

## Master Plans and Production Homes

### ***Purpose:***

To provide a procedure for the Building & Safety Division (BSD) that will allow a developer/builder to submit plans for single family dwellings, halfplex, townhouses, and duplex structures of which the developer/builder intends to construct *at least five units in the same subdivision from the same plan.*

### ***Background:***

The plan receives the standard plan review and is given a unique master plan number. For future construction, the developer/builder is not required to submit plans with each permit application, only the documents listed below. This method saves the developer/builder and the City time in processing plans and permits for dwellings in subdivision developments

### ***Procedure:***

There are two stages in this process: **A. Master Plan Review** & **B. Production Housing Permit Processing**

### ***A. Master Plan Review***

#### **1. Submittal Requirements**

- Rancho Cordova Master Plan Submittal sheet
- Three complete sets of conforming plans drawn to scale (minimum 24" x 36" sheet size, or submit electronically. The plans must be clear and legible. Clearly call out which code versions (CBC or CRC) are being used for design (per CBC 1.1.7.3.1)
- Two sets of supporting documents (Structural Calculations, Soils Reports, Energy Calculations, Truss Calculations, etc.)
- Models used in more than one subdivision will require a separate submittal and will be charged hourly plan review fees. No model may be used in two different subdivisions without a separate, approved Master Plan.
- Automatic fire sprinkler plans will be required to be submitted to the Sacramento Metropolitan Fire District for all home models. A Fire District approval for the particular home model must be submitted with the documentation for production home permits (see Section B, # 1, below).

The submitted plans will receive a master plan check number for the purposes of plan review

A "complete set of plans" consists of the following items:

#### ***a. Foundation Plan\****

Indicate if the foundation type is conventional slab on grade, raised wood floor or post-tensioned concrete. Provide dimensioned details complying with the soil report. Provide dimensions for all interior, exterior, and isolated footings. Identify the type and location of any required hardware. Note the size and spacing of all floor-framing members, and provide under-floor ventilation calculations. Show penetrations in floor system (plumbing, chases, access, ducts, etc.)

#### ***b. Floor Plan\****

Indicate room usages, including under-stair usable space; window/door type and sizes; show locations of all heating and mechanical equipment; show firewall details; provide reference symbols to section details; identify the attic access location. Show any options that increase the square footages to the house and garage areas.

### **c. Roof Plan\***

Indicate roof pitch and roofing material type.

- 1) Show grade, size, and spacing of all framing members. Show the bearing points and framing sizes of all purlins and struts. Include size and brand of all hardware (straps, hangers, etc.).
- 2) For trussed roof frames, provide truss calculations and truss layout, cross-referencing the roof plan. Include drag locations, size and brand of all hardware (straps, hangers, etc.), size of support member under bearing locations.
- 3) Provide attic ventilation calculations, and vent locations.

### **d. Building Elevations**

Clearly identify each exterior elevation; specify exterior features and finishes; indicate building heights and chimney termination point.

### **e. Electrical Plan**

Indicate the service size and its location; identify the size and location of the service-grounding electrode (ufer); provide a receptacle and lighting layout; show the future electrical vehicle charging circuit; and show location and wiring of smoke detectors. The electrical plan may be incorporated within the floor plan.

### **f. Plumbing/Mechanical Isometrics**

Show location of all the mechanical equipment. If a duct design is used as part of the energy compliance methods, provide a duct layout and design calculations. Locate hose bibs, water heater, and all plumbing fixtures. A DWV isometric design with sizing will be required. Include size and length of gas lines in gas layout. Water sizing is to be based on actual expected worst case. Recommended water service is 150 feet length minimum at 35 PSI maximum. Any 3/8" water piping must be on stamped and signed engineered plans with calculations and a sizing table.

### **g. Approved Automatic Fire Sprinkler Plans**

Once automatic fire sprinkler plans are approved and permitted by the Sacramento Metropolitan Fire District, a copy of the approved plans must be attached to the Master Plans.

### **h. Cross Sections**

Provide for all split, multistory, halfplex, duplex, and townhouse structures. Provide fire-stop details and reference numbers where applicable.

### **i. Engineering**

Engineering is required on all structural elements that do not comply with the conventional construction provisions of the California Building Code. Designed plan sheets need to be wet stamped and signed by the design professional.

### **j. Energy Calculations**

Show compliance with the applicable Energy Efficiency Standards. Provide separate compliance documentation and appropriate forms on plans. A HERS-registered copy of the CF-1R is required for each plan and option; 8 1/2" x 11' registered copies will be acceptable.

### **k. Green Building Standards Compliance**

Indicate how you will comply with the mandatory measures in CalGreen, Chapter 4, and, if applicable, the voluntary measures of Appendix A4, if desired (the provisions of Appendix A4 are not required by the City of Rancho Cordova, and are completely voluntary).

### **l. Structural Detail Sheet**

Provide directional reference symbols reflecting where on the plan sheets that each applicable detail applies. Do not include unused details on plans.

### ***m. Soil Report***

The soil report needs to be prepared by a licensed soil engineer and reflect the legal subdivision name as well as a vicinity map and boring map.

### ***n. Cover sheet with the following:***

- Project name and address.
- Design professional's name, title, address, and phone number.
- Occupancy groups and type of construction (based on all options).
- Current applicable codes.
- Square footage breakdowns of the dwelling, garage, porches/patios, and decks (include all options & elevation variations).
- Index of drawings.
- Vicinity map, location, and north directional arrow.
- Stamp and wet signatures of the design professionals (if applicable).
- Legal subdivision name.

***\*The foundation, floor, and roof framing plans need to be of matching scale.***

## **2. Fees & Options**

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/builder 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/builder submits a plan with the following options:

1. Base Plan = 1,280 SF Dwelling, 650 SF Garage, 45 SF Porch
2. Option #1 = 1,480 SF Dwelling (Base plan + 200 SF Dwelling), 650 SF Garage, 45 SF Porch
3. Option #2 = 1,680 SF Dwelling (Base plan + 400 SF Dwelling), 650 SF Garage, 65 SF Porch
4. 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 # 4, 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.

## **3. Transfer of Plans**

A Master Plan may only be used in the subdivision it was approved for. Approved Master Plans can be "transferred" to another subdivision as follows:

- a. Submit a complete set of plans per the submittal requirements listed above. Include a soil report for the new subdivision, and the new subdivision's legal name.
- b. The plan reviewer will compare the transfer plan sets and documents to the approved office file plan set, and then transfer all notes, comments, etc. to the new plan sets and create the necessary files.

- c. A plan review fee of based on time spent to review will be charged.
- d. Master plans cannot be bought, traded, or transferred from one developer/builder or jurisdiction to another.

#### 4. Revisions and Updates

- a. Any changes the developer/builder wishes to make to the approved plans are permitted provided they submit a complete set of plans per the submittal requirements listed above. Fees are based on the current labor rate schedule, plus a \$75 administrative fee to process the plans and update our files.
- b. The City of Rancho Cordova enforces the California Building Standards Code. Approximately every three years, there is a code change. At that time, the developer/ builder will be required to update all master plans to comply with the new model codes. 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.
- c. When revised plans are required due to deficiencies discovered in the field, or after model home inspection brings to light needed changes, copies of the Notices of Correction from the field inspector will be resubmitted to inform the plan reviewer of the nature of the needed corrections.

#### 5. Duplicate or Lost Plans

If the developer/builder's approved master plan has been destroyed, lost, or an approved copy is needed, a duplicate plan must be obtained as follows:

- a. Submit a complete set of plans per the submittal requirements listed above.
- b. A fee based on the current labor rate schedule will be charged.
- c. The plan reviewer will compare plan sets and documents and transfer all notes, comments, etc. to the replacement plan set.
- d. Any notes from outside agencies that need to be transferred to the duplicate sets will be the responsibility of the developer/builder.

### ***B. Production Housing Permit Processing***

#### **Definitions:**

- **Model Home:** a model home, or display home, is a term for a "display" version of Production Homes, or houses in a subdivision. They are used on newly built developments to show the living space and features of homes available.
- **Prototype Home:** in Rancho Cordova, the term "Prototype Home" is meant to designate the first home of a particular Master Plan built when there is no Model Home for that particular house model in the subdivision.
- **Production Home:** A mass-produced house, built as part of a housing development. These are typically seen in neighborhoods that are built by large-volume homebuilders. Also called "Tract Homes", these homes may appear in suburban locations outside more densely populated areas so larger tracts of land can be subdivided to support such construction.

#### **1. Documentation Required per Permit at Submittal:**

- a. Application for Production Home Permit
- b. Copy of Current and Correct Master Plan Review Notice that matches the approved Master Plan
- c. (3) Plot Plans w/ A.C. location required, 11" x 17" min.
- d. (3) 11" x 17" copies of Approved Solar Panel documents from Master Plan
- e. (3) 11" x 17" min. copies of Approved Floor Plan from Master Plan
- f. Receipts for Fee Credits (if applicable)
- g. Fee Deferral Program Applications (if applicable)
- h. Fee Payment by Escrow Form (if applicable)
- i. Rancho Cordova Development Fees Sheet
- j. School District Development Impact Fee form *with Applicant section completed*

### **Documentation Required Per Permit at Issuance:**

- a. Copy of Approval from Sacramento Metro Fire District
- b. Paid Sacramento County Development Fee sheet
- c. Paid School District Development Impact Fee form

## **2. Batch Processing**

- Fill out a Production Home Batch Submittal (RCB1204), maximum of ten (10) permit applications per batch.
- Batches shall be submitted separately by legal subdivision name and number.
- BSD staff will route the permit applications to various departments for approval.
- The developer/builder will be notified of any holds and a fee total. Once the fee total has been paid, please allow two additional days to complete processing the applications.
- Batches that are not issued within 60 days due to Developer/builder issues will be re-assessed full plan check and zone check fees per unit.

When submitting more than one batch, please assign an order of priority in which you would like to have them processed. Processing time may vary depending on the number of clearances required by each separate department and the number of permit applications submitted for that week. Please contact our office for general inquiries. Specific questions regarding holds may be directed to those departments.

### **C. Contact the following departments for specific information regarding submittals**

**Planning Division (916) 851-8750** - regulates the Shade Tree Ordinance, landscape plans, Design Review compliance and Environmental Review and Assessment.

**Public Works Department (916) 851-8710** - regulates special fee district assessments, street improvements; i.e., curb, gutter, sidewalk, underground utilities, and pad certification.

**Sacramento Metropolitan Fire District, (916) 859-4330** - Metro Fire reviews Civil Improvements, and Sprinkler designs for Master Plans.

**Sacramento County Site Improvement and Permit Section (SIPS) 827 Seventh Street, Room 101, (916) 874-6544** - provides information and fees for County-related issues, including sewer, water (if in the County-owned district), drainage, etc.

**Sacramento Area Sewer District / Regional Sanitation (SASD / RegionSan) 10060 Goethe Road, Sacramento, 9582; Sewer Impact Fees**

#### **School Districts (Development Impact Fees):**

- Elk Grove Unified School District: (916) 686-7277
- Folsom Cordova Unified School District: (916) 294-9000 ext. 103305 or 103310
- Sacramento City Unified School District: (916) 264-4075

## **3. Early Building Agreement**

When construction using a master plan is desired but not all conditions of subdivision approval have been met, this option may be useful. Permit applications are processed the same as batch processing above, with the exception that an "Early Building Permit Agreement" (RCB905 Early Building Permit Agreement) form must be filled out with the batch. Approval from the Fire District, Chief Building Official, Public Works Director and a Certificate of Permit Release from Construction Management will be required.

## **4. Plan Changes**

It is possible for changes to be made to Production Home permits once the change has been approved for the Master Plan.

**For changes after the permit has been issued:** Following approval of the change to the Master Plan, the steps involved are:

- a. The developer/builder shall provide two new plot plans and a new school development fee form.
- b. An administrative fee will be charged at permit issuance plus any difference in fees that are based on square footage.
- c. The plan change may be processed over-the-counter or as a batch following the guidelines listed above.

## 5. Production Home and Model Home Permit Fees

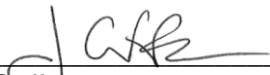
Production Home Permit fees are based on the house model that was approved through a Master Plan Review. All permit fees are due prior to permit issuance, including development impact fees.

Model Home Permits, or if there are no Model Homes, the *first* issued home of each Master Plan, which will be referred to as a "Prototype Home Permit", are **not** charged a plan review fee, provided the Master Plan Review Fees are paid **in full**. The Model Home Permit, or Prototype Home Permit, will not be charged a plan review fee, but all other fees, including development impact fees, will be due prior to issuance.

## 6. Expiration of Permits

Production Home permits will be deemed "expired" if not issued within 365 days from permit approval. A permit may also be deemed "expired" if work not commenced within 365 days from permit issuance, and if permit is has not passed final inspection within 365 days of permit issuance. A permit may also be deemed "expired" if no inspection activity has occurred for a period of 180 days, and the permit has been determined to be abandoned. An "expired" permit can be re-activated one time, with approval, for a period not to exceed 180 days from the time of payment of renewal fees.

Permits deemed to have been "expired" shall be subject to all permit related fee increases, new fees and code requirements currently in effect at the time of permit renewal. Model Homes will not expire as long as they are actively being used as sales models.

  
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Joseph Cuffe  
Building Official, City of Rancho Cordova