

## Electronic Plan Check (EPC) Submittal Verification Checklist

This document is a checklist prepared for applicants to use in performing a last-minute review of their Electronic Plan Check submission. This document should not be used as the sole source of information in preparing your submission. The [Electronic Plan Check Building Permit Complete Submittal Guide \(EPC Submittal Guide\)](#) must be reviewed to successfully prepare a submittal. Although this document is lengthy it is primarily comprised of screenshots depicting how a submission is actually performed.

Applicant		Items	City Staff	
Yes	No		Yes	No
		<b>Submitting through Citizen Portal (<a href="http://aca.accela.com/sacramento">http://aca.accela.com/sacramento</a>)</b> you will need: <ul style="list-style-type: none"> <li>An active basic citizen portal account;</li> <li>Your submission is condensed into three PDF files (<b>APP, PLANS, and SUPP</b>); see below for contents.</li> </ul>		
		All files are named per the Address or APN naming standards (see EPC Submittal Guide "File Naming").		
<b>APP File Related: (Max. file size 50 MB)</b>				
		<ul style="list-style-type: none"> <li>A copy of this submittal checklist is attached to the application.</li> </ul>		
		<ul style="list-style-type: none"> <li>Is your project scope cleared by the Planning Division to submit to building? The first step is to create an online planning application (PLN record) to request Planning clearance to submit to Building: <ul style="list-style-type: none"> <li>If the submittal package is already complete (i.e. APP, PLANS, SUPP files are uploaded), then planning will stamp the plans signifying clearance to submit to building and these files will be copied over to the Building submittal record (SUB) automatically.</li> <li>If the package is not complete, the following items are required to be incorporated into the submittal package and uploaded into the SUB record created for you: <ul style="list-style-type: none"> <li>Construction plan sheets are stamped by Planning with Approval/Exemption stamp to be incorporated into the PLANS file;</li> <li>Additionally, a Planning Exemption Form may be provided which is to be included in the APP file. For more information, on obtaining planning clearance email <a href="mailto:planning@cityofsacramento.org">planning@cityofsacramento.org</a></li> </ul> </li> </ul> </li> </ul>		
		<ul style="list-style-type: none"> <li>All pages are oriented such that the top of the page is always at the top of the monitor.</li> </ul>		
		<ul style="list-style-type: none"> <li>A completed page 2 of the Building Permit Application (CDD-0200).</li> </ul>		
		<ul style="list-style-type: none"> <li>Are all the relevant project square footages, occupancy groups, construction types, and a complete scope of work provided on the Building Permit Application (CDD-0200). Is this information consistent with the information shown on the building plans title sheet?</li> </ul>		
		<ul style="list-style-type: none"> <li>Each separate document is bookmarked (e.g. <b>Building Permit Application, Agent Authorization, Owner Builder Verification</b>, etc).</li> </ul>		
<b>PLANS File Related: (Max. file size 300 MB*)</b>				
		<ul style="list-style-type: none"> <li>Unsigned Electronic Architect and/or Engineer Stamps on plans. <b>Applicant must agree that all plans will be signed on sets submitted to cycle 2 and beyond.</b> This is a requirement in the EPC process.</li> </ul>		
		<ul style="list-style-type: none"> <li>Files with more than 20 pages must be bookmarked and set to fit the page (see page 14 of the EPC Building Permit Complete Submittal Guide).</li> </ul>		
		<ul style="list-style-type: none"> <li>All pages are oriented such that the top of the page is always at the top of the monitor.</li> </ul>		
		<ul style="list-style-type: none"> <li>Is all the text shown on the plans legible?</li> </ul>		
		<ul style="list-style-type: none"> <li>All layers are flattened (see page 25 of the EPC Submittal Guide).</li> </ul>		
		<ul style="list-style-type: none"> <li>All comments are flattened (see page 26 of the EPC Submittal Guide).</li> </ul>		

	<ul style="list-style-type: none"> <li>Do the Plans and Overall Submittal supply all the information required by the relevant plan review check list? <ul style="list-style-type: none"> <li>Commercial New Buildings Addition and Remodel Checklist (CDD-0224)</li> <li>Remodel and Tenant Improvement Submittal Checklist (Commercial) (CDD-0231)</li> <li>Cannabis Related Occupancies – Commercial Building Permit Application Submittal Requirements (CDD-0420)</li> <li>Cannabis Cultivation and Manufacturing Facilities Commercial Remodel Submittal Checklist (CDD-0421)</li> <li>Residential Addition/Interior Remodel Take-in Sheet (CDD-0253)</li> <li>New Residential Building (1-2 units) Submittal Checklist (CDD-0312)</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>Are the appropriate Mandatory California Green Building Code Checklists necessitated by the permit's scope included in the plan set? <ul style="list-style-type: none"> <li>Commercial New Construction – CALGreen Code Mandatory Requirements Checklist (CDD-0181)</li> <li>Commercial Additions and Alterations – CALGreen Code Mandatory Requirement Checklist (CDD-0165)</li> <li>Residential Construction – CALGreen Code Mandatory Requirement Checklist (CDD-0183)</li> <li>Commercial California Green Code VOC and Formaldehyde Limits (CDD-0182)</li> <li>Residential California Green Code VOC and Formaldehyde Limits (CDD-0180)</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>T-24 Certificate of Compliance documents must be incorporated into the plans.</li> </ul>		
	<ul style="list-style-type: none"> <li>Do the plans call out a prescribed scale (i.e. 1/4" = 1'-0", or 1/8" = 1'-0"), so that staff can verify dimensions using Adobe Acrobat electronic measuring tool?</li> </ul>		
	<ul style="list-style-type: none"> <li>The plans must include a visible North Arrow.</li> </ul>		
<b>SUPP</b> File related: (Max. file size 150 MB)			
	<ul style="list-style-type: none"> <li>Each distinct document must be bookmarked (e.g. Structural Calculations, Fire Sprinkler Calculations, etc.).</li> </ul>		
	<ul style="list-style-type: none"> <li>All layers are flattened (see page 25 of the EPC Submittal Guide).</li> </ul>		
	<ul style="list-style-type: none"> <li>All comments are flattened (see page 26 of the EPC Submittal Guide).</li> </ul>		
	<ul style="list-style-type: none"> <li>All pages are oriented such that the top of the page is always at the top of the monitor.</li> </ul>		
<b>Additional Items:</b>			
	<ul style="list-style-type: none"> <li>Is this a Building Plan check occurring concurrent with the planning, zoning, design review, or preservation review? If so, what is the entitlement # _____?</li> </ul>		

\*If your file size will exceed the 300 MB Maximum size, please coordinate with Electronic Plan Check intake staff by emailing [epcintake@cityofsacramento.org](mailto:epcintake@cityofsacramento.org) or your assigned Project Manager.