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Manual of Policies and Procedures

Effective Date: 5/7/2003	**Policy Number 1.1**
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Subject:: Residential Master Plan Policy

Purpose:

To provide a procedure that will allow a contractor to submit plans for single-family dwellings, half-plexes, and duplex structures of which the contractor intends to construct multiple units within the City of Roseville. Our goal is to provide a manageable yet complete and workable construction and inspection document useable throughout the city limits. Each Master Plan shall be specific in square footage and the structural design shall satisfy all options available.

Note: With Planning Department approval <u>and</u> if site conditions allow, plans may be used throughout the City providing the water pressures at the street are equal to or greater than the sprinkler design submitted with the Master Plans

Definitions:

- Living Square Footage: Conditioned Floor Area
- Minor Changes – are changes that do not change the structural, energy, or fire life safety systems of the building.
- Sprinkler layout change – the relocation, addition or subtraction of not more than two (2) sprinkler heads within the same room or area of the living space or garage.
- Accessory structure – occupancies defined as a U Occupancy within the California Building Code that are enclosed and attached to the structure thereby requiring sprinklers.

Policy:

<u>Options:</u>

The City of Roseville's policy regarding residential master plans limits the options to the following:

- A maximum of four (4) front elevations identified as Elevation A,B, C, and D. Each elevation may have minor changes.
- One (1) expanded garage option that creates a sprinkler layout change. Must be the same for all elevations.
- One (1) room usage change that creates a sprinkler layout change or
- One (1) fixed square footage change of conditioned floor area that creates a sprinkler layout change.

A second accessory structure attached to the house may be allowed by submitting for a separate permit from the production permit at the same address. This second permit will require a revised sprinkler layout to accommodate the entire structure with the additional footage and is subject to plan review and permit fees that cover 100% of the Cities cost to provide the reviews.

Master Plan Construction Documents Shall Include:

- Living square footage, not builder's plan or product number, shall identify the master plan. Square footage of living area shall be shown clearly on all architectural, structural, mechanical and electrical sheets in the title block.
- The first sheet of the drawing index shall include a sheet index, applicable code editions, and title block.
- One foundation plan showing all required anchor bolts and hold-downs. Options for an expanded garage, deck balconies, etc. shall be shown as partial plans.
- One (1) structural plan:
    - A room usage option is allowable if only non-bearing walls change.
    - All conventional braced walls or engineered shear walls must be shown on the foundation and framing plans. Reference wall types on these sheets.
    - Only one (1) lateral design that accommodates all the options available shall be shown on the structural plans.

Each Master Plan Shall Be Submitted As A Complete And Independent Package:

- An approved master plan may be used (with Planning Dept. approval) in any subdivision within the City if site conditions allow.
- A complete set of master plan construction documents consists of the following:
    - Architectural plans
    - Structural plans and calculations
    - Truss calculations
    - Fire sprinkler plans and calculations
    - Mechanical/Plumbing plans (as applicable)
    - Electrical plans
    - Electrical load calculations
    - Title 24 registered energy calculations
    - California Green Building Code Plans
- Den or study options that include closets shall be provided with egress, smoke and carbon monoxide detection and electrical as required for bedrooms.
- Slab on grade and raised wood floor foundations are considered separate plans and shall be submitted as separate Master Plans with all details and engineering.
- Details shall be referenced to the specific plan sheets. Generic details not used shall be deleted.

Energy Calculations:

- Title 24 energy calculations shall be based on the **most restrictive** building orientation, elevation and subdivision conditions of approval.

Master Plan Revisions:

- Two copies of revised sheets and calculations, as needed, shall be submitted under the approved master plan BD number.
- Submit both the architectural and structural revisions at the same time.
- A transmittal letter clearly indicating what the revision is and where the revision can be found shall be included with the initial submittal. A transmittal letter addressing each of the plan review comments shall be submitted with each re-submittal.
- Revisions shall be processed at the current hourly rate with a 2 hour minimum.

One copy of each master plan will be kept in our office. If additional job copies are needed, they will be approved on a time and materials basis provided **NO** changes have been made.