

Submittal:

- Please email buildingpermits@cityofwestsacramento.org with the [completed building permit application](#), [encroachment permit application](#), [ESCP worksheet](#), soils letter, plans, structural calcs, energy documents, and any applicable cut sheets. (If you are a property owner, please include the [owner builder document](#))
 - o See the document: [Plan Submittal Checklist for Pools and Spas](#) for details on required items for a complete submittal.
 - o NOTE: Documents must be separate PDFs.
 - *Due to a high volume of emails, all requests will be processed in the order received. It **may** take up to 3 business days for a response.*

Payment of plan check fees

- You will receive an email with the permit number, amount due for the plan check fees, and a document labeled "Screen shot-how to pay fees online".
 - o Follow these steps in the document provided to pay your fees with a credit card online.
 - o Reply to the email and let your designated staff person know that you have paid your plan check fees.

Review time

- Current turn-around times for permit review is about 7 business days for building/planning and 30 days for development engineering. Once the plans and application have been reviewed, you will be contacted via email with either the plan check comments or the balance remaining on the permit.

Corrections

- If there are plan check comments, you will need to revise your plans and address the comments.
- Once you have done so, please reply to your plan check comment email with the revised plans and a response letter. This will let your designated staff person know that you have resubmitted plans.

Ready to Issue

- If the plans were approved, you will receive a "ready to issue" email. This will include the balance due on the permit.
 - o Pay the remaining fees due online, utilizing the same steps used to pay your plan check fees, and reply to the email and inform your designated staff person know that you have paid the balance due.
- You will then receive an email with the "unsigned permit", please complete the applicable fields and return via email to the permit technician.
- Once the your designated staff person receives the completed permit, they will email you the approved stamped plans and the job card.
 - o Please have these printed out and available on the job site for the inspector to review as needed.