



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.

SAFEbuilt Master Plan Submittal Process and Checklist

Initial submittal of master plan for review:

- 2 sets of complete construction plans for the model/plan, including all possible options. If decks or patio covers are options, plans must indicate the structural details of these features.
- 2 copies of reports showing 2009 International Energy Code compliance via a ResCheck or Energy Rater Report showing worst-case scenario for the model/plan.
- 2 sets of Manual J and Manual D calculations
- 1 copy of a cover sheet indicating contact information (phone, mailing address, e-mail address, etc.) and outlining detailed square footage breakdown of all options.

NOTE If this initial master plan is proposed to be submitted for a building permit on a specific lot site, in addition to the above information, please submit the following:

- Completed permit application with a description of specific options to be built
- 2 sets of site specific engineer-stamped foundation plans
- 2 plot plans meeting town plot plan requirements – All cantilevers/decks/patio covers/covered porches proposed for the specific build must be shown on the plot plan.

Upon completion of the Master Plan review, red-lined master plans, a master plan option sheet and subsequent submittal form will be returned to the applicant. The red-lined master plans must be available on-site for all inspections of this model. It is recommended that the builder make a COLOR COPY of the approved red-lined master plans (all pages and attachments) in order to avoid full plan review fees if plans are lost.

Please note the following important information:

Basement finishes cannot be master-planned. If a basement finish is proposed during construction of a new home under the same-as permit process, 2 sets of basement finish plans must be submitted with the same-as requirements listed above.

All options must be constructed and inspected under the initial inspection process. Any options added after rough inspections will require a separate permit.

All future permit submittals for homes built under the approved master plan must follow the "Same-As" submittal process (see page 2).

Same-As (subsequent) submittal of site specific permit:

All Same-As permit applications and plans must be submitted directly to the jurisdiction.

- Completed permit application with a description of specific options to be built. All square footages listed on permit application must match square footages on the approved Master Plan Option Sheet.
- 2 sets of site specific engineer-stamped foundation plans
- 2 plot plans meeting town plot plan requirements – All cantilevers/decks/patio covers/covered porches proposed for the specific build must be shown on the plot plan.
- 2 copies of “subsequent submittal” form completed with the specific options being built at the permit address.

All of the above information must be submitted with permit or application will not be accepted and will be returned to applicant for re-submittal when all required information is available.

Please note the following important information:

Basement finishes cannot be master-planned. If a basement finish is proposed during construction of a new home under the same-as permit process, 2 sets of basement finish plans must be submitted with the same-as requirements listed above.

All options must be constructed and inspected under the initial inspection process. Any options added after rough inspections will require a separate permit.

Foundation plans and plot plans must show all options proposed to be built at the specific address. Cantilevers, porches, decks, patio covers, must be reflected on the permit application and the plot plan.

If an option is not proposed on a specific lot, that option cannot be shown on the site specific plot plan or site specific engineer-stamped foundation plan (for example, a deck should not be shown on the foundation plan or plot plan if it is not going to be built during construction of the home)