

# COUNTY OF PLACER Community Development Resource Agency

## BUILDING

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Administrative Policy Master Plan Submittal

Program

To:

**Building Division Staff** 

From:

Ken Sibley, Supervising Inspector

Approved:

Tim Wegner, Chief Building Official

Effective Date:

January 2, 2013

ISSUE: Update existing "Standard Plan Policy" P-121.

ANALYSIS: It is important to inform our customers that the County has an established "Master Plan Policy" demonstrating the minimum requirements for plan review submittals and inspections for homes located in subdivisions.

## MASTER PLAN SUBMITTAL PROCESS POLICY:

#### **MASTER PLAN GUIDELINES:**

Definition: A "standard plan" is a plan that completely matches a "master plan," which has been plan checked, approved, and retained on file with the Building Division. Standard plans cannot be submitted based on the master plan under the following conditions:

- Due to the potential for varying design requirements based on climate and topography. Because of snow conditions, standard plans are not acceptable above 5,000 feet elevation.
- Master/standard plans are not acceptable where soil conditions, topography, snow loads or engineering/energy analysis may vary from lot to lot.

## EACH MASTER PLAN SHALL BE SUBMITTED AS A COMPLETE AND INDEPENDENT PACKAGE.

- The base square footage, not builder's plan or product number shall identify the master plan.
- A complete set of master plan construction documents consists of the following:
  - Maximum plan sheet size is 24" x 36", 1/4" = 1' scale
  - Site plan
  - Architectural plans
  - · Structural plans and calculations
  - Truss calculations along with engineer approval letter
  - Mechanical/Plumbing (as applicable)
  - Electrical plans
  - Sprinkler plans and calcs if under County MOU
  - CAL Green Code
  - Title 24 energy calculations
  - HOA approval if applicable
- Accessory structures will require separate permit and plan submittal

## MASTER PLAN CONSTRUCTION DOCUMENTS SHALL INCLUDE:

- On the first sheet; include a sheet index, applicable code editions and a breakdown of the base square footage by floor, and the garage area(s).
- Structures exceeding 5,000 square feet in combined area require Structural Observation.

### **ENERGY CALCULATIONS:**

 Title 24 energy calculations shall be based on the most restrictive building orientation, elevation and HVAC unit size within that specific plan. When options are offered use the worst-case fenestration area and the total square footage.

#### **OPTIONS:**

- Minor architectural options that affect the footprint will be allowed on a case-by-case basis. Options will
  be limited to minor pop outs, curved vs. square entry, etc. These options must be shown on the
  foundation plan or a separate model and submittal will be required.
- Any option that adds or reduces living area square footage must be submitted as a separate master plan. Internal options that do not affect the square footage and structural plans will be allowed.
- Residential master plans shall clearly define all options. Options for garage, deck, balconies, pop-outs etc., shall be shown as partial plans clearly referenced to their locations.
- A maximum of four elevations with minor roof differences per plan will be accepted.
- Front elevations shall be identified as Elevation A, B, C and D.

#### STRUCTURAL PLANS:

- A single foundation plan must accommodate all approved elevations and options. The foundation must be built to the worst-case application.
- All conventional braced walls or engineered shear walls must be shown on the foundation and framing plans. Reference wall types on these sheets.
- A letter from the engineer of record stating that he/she has reviewed and approved the truss
  calculations shall be submitted.

## **MASTER PLAN REVISIONS:**

- Structural changes in vertical load path will be viewed as a new master plan. A complete plan review
  will be required and a new master plan number will be assigned.
- Minor non-structural changes will be allowed as follows:
  - Two copies of revised sheets and calculations, as needed, shall be submitted under the approved master plan permit number.
  - A transmittal letter clearly indicating what the revision is and where the revision can be found shall be included with the initial submittal. A transmittal letter addressing each of the plan review comments shall be submitted with each re-submittal.
- Revisions shall be processed at the current hourly rate.

#### NOTES:

 If additional approved field copies are needed, they will be approved at the current hourly rate, provided NO revisions have been made. Contact the Permit Center cdrcount@placer.ca.gov

**MASTER PLAN PERMIT FEES:** Permit fees shall be determined by using the Building Division Fee Schedule <a href="http://www.placer.ca.gov/Departments/CommunityDevelopment/Building.aspx">http://www.placer.ca.gov/Departments/CommunityDevelopment/Building.aspx</a>. For fee estimates please contact CDRA Permit Center <a href="mailto:cdrcount@placer.ca.gov">cdrcount@placer.ca.gov</a>. Master plan permit fees shall include the following:

- Full Plan Review Fee (no reduced rate)
- CA BLDG Standards Fee
- Records Fee

**PRODUCTION PERMIT FEES:** Permit fees shall be determined by using the Building Division Fee Schedule <a href="http://www.placer.ca.gov/Departments/CommunityDevelopment/Building.aspx">http://www.placer.ca.gov/Departments/CommunityDevelopment/Building.aspx</a>. For fee estimates please contact CDRA Permit Center <a href="mailto:cdc.co.gov">cdc.co.gov</a> Production permit fees shall include the following:

- Plan Review (10% of the fee as set forth in the Fee Schedule (Table 3-A).
- CA BLDG Standards Fee
- Energy fee
- Records fee
- Fire Sprinkler fee
- Defensible space fee if applicable (only applies under County MOU)
- Electric

- Mechanical
- Plumbing
- Seismic
- Inspection fees
- Impact fees

## **PRODUCTION PERMITS PROCESS:**

- Application stating Master Plan number, elevation, and lot specific options.
- Two reduced copies of the approved site, floor, and elevation plans (11" x 17") showing the master plan number, option, elevation, base sq.ft. and option sq.ft. (One for the office folder and one for the field permit)
- One reduced copy of the approved floor plan (11" x 17"). (Assessor Copy)

#### SALES OFFICES:

- Model homes or temporary trailers used for sales offices are required to be permitted for their use. A
  separate permit and submittal will be required to include the scope of work and accessibility
  requirements per the current California Building Code.
- A conversion permit will be required to convert the sales office back to its original permitted use.

## **SALES OFFICE APPLICATION PROCESS:**

- Complete a building permit application.
- Three site plans showing the location of the temporary trailer, sales office and model homes. Show
  parking layout, accessible path of travel from parking lot to sales office and model homes, provide
  details.
- Model homes used as sales office: Two copies of floor plans showing the conversion of garage to office.
   Provide accessible bathroom with details per current California Building Code.

### FIELD INSPECTIONS:

- The approved field set must be kept at the job site trailer. Plans must be available for field inspection staff at time of inspection. During an inspection if the field set is not made available, no inspections will be completed and a re-inspection fee may be charged.
- No changes to the approved plans are allowed.
- Structural Observation is required on the first two of each model.