

Master Plan/Subdivision & Production Permit Submittal Checklist

This checklist is divided into two sections which mirror the two steps involved in the **Master Plan/Subdivision & Production Permit** process. Section one titled Master Plan/Subdivision details the components of an application for master plan review. These records bear the MP-prefix. MP-records are not building permits, they are plan review records. Only after MP- is reviewed and approved can step two begin with application for production permits. These applications marry a specific parcel with a specified approved master design.

Note that Shared Plans are not accepted for Master Plan Review. Each model must be submitted in its own plan set package.

Applicant	Master Plan/Subdivision Take-In Sheet (MP# _____)	City Staff
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Master Plan Review Applications must be submitted electronically.

For information on Electronic Plan Check process see:

<http://www.cityofsacramento.org/Community-Development/Building/Plan-Review/Electronic-Plan-Check>

Yes	No	Items	Yes	No
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Zoning /Land Use Approval from the Planning Division:

		The first step is to submit the Master Plan Application for Residential Subdivisions form CDD-0431 (APP file) construction plans (PLANS file) and supplemental documents (SUPP file) via the Citizen Portal to acquire Building Permit Submittal Clearance from the Planning Division by creating an <i>Online Planning Application (PLN)</i> record. Planning intake staff then reviews the submittal package and forwards it to the Building Division for review by automatically creating a <i>Building Submittal record (SUB)</i>		
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Minimum size and scale requirements:

		No less than 11" x 17"		
		Site and Civil Plans: no less than 1/8"=1'. All other plan sheets no less than 1/4"=1'		

Requirements for Electronic Plan Check*:

		All plan review submittals and resubmittals must be submitted electronically at https://aca-prod.accela.com/sacramento/Default.aspx		
		When applicable to the scope of your project the following documents are required: <ul style="list-style-type: none"> • Structural Calculations • Soils Reports for all subdivisions are required • Truss Calculations • Fire Sprinkler Calculations • Special Inspection Form 		

Required Forms:

		Fire Separation Distance Compliance for Residential Master Plans (CDD-0415) <i>This form must be incorporated onto the cover sheet of all master plans.</i>		
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Required Basic Construction Plan Features:

		Cover Sheet including: Address of subject property; detailed description of work to be covered by the building permit in the form of the Package Options Table and Solar Package Options table from form CDD-0431; declared occupancy/use for which the proposed work is intended (in the residential environment usually R3 or U); declaration of designer or licensed professional signed stamp if the scope of work requires a licensed design professional; declaration of state and local building codes & cycle to which the plans are compliant.		
		Site or Plot plan including: All points of connection (i.e. sewer, electrical, gas, and water lines); if present abandoned septic noted. Dimensioned building placement on the parcel (i.e. setbacks), North arrow and optionally a vicinity map. All easements, Driveway locations, Arrows indicating site drainage.		
		Architectural Plans including: <ul style="list-style-type: none"> • Floor plan: Use of each room or area labeled with its proposed use; dimensions, size/type of windows and doors, and ceiling height. • Elevations: Full North, South, East and West views. • Sections: Longitudinal and Transverse. 		

		Structural Plans including: Foundation (with footing details), roof framing and ceiling framing (with ceiling joist and rafter sizes and spacing), floor framing (with joist size and spacing), braced wall/shear wall plans.		
		Electrical Layout Plan: switch locations, outlets and lighting locations scaled such that code compliance can be determined.		
		California Energy Code, Title 24 Part 6: California State Energy code requires the energy compliance documents be integrated into your plans.		
		Cal-Green Title 24, part 11 compliance documents: See form CDD-0183. This applies to conditioned area.		
		Geotechnical Report (no older than 3 years)		
		Universal Design Plan: Additional plans and details illustrating compliance with the City of Sacramento Universal Design Ordinance when required by the City of Sacramento City Code Chapter 15.154 UNIVERSAL DESIGN (ACCESSIBILITY STANDARDS) FOR RESIDENTIAL DWELLINGS.		
		Age in place requirements: CRC R327 Age-in-place design and fall prevention in newly constructed dwellings shall be designed and constructed in accordance with 2022 CRC, Sections R327.1.1 through R327.1.4. Reinforcement for grab bars shall be provided in at least one bathroom on entry level. Where there is no bathroom on the entry level, at least one bathroom on the second or third floor of the dwelling shall comply with this section. Electrical receptacle outlets, switches, and controls (including controls for heating, ventilation, and air conditioning) intended to be used by occupants shall be located no more than 48 inches measured from the top of the outlet box and not less than 15 inches measured from the bottom of the outlet box above the finish floor. Effective July 1, 2024 , at least one bathroom and one bedroom on the entry level shall provide a doorway with a net clear opening of not less than 32 inches, measured with the door positioned at an angle of 90 degrees from the closed position. Doorbell buttons or controls , when installed, shall not exceed 48 inches above exterior floor or landing, measured from the top of the doorbell button assembly.		

Photovoltaic Plans Required:

		Site plan with module layout and PV equipment locations One line diagram		
		Specification sheets for all PV equipment – modules, inverters, optimizers, racking, etc. Required labels and data required by 2022 CEC 690.53 and 690.54 Module attachment details SMUD confirmation letter required at permit issuance -OR- SMUD letter of intent confirming your eligibility for Solar Shares Program		

Fire Department Review Required:

		Fire Sprinkler Plans should include hydraulic calculations, Manufacturer Specification Data Sheets. Plans must be designed by a licensed C-16 or licensed Engineer. Refer to the Department of Utilities, Fire Draft Policy (http://www.cityofsacramento.org/Fire/Resources/New-Construction)		
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Water Efficiency Landscape Requirements:

		New residential development construction projects with landscaping shall comply with 2022 Green Code section 4.304. Design must comply with the Prescriptive measures in Appendix D of City Code Section 15.92, or the California Department of Water Resources MWEL0, whichever is most stringent.		
		Performance Compliance Method – any project may elect this option and requires full landscape documentation package per City Code section 15.92 and targeting for plan review for Landscape Architect with Parks Dept.: <ul style="list-style-type: none"> • Cover sheet with required information • Landscape design plan • Irrigation design plan • Grading design plan • Water efficient landscape worksheet (Appendix B) with all required information and calculations 		
		<i>Full plan review fees will be charged initially for each Master Plan Record submitted for review.</i>		

Applicant		Production Permit Take-In Sheet & Application Overview Items	City Staff	
Yes	No		Yes	No
Before a Production Permit can be issued the final map shall be recorded				
		The following shall be provided when applying for a Production Permit application: <ul style="list-style-type: none"> Completed Building Permit Application Form CDD-0200 which shall include the MP#, Option Package and Solar Option Package selection, and correct address and APN Floor Plan (11" x 17"); must be a copy of the approved, city stamped Master Plan set Plot Plan (8 1/2" x 11"); (showing: lot#, plan#, APN & Address) 		
		Application Process Overview: Production permit applications are to be submitted to the City via emailing the Application package to cdd-productionpermits@cityofsacramento.org Applications will be processed within two working days and customers will be notified of the submittal fees and provided with School Impact Fee forms. After payment of the Master Plan review fees, the following disciplines are routed for review: Utilities, Development Engineering and Planning. The Review time is seven (7) working days. Additionally, Building is also targeted for review during which time Building staff performs the assessment of all applicable building permit and development impact fees collected by the Building Division. Prior to the Production Permit Issuance all fees must be paid. All other required documentation must be provided prior to permit issuance (i.e. proof of school impact fee payment, when applicable SASD/Regional Sanitation Fees receipts and, when applicable, a signed and notarized Hold Harmless Agreement Regarding the Risk of Flooding to Real Property) <i>Please note: Development Engineering Review cannot be completed prior to the recordation of the final subdivision map.</i>		