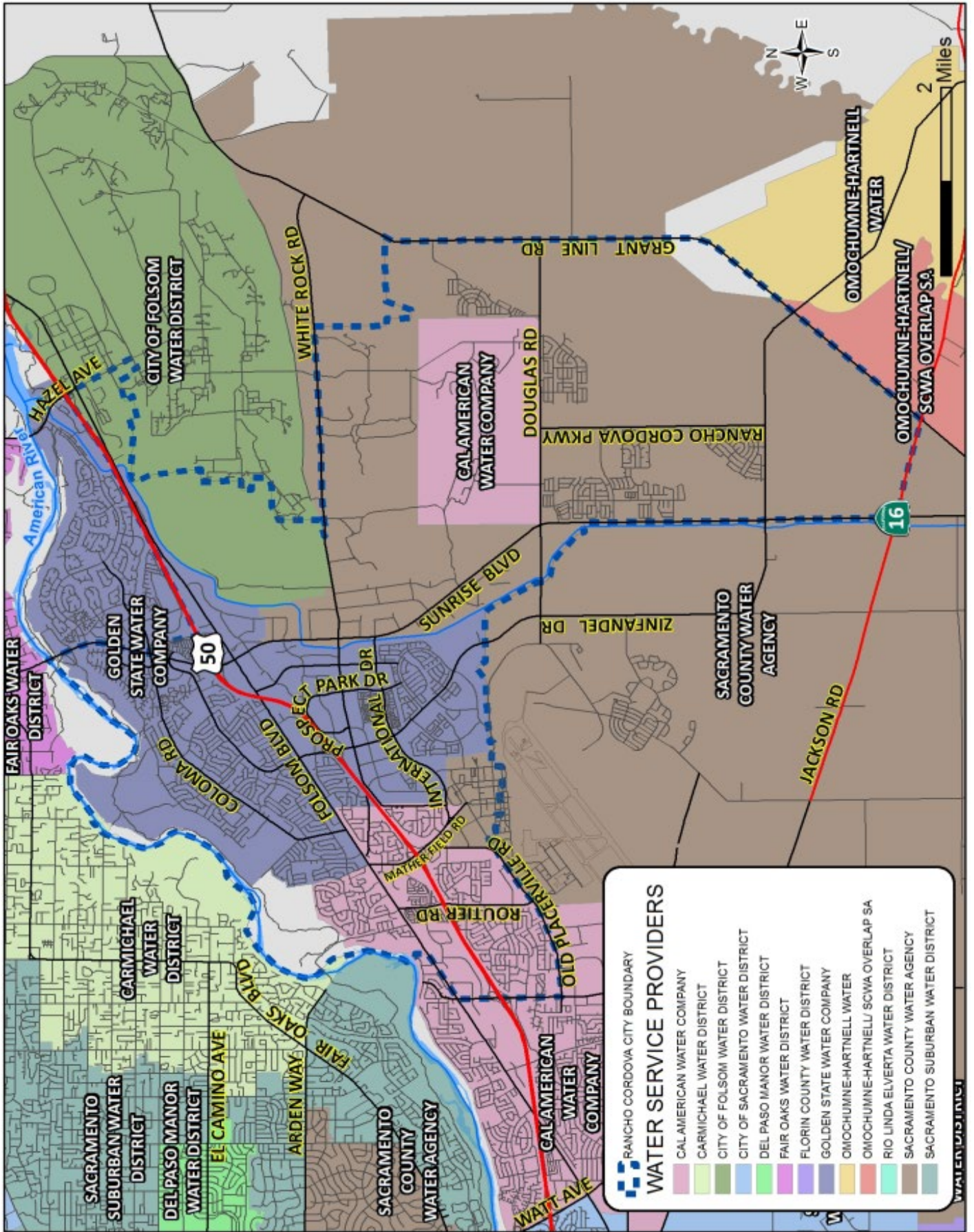
**Cal American Water Company** - For more information and fee estimates, please visit [www.amwater.com/caaw](http://www.amwater.com/caaw) or contact (916) 568-4205.

## **School District Fees**

There are three school districts in the City. A map of the school district boundaries is provided on Page 4-3. These school districts charge fees for new development, changes-in-use, and additions of square footage to existing structures. While the information provided is current as possible, please contact the school district directly for the most current fee information:

School District	Contact Number	Fee Information	
		Residential	Commercial/Industrial
Sacramento City Unified	(916) 264-4075	\$3.36 per sq. ft	\$0.54 per sq. ft
Elk Grove Unified	(916) 686-7711	\$7.46 per sq. ft	\$0.78 per sq. ft
Folsom Cordova Unified	(916) 294-9010	\$7.38 per sq. ft	\$0.78 per sq. ft







## Capital Fire Facilities Fee

This fee is collected by Sacramento County on behalf of the Sacramento Metropolitan Fire District. The purpose of the fee is to mitigate the financial impact associated with property acquisition, site preparations, design, and the construction and equipping of fire stations within the District necessary to protect the health and safety of the general public. For more information and a fee quote you should contact the Sacramento County Site Improvement and Permits (SIPS) section at (916) 875-6544 or visit <https://engineering.saccounty.net/sips/Pages/default.aspx>.

Land Use	Fee Basis	Current Rate
Single Family Residential <sup>[3]</sup>	per dwelling unit	\$ 1,599 per dwelling unit
Multi-Family Residential	per dwelling unit	\$ 1,253 per dwelling unit
Commercial/Retail	per 1,000 sq. ft. of bldg space	\$ 1,325 per 1,000 sq. ft.
Office	per 1,000 sq. ft. of bldg space	\$ 1,682 per 1,000 sq. ft.
Industrial	per 1,000 sq. ft. of bldg space	\$ 900 per 1,000 sq. ft.
Institutional/Other	per 1,000 sq. ft. of bldg space	\$ 1,603 per 1,000 sq. ft.

[1] The Capital Fire Fee shall be adjusted annually, beginning March 1, 2016, and each March 1 thereafter, by the change in the Engineering News Record Building Cost Index for San Francisco, CA. for the twelve (12) month period ending December 31 of the preceding calendar year.

[2] Represents the maximum fee amount that can be imposed by the District as determined pursuant to Government Code 66000 et seq., also known as the "Mitigation Fee Act".

[3] Accessory dwellings (i.e., "mother-in-law units") shall be afforded a reduced rate equal to 60% of the single-family residential rate.

[4] All fees will be charged a 3% Administration Fee

# Appendix:

# Planning Division Deposit and Fee Schedule

Description of Service	Deposit	Fee
General Plan Amendments	\$15,000	
Rezone	\$15,000	
Specific Plan Initiation	\$5,000	
Special Planning Area Initiation	\$5,000	
Zoning Ordinance Amendment	\$10,000	
Design Review - Minor	\$5,000	
Design Review - Major	\$10,000	
Design Review Amendment	\$5,000	
Development Agreement	\$10,000	
Development Agreement Amendment	\$5,000	
Conditional Use Permit	\$10,000	
Conditional Use Permit Amendment	\$5,000	
Use Permit - Condo Conversion	\$8,000	
Tentative Parcel Map	\$10,000	
Tentative Parcel Map Extension	\$1,000	
Tentative Parcel Map Resubmission	\$5,000	
Tentative Parcel Map Waiver - Condo	\$3,000	
Tentative Parcel Map Amendment	\$3,000	
Tentative Subdivision Map (1-20 lots)	\$10,000	
Tentative Subdivision Map (21+ lots)	\$20,000	
Tentative Subdivision Map Amendment	\$5,000	
Variance	\$10,000	
Non-Conforming Use Certificate	\$3,000	
SSHCP Permit Deposit	\$5,000	
Initial Study Deposit (Negative Declaration/EIR)	\$5,000	
Planning Director Determination - Public Hearing	\$1,500	
Planning Director Determination - No Public Hearing	\$1,000	
Unified Sign Program	\$2,000	
Reasonable Accomodation	\$2,000	
Administrative Use Permit		\$1,184
Adjustment		\$1,231
Temporary Use Permit		\$241
Temporary Use Permit - Signs		\$60
PCN (Public Convenience & Necessity)		\$1,830
Sidewalk Vendor Zoning Certification		\$60
Zoning Verification Letter/ Zoning Certification Letter		\$397
Appeals of Planning Director Decision to City Council		\$4,383
Appeals of Planning Commission Decision to City Council		\$4,373
Appeal of Zoning Decision to City Council		\$2,590

## Public Works Deposit Schedule

Description of Service	Deposit	Fee
Improvement Plan Review (including grading permits)	\$2,000	
Construction Inspection	(\$175 x Number of Construction Days) + City Staff Time	
Final Parcel Map	\$1,500	
Final Subdivision Map	\$2,500	
Subdivision Plan	\$2,000	
Encroachment Permits Application	(\$175 x Number of Construction Days) + City Staff Time	
Encroachment Permits Inspection	(\$175 x Number of Construction Days) + City Staff Time	
Minor Encroachment Permits (residential driveway, etc.)	(\$175x Number of Construction Days) + City Staff Time	
Street Name Change	City Staff Time	
Certificate of Compliance - Parcel Waiver	\$500	
Certificate of Compliance - Lawful Parcel	\$500	
Abandonment of Public Right of Way and Easements	\$1,250	
Review of Right of Way and Easement Documents	City Staff Time	
Research for Survey and Engineering Records or Misc. Engineering Services	City Staff Time	
Transportation Permits - Single Use		\$16
Transportation Permits - Annual		\$47
Tree Permit		\$31
Street Use Permit		\$20
Street Cut Trench Fee - Transverse cut under 4 ft. deep		See Page A-3
Street Cut Trench Fee - Longitudinal cut under 4 ft. deep		See Page A-3
Street Cut Trench Fee - Transverse cut over 4 ft. deep		See Page A-3
Street Cut Trench Fee - Longitudinal cut over 4 ft. deep		See Page A-3
Interest on Unpaid Accounts		2.5% per month

**TRENCH CUT FEE SCHEDULE  
FOR TRENCHES 4 FEET DEEP OR GREATER**

Major Streets <sup>1</sup> and streets within 5 years of construction or structural overlay	PCI between <sup>2</sup>	100	and	70	\$7.33 per S.F. longitudinal \$14.66 per S.F. transverse
Major	PCI between	69	and	26	\$4.14 per S.F. longitudinal \$8.28 per S.F. transverse
Major	PCI between	25	and	0	NO FEE
Other	PCI between	100	and	70	\$4.56 per S.F. longitudinal \$9.08 per S.F. transverse
Other	PCI between	69	and	26	\$2.23 per S.F. longitudinal \$4.46 per S.F. transverse
Other	PCI between	25	and	0	NO FEE

<sup>1</sup>Major = thoroughfare and arterial roads as defined by the City Improvement Standards

<sup>2</sup>PCI = Pavement Condition Index

Fees do not apply to area outside of the vertical projection of the trench in a "T" cut restoration

Longitudinal = Trench mostly parallel to the centerline of the ramp

Transverse = Trench mostly perpendicular to the centerline of the road

# Metro Fire District Fee Schedule

Plan Review	Fee
Above Ground Tank Installation, Flammable/Combustible Liquids, Compressed Gases (1st Tank)	\$ 913.00
a. Additional Tank (Each)	\$ 532.00
Administration Charge for Resubmittals, Upon 2nd or Subsequent Revision (1st Hour) <sup>1</sup>	\$ 456.00
a. Additional Hours (Per Hour)	\$ 304.00
After Hours	
a. Plan Review	
1. First 2 Hours	\$ 667.00
2. Each Additional Hour	\$ 333.00
Basic Building Review	
a. Minor Plan Review, Over the Counter <sup>2</sup>	\$ 152.00
b. Basic Construction Fee <sup>2</sup>	\$ 913.00
c. Commercial Uses (New Construction)	
1. 0,001 – 10,000 sq. ft. (per project)	\$ 1,217.00
2. 10,001 – 20,000 sq. ft. (per project)	\$ 1,521.00
3. 20,001 – 50,000 sq. ft. (per project)	\$ 2,129.00
4. > 50,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$ 0.04
d. Commercial Residential and Multifamily Residential Uses (New Building)	
1. 0 – 10,000 sq. ft. (per project)	\$ 1,369.00
2. 10,001 – 20,000 sq. ft. (per project)	\$ 1,673.00
3. 20,001 – 50,000 sq. ft. (per project)	\$ 2,129.00
4. > 50,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$ 0.04
e. Commercial Storage/Warehouse (New Building)	
1. 0 – 50,000 sq. ft. (per project)	\$ 1,369.00
2. 50,001 – 200,000 sq. ft. (per project)	\$ 2,129.00
3. >200,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$ 0.01
f. Commercial Uses (Tenant Improvement)	
1. 0,001 – 10,000 sq. ft. (per project)	\$ 1,065.00
2. 10,001 – 20,000 sq. ft. (per project)	\$ 1,369.00
3. 20,001 – 50,000 sq. ft. (per project)	\$ 1,673.00
4. >50,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$ 0.03
g. High Piled Storage Rack (Tenant Improvement)	
1. 0,001 – 10,000 sq. ft. (per project)	\$ 1,065.00
2. 10,001 – 20,000 sq. ft. (per project)	\$ 1,369.00
3. 20,001 – 50,000 sq. ft. (per project)	\$ 1,673.00
4. >50,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$ 0.03
Cell Tower (Outside Roof, Pole, etc.)(Per Project)	\$ 760.00
Certificate of Release (Each)	\$ 913.00

Plan Review	Fee
Clean Agent Suppression System or Equal (Per Project)	\$ 1,369.00
Compressed Gas System	
a. CO2 beverage dispensing	\$ 913.00
b. Medical Gas	\$ 1,369.00
Cryogenic Fluids (per project)	\$ 916.00
Design Review/Consultation	
a. In Office (per project first hour)	\$ 304.00
1. Additional hours (per hour)	\$ 304.00
b. Out of Office (first 2 hours)	\$ 608.00
1. Additional hours (per hour)	\$ 304.00
c. Plan design review (first hour)	\$ 304.00
1. Additional hours (per hour)	\$ 304.00
Emergency Responder Radio Coverage (ERCC)	\$ 608.00
Energy Storage System (ESS) (Per Project)	
a. Residential	\$ 913.00
1. ESS Master Plan Subdivision Homes	\$ 456.00
2. ESS - Production Homes	\$ 304.00
b. Commercial	\$ 2,281.00
Enhanced Vapor Recovery System (per project)	\$ 608.00
Evacuation Plan Review (Per Project)	\$ 1,217.00
Fire Alarm System (Per Project)	
a. 1 - 25 devices	\$ 1,217.00
b. 26 - 50 devices	\$ 1,673.00
c. 51 - 100 devices	\$ 2,433.00
d. > 100 devices	\$ 3,954.00
e. Sprinkler system supervision & Alarm	\$ 1,065.00
f. Communication Upgrade	\$ 1,065.00
Fire Flow/Hydrant Test	\$ 608.00
Fire Sprinkler System Commercial (New Installation)	
a. 1-99 Sprinklers	\$ 2,738.00
b. 100-199 Sprinklers	\$ 3,346.00
c. 200 or More Sprinklers	\$ 4,259.00
Fire Sprinkler System Commercial (T.I.) (Per Project)	
a. 1-99 Sprinklers	\$ 1,065.00
b. 100-199 Sprinklers	\$ 1,445.00
c. 200 or More Sprinklers	\$ 1,825.00
Flammable & Combustible Liquids (per project)	\$ 1,217.00

Plan Review	Fee
Fuel Cell Power Systems (per project)	\$ 2,281.00
Gas Detection Systems (per project)	\$ 913.00
Hazardous Materials	
a. Hazardous Materials Dispense/Use	
1. 1-5 chemicals (per project)	\$ 1,521.00
2. Each additional 5 chemicals	\$ 1,521.00
b. Hazardous Materials Storage	
1. 1-5 chemicals (per project)	\$ 1,521.00
2. Each additional 5 chemicals	\$ 1,521.00
Haunted House	\$ 913.00
Hood & Duct Fire Suppression System (Per System)	\$ 1,217.00
Industrial Oven	\$ 913.00
Kiosk/Booth/Special Concessions in Mall	\$ 456.00
LPG Tank Installation - Commercial	\$ 760.00
LPG Tank Installation - Residential	\$ 760.00
Mapping Fee (i.e. New Subdivision/Site Plans)	
a. Electronic Format	
1. 1-25 Lots (Per Project)	\$ 304.00
2. 26-100 (Lots)	\$ 608.00
3. 101 or More Lots (Per Project)	\$ 913.00
Master Plan Sprinkler Production Homes	\$ 760.00
Motor Vehicle Repair Rooms and Booths (Per Project)	\$ 913.00
Plant Extraction (Per Project)	\$ 1,369.00
Residential Sprinkler System (Non-Production)	\$ 1,521.00
Residential Sprinkler System (T.I)	\$ 1,065.00
Satellite Television Letter	\$ 304.00
Site Plan Review (Per Project)	
a. Perimeter Fencing/Gates	\$ 1,065.00
b. Civil Improvement	\$ 1,217.00
Smoke Control or Exhaust Systems (Per Project)	\$ 2,738.00
Solar Panel (Per Project)	
a. New Panels on Residential	\$ 760.00
b. Commercial	\$ 913.00
Special Event Structures	\$ 913.00
Spray Booths (Per Project)	\$ 913.00
Spraying & Dipping	\$ 1,217.00
Sprinkler System Subdivision Production	\$ 913.00



Plan Review	Fee
Standpipe Systems	\$ 1,521.00
Stationary Fire Pump	\$ 1,521.00
Temporary Building Use (Per Project)	\$ 913.00
Temporary Sales Trailer (Per Project)	\$ 913.00
Underground Fire Supply Line (1st 3 Hydrants/Risers) (Per Project)	\$ 1,673.00
a. Each additional 3 hydrants	\$ 760.00
Will Serve Letter Processing	\$ 304.00

[1] Fee applies for additional or incomplete submittals beyond first submittal and one re-check included in initial plan review fee.

[2] A minor plan is deemed appropriate on a case by case basis, for minor scopes of work as determined by the Fire Marshal.

[3] Fee structure is set so that “scaled per sq. ft.” project fees should be implemented as follows: per project fee from previous threshold + (remaining sq. ft. x per sq. ft. cost multiplier).

General Policy Statements (Ordinance No. 2023-02):

(1) All fees shown in the Miscellaneous Section of the fee schedule are “minimum” amounts. Service required in excess of the minimum will be charged at adopted hourly rate.

(2) Whenever the Fire Chief disapproves an application, or refused to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply, or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted with regard to any part of Title 17.04 of the Sacramento County Code (California Fire Code), the applicant may appeal the decision to the District’s Board of Directors within 20 calendar days. The decision of the District’s Board of Directors is final. The fee is nonrefundable unless appeal is granted and shall accompany the appeal documentation.

(3) Costs established through this study is a per response cost. Please refer to District’s false alarm policy for interpretation of these amounts into penalties for false alarms.

(4) Actual cost means the actual time and cost for service will be charged as deemed appropriate by the Fire Marshal or Finance Division.

# Civil Improvement Plan Review Checklist

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**PUBLIC WORKS ENGINEERING DIVISION**  
2729 Prospect Park Drive | Rancho Cordova, CA 95670  
Phone: (916) 851-8710 | Fax: (916) 851-8787  
[www.cityofranhocordova.org](http://www.cityofranhocordova.org)

## Civil Improvement Plans Submittal Checklist

1. Plan title is to be on plan at submittal:
  - a. Name of project.
  - b. Address of Parcel (Addresses [PWDevelopmentEngineering@cityofranhocordova.org](mailto:PWDevelopmentEngineering@cityofranhocordova.org).)
2. Plan sets for City review (subsequent submittals after the first review will be determined, if submitting hard copies) and an electronic copy of plans and all project documents. Contact outside agencies for their submittal requirements. All plans submitted through the portal only.
3. Provide separate submittal (4 sets) to County of Sacramento for utility plan review along with (number of plans required is dependent on the submittal. Contact the County for determination)
  - a. Two copies of COA's.
  - b. One copy of initial utility letter.
  - c. \$750 submittal fee to County of Sacramento. Submit to Development & Surveyor Services Division, 827 "7<sup>th</sup>" Street, window 13, Sacramento, CA 95814, (916) 874-6873.
4. Two copies to Sacramento Metro Fire District. Contact Fire District for submittal process and fee.
5. Submit 2 plan sets to Cordova Recreation Park District (CRPD) if project includes CRPD facilities.
6. Street light voltage calculation (If new streetlights or electrical work is included). Contact Quoc Nham ([qnham@cityofranhocordova.org](mailto:qnham@cityofranhocordova.org)) prior to designing.
7. Soils Report, two copies of the Tentative Map (if applicable) and 2 copies of all Conditions of Approval of rezones, use permits, variances etc. for site development as proposed, and a pdf copy.
8. On-site and off-site drainage shed maps, and a pdf copy.
9. A copy of the drainage study, and a pdf copy.
10. A copy of the storm drain calculations, and a pdf copy.
11. A copy of each initial Utility Transmittal Letter to a utility servicing site, i.e., gas, electricity, water, telephone, cable, etc. (verifying plan submittal has been made). (A utility provided by the County of Sacramento does not require letters, i.e., storm drainage, sanitary sewer, zone 40 water supply & etc.).
12. If this is a subdivision, the Street Light Plan sheets required for street block signs.
13. A minimum deposit of \$2000 to City of Rancho Cordova to open the account.
14. Applicant shall sign and submit the Planning & Public Works Deposit Replenishment Policy letter.
15. Name, address, and telephone number of the Owner/Developer:

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

# Standard Civil Improvement Plan Cover

PROJECT SITE VICINITY  
(VICINITY MAP HERE)

NOT TO SCALE

BENCH MARK:

CO. B.M. XX-XX      ELEV. XXX.XX (U.S.G.S.)

CALIFORNIA COORDINATE  
N XXX,XXX E XXX,XXX

APN: XXX-XXXX-XXX

IMPROVEMENT PLANS FOR  
JOB TITLE  
UNIT OR VILLAGE  
CITY OF RANCHO CORDOVA  
CALIFORNIA

CONTACT TAMEEM  
SAMIMI AT (916)  
851-8905 FOR LED  
LIGHTING STANDARDS

SITE LAYOUT HERE

SCALE 1" = 100'

SITE PLAN  
SCALE 1" = 100'

GENERAL NOTES:

CONTRACTOR RESPONSIBLES, CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR SHALL BE REQUIRED TO ASSESS, SOLE AND EXCLUSIVE LIABILITY, THE EXISTING UTILITIES AND RECORDS OF THE PROJECT, INCLUDING THE CITY OF RANCHO CORDOVA RECORDS, AND TO VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES AND RECORDS. THE CONTRACTOR SHALL BE MADE TO FURNISH A LETTER OF VERIFICATION TO THE CITY OF RANCHO CORDOVA AND THE DESIGN PROFESSIONAL ENGINEER, BEFORE ANY CONSTRUCTION WORK BEGINS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE CITY OF RANCHO CORDOVA OR THE DESIGN CONSULTANT.

LEGEND

PROPOSED	EXISTING
STORM DRAIN	STORM DRAIN
SEWER LINE	SEWER LINE
WATER LINE	WATER LINE
NON POTABLE RECYCLED WATER	NON POTABLE RECYCLED WATER
PAV. GRADE ELEVATION	PAV. GRADE ELEVATION
MANHOLE	MANHOLE
DRAIN INLET	DRAIN INLET
FLUSHING BRANCH/CLEANOUT	FLUSHING BRANCH/CLEANOUT
SEWER SERVICE	SEWER SERVICE
WATER GATE VALVE	WATER GATE VALVE
LOCATING WIRE STATION	LOCATING WIRE STATION
WATER BUTTERFLY VALVE AND ACTUATOR	WATER BUTTERFLY VALVE AND ACTUATOR
COMB. A.R.V.	COMB. A.R.V.
BLOW OFF ASSEMBLY	BLOW OFF ASSEMBLY
FIRE HYDRANT ASSEMBLY	FIRE HYDRANT ASSEMBLY
R.P. BACKFLOW PREVENTER	R.P. BACKFLOW PREVENTER
WATER SERVICE	WATER SERVICE
STREET LIGHT	STREET LIGHT
SON	SON
SIDEWALK RAMP	SIDEWALK RAMP
SUBDIVISION BOUNDARY	SUBDIVISION BOUNDARY

ASPHALT CONCRETE (AC)	XXX	TONS
ASPHALTIC BASE (AB)	XXX	TONS
<b>TOTAL TONS</b>		

MOD. CONTROL NO. FOR N.O.I. = XX

UTILITY	REPRESENTATIVES	PHONE
U.S.A.	NAME (LAST, FIRST, MIDDLE)	(XXX) XXX-XXXX
ELECTRICITY	CONTACT NAME	(XXX) XXX-XXXX
TELEPHONE	CONTACT NAME	(XXX) XXX-XXXX
WATER	CONTACT NAME	(XXX) XXX-XXXX
SEWER	CONTACT NAME	(XXX) XXX-XXXX
SACRAMENTO AREA SEWER DISTRICT	CONTACT NAME	(XXX) XXX-XXXX
CITY OF RANCHO CORDOVA	ALLEN BROWN	(916) 851-8975
UNIVERSITY MICROFILMS	CONTACT NAME	(XXX) XXX-XXXX

24 HOUR CONTACT:

**OWNER/DEVELOPER**  
(NAME AND ADDRESS)  
(CITY, CA (ZIP))  
PHONE:

APPROVED BY:

CITY OF RANCHO CORDOVA PUBLIC WORKS DATE

APPROVED BY:

SACRAMENTO METRO FIRE DATE

SEALS:

PLAN CHECKER DATE

DATE TO SUBMIT FOR MANHOLE NUMBERING AFTER ALL CONSTRUCTION IS COMPLETE

PLAN CHECKER DATE

BILLING NUMBER:

APPROVED BY (When required):

CORDOVA RECREATION AND PARK DISTRICT DATE

APPROVED BY:

(WATER UTILITY NAME) DATE

CITY OF RANCHO CORDOVA DEPARTMENT OF PUBLIC WORKS (PROJECT NAME HERE)

Assessor Parcel Number: XXX-XXXX-XXX

Map Coordinates: N. XXX,XXX/E. XXX,XXX

Recommended for Approval:

Designee: County Priv #

City Act # Building & Safety Div Approval

Planning/Environmental Approval

PW Maintenance Approval

ENGINEERS STAMP

PRELIMINARY

DATE:

YOUR JOB NAME HERE

TITLE SHEET

CONSULTANTS

L000

HERE

CALIFORNIA

SHEET 1 OF X

PROJECT NO.

DRAWING NUMBER

DATE

SHEET INDEX

- TITLE SHEET
- GENERAL NOTES
- SECTIONS AND DETAILS
- PLAN PROFILE SHEET
- GRADING NOTES AND DETAILS
- EROSION & SEDIMENT CONTROL NOTES AND DETAILS
- EROSION AND SEDIMENT CONTROL PLAN
- WATER MAIN AND DETAILS
- WATER PLAN
- SEWER MAIN AND DETAILS
- SEWER PLAN
- STREET LIGHTING PLAN
- STREET LIGHTING DETAILS
- SONG SIGNAL NOTES & DETAILS
- SONG SIGNAL NOTES & DETAILS



# Preparation of Plans and Specifications

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## **BUILDING & SAFETY DIVISION**

2729 Prospect Park Drive | Rancho Cordova, CA 95670

Phone: (916) 851-8760 | Fax: (916) 851-8762

The current California Building Codes state that construction documents shall, where required by the statutes of the jurisdiction, be prepared by a registered design professional. Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared by a registered design professional.

The following exemptions to the above designer requirements may be permitted, unless the buildings and structures are determined by the Building Official to be of an unusual nature where the structural stability or the safety of such buildings or structures is not evident to the Building Official. Engineering calculations and the signature of a registered engineer or licensed architect may be required in such cases.

### **CRITERIA FOR DESIGNER REQUIREMENTS:**

**STRUCTURAL ENGINEERS** may design any building of any type. *[Sections 5537.1, 6731, and 6736 of Business & Professions Code]*

**CIVIL ENGINEERS** may design any building of any type *EXCEPT* public schools and hospitals. *[Section 129805 of Health & Safety Code; Section 17302 of Education Code; Sections 5537.5, 6731, and 6735 of Business & Professions Code]*

**ARCHITECTS** may design any building of any type *EXCEPT* the structural portion of a hospital. *[Section 129805 of Health & Safety Code; Sections 5500.1 and 6737 of Business & Professions Code]*

**CERTIFIED INTERIOR DESIGNERS** means a person who prepares and submits non-structural or non-seismic plans to local building departments that are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and who engages in programming, planning, designing, and documenting the construction and installation of non-structural or non-seismic elements, finishes and furnishings within the interior spaces of a building. *[Sections 5800 - 5812, of Business and Professions Code Chapter 3.9 Interior Designers]*

**UNLICENSED INDIVIDUALS** may design only the following types of buildings:

- Single-family dwellings of not more than two stories and basement in height.
- Multiple dwellings containing not more than four dwelling units of wood frame construction of not more than two stories and basement in height and no more than four dwelling units per lot.

- Garages or other structures appurtenant to the dwellings described above of wood frame construction not more than two stores and basement in height.
- Agricultural and ranch buildings of wood frame construction, *unless the Building Official having jurisdiction determines that an undue risk to the public health, safety, or welfare is involved.*
- Store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment, including any work necessary to install these items, or any alterations or additions to any building necessary to install these items, as long as the alterations do not affect the structural safety of the building.

**NOTE:** If any portion of the structures described above does not meet the conventional wood frame requirements described in Title 24 of the California Code of Regulations or in the building codes of the local jurisdiction, then the Building Official having jurisdiction shall require the plans, calculations, and specifications for that portion of the structure to be prepared and signed and sealed by a licensed engineer or a licensed architect.

Unlicensed Individuals may not design any component that changes or affects the safety of any building, including, but not limited to, structural or seismic components. [Sections 5537, 5538, and 6737.1 of Business & Professions Code]

#### INCOMPLETE PLANS:

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the Building Official. (**Source: 2019 CBC Section [A] 107.2.1**)

Plans that are lacking in clarity or detail will be referred back to the applicant for completion and/or clarification.

**2019 CBC Section [A] 107.1 General.** Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. *Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.*