COMMUNITY DEVELOPMENT DEPARTMENT
Building Inspection Division
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6714

Plan Submittal – Residential Master Plans

Policy and Procedure No.: **B-[08]-[13]** [January] 2008

Purpose

This handout establishes a procedure for plan submittals for new residential master plans. According to current code regulations (2007 California Building Code), permits are required when buildings or structures are constructed. Therefore, the following guidelines shall be reviewed before commencing any work.

Plan Submittal for Construction

General

Once approval has been obtained from Planning staff through the Design Review process, the applicant shall submit the following information to the Building Department counter for plan review. When the plans are submitted these will receive a master plan check number for plan review purposes.

To simplify this process, the plan check review and permit processing have been divided in 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.

Quantity

- Two (2) complete sets of plans, stamped and wet-signed by a professional architect or registered engineer licensed in the State of California.
- Two (2) sets of structural calculation reports, stamped and wet-signed by a registered engineer; geotechnical reports by a licensed geotechnical engineer [when soil bearing pressure design used exceeds 1500 psf]; a letter of foundation design review.
- Two (2) sets of Title 24 energy reports.
- Two (2) sets of manufactured truss reports; a truss-review letter signed by engineer of record.
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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 **five** business days for all other subsequent reviews.
Note: the plan review time may be extended depending on the complexity and size of the structure(s).

Minimum Plan Requirements

Size

Minimum 18" x 24" and maximum 24" x 36" plans drawn to scale (i.e., floor plan: ¼" = 1' – 0"), fully dimensioned, clear and legible. Single line floor plans are unacceptable.

Information

1. Title sheet - 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 - 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.

3. Structural plans - 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.

Light Wood-Frame Construction

Plans for new single family dwellings of light wood-frame construction (as defined by Section 2308 of the 2007 CBC) may be prepared by any person, if the structure consists of not more than two stories and basement in height. However, if the structure has unusual design features or deviates from conventional light-frame standards, it shall be designed by CA engineering standards. Engineered plans shall therefore be prepared by a professional architect or engineer, licensed in the State of California.

4. Prefabricated trusses – 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 - electrical plan identifying size and location of main and sub-panels; outlets (required GFCI locations), switches, light fixtures; location of HVAC equipment; duct layout.
6. Energy requirements – signed and affixed CF-1R and MF-1 energy compliance forms.

Options

Options may be utilized on the same set of plans provided there are not more than **three options** from the same "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 several 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 *'flopped'*, 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.

Office Hours

More information may be requested at the Building Safety & Inspection office located at:

Address: *221 West Pine Street*
Phone: ***(209) 333-6714***
Hours: *Monday through Friday*
8:00 am - 5:00 pm