What is the purpose of the plan review process?

The Community Development Department, Building Division 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 all **new** construction, as well as additions and most alterations and repairs to existing structures including interior/exterior improvements.

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

- Pre-application meeting is required. Representatives for the project should include the applicant, architect, civil engineer and contractor. The applicant shall provide a project schedule that allows for City standard review times.
- Architectural Review Commission or Historical Area Architectural Review Commission approval may be required.
- Planning staff shall evaluate zoning, parking, signage and any applicable conditions of approval..
- Civil on-site and off-site improvement plans must be submitted with the Engineering plan review and inspection fee.
- Preliminary fee estimate prepared by Jim Holley, Fee Analyst.

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

The review process consists of typically one to three City reviews. Most projects require at least two reviews. The number of reviews will depend on the level and complexity of the review and the completeness of the submittal. 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 the first review is twenty to twenty five working days. Subsequent reviews take a minimum of ten to fifteen working days per review. However, during the review process, if staff determines that the first submittal was substantially incomplete, review times may need to be extended (see the Commercial Document Submittal list for details).

What materials do I submit?

A document submittal information list is available for the commercial, industrial and multi-family review process. The document list is required to be submitted, signed and completed by the applicant at time of first submittal. Our counter staff will validate the submittal for completeness (e.g. T-24, structural calculations, grading plan, tree preservation plan, assessor's reduced copy) and accept payment of the plan review fee. Incomplete submittals will not be accepted.

What do the Building and Engineering plan reviews cost?

The Building plan review fee is based on the job valuation. Once a valuation is determined, staff will refer to the "Building Fee Schedule" for the plan review fee. Payment of the Building plan review fee is due at your first submittal of an application for plan review.

The Engineering plan review fee is based on the value of the civil on-site and off-site improvements. This fee will be calculated by Engineering staff. Payment of plan review and inspection fees shall be made at plan submittal (includes plan review and inspection).

What other fees can I expect to pay?

All new construction is subject to permit/ development fees and engineering inspection fees. Contact Jim Holley, Fee Analyst at (916) 355-7237 to initiate the preparation of a fee estimate. This person will need specific information from you to conduct the required research on the site. This estimate will take approximately ten working days to complete, and staff will contact you when it is complete. It is imperative that you contact our Fee Analyst as soon as possible so that your plan review fee can be determined prior to your first submittal of building plans.

What requirements must be satisfied prior to issuance of a building permit?

- Conditional Use Permit or Planned Development Permit approval may be required.
- Relevant conditions of approval must be satisfied.
- Civil on-site and off-site improvement plans must be approved.
- Adequate water system capable of delivering fire flows, all weather emergency vehicle access must be installed to the satisfaction of the Fire Inspector, all property corners staked, including certification letter from licensed land surveyor. Refer to the "Requirements for Building Permit Issuance" form.
- Final map must be recorded.
- Schedule a pre-construction meeting with building inspection staff after permit issuance and before your first inspection.

What if I have questions about the review process?

Please refer to the following phone numbers:

Building application submittal questions:
(916) 351-3555
Pre-application meeting:
(916) 355-7390
Review status:
(916) 355-7390
Planning and Zoning questions:
(916) 355-7214
Engineering/Grading questions:
(916) 355-7222
Pre-construction meeting:
(916) 355-7381 or 355-7222

Whom do I call for a building inspection?

Please call the Building Division Inspection Request line: (916) 355-7210 before 3:00 p.m. for next day inspection.

6/16/08

New Commercial/ Industrial/Multi-family Construction

(Includes Additions for Commercial/Industrial Buildings)

BUILDING PERMIT PLAN REVIEW PROCESS

CITY OF FOLSOM
DISTINCTIVE BY NATURE

City of Folsom
Community Development Department
Building Division
50 Natoma Street
Folsom, CA 95630