MASTER PLANS

WHAT ARE THEY?

HOW DO THEY WORK?

What Is A Master Plan?

Master Plans provide a procedure for the Building Division that will allow a contractor to submit plans for single and multi family dwellings of which the contractor intends to use more than once. A Master Plan cannot be issued to any party except a contractor.

How Does A Master Plan Work?

When the original set of plans and all supporting documents are submitted for plan check and are to be made into a Master Plan, they receive the standard plan review and then are given a Master Plan number. The submitted documents are the same as a standard new single family plan check except for the Energy Calculations must include all four directions (North, South, East, and West). This is so that the Master Plan can be used on any parcel with the Master Plan facing any direction. In addition to the extra information for the energy calculations, we also require a letter from the engineer or architect (if the plans are designed by either) and the designer (if different from the architect, engineer or contractor) giving approval for the plans to be mastered. Each time thereafter when the Master Plans are used, a letter from the Engineer/Architect and/or designer will be required to confirm that they approve of the Master Plans being used on that specific parcel.

Transfer of Master Plans:

Master Plans can not be bought, traded or transferred from one contractor to another. Proper authorization is required from the contractor to allow another party to use their Master Plan. A letter is required from the contractor owning the master plan allowing another contractor to use his set of mastered plans. If the Master Plan is designed by an Architect/Engineer and/or designer, they would need to give written authorization that the plans can be used by the other party and that they can be used on that specific parcel. We would also require a letter from the contractor stating they are allowing another party to use their Master Plan. For further details please contact the Building Division at 530-538-6861.
Subsequent Submittals:

After the plans are initially approved and assigned a Master number, each subsequent submittal will require:

- [ ] A completed Butte County Building permit application

- [ ] Three site/plot plans, at least one of the three site plans must be a minimum of 8 ½” X 11” to a maximum of 11” X 17” and fully dimensioned.

- [ ] One copy of mastered floor plan being a minimum of 8 ½” X 11” to a maximum of 11” X 17”

- [ ] Letter of Authorization from architect/engineer of record

- [ ] Any supporting documents and department approvals

Revisions and Updates:

Revisions or plan changes are strongly discouraged and cannot be approved or reviewed by the inspector in the field. Revisions and changes for Master Plans must be submitted to the Building Department for review. We require three sets of the changes including any supporting documentation. A revision fee will be assessed at the time of the revision submittal. These changes could possibly change the Master Plan, or if it is a minor change could be done as an “option”. Check with the building division to determine what would be an option or a plan change.

Duplicate/Lost Plans:

If the Contractor’s set of Master Plans are lost or destroyed or an approved copy is needed the following will be required to duplicate them:

- [ ] Submit a one complete set of plans including any engineered documents, truss calculations and energy calculations including north, south, east and west.

- [ ] The current duplicate plan fee will apply and will be paid prior to duplication of plans.