

## 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 the 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.**

**Master Plan Review Applications must be submitted electronically.**

For information on Electronic Plan Check process see:

<https://www.cityofsacramento.gov/community-development/building/permit-services/electronic-plan-check>

Applicant		Master Plan/Subdivision Take-In Sheet (MP# _____)	City Staff	
Yes	No	Items	Yes	No

**Zoning/Land Use Approval from the Planning Division:**

<input type="checkbox"/>	<input type="checkbox"/>	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 Public Permit 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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**ELECTRONIC PLAN CHECK\* IS REQUIRED FOR ALL PLAN REVIEW SUBMITTALS AND RESUBMITTALS.**

<input type="checkbox"/>	<input type="checkbox"/>	Submit electronically at: <a href="https://aca-prod.accela.com/sacramento/Default.aspx">https://aca-prod.accela.com/sacramento/Default.aspx</a>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>When the scope of your project necessitates, the following documents are required:</b></p> <ul style="list-style-type: none"> <li>• Structural Calculations</li> <li>• Soils Reports for all subdivisions are required</li> <li>• Truss Calculations</li> <li>• Fire Sprinkler Calculations</li> <li>• Special Inspection Form</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Minimum size and scale requirements for electronic plans:</b></p> <ul style="list-style-type: none"> <li>• No less than 11" x 17"</li> <li>• Site and Civil Plans: no less than 1/8"=1'; all other plan sheets no less than 1/4"=1'</li> </ul>		

**Required Forms:**

<input type="checkbox"/>	<input type="checkbox"/>	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:**

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Cover Sheet shall include:</b></p> <ul style="list-style-type: none"> <li>• Sheet Index</li> <li>• 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</li> <li>• Declared Occupancy Group/Use for which the proposed work is intended (in the residential environment usually R3 or U)</li> <li>• Building Type: All-Electric or Mixed-Fuel</li> <li>• Declaration of Designer or licensed professional signed stamp, if the scope of work requires a licensed design professional</li> <li>• Declaration of State and Local Building Codes &amp; Cycle to which the plans are compliant</li> </ul>		
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Yes	No	Items	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<b>Architectural Plans shall include:</b> <ul style="list-style-type: none"> <li>Floor plan: Use of each room or area labeled with its proposed use; dimensions, size/type of windows and doors, and ceiling height</li> <li>Elevations: Full North, South, East, and West views</li> <li>Sections: Longitudinal and Transverse</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Structural Plans shall include:</b> 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		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electrical Layout Plans shall include:</b> Amperage rating and location of electrical service and/or sub panel. Switch locations, receptacles, and lighting locations scaled such that code compliance can be determined		
<input type="checkbox"/>	<input type="checkbox"/>	<b>California Energy Code, Title 24, Part 6:</b> California State Energy code requires the energy compliance documents be integrated into your plans		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Cal-Green, Title 24, Part 11 compliance documents:</b> See form CDD-0183 – this applies to conditioned area		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Geotechnical Report (no older than 3 years)</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Universal Design Plan:</b> 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		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Age in place requirements:</b> <ul style="list-style-type: none"> <li><b>CRC R327 Age-in-place design and fall prevention</b> 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.</li> <li><b>Electrical receptacle outlets, switches, and controls</b> (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.</li> <li><b>Effective July 1, 2024</b>, 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.</li> <li><b>Doorbell buttons or controls</b>, when installed, shall not exceed 48 inches above exterior floor or landing, measured from the top of the doorbell button assembly.</li> </ul>		

**Photovoltaic Plans Required:**

<input type="checkbox"/>	<input type="checkbox"/>	Site plan with module layout and PV equipment locations, One line diagram, location and amperage of main electrical service panel and bus-bar rating		
<input type="checkbox"/>	<input type="checkbox"/>	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		
<input type="checkbox"/>	<input type="checkbox"/>	SMUD confirmation letter required at permit issuance -OR- SMUD letter of intent confirming your eligibility for Solar Shares Program		

**Fire Department Review Required:**

<input type="checkbox"/>	<input type="checkbox"/>	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 ( <a href="https://www.cityofsacramento.gov/fire/fire-prevention/new-construction">https://www.cityofsacramento.gov/fire/fire-prevention/new-construction</a> )		
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**Water Efficiency Landscape Requirements:**

<input type="checkbox"/>	<input type="checkbox"/>	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.		
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Applicant		Master Plan/Subdivision Take-In Sheet (MP# _____)	City Staff	
Yes	No	Items	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Performance Compliance Method</b> – any project may elect this option and requires a full landscape documentation package per City Code section 15.92 and targeting for plan review for Landscape Architect with Parks Department:</p> <ul style="list-style-type: none"> <li>• Cover sheet with required information</li> <li>• Landscape design plan</li> <li>• Irrigation design plan</li> <li>• Grading design plan</li> <li>• Water efficient landscape worksheet (Appendix B) with all required information and calculations</li> </ul>		
<i>Full plan review fees will be charged initially for each Master Plan Record submitted for review.</i>				

**BEFORE A PRODUCTION PERMIT CAN BE ISSUED THE FINAL MAP SHALL BE RECORDED.**

<input type="checkbox"/>	<input type="checkbox"/>	<p>The following shall be provided when applying for a Production Permit application:</p> <ul style="list-style-type: none"> <li>• Completed Building Permit Application Form CDD-0200 which shall include the MP#, Option Package and Solar Option Package selection, and correct address and APN</li> <li>• 11" X 17" Floor plan, elevations, solar roof plan with module and PV equipment locations, must be a copy of the approved, city stamped Master Plan set</li> <li>• Plot Plan (8 ½" x 11"); (showing: lot#, plan#, APN &amp; Address) Location, size, type of material at all points of utilities connection i.e., water, sewer, gas if applicable, main electrical and/or sub panel locations</li> <li>• If 2 or more buildings on a parcel with main service panel and or sub panel provide amperage and bus-bar rating and wiring methods for all buildings on the parcel</li> <li>• Abandoned septic noted, if present</li> <li>• Dimensioned building placement on the parcel (i.e., setbacks)</li> <li>• North Arrow</li> <li>• All easements, driveway locations, and arrows indicating site drainage, streets/alleys bordering the parcel</li> <li>• Sewer line material, location, slope, and method of tying into the parcel's sewer tap.</li> <li>• If more than one building with water closets (toilets) on a single parcel, provide number of water closets (toilets) for all buildings on the parcel</li> <li>• When multi meter set up (3 or more meters served by on SMUD service), and/or 3 or more service panels and/or sub panels for all buildings on the parcel submittal must comply with CDD-0212 full electrical plans required</li> <li>• SMUD PV-Solar interconnection approval letter</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Application Process Overview:</b>            Production permit applications are to be submitted to the City via online submittal at: <a href="https://aca-prod.accela.com/sacramento/Default.aspx">https://aca-prod.accela.com/sacramento/Default.aspx</a>. Applications will be processed within two working days and customers will be notified of the submittal fees and provided with School Impact Fee forms.</p> <p>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)</p> <p><i>Please note: Development Engineering Review cannot be completed prior to the recordation of the final subdivision map.</i></p>		

\* Electronic Plan Check (EPC) – for details about the EPC process, see EPC Submittal Checklist (CDD-0316) and the EPC Building Permit Submittal Requirements documents available on the CDD Building Division website under Plan Review/Electronic Plan Check.