

Master Plan/Subdivision & Production Permit Take-In Sheet

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 an 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.

Applicant		Master Plan/Subdivision Take-In Sheet (MP# _____)	City Staff	
Yes	No		Yes	No
Zoning /Land Use Approval from the Planning Division:				
		Planning approval must be acquired prior to submitting a master plan/subdivision application CDD-0200 to the Building Division. Approval is conveyed via the <i>Planning Referral Sheet (PR)</i> or an appropriate <i>Planning Exemption Checklist</i> .		
		Plans associated with PR sheets which have the <i>Not Required</i> check box checked in the <i>Plan Check Required</i> area of the PR sheet must bear a planning approval stamp on the construction plans being submitted to building.		
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'		
Minimum number of paper sets for routing and review if Electronic Plan Check is not used*:				
		Five full sets (Routed to: Building, Fire, Utilities, Landscape Architect with Parks Dept., and Planning)		
		When the scope of your project necessitates the following documents two set are required: <ul style="list-style-type: none"> • Structural Calculation • Soils Reports for all subdivisions are required • Truss Calculations • Fire Sprinkler Calculations 		
Required Basic Construction Plan Features:				
		Cover Sheet including: Address of subject property; detailed description of work to be covered by the building permit; 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 the each room 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-0183A . This applies to conditioned area.		

*See the Residential Verification Checklist (CDD-0316) and the Residential Submittal Requirements documents for the Electronic Plan Check (EPC) process available on the CDD website under Plan Review/Electronic Plan Review.

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:

	Landscape projects with an aggregate landscape area equal to or greater than 500 square feet but equal to or less than 2,500 sq. ft. may comply with either the Prescriptive Compliance Option (Checklist) of Appendix D of the City code Section 15.92 or the Performance: <ul style="list-style-type: none"> If submitting a master landscape plan for the entire subdivision the total aggregate landscape area for each parcel is included and the Performance Method will be applicable If submitting landscape plans for each separate MP model number, only the total aggregate landscape area of each separate lot is used to calculate the compliance requirements 		
	Prescriptive Compliance Method (Checklist) – total aggregate landscape area 500-2,500 sq. ft.: <ul style="list-style-type: none"> Completed Application with Prescriptive Compliance Option (App. D) signed by Project Applicant and Licensed Landscape Architect (Form CDD-0323) Landscape plans documenting elements of the Appendix D Checklist 		
	Performance Compliance Method – any project may elect this option and requires full landscape documentation package per City Code section 15.92.070 and targeting to 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 plus a one hour administrative processing fee will be charged initially for each Master Plan Record submitted for review.</i>		
Applicant	Production Permit Take-In Sheet & Application Overview	City Staff	
Yes No	Items	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# and correct address and APN Floor Plan (11" x 17") Plot Plan (8 1/2" x 11"); 2 copies (showing: lot#, plan#, APN & Address) 		
	Application Process Overview: If submitting 3 or fewer Production Permit Applications at one time, the initial Production Permit Record Set-up will be performed over the counter. If more than 3 applications are submitted, they 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 fee and one hour of administrative processing fee, the following disciplines are routed for review: Utilities, Development Engineering, Planning, and Construction Debris. 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 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>		

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