

### *What is the purpose of the plan review process?*

The Community Development Department provides a “one stop” coordinated process for the review of projects and building plans which generally result in the issuance of a building permit. The process coordinates the review of staff representatives from Planning, Building, Engineering, and Fire functions. This team reviews each project for compliance with applicable plans and code requirements.

### *When is the plan review process required?*

Review is required for most commercial/ industrial interior and exterior tenant improvements, including change of occupancy types. The level of review will depend on the scope of the proposed improvements.

### *Which processes must be completed prior to submitting an application for plan review?*

Planning staff must evaluate zoning, parking, signage and any applicable conditions of approval. Refer to the “New Commercial/ Industrial / Multi-Family Construction” brochure for application requirements if you are doing a building

addition or proposing a change of occupancy.

### *How many plan reviews are required in order to receive a building permit?*

The review process typically involves one to three reviews. Most projects proceed through at least two reviews. The number of reviews will depend on the level and complexity of the review and the completeness of the submittal. Minor projects or projects with complete drawings and thorough responses to staff’s comments should meet the two-review time line.

### *How long does the plan review process take?*

The minimum time line for your first review is twenty to twenty five working days. Subsequent reviews take a minimum of ten to fifteen working days. However, during the review process, if staff determines that the first submittal was substantially incomplete, review times may be extended (see the Tenant Improvement Document Submittal list for details).

### *What materials do I submit?*

A document submittal information list is available for the commercial/ industrial tenant improvement review process. The document list is required to be submitted,

signed and completed, by the applicant at the time of first submittal. Our counter staff will validate the submittal for completeness (e.g. T-24, structural calculations, etc.) and accept payment of the plan review fee. Incomplete submittals will not be accepted.

### *What does the plan review cost?*

The plan review fee is based on the job valuation (price per square foot including labor and materials). Once a valuation is determined, staff will refer to the “Building Fee Schedule” for the plan check fee. Our counter staff will calculate the fee for you or assist you with the calculation. The plan review fee is due and payable at your first submittal of an application for plan review.

### *What other fees can I expect to pay?*

The other fees associated with this review include:

- Building inspection fee
- S.M.I. (Strong Motion Instrumentation)
- Business license fee
- General Plan update fee

The above fees are payable at the time of permit issuance. In addition, development fees may be required for new square footage added or for a change in the building occupancy type. Please contact our Fee Accountant at (916) 355- 7237 for a complete fee analysis if these conditions exist with your submittal.

*What if I have questions about the review process?*

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Please refer to the following phone numbers:

Building application submittal questions:

(916) 351-3555

Review status:

(916) 355-7390

Planning and Zoning questions:

(916) 355-7214

Engineering/Grading questions:

(916) 355-7222

*Whom do I call for a building inspection?*

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Please call the Building Division Inspection

Request line: (916) 355-7210 before 3:30

p.m. for next day inspection.

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## **Commercial/ Industrial Interior Tenant Improvements**

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## **BUILDING PERMIT PLAN REVIEW PROCESS**

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CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

**City of Folsom  
Community Development Department  
Building Division  
50 Natoma Street  
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