Public Works
Building Inspection
311 Vernon Street
Roseville, California 95678-2649
916.774.5332 fax 916.774.5394

Manual of Policies and Procedures

Date: 4-8-09	**Policy Number 1.1**
Pg. 1 of 2	**CBC Ref. App. Ch. 1 sec. 106**

Subject:: Residential Master Plan Policy

Purpose:

To provide a manageable yet complete and workable construction and inspection document for single-family dwellings, detached or attached structures of which the builder intends to construct on a production basis anywhere within the City of Roseville.

Definitions:

- Base Square Footage: Living square footage without any options
- Total Square Footage: Base square footage plus all optional square footage offered within a plan
- Plan Number: The Base SF, hyphen, Optional SF that is shown on the production permits
  For example: (Base SF)–(Any/All Optional SF)

Policy:

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.
- The base square footage, not builder's plan or product number shall identify the master plan.
- A complete set of master plan construction documents consists of the following:
  - Architectural plans
  - Structural plans and calculations
  - Truss calculations
  - Mechanical/Plumbing (as applicable)
  - Electrical plans
  - Electrical load calculations
  - Title 24 energy calculations
  - Landscape Plans demonstrating compliance with the Water Efficient Landscape Ordinance
- Den or study options that include closets shall be provided with egress, smoke detection and electrical as required for bedrooms.
- Details shall be referenced to the specific plan sheets. Generic details not used shall be deleted.

MASTER PLAN CONSTRUCTION DOCUMENTS SHALL INCLUDE:

- On the first sheet; include a sheet index, applicable code editions and a breakdown of the base square footage by floor, each option and its SF, and the garage area(s).
- A title block with the base square footage of living area shall be shown clearly on **all** architectural, structural, and utility sheets (except general note and general detail sheets).

ENERGY CALCULATIONS:

- Title 24 energy calculations shall be based on the **most restrictive** building orientation, elevation and HVAC unit size within that specific plan. When options are offered use the worst-case fenestration area and the total square footage.

OPTIONS:

- Residential master plans shall clearly define all options. Options for an expanded garage, deck, balconies, pop-outs etc., shall be shown as partial plans clearly referenced to their locations.
- Front elevations shall be identified as Elevation A, B, C and D.
- Options may include as an example:
  - *Open space to a floor below can be converted into a loft, bedroom, bathroom etc.*
  - *Partial conversion of garage area into living area*
  - *Pop-outs; window seats, bay windows, fireplace to living, etc.*
  - *Alternate entry's at each elevation*

  The Plan number shown on the production permit shall be the (base SF) – (Any/All Option SF)
  For example: a 2000 square foot house with an option of 50 additional square feet would be identified as the 2000-50 plan.

STRUCTURAL PLANS:

- 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 lateral design that accommodates all the options available shall be shown on the structural plans. To accommodate the elevation types at the front elevations shear panel locations may change, as long as the overall shear length stays the same for all elevation types. *For example: There is 16 feet of overall shear length at the front wall: Elevation A has two shear panels at 8 feet each; Elevation B has three panels one each at 3 feet, 5 feet and 8 feet; Elevation C has two shear panels, one at 10 feet and one at 6 feet, etc.*

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.

NOTES:

- If additional approved field copies are needed, they will be approved on a time & materials basis provided *NO* revisions have been made. Contact the Permit Center.
- The Building Department application form is to have a single point of contact throughout the plan review process. The contact individual must be capable and responsible for managing all plan review information to the sub-consultants and coordinate resubmitted documents to the Building Division.

LANDSCAPE PLANS:

- The following requirements apply to developer-installed planting areas <u>less than 2,500 square feet:</u>
  - *Turf shall not comprise more than 50% of the total planting area (excludes driveways and other hardscapes)*
  - *Irrigation system shall be controlled by an automatic controller with minimum 7-day calendar, three cycle per day capacity, dual programs, watering time adjustments down to two minutes, and a rain shut off switch/sensor.*
  - *A four-season irrigation schedule shall be provided to the homeowner.*

- Developer-installed landscaping *exceeding* 2,500 square feet of planting area shall comply with all applicable design criteria specified in the Water Efficient Landscape Ordinance (contact the Planning Department for applicable requirements).