



Building Permits & Inspection Division

General Information: (916) 875-5296
www.building.saccounty.net

Full Service Center 827 7th Street, Room 102 Sacramento, CA 95814 <i>M-F 8:30am - 4:30pm</i>	East Area Service Center 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 <i>M-Tu. 9:00am - 4:00pm</i>
Bradshaw Center 9700 Goethe Road, Suite A Sacramento, CA 95827 <i>M-F 8:30am - 4:30pm</i>	North Area Service Center 3331 Peacekeeper Wy., Suite 100 McClellan, CA 95652 <i>W-Th. 9:00am - 4:00pm</i>

Master Plans Billing Process

The purpose of this document is to help the developer/contractor understand our billing process for Master Plans and iterations associated with a Master Plan.

Sacramento County reviews Master Plans as if each plan were a custom home. Options may be utilized on the same set of plans provided there are not more than three habitable area options from the same “base plan.”

Example:

Base Plan = 1,280 sq.ft. – Base plan only.

Option #1 = 1,480 sq.ft. – Base plan + 200 sq. ft.

Option #2 = 1,680 sq.ft. – Base plan + 400 sq. ft.

Option #3 = 1,880 sq.ft. – Base plan + Opts 1 & 2.

Plan review fees are based on square footages for each habitable area option as if the option were a single master plan. An additional minimum of ½ hour of plan review will be assessed for each plan iteration up and beyond the base plan and elevation. A plan iteration may consist of an elevation change, a garage square footage change, solar option, deck option, etc. The additional hourly fee for plan iterations is to recoup the costs associated with the time involved reviewing vertical load paths, lateral designs, energy compliance reports, and fire and life safety issues.

As an example, a base plan may have 3 elevation options. The plan review fees will be based on the square footages of the house, largest garage, and the combined totals of porch/patio and solar options with one additional hour assessed for the remaining 2 elevation options. A house plan that is submitted that has 4 garage options with 3 elevations will be assessed an additional two and a half hours (1 hour for the remaining elevations and 1.5 for the additional garages).

Plan review fees are due prior to plan review. The contractor/developer will be billed by fee summary for each model. Plan review fees will not need to be paid at permit issuance the first time a permit is being applied for on each individual model. The contractor/developer need to pay only the permit issuance fees along with any fees associated with other departments.

A Master Plan may only be used in the subdivision it was approved for. Approved Master Plans can be “transferred” to another subdivision by submitting a complete set of plans that is consistent with the previously approved plan set. Include a soil report for the new subdivision, the new subdivision’s legal name and the number of lots to be built on. A plan review fee of 50 percent of the full plan review fee will be charged. Master plans cannot be bought, traded, or transferred from one contractor/developer or jurisdiction to another.

Any changes the contractor/developer makes to an approved set of plans will be billed by fee summary at the current labor rate schedule, plus an administrative fee to process the plans and update our files. Sacramento County enforces the California Building Standards Code. Approximately every three years, there is a code change. At that time, the developer/ contractor will be required to update all master plans to comply with the new model codes. The plans will receive a complete plan review as if it were a new submittal. New permits cannot be issued until the master plans have been approved to the new model codes.

If the contractor/developer’s approved master plan has been destroyed, lost, or an approved copy is needed, a duplicate plan may be obtained by submitting a complete set of plans drawn by the same design professional who originally prepared the plans. A plan review fee per the current labor rate schedule will be charged and will be billed by invoice.

If you have questions contact our Master Plan review staff at (916) 875-0141.