



Butte County Department of Development Services
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FORM NO

INF-8

MASTER PLANS

What Is A Master Plan:

Master Plans provide a procedure for the Building Division that will allow a contractor/designer to submit plans for single and multi-family dwellings of which the contractor/designer intends to use more than once.

How Does A Master Plan Work:

The following is required in order to master a set of plans:

- Provide structural engineering calculations based on the "worst case" topography, soil conditions, wind/seismic/snow loads, etc., for the areas you want to build in.
- Indicate on the cover sheet of the plans to be mastered the precise area(s) where the Master Plan can be used. Specify boundary by parcels, or subdivision lots, etc., where the Mastered Plan can be used (based on structural engineering).
- Provide written authorization from the Registered Design Professional (RDP) to have the plan mastered for the proposed area. Written authorization from the RDP shall include instructions of issuing subsequent building permits using the Master Plan. These instructions shall be included on the cover sheet of the plans.
- Provide written authorization from the RDP with each building permit application authorizing the use of the Master Plan at the particular building site. This written authorization shall indicate the proposed building site was found to be suitable for construction of the Master Plan. The written authorization may include other requirements or limitations to use the Master Plan that apply to each specific building site. Provide a statement on the cover sheet of the Master Plan indicating that a site plan approved by the RDP and written authorization from the RDP authorizing the use of the Master Plan at the specific building site shall be provided upon application for each subsequent building permit.
- Indicate on the cover sheet of the plans that this is a Master Plan and specify the requirements above.
- The Master Plan area may not include parcels containing FEMA Flood Hazardous Zones
- Provide Energy Calculations that include all possible orientations.

Transfer of Master Plans:

Master Plans cannot be bought, traded or transferred from one contractor/designer to another. A letter is required from the contractor/designer owning the master plan allowing another contractor/designer to use his set of mastered plans. If the Master Plan is designed by an Architect/Engineer and/or designer, they 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.

Subsequent Submittals:

After the Master Plans are approved, each subsequent submittal will require the following:

- A completed Butte County Building permit application
- Three site/plot plans, must be a minimum of 8 ½" X 11" and fully dimensioned.
- One copy of mastered floor plan being a minimum of 8 ½" X 11"
- Letter of Authorization from architect/engineer/Designer of record

For further details, please contact the Building Division at 530-552-3700.