

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 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.

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:

		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'		

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 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.		

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 2019 CEC 690.53 and 690.54 Module attachment details SMUD confirmation letter required at permit issuance		
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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 2019 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 MWEL, whichever is most stringent.		
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		<p>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.:</p> <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 		
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		<i>Full plan review fees plus a building permit intake fee will be charged initially for each Master Plan Record submitted for review.</i>		
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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

		<p>The following shall be provided when applying for a Production Permit application:</p> <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"); must be a copy of the approved, city stamped Master Plan set • Plot Plan (8 ½" x 11"); 2 copies (showing: lot#, plan#, APN & Address) 		
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		<p>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></p>		
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