



**City of Folsom**  
**Community Development Department**  
 50 Natoma Street  
 Folsom, California 95630



**SIGNATURE SHEET FOR BUILDING PERMIT ISSUANCE**

Project Name:	
Project Address:	
Applicant:	Date:
Subdivision:	Lot No.:

Building Type (Circle One): Model Home   Production Home   Multi-Family   Non-Residential

Instructions: The requirements for Building Permit issuance for model homes and non-residential structures are represented by the boxes under the appropriate column in the chart below. No Building Permit will be issued until all requirements for the permit requested have been satisfied and the boxes under the applicable columns have been signed by the appropriate City staff. It is the applicant's responsibility to obtain all the necessary approvals (initials by the appropriate City staff) and submit this completed form to the Building Division prior to issuance of a Building Permit.

Item	Responsible Division	Required Division		
		Model Home	Production Home	Non-Residential/ Multi-Family
Building Plan Check Approval	Building			
All-weather access complete	Fire 916-461-6324 mltoledo@folsom.ca.us			
Water system (capable of delivering fire flow) installed pressure tested & operable, including hydrants.	Construction Inspector 916-461-6216 sbrown@folsom.ca.us			
	Fire			
All property corners staked including certification letter from a licensed land surveyor	Construction Inspector			
Verification of Pad Elevations & Lot Compaction Certification Letter from licensed Civil Engineer	Construction Inspector			
All Conditions of Approval applicable to building permit issuance satisfied, including parkland dedication and payment of park in-lieu fees.	Engineering - 916-461-6212 dwolfe@folsom.ca.us			
	Planning - 916-461-6207 jbrandt@folsom.ca.us			
	Parks & Recreation 916-461-6633 bnelson@folsom.ca.us			
All paving completed (curb, gutter, sidewalk, etc.)	Construction Inspector	N/A		N/A
Water, sewer & storm drainage system complete and ready for use	Construction Inspector	N/A		N/A
Dry utility connections completed (electric, gas, cable, telephone.)	Construction Inspector	N/A		N/A
Required subdivision Fire, Life & Safety improvements substantially complete (street lighting, traffic signing, striping, etc.)	Construction Inspector	N/A		
	Engineering	N/A		
	Planning	N/A		
Inclusionary Housing (IH) Agreement Executed/ IH Fee Determined	shenry@folsom.ca.us			N/A
Subdivision Street Name Signs Installed	shenry@folsom.ca.us			N/A

Remarks:
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Note: A final inspection and issuance of a Certificate of Occupancy (C of O) will not be granted until such time that the required subdivision improvements and/or onsite/offsite improvements have been completed and accepted by the City.

**All-weather emergency access is defined as:**

May 1 <sup>st</sup> – September 30 <sup>th</sup> : 6" 95% compacted AB	Minimum 27' in width and a maximum 500' length with adequate turnaround area.
October 1 <sup>st</sup> – April 30 <sup>th</sup> : 2" AC over 6" 95% compacted AB	