



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION**
2729 Prospect Park Drive | Rancho Cordova, CA 95670
Phone: (916) 851-8760
PermitServices@CityofRanchoCordova.org

MASTER PLAN SUBMITTAL SHEET
(Please fill out one sheet per plan)

Submittal Date: _____ **Received By:** _____

Subdivision w/ Village #: _____ APN: _____

Contractor Name: _____ License #: _____

Address: _____

City: _____ State: _____ ZIP: _____

Contact Person: _____ Phone #: () _____

Email Address: _____ Fax #: () _____

CHECK THE APPROPRIATE BOX(S):

New Submittal CBC Update Title 24 Update Plan Change / Revision

Other: _____ Transfer From: _____

Notes: _____

MASTER PLAN INFORMATION:

City Master Plan #	Developer Plan #	DWELLING SF	GARAGE SF	PORCH / PATIO SF	ELEVATION

- See other side for submittal and fee information -

MASTER PLAN SUBMITTAL AND FEE INFORMATION

The City of Rancho Cordova reviews Master Plans as if each plan were a custom home. There is no limit to the number of options that may be utilized on the same set of plans.

Plan Review fees are calculated at plan submittal. The submittal fee will be due at the time of submittal. For submittals that will require more time to process, the Master Plans will be taken in, processed, and the Developer/Contractor will be contacted to pay the review fees prior to any further processing taking place.

Plan Review fees are based on the square footage for the largest option. An additional minimum of ½ hour of Hourly Plan Review fees will be assessed for each plan option beyond the largest square footage plan. A plan option may consist of an elevation change, a garage square footage change, solar option, deck option, etc.

Example: Developer/Contractor submits a plan with the following options:

Base Plan = 1,280 SF Dwelling, 650 SF Garage, 45 SF Porch

Option #1 = 1,480 SF Dwelling (Base plan + 200 SF Dwelling), 650 SF Garage, 45 SF Porch

Option #2 = 1,680 SF Dwelling (Base plan + 400 SF Dwelling), 650 SF Garage, 65 SF Porch

Option #3 = 1,880 SF Dwelling (Base plan + Opts. 1 & 2), 650 SF Garage, 45 SF Porch

In this example, the full Plan Review Fee would be based on Option # 3, and all other options would receive a minimum of ½ hour of Hourly Plan Review fees.

Hourly Plan Review fees will also be charged to all options if more than two (2) plan reviews are required to achieve plan approval. The additional Hourly Plan Review fee for plan options is to recoup the costs associated with the time involved reviewing vertical load paths, lateral designs, energy compliance reports, and fire and life safety issues.

Any changes the Developer/Contractor makes to an approved set of plans will be billed at the current hourly labor rate, plus a \$75 administrative fee to process the plans and update our files.

The City of Rancho Cordova enforces the California Building Code. Approximately every three years, there is a code update. At that time, the Developer/Contractor will be required to update all Master Plans to comply with the new model codes. The plans will receive a complete plan review as if it were a new submittal. New permits cannot be issued until the Master Plans have been approved to the new model codes.

A Master Plan may only be used in the subdivision it was approved for. Approved Master Plans can be “transferred” to another subdivision by submitting a complete set of plans. Include a soil report for the new subdivision, and the new subdivision’s legal name. A Plan Review fee of 50% of the full Plan Review fee will be charged. Master Plans cannot be bought, traded, or transferred from one Developer/Contractor or jurisdiction to another.

If the Developer/Contractor’s approved Master Plan has been destroyed, lost, or an approved copy is needed, a duplicate plan may be obtained by submitting a complete set of plans drawn by the same design professional who originally prepared the plans. An Hourly Plan Review fee based on the current hourly labor rate will be charged.

If you have questions, contact our Permit Services staff at (916) 851-8760.