

## Plan Submittal – Residential Master Plans

Policy and Procedure No.: **B-04-13**

(December 2019)

### Purpose

This handout establishes a procedure for plan submittals for new residential master plans. According to current code regulations (2019 CRC, 2019 GBSC, 2019 CPC, 2019 CMC, 2019 CEC and 2019 California Energy Code), permits are required when buildings or structures are constructed. Therefore, the following guideline shall be reviewed before commencing any work.

### Plan Submittal for Construction

#### General

Once approval has been obtained from planning staff through the Planning Design Review process, the applicant shall submit the following information to the Building Safety & Inspection Division for plan review. When the plans are submitted they will receive a master plan permit number for plan review purposes.

To simplify this process, the plan check review and permit processing has been divided into two separate parts. Please follow the guidelines under “Permit Processing – Production Homes” for specific information on how to obtain building permits once the plan review phase is fully completed.

### Online Electronic Submittal Required

All plans and supporting documents shall be submitted electronically using the URL below. Please reference our Electronic Plan Review Policy (G-19-33) for submittal guidelines. If the submittal is inconsistent with our guidelines your project will be returned as incomplete.

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

#### Plan Submittal

- An electronic plan set copy for each plan type electronically stamped and signed by a

professional architect or registered engineer licensed in the State of California

- An electronic copy of the Structural Calculations for each plan electronically stamped and signed by a registered engineer.
- An electronic copy of the Geotechnical report from a licensed geotechnical engineer and a “Letter of Compliance” for foundation design review.
- An electronic copy of Title 24 Energy Calculations for each plan
- An electronic copy of the manufactured Truss Calculations for each plan and a truss-review “Letter of Compliance” signed by the engineer of record for each plan. A separate Roof Truss Plan shall be provided for each plan elevation type.

#### Additional Department Approval

- On-site improvement plans must be submitted to Elk Grove Development Services Engineering under a separate cover. Contact **Development Services Engineering** at **(916) 627-3436** for submittal requirements, fees and timelines.

#### Other Permits Required

- A separate plan / permit is required for the installation of the following: Pools and Spas; Accessory Structures; Retaining Walls; Automatic Fire Sprinkler Systems.

#### Plan Review Timelines

Allow a minimum of **ten** business days for the first plan review and **seven** business days for all other subsequent reviews. It can take an additional **24-48** hours from the plan review time line for processing.

*Note: the plan review time may be extended depending on the complexity and size of the structure(s).*

## Information

1. Cover sheet shall have name, address and phone number of builder, contractor and contact person; name, address and phone number, title and registration information of project design professional; legal subdivision name; work description including current applicable codes, type of construction, occupancy classifications, if installing a fire sprinkler system; total building area per floor and options (*square footage for dwelling, garage, porches, deck*); zoning; vicinity map; index of drawings.
2. Architectural plans shall include floor plans identifying room uses, door/window schedules; occupancy separation location and fire-rating details; location of smoke detectors and emergency egress openings; stair / handrail / guardrail / deck location and details; framing details for fireplaces, post and girder intersections, roof eaves, gables, rakes; floor/attic ventilation calculations; all exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location), building height and fire sprinklers.
3. Structural plans shall include foundation plan with footing / pier / grade or slab details; shear wall schedule and detail reference locations; minimum of two building cross-sections in each direction. Complete floor & roof framing plans with bracing and support details.
4. Prefabricated Roof / Floor Truss Calculations shall include roof / floor framing plan with truss I.D. # and manufacturer's name; truss splice details, connections and plate sizes; gable bracing / bridge; single line truss diagram with all vertical/lateral loads, including bearing points with reference to framing plan.
5. Mechanical, electrical and plumbing plans shall include electrical plan identifying size and location of main and sub-panels; outlets (required GFCI locations), switches, light fixtures; location of HVAC equipment; and duct layout.
6. Energy Compliance - The energy compliance forms CF-1R shall be completed, signed and included in the plan set.

## Options

Multiple options may be utilized on the same set of plans (base plan).

### For example:

Base Plan = 1,280 sq ft (Base Plan Only)  
Option #1 = 1,480 sq ft (Base Plan + 200 sq ft)  
Option #2 = 1,680 sq ft (Base Plan + 400 sq ft)  
Option #3 = 1,880 sq ft (Base Plan + Opts 1 & 2)

Only **one** set of complete plans is required per the above example, provided the drawings clearly depict all the different options, and the square footages are itemized.

## Special Notice for Master Plans with Options

When multiple design options are proposed, the structural drawings for each elevation and/or option shall also be submitted depicting all related structural elements.

From the example above, all plan types (Base Plan, Option #1, Option #2, and Option #3) shall **each** include a **complete** structural design depicting a foundation plan, floor framing plan, and roof framing plan with all details cross-referenced, similar to the Base Plan. Likewise, when plans are 'reversed' or 'flipped', the plans shall reflect this change.

***Partial or incomplete mirror-images will no longer be acceptable!***

This additional requirement will ensure a more diligent review on part of the field inspector when multiple plans are frequently reversed and the sizes of homes become increasingly larger

## Fees

Plan check fees are **not** due at time of the first submittal. Fees are due at time of plan review completion. Plan review fees are based on the square footage of the area. Consult with a permit technician for details.

## Application Forms

A Master Plan Application may be obtained at [www.elkgrovecity.org](http://www.elkgrovecity.org) or requested at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**  
Phone: **(916) 478-2235**  
Hours: **Monday through Friday 8:00 am - 5:00 pm**