



**Community Development Department
Building Division**
Plan Review by Appointment for Minor / Moderate Tenant Improvements

The City of Folsom is required to enforce the California Building and Fire Codes to ensure that the minimum standards of health and life safety are followed. For some people obtaining a permit can seem time-consuming and confusing. The City of Folsom has responded to this concern by developing the *Plan Review by Appointment* process.

This *Plan Review by Appointment* process was created to allow customers and their designers to schedule an appointment with appropriate City staff to review plans for minor and moderate commercial interior tenant improvements and demolitions. Eligibility for this process will be based on the following:

- **Minor Tenant Improvements**---Very minor mercantile or business interior alterations under 3000 square feet. No exterior or structural work.
- **Moderate Tenant Improvements**---Those involving departments other than Community Development and under 3000 square feet. These may include small food establishments (occupancy load under 50) such as a coffee house but would exclude larger sit-down restaurants. May include other small occupancies besides mercantile or business such as storage, educational (day care) and small assembly buildings with no building additions or façade modifications and containing no hazardous materials.

The following projects are **not** eligible for the *Plan Review by Appointment* process:

- Projects that require Architectural or Historic District Commission approvals
- New buildings or additions, or projects involving exterior work
- Projects with hazardous materials
- Larger food establishments or assembly occupancies that require Health Department approval. (Small establishments such as a coffee house or yogurt shop may be eligible.)
- Demolitions or renovations requiring Air Quality review
- Checking Option 2 on the [Waste Management Plan form](#) (Self-managing project waste)



Application and Submittal Process:

Contact the Building Division at **916-351-3555** or click [here](#) to schedule an appointment. A Building Division staff member will verify that your project is eligible and determine if it is a minor or moderate tenant improvement. Appointments for very minor tenant improvements will be scheduled on an hourly basis for Tuesday mornings between 9 a.m. and noon. Projects for moderate tenant improvements will be scheduled for Thursday morning between 9 a.m. and noon. All appointments are on a first come, first served basis.

You will need to bring the following:

- Your architect or engineer
- A completed [permit application](#)
- Three (3) *complete* sets of plans to the Building Division (See [Tenant Improvement](#) and [Interior Demolition](#) information sheets on our web site for additional information)
- A completed Fire Department [Statement of Intended Use](#)
- Be prepared to pay the Plan Review and Permit Fees. (The City only accepts cash or checks.)
- Approval from Sacramento Air Quality Management District: [Click for Application](#), [Click for Additional Info](#)

Turn-Around Time:



Most demolition projects can be issued during your appointment. Depending on the complexity and completeness of your submittal documents, it may also be possible to issue a permit for your new work during your appointment. Projects that need corrections will be discussed with you and can be rescheduled for the following week where a second review will take place. If all corrections have been resolved, a permit can be issued at that time.

PLAN REVIEW BY APPOINTMENT

Frequently Asked Questions



Q. I have a limited budget. Do I need an architect or engineer to design and draw my plans?



A. Yes. There are only two reasons that plans may not be accepted: 1. The information submitted is not complete, and 2. The information submitted is not correct. An architect or engineer should take the lead on your project and should be familiar with the permit process. They also speak “code language” and, as a result, he or she can prepare a more comprehensive set of plans and, in many cases, offer suggestions on how to save money during construction. If “time is money”, the architect can usually save you time. Additionally, California law requires that if the tenant space will have employees or customers, an architect or engineer is required to prepare the drawings.

Q. Can I contact the Building Division staff before I schedule an appointment to learn more about what is needed?

A. Yes. Simply call us (**916-351-3555**) and one of our staff members will inform you and your design team what is necessary for submittal as well as answer any other questions you may have. Refer to the City [website](#) for submittal requirements.

Q. I am going to do some interior demolition as well as new work. Do I need separate permits?

A. Not necessarily. You can apply for a demolition and interior improvement permit on one application but it is our recommendation to apply for two separate permits. This way, in the event the plans for your new construction need additional review, the demolition permit can be issued independently and you can begin the demolition portion of your project. You can also apply for your [demolition](#) permit any time before or after your appointment.

Q. What are some of the conditions that can delay my project and how can I prepare for those?

A. Plans that are complete and accurate go through the permit process quickly. Those that have missing items or do not comply with the City’s current codes (fire, exiting, accessibility, structural, health, etc.) will require additional review times. Hiring a professional designer to prepare your design documents is required by State law and will help insure that the proper documentation is submitted. The goal of the City’s Building and Fire Codes is to provide a safe place for you, your employees and your customers. This requires that any code issues be identified quickly (preferably during the plan review process when revisions are less costly) and resolved before issuing a Certificate of Occupancy.

Q. I am going to open up a food service establishment. Will this type of occupancy qualify for the Express Permitting?



A. Probably not. Most food service establishments require a more complex review and also need approval from other agencies such as the County Health Department and the City Fire Department. However, some smaller food establishments such as a coffee house or yogurt shop *may* be eligible. In any case it is recommended that you contact the Sacramento County Health Department before submitting to the City.

Q. Should I fill out any necessary documents before I arrive for my appointment?

A. Yes. The more complete the submittal, the better the chance for permit issuance. The Permit Application as well as the other required submittal forms and information sheets can be downloaded from our website. If you need assistance filling out any forms, please call us at: **916-351-3555**.