

SAFEbuilt Master Plan Submittal Process and Checklist

All Master Plans must be submitted to the town

Initial submittal of master plan for review:

- Set of complete construction plans for the model/plan, including all possible options including basement finishes, added garages (3RD, 4th car and tandem) and added square footage (bump outs, bonus room, etc.). Plans to be submitted electronically, check with town for how to submit plans. If decks or patio covers are options, plans must indicate the structural details of these features. Work done by an Architect or Engineer must be stamped. Structural plans to be included in Master Plan. Structural plans to show code compliance or be engineer stamped. Plans to show braced wall details, method, sizes and locations. Plans to show floor protection for first floor for basement or crawl space protection (alternative methods to be submitted and approved by the Building Official, this includes no burn type products, sprinkler systems and other methods).
- 1 copy of report showing 2018 (Check town for current code) International Energy Code compliance via a RESCheck or Energy Rater Report showing worst-case scenario for the model/plan. Or plan may be done prescriptively, this must be shown on the plans with the insulation values stated on the plans.
- 1 set of Manual J, D and S calculations. (Note: Insulation values on this document must match Energy Code documents or plans)
- 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.
- Plans to have compliance with the current town adopted 2018 I-CODES. And adopted town ordinances.

Plans submitted as Master Plans must be identified as Master Plans, Master plans will be reviewed as Master Plans only. Master Plans can't be submitted as part of or with a Same-As application. Master plans will be completed and paid for before any Same-As application will be reviewed.

- Resubmittals from plans examiner comments must be sent to safebuiltcoloradoplanreview@safebuilt.com. No resubmittals may be submitted directly back to the plan examiner.

Upon completion of the Master Plan review, **APPROVED** master plans will be given to the contractor after fees have been paid by the town. The **APPROVED** master plans must be printed and available on-site for all inspections of this model. It is suggested that the builder keep a copy of the **APPROVED** electronic master plans (all pages and attachments). If plans are lost a fee will be charged to replace the master plan.

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 Review (Approved Base Plans & Options Sheet).
- 1 set of site specific engineered-stamped foundation plans with soils report.
- 1 plot plan meeting town plot plan requirements – All cantilevers/decks/patio covers/covered porches proposed for the specific build must be shown on the plot plan. Plot plans provided by Architect, Engineer or Land Surveyor, or plans that have the firm of an Architect, Engineer or Land Surveyor in the border will require a stamp.
- Tankless water heaters will require a drawing at the time of application. Drawing to show piping material, size, distance of run, bends, overall length of piping, type of material of piping, regulators, BTUs of appliances and gas pressure.

All 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:

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

Revisions:

Revisions are changes from the Master Plan. Revisions are to be sent to safebuiltcoloradoplanreviews@safebuilt.com Revisions must be submitted and reviewed prior to changes and inspections on the job site. All revised plans must be printed in color and incorporated into the Master Plans on the job site prior to inspections.

A letter of the changes will accompany revised plans. Letter will include plan page number of change and change description if needed. Only pages to be revised are to be submitted. Plan changes are to be clouded and will be identified with a delta. The delta will be in the border with the date of the revision. **REVISIONS ON THE PLANS ARE NOT TO USE THE COLOR RED.**

Once the revision is completed a fee will be accessed. When paid the plan will be returned to the contractor by the town.