

Site Improvement (Com Misc Struct/Other Permit)– COMMERCIAL PERMIT

Apply at Rancho Cordova Online as a Commercial - Misc Struct/Other permit:

<https://ranchocordovaca-energovpub.tylerhost.net/Apps/SelfService/RanchoCordovaCAProd#/home>

Site Improvement Permit **Commercial** application to include:

1. If completing application as owner: Complete [Notice to Property Owner form](#)
2. If completing application as contractor: Provide letter of authorization for applicant if they are not listed as authorized agent through Contractors State License Board [CSLB-Home -CSLB \(ca.gov\)](#).
3. Indicate scope of work on application, site lighting, walkways, trash enclosures, retaining walls, plumbing, electrical.
4. Plans, structural documents, structural calculations, product specifications or cut sheets.
5. Statement of [Special Inspections](#) (if applicable)
6. Submit separately to the City of Rancho Cordova Public Works for approval, as applicable.
7. Submit separately to the City of Rancho Cordova Planning for approval, as applicable.
8. Submit separately to [Sacramento Metropolitan Fire District](#) (SMFD) for the shade structures. Fire approval will be required prior to permit issuance.
9. SMUD approval letter may be required on projects that are creating more load on the electric grid.

Inspection Requirements – How to prepare for inspection:

1. At the latest, inspections need to be scheduled a day prior to the desired inspection date. Contractors and property owners are encouraged to schedule the inspection through the online portal. For further assistance, please contact our Permit Services Team 916-851-8760.
2. Permit holder to notify property owner/tenant of the scheduled inspection.
3. Permit packet and plans to be on site and available for the inspector.
4. Provide access to the area of work for the scheduled inspection.

Required Inspections:

1. Disabled Access Compliance.
2. Underground Conduit (if applicable).



BUILDING & SAFETY DIVISION

2729 Prospect Park Drive | Rancho Cordova, CA 95670 | 916.851.8760

PermitServices@CityofRanchoCordova.org | CityofRanchoCordova.org

3. Underground plumbing (If applicable).
4. Footings (if applicable).
5. Planning Final.
6. Combination Final.

Disclaimer: Each permit may have different requirements due to specific project needs.