

PUBLIC KIOSK

Welcome to the City of Sacramento Public Kiosk
In the following pages you will find helpful links to some of
the questions you may have.

**Please use the bookmarks at the left of this page to easily
navigate this guide and find what you are looking for.**

6-13-2024

The bottom of the page features a stylized skyline of various grey buildings of different heights against a blue gradient background. A white rectangular box is positioned in the lower right corner, containing the City of Sacramento logo and text.

City of
SACRAMENTO
Community Development

Kiosk Information & Helpful Links

When is a Permit Required?

<https://www.cityofsacramento.gov/community-development/building/permit-services/required-permits>

Creating a Basic User Account:

A basic user account is required to pull minor permits online and submit projects for plan review online. A helpful video to show you how to create an account can be viewed at the following link:

<https://www.youtube.com/watch?v=KDu4LDKlpzc>

Create an account or log in here:

<https://aca-prod.accela.com/sacramento/Default.aspx>

Plan Review Submittal:

Now that you have a basic user account let's dive deeper...

Do I need to hire an Architect or Engineer?

https://www.cityofsacramento.gov/content/dam/portal/cdd/Building/Forms/CDD-0236_Who-May-Prepare-Plans_1-1-17.pdf

Creating a New Record:

When submitting a project for review there are two main types of submittals:

- Planning Entitlement Review
- Building Permit Submittal Clearance

See the video link: <https://www.youtube.com/watch?v=wvp-yBdknQc>

Submitting for Planning Entitlement Applications:

<https://www.youtube.com/watch?v=-baT76dpCio>

Submitting for Building Permit Submittal Clearance:

If your project requires a planning entitlement review, once approved, you will need to create a second planning (PLN) record for building permit submittal clearance:

<https://www.youtube.com/watch?v=EQJsXsUs2O8>

Plan Review Resubmittals for Either Planning or Building:

Once logged into your account, if you are resubmitting to planning click on the planning tab, if resubmitting to building click on the building tab. After selecting the appropriate tab follow the steps outlined in the link below:

<https://www.youtube.com/watch?v=HX2YHbcsNss>

What are the Plan Review Cycle Times?

https://www.cityofsacramento.gov/content/dam/portal/cdd/Building/Forms/CDD-0294_Projected-Cycle-Times-for-Building-Plan-Review.pdf

What Does the Status of my Permit/Application Mean?

<https://www.cityofsacramento.gov/community-development/building/plan-review/permit-status>

How do I Check the Target/Due Date for my Plan Review?

- 1) Log onto your account at: <https://aca-prod.accela.com/sacramento/Default.aspx>
- 2) Click on the Building tab.
- 3) Click on the COM or RES record currently under review.
- 4) Click on Record Info.
- 5) Select Intake & Review.

Intake Review & Plan Review

- ✔ ▶ Application Submittal
- ✔ ▶ Planning Preview
- 🕒 ▼ Formal Review
 - Marked as TBD on TBD by TBD
Due: 02/13/2024
 - ✔ ▶ Review Begin
 - Verify Begin
 - Structural
 - Plumbing
 - Fire
 - Life Safety
 - 🕒 ▼ Electrical
 - Marked as TBD on TBD by TBD
Due: 02/13/2024

[Do you Offer Over-The-Counter Plan Review?](#)

Information about EOTC:

<https://www.cityofsacramento.gov/community-development/building/plan-review/otc-review>

E-OTC Form

https://www.cityofsacramento.gov/content/dam/portal/cdd/Building/Forms/CDD-0114_Over-the-Counter-Plan-Review-Criteria-and-Request-E-OTC.pdf

[How do I Download and Print my Approved Plans and Permit Documents?](#)

- 1) Log onto your account at: <https://aca-prod.accela.com/sacramento/Default.aspx>
- 2) Click on the Building tab.
- 3) Click on the related SUB record.
- 4) Click on Record Info then click on attachments. From here you will be able to download and print.

Does my Application Qualify for a Minor Permit?

<https://www.cityofsacramento.gov/community-development/building/permit-services/minor-permits>

Online Minor Permits (CONTRACTORS ONLY):

How to get Started:

<https://www.cityofsacramento.gov/community-development/building/permit-services/online-permits>

Guide for creating your account, linking your license, and pulling online permits:

<https://www.cityofsacramento.gov/content/dam/portal/cdd/Building/Sacramento-Streamline/Citizen-Portal-Public-User-Registration-Guide.pdf>

Homeowner and/or Contractor Minor Permits:

All minor permits are available to homeowners and contractors by emailing all the following completed forms to ezpermit@cityofsacramento.org

- Universal Building Permit Application - CDD-0200
- Owner Builder Verification Form - CDD-0220 (Required for homeowner permits)
- Planning Exemption Form Express - CDD-0035
- Residential Interior Remodel Questionnaire - CDD-0162; (required for kitchen and/or bathroom like-for-like remodels)
- Certificate of Compliance with 2022 California Energy Code – CDD-0304 (Required for Re-Roofs Only)
- CF1R-ALT-04-E (Required for Residential 1-2 Family Dwelling HVAC cut-in or change out only)
- Commercial like for like HVAC Unit Change Out Checklist-CDD-0036(Required for Commercial like for like HVAC change out only)

You can access forms here:

<https://www.cityofsacramento.gov/community-development/building/building-forms>

Can I Pay Fees Online?

Fees can be paid online at:

<https://aca-prod.accela.com/SACRAMENTO/Cap/CapHome.aspx?module=Building&TabName=Building>

Fees can also be paid in person at 300 Richards Blvd, 3rd Floor, Sacramento, CA 95811

How do I Schedule an Inspection?

<https://www.cityofsacramento.gov/community-development/building/inspections/schedule-inspection>

How do I Search Permit History for a Property?

<https://aca-prod.accela.com/SACRAMENTO/Cap/CapHome.aspx?module=Building&TabName=Building>

- 1) You will need to change the start date to capture the desired date range. If you want all permit history from 1950 to current for example, you will need to enter 01/01/1950 in the start date box.
- 2) Enter the street number in the from box under Street No: Then enter the street name in the street name box: (enter the street name only DO NOT enter suffixes blvd. st. ave. etc.)
- 3) Leave all other boxes blank.
- 4) Go to the bottom of the page and click on search.

General Search

Permit Number: Project Name:

Start Date: End Date:

Street No.: - Direction: Street Name: Street Type:

Parcel No.:

License Type: State License Number:

First: Last: Name of Business:

[▶ Search Additional Criteria](#)

I Want to Build an Accessory Dwelling Unit (ADU) on my Property, Where do I Start?

<https://www.cityofsacramento.gov/community-development/planning/housing/accessory-dwelling-units>

<https://adu.cityofsacramento.org/>

Are There Any Differences Between the Local ADU Ordinance and the State ADU Standard?

Yes, and the applicant must indicate on the cover sheet of their plans if they are following the local ordinance or the State standards:

<https://adu.cityofsacramento.org/plan/step-1>

Does the City Offer Pre-Designed ADU Plans; Yes!!

Yes, we offer a studio, one bedroom, and two bedroom ADU plans!

<https://adu.cityofsacramento.org/Shelf-ready-plans>

How do I Search for Outstanding Code Cases for a Property?

<https://www.citizenserve.com/Sacramento/CitizenController?Action=DisplaySearchPage&CtzPagePrefix=Sa&InstallationID=43>

Code Enforcement Cases

You can search by case number or address. If you would like to see only specific types of files you select one or more categories or types, or use the select all links to see cases in any category or type:

Case #:

Address:
(example) 915 I ST

Status: ▼

Category:
Air Quality Index
Auto Repair
Basketball Hoop
Commercial/Residential [Select All](#)

Type:
21-99 Units
3-4 Units
5-10 Units
Amusement Device Location [Select All](#)

Is my address in the City Jurisdiction

<https://assessorparcelviewer.saccounty.gov/jsviewer/assessor.html>