

Dear Client:

Thank you for inquiring about our Facilities Permit Program. Please find the enclosed documents necessary for registration. The document titles listed below include a brief description of each form:

1. **Annual Registration Form** – Names the Responsible Party, the Owner Representative, and provides phone numbers and mailing addresses.
2. **Facility Location Sheet** – Lists all the buildings to be covered by the program for a given facility and gives a designator for each. (Example – Foundry Building. F1, Clean Room C4, etc.) This form also provides us with Project Reference Numbers (PO Numbers) for each building enrolled.
3. **Control Agreement Notification Form** – This form notifies the owner that they should have an agreement in place (usually a lease agreement) requiring the tenant to obtain the owners approval for all construction work.
4. **Fee Schedule** – Information pertaining to Facility Permit Program fees.
5. **All plans and supporting documents shall be submitted electronically** – For EPC submittal requirements and guidelines, visit <https://www.cityofsacramento.gov/community-development/building/permit-services/electronic-plan-check>.

If I can assist you in completing these forms, or if you have any questions, please contact me at (916) 808-7962. I will be contacting you shortly to discuss any further questions you may have regarding this program. An appointment is recommended.

Sincerely,

Christopher Walden
Program Coordinator
cwalden@cityofsacramento.org

Facility Permit Program Annual Registration Form

Business Name: _____
Facility Name: _____
Mailing Address: _____
City & State: _____ Zip Code: _____
Email Address*: _____

****An email address is required for projects receiving electronic billing statements.***

Owners / Agents Representative: _____
Phone: _____ Email: _____
Responsible Party: _____
Phone: _____ Email: _____
Accounts Payable Representative: _____
Phone: _____ Email: _____

I attest by my signature below, that I have read and agree to the provisions of the program as outlined in the Facility Permit Program Guide.

Responsible Party Signature: _____ Date: _____

A \$214 per building Registration Fee is required at the time of registration. The fee can be mailed with the Registration Form, paid online, or in person at the Permit Counter, 300 Richards Blvd, 3rd Floor.

Received by: _____ (Facility Permit Program Coordinator) _____ (Date)

Facility Location Sheet

Instructions: Please provide the Site/Building Name, Address, and Assessor's Parcel Number (APN):

Building Name:	
Address:	
APN:	
Number of Stories:	

Facility Permit Program

Control Agreement Notification Form

The Facility Permit Program provides that where the owner of a building does not occupy the structure enrolled in the program; a control agreement between the owner and the tenant/applicant must be in place. A control agreement is most often written in the form of a lease agreement. The lease may state that the tenant may not do any remodeling, alterations, repairs, or maintenance on or within the structure without express written approval of the owner, or it may allow the tenant complete authorization to perform routine maintenance and repair work, alterations, or any other interior tenant improvements.

- The owner or his designated agent is responsible for all such work and shall follow the contractor registration and licensing laws established by the State of California.
- The City of Sacramento Facility Permit Program staff shall be notified immediately of any change in the status of the control agreement.

Owner Responsibility

- The owner or his designated agent shall comply with all requirements of the Facility Permit Program and the Building, Electrical, Fire, Plumbing, Mechanical, and Energy Codes of the State of California and the City of Sacramento.
- Work performed in violation of any applicable codes may subject all registered buildings to removal from the Facility Permit Program.

Statement of Responsibility

By my signature below, I attest that I have a control agreement in place with all tenants for whom work will be conducted under the Facility Permit Program.

Name of Owner (Print): _____

Owner Signature: _____ Date: _____

Facility Permit Program

Fee Schedule

FPP Annual Registration Fee

\$214 per building annually

The FPP Registration Fee is charged annually on a fiscal year basis (July 1 through June 30) and is not pro-rated for partial year registrations.

Tenant Improvements & Remodels

Standard valuation-based fees, expedited plan review, fire plan review, and inspections

These projects will be subject to standard project valuation plan review and building inspection fees based on National Construction Indexes and Valuation Tables. In addition, fifty (50) percent expedited plan review fee will be assessed. Fees will be collected at the time of application submittal. The Building Division Staff Hourly Rate is billed at \$214 per hour.

The Fire Department Plan Review fee is \$149 per hour full cost recovery, and the minimum Fire Inspection fee is \$169. These fees will be assessed and must be paid prior to the final fire inspection.

If additional staff time or services are required outside of the outlined FPP services, additional fees will be itemized and billed to the appropriate Project Reference Number.