



MASTER PLAN REVIEW PROCESS FOR SAFEbuilt

The first time a model/master home is going to be built, you submit 2 complete sets of construction plans for that master plan, including any options that will be available for the master plan. Along with the complete master, you'll need to submit 2 sets of energy compliance reports (either by an energy rater or ResCheck) showing the "worst-case" scenario for meeting the energy code.

Along with these 2 master plan sets, you'll need to submit 2 sets of engineered-stamped site specific foundation plans, 2 copies of the site specific plot plans and a permit application. On this permit application you'll want to note that this is an initial submittal for a master plan and specify which options will be included on the subject property.

When this permit is issued, you'll receive a reviewed copy of the master plan with all code notes included and you will use this master plan for all subsequent construction of this master plan. You will also receive a master plan options sheet and a subsequent submittal sheet that you use for all future submittals to mark which options are going to be included.

For any subsequent submittals of this plan (or same-as submittals), you will need to submit the following: 2 sets of engineer-stamped site-specific foundation plans, 2 copies of a site specific plot plan, the permit application, and the subsequent submittal sheet with the options marked for the specific home being built. When you schedule inspections for these homes, you'll just need to make sure that the original master plan is available on-site for the inspectors along with the site specific plans for that lot.

A few notes:

- SAFEbuilt does not review master plans prior to that plan being built on a specific lot (ie. the first time you can submit a master plan for review is when you are going to build that plan on a specific lot for the first time)
- SAFEbuilt recommends making a copy of the reviewed/stamped master plan for use on the construction site and keeping the original in your office to avoid losing the master plan – if you lose the reviewed master plan SAFEbuilt will need a new set to re-review and will have to charge the full master plan cost again.
- Subsequent (same-as) plan review cost is reduced to \$45 rather than the full plan review cost
- Almost-same-as reviews (ie. changes not included on the initial master plan as an option, significant changes to the framing/layout, additional square footage added, etc.) will be either \$100.00 to review or possibly the full master plan review cost, depending on the extent of the changes
- Basement finishes cannot be master-planned. Because there are too many possible layouts for a basement, for each basement finish proposed for a new home under the master plan process, 2 sets of basement finish plans must be submitted and the plan review fee for this basement finish will be assessed. You can always finish some or all of the basement on the same permit as a new home under construction, you'll just need to include separate plans at submittal for us to review.