

Roofing

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 changes to roofing materials.

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.
- ☐ **Color photographs:** Provide photos the building and work area, including photos of existing facades and roofing. Merge photos into one PDF.

How to submit this application: Email the completed exemption form, building permit forms, and all required supporting materials to planning@cityofsacramento.org.

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.

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

Address or Assessor Parcel Number(s): _____

Planning Approval Stamp

Applicant Information

Name: _____

Company Name: _____

Contact Information: _____

☐

Invoice Design Director Fee

II. Roofing Type / Material**Existing roofing is:**

- | | | |
|--|--|---------------------------------------|
| ☐ Dimensional composition shingle | ☐ Wood shake or shingle | ☐ Slate |
| ☐ Metal | ☐ Clay or concrete tile | ☐ 3-tab |
| | ☐ Flat/membrane/hot mop | ☐ Other: _____ |

Existing gutters/rafterails are:

- | | | |
|--------------------------------|---|--|
| ☐ Dutch | ☐ Fascia | ☐ Ogee |
| | ☐ Exposed rafterails | ☐ No gutters / rafterails |

III. Compliance ChecklistDocuments to upload: ☐ Plans ☐ Photographs merged into one PDF**Instructions:** Answer the questions below. Each question requires "yes" for SPDR exemption.

A. New roofing will:		Yes	N/A
1.	Match existing roofing with no modifications (3-tab roofing can be used for repair only, not full replacement)	☐	☐
2.	Replace 3-tab roofing with: ☐ Directional composition shingle ☐ Wood shake or shingle ☐ Clay or concrete tile	☐	☐
3.	Replace existing tile or wood shake/shingle with dimensional composition or concrete tile shingles?	☐	☐
4.	Replace existing built-up or hot mop roof with new single ply membrane?	☐	☐
B. New gutters/rafterails will:		Yes	N/A
1.	Match existing gutters/rafterails through repair or replacement?	☐	☐
2.	Maintain original downspouts through repair or replacement?	☐	☐