



## Community Development and Sustainability Department

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# THIRD PARTY PLAN CHECK AND MASTER PLAN POLICY

## Third Party Plan Check

All applicants submitting plans for any R-3 occupancy (single family or duplex living units) have the option of using a third party plan check consultant approved by the City of Davis.

- The City **highly recommends** to all applicants that they submit a set of plans and plot plans to the City Planning Department for approval **prior** to contacting a third party plan check consultant. The Planning Department may have some requirements that could affect design & construction.
- It is further recommended that the applicant inquire as to any other approvals that may be required prior to final approval of an application. (For instance: **El Macero Estates Unit 5, and Simmons Estates/Heritage Oaks** require fire sprinkler systems approved through the Fire Department.)
- Some developments in Davis have additional planning restrictions. If your lot is in **Willowbank, Wildhorse, El Macero Estates Unit 5, or Simmons Estates/Heritage Oaks** you must check with a City of Davis Planner prior to sending out your plans to get information about any special requirements for your lot.

The applicant brings their plans to the consultant (the consultant charges the plan check fees) and negotiates a turn-around time. Once the plans and documents are approved by the consultant, they can be submitted to the City.

The applicant must bring the approved plans/documents to the City Building Department. **Do not** have the consultant mail your plans. The processing fee charged by the city is \$175.00 at the time the application is filed by the applicant. The standard turn-around time for the city to process approved third-party plans is seven working days.

The applicant must bring the plans & documents (2 sets marked approved by the consultant), 2 plot plans, a Residential Zoning Checklist, along with a completed application to the Building Department. The applicant **must provide a copy of the plan check comments performed by the consultant**, and architectural responses to those corrections, along with the pre-approved plans to the City of Davis.

The approved plans can be **Mastered** and subsequently used as a **Stock Plan** (see attached procedure). The applicant is responsible for submitting to the consultant all items required for a Master Plan.

## Approved Plan Check Consultants

<p><b>TRB and Associates</b> 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 (925) 866-2633</p>	<p><b>Bureau Veritas North American, Inc</b> 180 Promenade Circle, Suite 150 Sacramento, CA 9534 (916)725-4200</p>
<p><b>Interwest</b> 1613 Santa Clara Drive, Suite 100 Roseville, CA 95661 (916) 781-6600</p>	

### Master Plan Policy

- **Master Plan:** Any single family dwelling plan that may be built more than once **without** any changes other than orientation or mirror images.
- **Stock Plan:** Any single family dwelling that has been previously built and has a **Current Master Plan** on file.
- **Current Master Plan:** Any single family dwelling plan that is being built to the 2016 California Codes and has a master plan on file with the City of Davis Building Department.

### What to Submit for a Master Plan

- Three sets of complete building plans.
- Three copies of Energy Calculations for all orientations
- Three copies of any/all of the following that are applicable:
  - Structural Calculations
  - Truss Calculations and layout plan
  - Final Soils Report (one copy is sufficient)

All of these items must be “wet” signed or be accompanied with a letter from the Architect, Engineer and Energy Consultant giving permission for their work to be copied.

There is a filing fee of \$300.00 for each Master Plan submitted. Turnaround time is the current minimum, depending on workload.

- Plan packages are required to include drawings for any “mirror images” of the house.
- No more than three different elevations (excluding finish materials) will be allowed on a particular plan. If there are structural changes due to the elevation option, separate drawings and a new master plan are required to reflect those changes.
- Any optional room configuration which increases the floor area, causes a structural framing change to beam size, shear wall length, hold-down, nailing schedule, etc...will require a **separate** master plan.

### What to Submit for a Stock Plan

- Two copies of plot plans and completion of the Residential Zoning Checklist.
- Print “Stock Plan” at the top right hand corner of the application
- Provide Scan Information and Assessor Information Worksheets with the address of the proposed project printed on the form.
- There is a \$300.00 filing fee for each Stock Plan Submitted.

Turnaround time on all Stock Plans is 7 working days or less depending on workload.

***Modifications to Master Plans are not allowed***