



Community Development Department Building Division

www.cityofwestsacramento.org

1110 West Capitol Avenue
West Sacramento, CA 95691
Ph: (916) 617-4645

Plan Submittal Checklist for Detached and Attached Accessory Structures

Tool & Storage Sheds •
Garages • Trellises •
Gazebos

Purpose

This handout summarizes the requirements for a complete plan review submittal for detached and attached accessory structures. Such structures can be tool and storage sheds, shade structures (trellises, gazebos, arbors, patios) and sunrooms. Current code regulations require building permits when buildings are constructed, altered or improved. The following guideline shall be reviewed before commencing any work.

Permits Required

A building permit is required for the following:

- All accessory structures greater than 120 Ft² in floor area
- Attached accessory structures of any size if joined to the main house or garage
- Accessory structures 120 Ft² or less that include plumbing, mechanical and/or electrical work

A structural analysis/evaluation may be required by a California licensed engineer for freestanding structures of unusual shapes, and for structures with tile roofing or similar cementitious materials.

Work Exempt from Permits

Structures meeting the following criteria do not require a building permit:

- Detached accessory structures not more than 120 Ft² in floor area and not exceeding 12-ft in height.

Allowed Locations

Contact the Planning Division at (916) 617-4645 for restrictions on maximum building coverage allowed, height limitations, property line setbacks and maintenance / public utility easement setback distances prior to submitting plans.

Plan Submittal for Construction

Quantity

- Four (4) complete sets of plans (11-in x 17-in minimum size), all sheets signed by designer
- Completed Building Permit Application form and plan check fee paid

Information

COVER SHEET

- Legal job address, names, addresses, phone numbers of building owner, contractor and designer
- Written job description of work; total building square footage area

EXAMPLES FOR PERMIT REQUIREMENTS

Type of Structure	Permit Required	Minimum Setbacks	Maximum Height
Any accessory structure <u>attached</u> to the main house or garage.	Yes	(1)	(1)
Detached accessory structures greater than 120 Ft ² .	Yes	(1)	(1)
Detached accessory structures less than 120 Ft ² .	No	Side: 3-ft Rear: 3-ft	12-ft ⁽¹⁾

⁽¹⁾ Contact Planning Division staff for specific regulations on setback distances and allowable height requirements.

SITE PLAN

- Proposed building location and setback distances to property lines / easements / main residence or other buildings; north arrow.
- Location of septic / well systems (as applicable).

FLOOR PLAN

- Interior building dimensions (1/4" = 1'-0" scale).
- Opening size and types of doors, windows, exterior landings.
- Location of electrical outlets (GFCI), switches, light fixtures (fluorescent).

EXTERIOR ELEVATIONS

- Minimum of two exterior elevations identifying finish materials, colors; interior wall covering; building height.

FRAMING PLAN

- Proposed floor, wall, roof framing plans; size and direction of framing member; span and length between supporting posts; location and size of opening supports (headers); type and grade of lumber used for framing (*example: 2x10 D.F. #2 roof rafters @ 16-in o.c.*).
- Framing details at typical locations (beam to post, post to footing).
- Attic ventilation calculations (if providing a ceiling).

FOUNDATION PLAN

- Dimensioned foundation system; reinforcement.
- Footing / slab details cross-referenced to plans.

Patio Covers

The following provisions shall be considered in your design when building a conventionally-framed patio cover:

- One-story structures only.
- Maximum 12-ft in height (verify with Planning Division staff for height restrictions).
- Open or glazed area of longer wall and one additional wall is at least 65% of the area below a minimum 6-ft and 8-in of each wall, measured from the floor.
- Openings may be enclosed with insect screening, approved translucent or transparent plastic not more than 0.125-in in thickness; glass conforming to CBC 2019 Chapter 24 or any combination of the above.
- Exterior openings required for light and ventilation are permitted to open into a patio structure.

- Structure is used only for recreational, outdoor living purposes and **not** as carports, garages, storage rooms or habitable rooms.
- Emergency egress windows in existing bedrooms **shall not** exit into an enclosed patio. The windows should open directly to the street, public alley, or yard.
- Structure may be supported on a minimum 3½-in thick concrete slab on grade without footings, provided that the columns do not support live and dead loads in excess of 750-lbs per column.

Manufactured Patio Covers

If the patio cover/enclosure is based on an approved industry listing (i.e., ICC report), conformance to the items listed above is not necessary – the product has been tested and reviewed. Therefore, only the Evaluation Report number and specification sheets shall be attached to the site plan.

Fees

Building fees are based on the total value of all construction work (including labor and materials). Consult with a permit technician for details.

Application Forms

Building permit application forms can be obtained in the following link or requested at the Building counter located on the second floor.

Community Development Department

Address: 1110 West Capitol Ave., 2nd floor

Phone: (916) 617-4645

Hours: Monday through Friday
8:30 -3:30 (sign in req. by 3:00 p.m.)

Please call to confirm hours of operation