



Sacramento County
Office of the Assessor
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ATTENTION PERMIT APPLICANTS

FLOORPLAN DRAWING FOR ASSESSOR MUST BE FILED WITH BUILDING PLANS

California Revenue and Taxation Code section 72(c) requires that any time an owner or builder files a set of building plans with the permitting jurisdiction for approval, a scale copy of the floor plans and exterior dimensions of the building must be submitted for the County Assessor's use.

Drawing must be:

- Of a size to be legible
- Clearly identified with Street Address, APN, and owner's name
- To scale
- Have length of each dimension clearly labeled
- In enough detail to determine square footage
- Describe the use of each room (Residential)

The Assessor needs building plans for all new structures, additions, remodels, rehabilitations, or change in use. This includes but is not limited to residences, garages, pools or ponds, patios, decks, barns or other miscellaneous structures, commercial buildings and tenant improvements.

The drawing should show the new structure's dimensions, square footage, its position in relation to the existing structure, and its intended use.

Format: If sufficient detail of the project can be captured on 8 ½ x 11" or 11" x 17" these sizes are satisfactory. For large or complex projects, such as a brand new office building or other commercial facility, larger format (18"x24" to 36"x48") are preferred. Electronic files exported to PDF on CD are also acceptable; be sure to include permit number and APN.

If pages are preselected from full size plan sets, at minimum they must include:

- Cover Sheet
- Site Plan
- Floor Plan – Existing and Proposed
- Exterior Elevations

Exceptions: Plan sets are *not required* for re-roofs, window / door change-outs, new exterior siding, minor electrical / plumbing, or other items of normal minor repair and replacement.

Your compliance with these requirements increases the Assessor's efficiency and benefits your community by returning property tax revenues to your jurisdiction in a timely manner.

Your cooperation is much appreciated!