



Sacramento Metropolitan Fire District

Community Risk Reduction Division

10545 Armstrong Ave., Suite 310 · Rancho Cordova, CA 95655 · Phone (916) 859-4330 · Fax (916) 859-3717

Mark A. Wells
Fire Chief

PLAN CHECK INFORMATION

SUBMITTAL REQUIREMENTS:

A submittal consists of a completed Plan Check Application, fee payment, and two (2) sets of plans. Separate applications, fees, and plan sets are required for each **Plan Type** – see Page 2 of the Plan Check Application for a list of Plan Types. Incomplete submittals will not be processed. Plan sets consisting of multiple Plan Types will not be separated by our staff – it is the Applicant’s responsibility to separate the plans by type and to provide an application and fee payment for each Plan Type submitted for review.

CERTIFICATE OF RELEASE: This applies to single-family residential construction only (new homes or home additions).

EXPEDITED PLAN REVIEW: An Expedited Plan Review should be completed within 10 business days. Plans submitted under this process will remain as Expedited through final approval. Expedite fees are due and payable when the plans are submitted – this includes the initial submittal and **every re-submittal**. (See Page 2 of this form for a list of Expedited Plan Types.) **Additional fees apply.**

FEE PAYMENTS: Plan Check Fees are paid when the plans are submitted. Payment can be made by check, money order, or by credit card (Visa or MasterCard).

OVER-THE-COUNTER PLAN REVIEW: Over-the-Counter reviews are **available by appointment only** with the area Inspector for the project address. (See Page 2 of this form for a list of Over-the-Counter Plan Types.) **Additional fees apply.**

PERMIT NUMBERS: A 6-digit **Permit Number** is assigned to track each submittal and is printed on the Fee Receipt; please refer to the Permit Number when calling our office to discuss a plan review or to schedule an inspection.

PLAN PICK-UP / BIN ASSIGNMENTS: After the plan review has been completed, the Applicant’s contact person will be called and given a Bin Number or Bin Letter, which designates an interim storage location for the plans. Please have the Bin Number or Bin Letter available when retrieving plans.

RE-SUBMITTALS: Plans that are not approved must be corrected and re-submitted. The first “Re-submittal” plan review is done at no charge, however, a Re-submittal fee **plus** the cost of review time in excess of one (1) hour apply for each subsequent Re-submittal. Expedite Fees may apply in lieu of Re-submittal fees.

OFFICE LOCATION

LOCATION	DAYS/HOURS OF OPERATION
10545 Armstrong Ave, Suite 310 Rancho Cordova, CA 95655 Tel: (916) 859-4330	Monday through Friday 8:00 AM – 5:00 PM Submittal Time: 8:00 AM – 4:30 PM

Not all Plan Types qualify for Over-the-Counter plan reviews. The following lists represent the Plan Types which can be fast-tracked:

OVER-THE-COUNTER: ADDITIONAL "OCP" FEES APPLY – PLEASE CONSULT THE FEE SCHEDULE
Over-the-Counter plans reviews are available by appointment only.

- Aboveground Tank Installation (Commercial) – AGT
- Carnivals, Circus, Fairs – CCF
- Ceilings – T-Bar – Installing, raising, or lowering – BCF (non-sprinklered) or TIP (sprinklered)
- Cellular towers – CEL
- Civil Engineering Plans – Public Schools – EPS (**Exception: new school campus plan review**)
(Requires complete and specific information regarding the amount of fire flow available, location of hydrants, and access)
- Doors – Interior & Exterior – Installation – BCF
- Enhanced Vapor Recovery – EVR
- Facades & Awnings (exterior) – BCF or NBP
- Fences & Gates – perimeter – EPK **(Approved Civil plans required)**
- Fire Alarm Systems – Installation/Relocation of not more than **5 alarm devices** with no increase to the power load of the existing circuits – FAL
- Flow & Tamper alarm systems – FTP
- New Building Plans (area under 2,000 square feet) – NBP **(Approved Civil plans required)**
- Propane Tank - Aboveground (Commercial) – LPG
- Propane Tank - Aboveground (Residential) – LPR
- Propane Tank – Underground – UGT
- Satellite TV Letter for Maximum Occupancy – STL
- Sprinkler Systems – Installation/Relocation of no more than **20 sprinklers and not involving hydraulic calculations** – SPA, SPR or STP **(Requires TIP, COR or NBP submittal)**
- Tenant Improvements (under 2,000) – TIP **(No changes to existing system)**
- Tents & Canopies – TNT
- Underground Fire Systems – UGS **(Approved Civil plans required)**
- Underground Propane Tank - UGT
- Walls (partition) – no more than 4 – BCF or TIP