



# MASTER PLAN SUBMITTAL GUIDELINES

*Building Department*

*390 Towne Centre Dr, Lathrop, CA 95330  
Phone: (209) 941-7270*

**BEFORE SUBMITTING MASTER PLANS TO THE BUILDING DEPT., AN ARCHITECTURAL DESIGN REVIEW APPLICATION MUST BE SUBMITTED TO THE PLANNING DEPT. WHEN THE ADR IS APPROVED, MASTER PLAN SUBMITTALS MAY BE SUBMITTED TO THE BUILDING DEPT. FOLLOWING THE BUILDING PERMIT GUIDELINES VIA DROPBOX SUBMITTAL**

## **Requirements for Master Plans:**

1. Maximum of (4) non-structural internal changes permitted on each standard plan.
2. Any Increase or decrease of square footage to Approved plans is not allowed
  - a. Change of habitable square footage (increase or decrease) will require a separate Master Plan Submittal
3. Maximum of (3) roofline changes or variations
4. Maximum of (3) non-structural cosmetic elevation changes or variations
5. Maximum of (3) porch / patio changes or variations; size not to exceed 120 sq. ft.
  - a. Wrap-around patio options, as required by Planning, are permitted
6. Maximum of (2) garage variations (Ex: 2 or 3 car)
7. Maximum of (3) solar photovoltaic system variations (Ex: 3.5 kW, 4.2 kW, 6.0 kW)
8. For reversed plan options, provide the reverse plan sheets for the foundation, floor plan, shear walls, and roof layout.
  - a. Label these sheets with the sheet number followed by an "R"
9. Must have a matrix on the cover sheet identifying all options and sheet numbers
10. Deferred submittals are not allowed

## **Plan Review Fees:**

After submission of Master Plans following the Building Permit Guidelines, Plan Review fees will be invoiced and sent via the contact email provided on the application. These fees must be paid before Master Plan submittals are routed for Plan Review

## **Plan Review Times:**

Note that 1<sup>st</sup> Submittals take up to 20 business days in Plan Review, and subsequent reviews, if corrections are needed, will take up to 15 business days more. 2<sup>nd</sup> Resubmittal Reviews may take an additional 10 business days; 3<sup>rd</sup> Resubmittals may take an additional 5 business days. Processing times vary after reviews are approved by the Building Dept.