

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

The Community Development 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?*

- Architectural Review Commission or Historical Area Architectural Review Commission approval (depending upon the location of the site) is required.
- Prior homeowners’ association approval is recommended.

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

### *What materials do I submit?*

A document submittal information list is available for the residential 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, 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 review fee. Our counter staff will calculate the fee for you or assist you with the calculation. The plan review fee is payable at your first submittal of an application for plan review.

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

All new construction is subject to permit and development fees. Staff can assist you with that task when you provide the following information:

- Living area square footage
- Garage area square footage
- Subdivision name, unit and lot number
- Street address

Fees vary in each subdivision so it is very important that this information is accurate and complete.

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

- Subdivision final map must be recorded.
- Relevant conditions of approval must be satisfied.
- Improvements must be determined by the City to be “substantially complete.” Refer to the “Requirements for Building Permit Issuance” form for the requirements.

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

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?*

Please call the Building Division Inspection Request line: (916) 355-7210 before 3:30 p.m. for next day inspection.

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## Residential Custom Construction

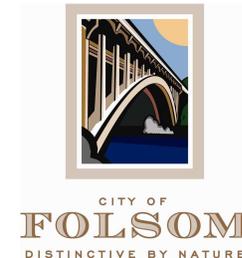
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# BUILDING PERMIT PLAN REVIEW PROCESS

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**City of Folsom  
Community Development  
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