

Beginning October 2025

The Building Division is responsible for plan review, permitting, and inspection of all commercial and residential building activity.

- Building Permit applications must be submitted using eTRAKiT.
- Electronic plan review is done using eTRAKiT

Apply

- Complete an online Application using [eTRAKiT](#)
- Review the [Building Forms and Submittal Checklists](#)
- Contact the Building Department if your project qualifies for the [Folsom Accelerated Small Tenant Improvement Review \(FASTIR\) Program](#)
- Accessory Dwelling Unit Applications
 - Please complete the [ADU Application Checklist](#) before you submit
 - Larger ADUs over 800 sq. ft. require Planning Design Review approval before you can submit for a building permit
- Doing a new home, new building or an addition?
 - Design review may be required first
 - View the City's [Design Review](#) process or contact City Planning

Application Submittal and Review Process

1. Applicant Reviews [Building Forms and Submittal Checklists](#) for Required Information
2. Applicant Submits Permit Application and uploads all documents using [eTRAKiT](#)
3. Application Completeness Check completed by the City's Intake Team
4. Applicant Pays Plan Check Fees using eTRAKiT or at Building Counter
5. Plans Completeness Check completed by the City's Intake Team
6. Code Compliance Review by City Plan Review Staff
7. Fees calculated and Approval completed by City Permit Coordinator
8. Applicant Pays Issuance Fees using eTRAKiT

9. Processing of documents for Issuance completed by Permit Coordinator
10. Issuance of Permit Card via eTRAKiT, Stamped Plans and Documents using the file-sharing link provided to the applicant
11. Start Construction
12. Schedule Inspections using [eTRAKiT](#)
13. Full-Sized Set of Approved Plans Required on Site with Permit

Check Status

- Use [eTRAKiT](#)
- [Email Building](#)
- Call: 916-461-6200