



Commercial Triage Review Form

The City of Sacramento has reviewed your initial application package. The review was performed to ensure that the submitted application was complete and to inform the applicant/owner of any missing items. Your plans have been reviewed by the disciplines and staff listed below:

Project Location: _____

Application Number: _____ Date: _____

Incomplete Submittal: OK TO SUBMIT:

Discipline	Reviewer	Additional Items Needed
FIRE	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
UTILITIES	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
ENGINEERING & FINANCE	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
BUILDING & LIFE SAFETY	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
PLUMBING & MECHANICAL	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
ELECTRICAL	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
SITE	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

* The formal review process cannot begin until all missing items requested in the attachments have been submitted. Please submit all missing items and two copies of this correspondence simultaneously to the Community Development public counter located at

300 Richards Boulevard, Permit Center, Sacramento, CA 95811

The number of revised plan sheets and attached data shall correspond to the number provided in the original submittal. Once all required information has been received an application number and a plan review target date will be established.

Fire Triage Review:

- The submitted FIRE plans are complete and ready for plan review.
- The following items were NOT in your application package for FIRE triage review:
 - Water supply test performed by the Sacramento Utilities department
 - Indicate the following on the Architectural Cover Sheet in the Fire Flow section
 - The type of construction for the proposed building
 - The fire area of the proposed building
 - The amount of fire flow required by CFC Appendix Table B105.1
 - The required number of hydrants per CFC Appendix Table C105.1 (based on unadjusted flow)
 - Provide Fire Sprinkler and/or Fire Alarm plans or show as a deferred submittal on the Architectural Cover Sheet (as applicable)
 - Show the location of Fire Department Control Room including Fire Sprinkler Riser and FACP
 - Identify the path of the Fire Department access to site with turning radius and curb marking
 - Provide a piping plan for the underground fire service with the size and type of pipe, location and type of restraint, and depth of burial
 - Show the location of existing and proposed fire hydrants
 - Provide a hydraulic analysis to prove the required fire flow can be provided by the on-site fire hydrant(s)
 - Provide the City of Sacramento standard details for the installation of:
 - Fire hydrants (W-201)
 - Backflow prevention devices (W-510)
 - Thrust blocks (W-103)
 - Note the model of backflow preventer to be used and provide the manufacturer's cut sheet
 - Provide Material Safety Data Sheets for all hazardous, flammable, and combustible materials
 - List the quantities of materials and container size and type for all hazardous, flammable and combustible materials

Should you have any questions please contact: _____

at: _____

Additional Comments: _____

Utilities Triage Review:

- The submitted UTILITIES plans are complete and ready for plan review.
- The following items were NOT in your application package for UTILITIES triage review:
 - Clearly defined property line
 - Two sets of drainage study, hydrology and hydraulic calculations, shed map and overland flow release map, signed and stamped by the engineer of record
 - Two sets of water quality swale calculations, signed and stamped by the engineer of record (if water quality swale is proposed for the project)
 - Storm water Pollution Prevention Plan (SWPPP), certified by the owner or owner's authorized representative (if total disturbed area is greater than (1) one acre)
 - Water supply test
 - 3 sets of Civil Plans:
 - Title sheet with standard general notes, official city bench mark, utilities contacts, flood zone r reference, building square footage information, site acreage, key map, and sheet index.
 - A topographic sheet based on the official city bench mark showing property lines, right-of-way lines, easements and existing utilities. Adjacent off-site topography shall also be shown to the extent necessary to determine the impacts to the surface drainage paths
 - A grading sheet showing existing and proposed elevations and finished floor elevation. Cross sections showing existing and proposed ground lines, fences, wall, property lines, right-of-way, drainage arrows, utilities, and dimensions. Finished pavement section and base information
 - Drainage sheet detailing on-site drainage and sewer system slope/length/size information invert and rim elevations of drop inlets and manholes, pipe material and bedding information. Provide details of drainage inlets and manholes if non-city standards are used
 - Utility sheet showing on-site fire, domestic water system with Standard General Water Notes, location of service connections, meters and reduced pressure backflow prevention assemblies and details. Include irrigation point of connection
 - Erosion and Sediment Control Plan with Standard Erosion Sediment Control Notes, location of best management practices selected, details of best management practices and maintenance schedule (if pavement is greater than 1000 square feet). See www.sacstormwater.org
 - Pavement plan with curb details

Should you have any questions please contact:: _____

at: _____

Additional Comments: _____

Development Engineering Triage Review:

- The submitted DE plans are complete and ready for plan review.
- The following items were NOT in your application package for DE triage review:
 - Civil Sheets: on-site
 - Bench mark
 - Limits right-of-way
 - Water taps, sewer taps, storm drain taps
 - Driveway locations
 - Conditions of approval:
 - City Council
 - Planning Commission
 - Zoning Administration
 - Design Review
 - Title sheet shall have a minimum of the following information: project location, sheet index, legend, bench mark, signature block, general notes, vicinity map, site map and street names
 - Existing and proposed elevation for proposed roadway improvements
 - Existing civil improvements on opposite side of street that would prohibit site access
 - Provide all existing and proposed site access points
 - Copy of application submitted for Certificate of Compliance for Lot Line Adjustment
 - If conditions of approval require a reciprocal access agreement, provide a copy of recorded document.
 - Provide documentation that grants this project permission to utilize city property
 - Conditions of approval require the design and construction of major civil improvements or the extent of anticipated work in the city right-of-way warrants the submittal of off-site Improvement plans. These plans must be submitted on City of Sacramento standard sheets.
 - All plans and specification for improvements, both public and private, which are to be accepted for maintenance by the City, including private on-site drainage and grading shall be prepared by a consulting engineer or design engineer of the appropriate branch of engineering (i.e. civil, electrical, etc.)

Should you have any questions please contact: _____

at: _____

Additional Comments: _____

Building (Structural) Triage Review:

- The submitted **BUILDING (Structural)** plans are complete and ready for plan review.
- The following items were **NOT** in your application package for **BUILDING (Structural)** triage review:
 - Two (2) copies of the soil report for specific project site
 - Structural design criteria including seismic design category, wind speed and exposure, design code, soil bearing values, and building structure floor and roof design live loads
 - Complete structural design calculations for the vertical and lateral systems including but not limited to the following items:
 - All framing members, beams, headers, bearing wall designs, columns, posts, base plates and building foundations
 - All lateral elements including diaphragms, chord and collector elements, shear walls or frame designs, hold downs, footings and all lateral connections
 - Complete out-of-plane anchorage calculations including ties from concrete or masonry walls to supporting diaphragms and continuity ties, and sub diaphragm designs and detailing
 - Complete scaled structural drawings included but not limited to:
 - Roof framing plan and associated details
 - Floor framing plan and associated details
 - Foundation plan and associated details
 - Building sections
 - Building details
 - Concrete tilt up wall panel reinforcing details and connection details
 - Frame elevations and connection details
 - Specific details for the out-of-plane anchorage of all CMU and concrete wall elements including continuity ties and sub diaphragm detailing
 - Typical connection and framing details as required
 - Structural tests & special inspections

Should you have any questions please contact:: _____

at: _____

Additional Comments: _____

Life Safety (Architectural) Triage Review:

- The submitted LIFE SAFETY (Architectural) plans are complete and ready for plan review.
- The following items were NOT in your application package for LIFE SAFETY (Architectural) triage review:
 - Cover sheet with the following information:
 - Building construction type
 - Occupancy group
 - Mixed use & occupancy
 - non-separated occupancies
 - separated occupancies
 - Number of stories
 - Building square footage including all covered areas
 - Pertinent design codes for all disciplines
 - Proposed deferred submittal items
 - Site plan showing accessible parking and path of travel from public way or parking stall to the main entrance of the building(s).
 - Existing and proposed property lines and all applicable easements depicted on the architectural site plans and referenced to the new proposed building location(s).
 - Complete sealed Architectural drawings including but not limited to the following items:
 - Fully dimensioned floor plans and associated details
 - Reflected ceiling plans and associated details
 - Exterior building elevations and interior wall elevations
 - Roof plan and associated details
 - Door and window schedules
 - Building sections
 - Building details
 - Accessibility notes and details
 - Accessible restroom plans and details

Should you have any questions please contact:: _____

at: _____

Additional Comments: _____

Plumbing Triage Review:

- The submitted **PLUMBING** plans are complete and ready for plan review.
- The following items were **NOT** in your application package for **PLUMBING** triage review:
 - Verify that plumbing plans have been submitted
 - The plumbing plans shall bear the stamped by California licensed architect, California licensed engineer, or the information of a licensed plumbing contractor, or the information of the building or business owner who is responsible for the project
 - Water sizing calculations per Chapter 6 or Appendix A have been provide for plan check review with a maximum street pressure of 40 psi
 - Gas line sizing information has been provided for projects involving gas appliances
 - All gas capacities have been clearly shown on the plans along with the developed length
 - Isometric drawings have been provided for buildings with (3) three stories or more
 - Plans clearly show all plumbing lines with sizes of new, existing, and relocated work.
 - For restaurants, show locations of grease trap/interceptor and submit the manufacturer's data and listing info for all cooking equipment. This is to include physical dimensions, BTU/electrical demand, etc., and the appropriate model number is to be indicated
 - If projects involve a new roof with a parapet, show projected roof areas, roof drainage system, slopes of pipes and sizes based on 3 inches/hour rainfall rate. Also show the type of overflow that will be used.
 - For a Medical Facilities, determine if the project will require a reviewed to OSHPD 3 requirements.
 - For Industrial Facilities, submit MSDS sheets and quantities of chemicals stored and used.
 - For Industrial Facilities, provide a narrative summarizing the operations of the facilities
 - For projects requiring new utility services, property lines shall be clearly shown on the civil and/or plumbing plans.
 - Plans clearly show all required easements, if utilities cross property lines. County Sanitation (CSD-1), City sanitation or private easements are clearly identified. If CSD-1, a separate submittal is to be made to them for their approval
 - For new buildings, show size and locations of taps for water and waste lines on the onsite civil plans
 - Firestopping details for penetrations of rated assemblies are provided.

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at: _____

Additional Comments: _____

Mechanical Triage Review:

- The submitted **MECHANICAL** plans are complete and ready for plan review.
- The following items were **NOT** in your application package for **MECHANICAL** triage review:
 - Verify that the mechanical plans have been submitted.
 - Envelope and mechanical Title – 24 calculations have been submitted
 - The mechanical plans shall bear the stamp of a California licensed architect, or a California licensed mechanical engineer, or the information of a licensed mechanical contractor, or the information of the building or business owner who will be in responsible charge of the project
 - The plans clearly show the extend of the new, existing and relocated HVAC work
 - For restaurants, plans show the grease exhaust and make-up air systems along with manufacturers equipment information
 - For restaurants, plan from the kitchen consultant have been submitted. These plans shall also include kitchen hood drawings if this equipment will be used
 - For a medical facility, determine if this facility will require a review to OSHPD 3 requirements.
 - For industrial facilities, submit MSDS sheets and quantities for chemicals stored and used
 - For industrial facilities, provide a narrative summarizing the operations of the facilities
 - Refrigeration machinery room – ventilation calculations
 - Firestopping details for penetrations of rate assemblies are provided

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at: _____

Additional Comments: _____

Electrical Triage Review:

- The submitted **ELECTRICAL** plans are complete and ready for plan review.
 - The following items were **NOT** in your application package for **ELECTRICAL** triage review:
 - Electrical Plans:
 - Light fixture schedule, include description type and fixture loads
 - Lighting layout, switching and circuitry identification
 - Receptacle equipment layout and circuitry
 - Equipment schedule
 - HVAC equipment location, supply voltage and demand, their disconnects and circuitry
 - Miscellaneous electrical equipment and circuitry
 - Location of SMUD transformer, service equipment, panels, controllers, etc.
 - Single Line Drawing Plans:
 - Main service size
 - Size of service entrance conduit and conductors (include type)
 - Size of any wire ways or busways
 - Size and type of all overcurrent protective devices
 - Feeders, include size and type of conduit and conductors
 - AIC ratings (service, panel boards, etc.)
 - All ground conductor sizes: Ufer ground, supplemental ground, water and gas bonding
 - Transformers, their sizes and type: transformer grounds
 - Complete NEC calculations based on square feet and with actual loads, include 125% for continuous loads and add 25% of largest motor
 - Complete panel schedule
 - Voltage and ampere ratings
 - Phase and wire number (3 or 4 wire)
 - Breaker or fuse sizes
 - Main circuit breaker (M.C.B.) or Main lugs only (M.L.O)
 - AIC rating (service, panel boards, etc.)
 - Loads of each circuit
 - Panel total load
 - Provide title 24 Energy Documents
- NOTE:** All new or upgraded services require a commitment letter from SMUD

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at: _____

Additional Comments: _____

Site Triage Review:

- The submitted SITE plans are complete and ready for plan review.
- The following items were NOT in your application package for SITE triage review:
 - Plot/Site Plan
 - Lot dimension showing whole parcel and property lines (1:20 scale)
 - Building footprint with dimension to property line
 - Location of driveways, off-street parking, employee parking
 - Building elevations
 - All mandatory requirements and conditions of planning, design review, and/or historic preservation
 - State all the conditions of approval
 - Landscape and Irrigation Plan
 - Irrigation schedule and water calculations
 - Landscape plan with parking lot shading compliance

Should you have any questions please contact: _____

at: _____

Additional Comments: _____
