

Sacramento County

Electronic Submittal of Improvement Plans (eSIPs)

Frequently Asked Questions

What is eSIPs?

Electronic Submittal of Improvement Plans (eSIPs) is a voluntary program that allows the electronic review of improvement plans, which will save you time and money. Beginning February 21, 2012, the Sacramento County's Site Improvement & Permits Section (SIPS) will be accepting plans submitted electronically.

What can I expect from the eSIPs process?

You can expect to save hundreds of dollars on print cost and time spent transporting multiple sets of hard copies during the plan review process. Fewer trips will be needed to drop off and pick up plans. eSIPs is also friendly to the environment since paper use and paper waste are reduced.

What are the eSIPs submittal requirements?

Electronic improvement plans may be submitted via either (1) CD; or (2) using File Transfer Protocol (FTP) sites. When submitting a CD, you can submit the initial deposit fee, and supplemental documents in person or by mail. If using an FTP site, you can submit Portable Document Format (PDF) plans and documents electronically to the County. PDF improvement plan files should be direct conversion from CAD files. Improvement Plan must be prepared pursuant to the County's Improvement Standards. Attached is the new eSIPs Checklist.

Do I need any special software to participate in eSIPs?

You will need to submit plans in PDF format. Most CAD programs can save plans as a PDF file. County plan reviewers will convey their comments using Adobe Acrobat software. You can view plan review comments with PDF readers available on the internet at no cost.

When can I start electronic submittal of improvement plans to the County?

The County will accept electronic improvement plan submittals beginning Tuesday, February 21, 2012.

What is the cost of eSIPs?

There is no cost to customers for electronic plan submittals.

Can I continue to submit hard copies?

Yes. If you prefer to submit hard copies, the attached hard copy submittal checklist must be followed.

Can I submit approved improvement plans electronically?

Approved improvement plans will need to be submitted electronically; in addition, Six (6) to eight hard copies are required for County field inspectors and file copies. We anticipate reducing the number of required hard copies required as the program matures.

How do I submit my plans on an FTP site?

- Submit electronic plans using the County FTP site or a third party FTP site.
- You are required to contact SIPS at (916) 874-6873 or e-sips@saccounty.net before uploading any electronic plans to the County FTP site.
- SIPS will provide to you the necessary access codes and instructions to use the County FTP site.
- You are responsible for notifying SIPS staff after upload completion for immediate electronic plan distribution.
- Your payment must be received before your electronic plan may be processed.

Is the County FTP site secure?

The County's FTP site is secure and is managed around the clock by a team of IT professionals.

How do I upload my plans to the County FTP site?

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How do I pay my fees?

Initial Plan Review fees must be payable to "Sacramento County" and may be remitted to SIPS by hand or by mail to the address below.

Sacramento County
Site Improvement & Permits Section (SIPS)
827 7th Street, Room 105, Window 13 (County MC: 01-105)
Sacramento, CA 95814

Can I pay the initial deposit fee on-line?

Yes. You are required to contact SIPS at (916) 874-6873 or e-sips@saccounty.net and SIPS will provide you the necessary instruction to process your on-line payment. SIPS must have an executed Statement of Responsibility form to process your on-line payment request.

Is there a password/login process for uploading and downloading plans from a FTP site?

Customers will be provided with the necessary access codes and instructions to upload and download plans and/or supplemental documents using the County FTP site. Customers are responsible for notifying SIPS staff after upload completion for immediate distribution.

Can resubmittals be submitted by CD and/or FTP?

Yes. Customers can submit re-submittals electronically by CD, a third party FTP site or the County's FTP site. Please notify SIPS at e-sips@saccounty.net when a third-party FTP site is used. Wet signed documents may be submitted in person or by mail to the address below.

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If we send our plans using a third-party site, is the information secure?

The primary function of third party FTP sites is to provide an affordable, efficient, reliable and secure conduit to transport electronic plans between parties. These paid FTP sites are very secure.

How do I get notified that my plans are accepted?

You will be notified by email upon acceptance of your plans. Also, you will be notified if your plan submittal is incomplete.

Is the Tuesday Morning Assessment meeting still in effect?

Yes. New improvement plans submitted Friday before 5 PM are assessed by County staff the following Tuesday before noon for completeness and accuracy. You will be notified by SIPS staff if your plans are incomplete or inaccurate. This assessment review process is consistent with the County's Mutual Commitment promise to the building industry.

Do I still need to submit a hard copy?

Yes. Six (6) to eight (8) hard copies of approve plans are still required for inspection during the construction phase. A scanned copy of the cover sheet is required with each plan set. Your engineer is responsible for obtaining wet signatures from County departments and other districts for plan approval. In terms of revisions, your engineer is responsible for obtaining necessary County department approvals and for keeping an accurate record drawing during the construction phase pursuant to the County Improvement Standards.

How will I be notified that my plans are available?

You will receive notice by email or by telephone when plan review is completed. At your request, SIPS staff can compile review comments from all the reviewing bodies onto a single CD which may be picked up in person or sent by mail. SIPS can also convey review comments to you using an FTP site.

Will comments be on the plan or will there be additional documents with comments?

You should expect to see review comments on your plans. These comments will be both illustrative and descriptive.

For more details, please contact Tony Santiago at (916) 874-7093 or email us at e-sips@saccounty.net.