

Exterior Stairs / Railings / Decks / Ramps

Application for Site Plan & Design Review Exemption

City Code [Section 17.808.160\(A\)\(1\)](#)

Overview: [Site Plan and Design Review \(SPDR\)](#) is a planning permit required for the exterior aspects of development such as new structures, additions to existing structures, and site features (e.g., fences/walls, landscaping). SPDR does not include consideration of land use (e.g., residential dwelling, retail business). Unless exempted, new development requires SPDR approval before filing a building permit application.

Purpose: This form is used for the review of SPDR exemption requests for proposed or existing exterior stairs, railings, decks, or ramps.

Historic Properties: This form may not be used for properties located in a historic district or ones that involve a historic landmark. [Review Preservation Step by Step](#) for info about the review process for historic properties.

Application requirements: Applications shall include all the following:

- ☐ **Application Form:** Fill all portions of this form with required text, check all boxes that apply.
- ☐ **Plans:** A site plan showing the perimeter of the structure, and location of all stairs/railings to be replaced; A complete stair detail. Plans should be merged into one PDF.
- ☐ **Color photographs:** Provide photos of the front of the building and work area, including photos of stairs, railings, decks, or ramps. Photos should be merged into one PDF.

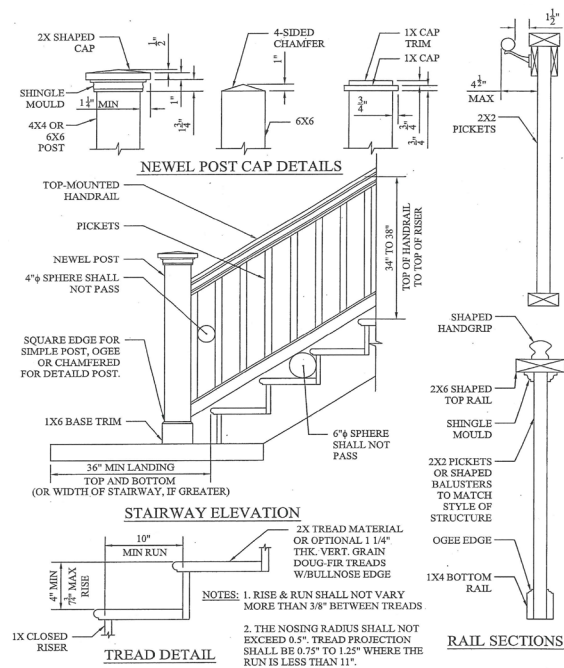
How to submit this application: Use the Public Permit Portal to submit your application form, Building Permit forms, plan, and photographs. Review the [Planning Permit Submittal webpage for more information](#) on how to submit.

Fees: There is a fee of **\$132.00** for this form. The fee will be invoiced upon building permit acceptance.

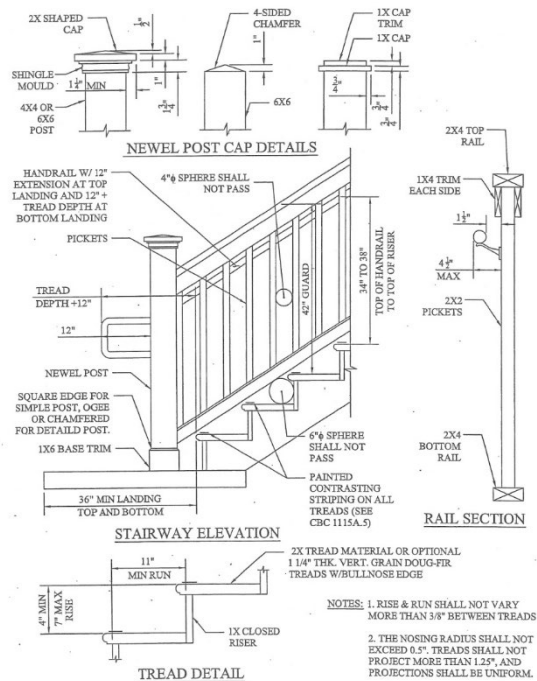
After submittal: The assigned planner will review in two sequential phases: (1) for completeness (i.e., Is all the information required by this form present and accurate); and, once complete, (2) for compliance with City Code Section 17.808.160(A)(1).

How to ask questions: All questions before and during the submittal process can be directed to planning@cityofsacramento.org, or by visiting the public counter in-person through a scheduled appointment. In-person appointments can be scheduled through the [Appointment Scheduling](#) website.

Residential Stair



Commercial Stair



I. Property & Applicant Information**Property Information**

Address or Assessor Parcel Number(s): _____

Planning Approval Stamp

Applicant Information

Name: _____

Company Name: _____

Contact Information: _____

☐

Invoice Planning Intake Fee

II. Compliance Checklist

Instructions: Use the [Land Information Lookup App](#) to enter the following property information:

Zone: _____

Special Planning District: _____

Planned Use Development: _____

Required Documents: Check all to ensure complete submittal.

☐

Plans

☐

Photographs merged into one PDF.

Instructions: Use the [City Code](#) to identify the applicable standards. Each question requires “yes” for an exemption.

Will the repair or replacement:		Yes	N/A
1.	<u>Stairs:</u> Match existing stairs with no change in materials, design, or location; or will the existing stairs be modified to meet city code? <u>Stair sidewalls:</u> Match in-kind existing sidewalls, or propose new sidewalls that match building wall materials? Existing materials: _____	☐	☐
2.	<u>Railings:</u> Match existing railings with no change in materials, design, or location; or will the existing railing be modified to meet city code? Existing materials: _____	☐	☐
3.	<u>Decks:</u> New decks will not be visible from any street view? Existing deck will be modified to meet city code? Existing materials: _____	☐ ☐	☐ ☐
4.	<u>Ramps:</u> Involve a minor change? Propose a new ramp with minimal impact, with or without painted railings and design complimentary to the existing building?	☐ ☐	☐ ☐
5.	<u>Balconies:</u> Modify or repair an existing balcony in a multifamily dwelling unit to meet city code?	☐	☐