



MASTER BUILDING PLAN PROGRAM

About Master Building Plans

A mastered building plan provides an economical and expedient method of plan review for a house plan being built multiple times within a jurisdiction. A specific building design can be pre-approved by the Building Division so future building permit applications only have to design a site-specific plot plan, foundation, and fire suppression system. Mastering a set of plans results in a savings of 50% of the plan review fee on subsequent permit submittals utilizing the mastered set of plans. Only licensed contractors, engineers and or architects may submit plans to be mastered.

Master Plan Submittal Requirements

The original set of plans and supporting documents are routed through the standard plan check process and designated in the Town's permitting database as mastered plans. Once approved, the office copy of mastered plans will stay with the Building Division while the job site copy will be returned to the applicant (contractor, engineer, or architect). The approved plans do not constitute a construction permit but rather serve as a reproducible master for future permit submittals which will be fast-tracked as mastered plans.

Plan Submittal:

- 1 copy of completed Building Permit Application.
- 2 signed sets of complete drawings drawn to the current California Building Codes – see the attached detailed checklist of drawing and plan requirements. All plans must be legible and a minimum of 24"x 36" in size.
- 2 sets of Structural Calculations or design per conventional construction provisions.
- 2 sets of registered Energy Calculations with 360° orientation (Title 24).
- 2 sets of trusses calculations.
- Letter from architect, engineer, or designer authorizing their plans to be submitted as a reproducible master plan.

REQUIRED DOCUMENTS

🏠 FULLY DIMENSIONED PLANS — 2 full size sets (24"x36")

- Title Sheet
- Architectural Planshow
 - Residential New Construction CALGreen Checklist
- Elevations
- Foundation Plans
- Structural Plans
- Framing Plans
- Roof Plans
- Calculations
- Mechanical Details
- Electrical Details
- Plumbing Details

PLAN AND DOCUMENT DETAILED REQUIREMENTS

🏠 TITLE SHEET

- Project Address and Assessor Parcel Number
- Complete Project Description
- Lot Size
- Required and Proposed Setbacks
- Required and Proposed Height and Number of Stories
- Allowable Density, Proposed Density
- Required Calculations (proposed square footage, lot coverage, parking requirements, etc.)
- Zoning Designation and General Plan Land Use Designation
- Current Applicable Code Edition
- Existing and Proposed Uses
- Occupancy Group per California Residential Code CRC Classification (R-3 single-family residential/ U storage garage area)
- Owner's Name, Name of Architect/Designer or person preparing the plans, and any other professionals associated with the project
- Date plans were prepared

🏠 ARCHITECTURAL PLANS

- Provide floor plans for each level of buildings.
- Label the proposed (and existing, if any) use of each room.
- Show location of smoke detectors, carbon monoxide alarms, switches, plugs, and light fixtures.
- Show landings at doors, stairs with rise and run, handrails, guardrails, etc.
- Label overall footprint dimensions and the incremental dimensions where there are changes in the exterior building lines.
- Show the interior layout including walls and other fixed objects (counters, booth, freezers, etc).
- Label incremental dimensions showing the size of individual rooms that add up to the overall footprint dimensions.
- Label the dimension and outline of outdoor features (including columns and support posts) immediately adjacent to the building, such as roofed projections (porch covers, patio covers, awnings, canopies) and ground-level paving (landings, steps). Use a single dashed line for rooflines and single solid line for paving edges to distinguish these from other items on the floor plan.
- Label the location and size of exterior openings (doors, windows).
- Show all relevant features and compliance documentation of Title-24 reports.
- Show all relevant features and compliance documentation of the California Green Building Standards Code requirements.

🏠 ELEVATIONS

- Provide elevations of all four sides of buildings indicating the different features on the elevations with a key (e.g. 1,2,3,4) that relates to the material table on the same sheet.
- Plans shall include building materials, system and/or assemblies used in the exterior design and construction of new buildings shall comply with the requirements of the California State Fire Marshal for Wildland-Urban Interface Code.
- Label existing, finished and adjacent grades.
- Label the overall height of the building and incremental heights of the floor and ceiling of each level to the top of the building façade from existing grade.
- Provide exterior section elevations of building projection, wings, and other sides not visible on the four elevations provided.
- Label the roofline (in dashed lines) if it is located behind a parapet or other façade that extends above the roofline.
- Show the typical location of roof-mounted equipment.
- Depict compliance with encroachment plane requirements, if applicable.

🏠 FOUNDATION PLAN

- Completely dimensioned plan including exterior and interior footing. Label and locate porches, patios, decks, garage, etc. Locate and note size of anchor bolts, rebar, straps, and hold-downs on plans. As applicable, note size, number, and location of crawl space vents.

🏠 STRUCTURAL PLANS – plans and calculations must be stamped and signed by the licensed professional*

***Engineering is required for any structure not conforming to the conventional light wood framing and bracing requirements per prescriptive provisions of California Residential Code. All 2 or more story building additions require the stamp of a licensed professional (Architect or Engineer).**

- Identify the use of each room (kitchen, bedroom, family room etc.) with dimensions.
- Provide plans which adequately dimension all braced wall segments and locations for non-engineered plans.
- Identify and dimension engineered shear wall locations and minimum length.
- Justify the amount of bracing provided at each wall line, per wind and seismic requirements of the CRC for non-engineered structures.
- Provide adequate identifications of assumed braced wall lines for conventional bracing, and provide on the plans lateral load resisting gridlines, corresponding to the structural calculations, for engineered structures.
- Show complete detailing of structural connections for lateral and vertical stability, structural specifications, bracing, structural, and construction details.
- Detailed Structural Elements: Foundation, Floor System, Roof Type, Wall.
- Gable End detail / beam elevation changes / rake beam details.
- Structural elements specifications, schedule, sufficient details to indicate code compliance.

🏠 FRAMING PLANS

- Floor framing plan
 - Identify and dimension all footings, identify framing members and sheathing for floors. Show size and spacing of joists and beams with grade of lumber to be used. Carry all vertical and lateral loads to footings.
- Roof framing plan
 - Roof framing: truss anchors and uplifts including permanent bracing.
 - Identify type of roofing materials, framing, and sheathing for roof and ceilings. Show size and spacing of joists, rafters, and beams with grade of lumber to be used. Carry all vertical and lateral loads to footings.

🏠 **CALCULATIONS** – 2 sets each OR electronic format

- “Wet” stamped and signed Structural Calculations
- Roof truss calculations (may be deferred) (**Provide letter of review by the Registered Design Professional. CBC 2303.4.1.4.1, CRC R802.10.1**)
- Energy Title-24 reports and energy features on plans 360° orientation (registered with a HERS provider)

🏠 **GEOTECHNICAL / SOILS REPORT (if required see grading questionnaire)**

- Please note that a plan review letter from the geotechnical engineer stating that he/she has reviewed the foundation design and it complies the geotechnical report recommendation.

🏠 **MECHANICAL DETAILS**

- Location of mechanical equipment.

🏠 **ELECTRICAL DETAILS** – (Provide electrical service load calculations for dwellings with services 400 amperes or greater, or as determined by the Plans Examiner.)

- Location of electrical meter (existing and proposed)
- Location of sub-panels and switches
 - Size of main switch
 - Circuit schedule and demand load
 - Single line diagram

🏠 **PLUMBING DETAILS**

- Show all plumbing relevant fixtures and required clearances.
- Include pipe size, material type and fixture unit table.
- Water distribution (required for dwelling units over 5,000 square feet).
- Waste and venting (required for dwelling units over 5,000 square feet).
- Gas distribution (required for projects with a gas demand of over 400,000k btu’s).
- Fixture calculations (required for dwelling units over 5,000 square feet).



Town of Paradise

Building Resiliency Center
6295 Skyway, Paradise, CA 95969
(530) 872-6291 ext 411

Building Permit Application

Application Date: _____ Assessor's Parcel Number: _____ BP Number: _____
Project Address: _____ City: _____ Zip: _____

APPLICANT Name: _____ Phone: _____ Cell: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Main Contact: Applicant Owner/Tenant Contractor Arch/ Eng.

OWNER	<input type="checkbox"/> Representative (Owner's written approval required)	PROFESSIONAL	<input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Designer
Name: _____		Company Name: _____	
Address: _____		Name: _____ CA Reg. # _____	
City: _____ State: _____		Address: _____	
Zip: _____ Phone: _____		City: _____ State: _____	
Email: _____		Zip: _____ Phone: _____	

CONTRACTOR Name: _____ Phone: _____ License#: _____
Company Name: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____

PROJECT INFO Type: Residential Commercial/ Industrial Remodel/ Addition Demolition Other Grading
Permit For: Building Electrical Plumbing Mechanical Re-roof PV/ Solar Water Heater
 Patio Cover/ Deck Swimming Pool/Spa Addendum MH/ Commercial Coach T.I. Co-location Other _____

Description of Work: _____

Proposed Use: _____ Existing Use: _____
Construction Valuation Cost: _____ Occupancy Group(s): _____
Zoning District: _____ Type of Construction: _____ Square Footage: _____

PERMITTEE DECLARATION

I hereby declare under penalty of perjury that the foregoing statements and the attached plan(s) are true, accurate, complete, and correct to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

