



MASTER PLAN SUBMITTAL GUIDELINES

City of Lathrop
Building Department

390 Towne Centre Drive – Lathrop, CA 95330
Email: PermitOffice@ci.lathrop.ca.us
Phone #: (209) 941-7270

PLEASE REFER TO THESE SUBMITTAL GUIDELINES BELOW FOR ALL RESIDENTIAL MASTER PLAN SUBMITTALS

The following information and documentation must be submitted electronically to the Building Department in order for your Master Plan Submittal to be deemed complete, and ready for processing. Failure to submit all of the applicable information may result in a delay in processing time, or rejection of your submittal due to incompleteness.

Before submitting Master Plan Submittals to the Building Department, an **Architectural Design Review (ADR) Application must be submitted and approved by the Planning Department**. Once the ADR is approved, Master Plan Submittals may be submitted to the Building Department following our [General Permitting Submittal Guidelines](#).

Please also be aware that each Master Plan Submittal must be applied for separately, with each Plan Number having its own identifying Permit Number and its own complete Individual Master Plan Set. Combined Master Plan Sets are not accepted.

SUBMITTAL REQUIREMENTS:

1. A Complete [Plan Check Application](#)

- ☐ Listing the Number of Plans and Elevations associated with the Master Plan Set

2. A Complete Individual Master Plan Set for each Plan Number

- ☐ **All Architectural and Structural sheets must be wet signed / electronically signed and stamped by the architect or engineer.**
 - All sheets of the working drawings must be signed – refer to the “[Who May Prepare Plans](#)” Policy)
- ☐ Each Master Plan Set must include at least the following:
 - **Cover Sheet** with descriptive information as follows:
 1. Date
 2. Name, Address, and Contact Phone Numbers for Design and Construction Personnel
 3. Tract Number, and Site Address / Assessor’s Parcel Number (if available)
 4. Plan Number
 5. Project Description / Scope
 6. Deferred Submittal Items (if applicable)
 7. Plan Square Footage Matrix, including:
 - Any Elevation Variations, Number of Stories and Options
 8. Occupancy Type(s)
 9. Type of Construction
 10. Codes used
 11. Sheet Index
 - **Architectural Plans**, including:
 1. Floor Plans and Options
 2. Interior and Exterior Elevations (Front, Rear, Left Right)
 3. Elevation Options
 4. Plan Sections
 5. Roof Layouts
 6. Architectural Details



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- **Structural Plans**, including:
 1. Foundation Plans
 2. Floor Framing for 2nd Floors
 3. Roof Framing Plans
 4. Elevations and Options
 5. Structural Details
 - **Mechanical Plans**, including:
 1. Mechanical Equipment
 2. Ventilation and Exhaust
 3. Mechanical Details
 - **Plumbing Plans**, including:
 1. Gas and Water Fixtures
 2. Drainage and Waste Systems
 3. Plumbing Details
 - **Electrical Details and Specifications**, including:
 1. Loads and Schedules
 - **Solar Plans**, including:
 1. Solar Cover Sheet
 2. Solar Layouts
 3. PV Line Diagrams
 4. Equipment Layout
 5. Structural Mounting / Attachment Details
 6. System Labels and Details
 7. Specifications
 - **Title24 Compliance Documentation**
 - **CALGreen Building Code Compliance Documentation**
 - **Landscape Plans**
3. **Complete Set of Structural Calculations Stamped and Signed** by the Project Engineer
 4. **Complete Set of Trusses Calculations and Layouts Stamped and Signed** by the Project Engineer
 5. **Trusses Compliance Letter Signed** by the Project Engineer
 6. **Title24 Energy Calculations** with Registration Number registered to the State for Compliance
 7. **Geotechnical / Soils Report** signed by the Approved Special Inspector on Record
 8. **Complete Special Inspection Form** with selected Approved Special Inspection Agency

Deferred Submittal Requests must be included in the initial Submittal, noted on the Cover Sheet, and are subject to approval by the Chief Building Official. Include the Deferred Submittal Request Form in the initial Submittal.

Expedited Review Requests must be included in the initial Submittal and are subject to approval by the Chief Building Official, Additional Review Fees, and availability. Only Building Reviews are subject to Expedited Reviews, and all other reviewing Departments will remain subject to Current Cycle Times. Include the Expedited Review Request Form in the initial Submittal.



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MAXIMUM ALLOWANCES FOR MASTER PLANS:

Master Plans are limited to a maximum number of variations and changes for each Plan. Please see the limitations below:

1. Maximum of four (4) non-structural internal changes permitted on each standard plan
2. Maximum of three (3) roofline changes or variations
3. Maximum of three (3) non-structural cosmetic elevation changes or variations
4. Maximum of three (3) porch / patio changes or variations
5. Maximum of two (2) garage variations (e.g. 2-car, 3-car, etc.)
6. Maximum of three (3) solar photovoltaic system variations (e.g. 3.5kW, 4.2kW, 6.0kW)
7. For Reversed Plan options, provide the reverse plan sheets for the foundation, floor plan, shear walls, and roof layout
 - ☐ Sheets Labeled with “R”
8. Any increase or decrease of square footage to **Approved** Master Plans is not allowed
 - ☐ A change of habitable square footage (increase or decrease) will require a separate Master Plan Submittal.

PLAN REVIEW PROCESS:

After submitting Master Plan Submittals following the General Permit Submittal Guidelines and following the Submittal Requirements above, and have been deemed complete, Plan Check Fees will be invoiced and sent via email to the contact(s) provided on the Application. Contacts will also be able to see these pending invoices when logging onto the Lathrop Civic Access Portal (LCAP). These Plan Check Fees must be paid before Submittals are routed for Plan Review.

All Master Plan Submittals are subject to Additional Review Fees when submitting Expedited Review Requests, or after a 3rd Plan Check Cycle with remaining comments.

Follow our Current Cycle Times for standard estimated Plan Review times. Please account for stamping and processing time.

Production Permits and Sales Office / Trailer Permits that are associated with a Master Plan will not be accepted for Application until Master Plans have been Approved. The only exception to this is Model Home Permits, which are subject to Planning Department's and the CBO's approvals.

Once a whole Master Plan Set has been Approved, any Additional Review Fees will be invoiced, and when all fees are paid, applicants will be able to download all Certified Documents from the “Attachments” Section of each Master Plan on LCAP.

Revisions made after approval must follow the General Permit Submittal Guidelines and are limited to changes that do not result in changes to the original scope of work, such as changes to the total square footage, or adding additional solar components. Additional Review Fees will apply.