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# MASTER PLAN AND PRODUCTION HOME PERMIT CHECKLIST



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This checklist is a guide to the **Master Plan & Production Home Permit** process. This checklist is divided into two sections relative to the two steps involved in the master plan process. Section one titled Master Plan Submittal is a list of items required for an application for master plan review. Master plan records are not building permits, they are plan review records. Only after a master plan is reviewed and approved can step two begin with application for production home permits. Section two titled Production Home Permit Submittal is a list of items required for each production home permit.

## MASTER PLAN SUBMITTAL REQUIREMENTS

### Planning Division Approval:

<input type="checkbox"/>	Approval from the Planning Division is required prior to submitting a master plan application for plan review. Confirm design review approval has been received from the Planning Division.
<input type="checkbox"/>	Plans being submitted for plan review must match the plans approved through the design review process with Planning. Confirm no design changes since receiving design review approval.

### Required Documentation:

<input type="checkbox"/>	<a href="#">Building Permit Application</a>
<input type="checkbox"/>	<b>Plans</b> – Electronic files in accordance with the City’s Electronic Plan Check (EPC) program. Files shall be formatted in accordance with the City’s <a href="#">EPC Guide</a> .
<input type="checkbox"/>	<b>Supplemental Documents</b> – Electronic files of the following documents are required: <ul style="list-style-type: none"><li><input type="checkbox"/> Geotechnical Investigation (soils report) – Required for all subdivisions</li><li><input type="checkbox"/> Letter of concurrence for the foundation design from the geotechnical engineer</li><li><input type="checkbox"/> Structural Calculations</li><li><input type="checkbox"/> Truss Calculations</li><li><input type="checkbox"/> Letter of concurrence for the truss design from the structural engineer</li><li><input type="checkbox"/> Energy Calculations</li><li><input type="checkbox"/> Photovoltaic Plans and Specs</li><li><input type="checkbox"/> Special Inspection and Testing Agreement (if applicable)</li><li><input type="checkbox"/> Flood Elevation Certificates (if applicable) – see below</li></ul>

### Floodplain Development Requirements:

<input type="checkbox"/>	<b>100-Year Floodplain:</b> All projects located in a FEMA designated Special Flood Hazard Area (SFHA) on the current Flood Insurance Rate Map (FIRM) are subject to the requirements of the City of Stockton flood damage prevention ordinance, Section 15.44 of the Stockton Municipal Code. The following documentation is required: <ul style="list-style-type: none"><li>○ A master site plan for the subdivision prepared by a California Licensed Civil Engineer. The site plan shall identify the applicable flood zone(s), flood zone boundary lines, and which lots are subject to the requirements.</li></ul>
<input type="checkbox"/>	<b>200-Year Floodplain (SB5):</b> As of July 2, 2016, all new residential construction is subject to the 200-year floodplain development standards as required by the State of California, Senate Bill 5. For subdivisions with areas subject to flood depths of greater than 3.0 feet on the current 200-year floodplain analysis map, the following is required: <ul style="list-style-type: none"><li>○ A master grading plan for the subdivision prepared by a California Licensed Civil Engineer. The plan shall identify the existing/proposed pad elevations and proposed finished floor elevations for all lots proposed for development. The plan shall also identify which lots are subject to elevation requirements and which lots qualify for the shallow flooding exemption (flood depths less than 3.0 feet).</li></ul>

**Landscape Requirements:**

<input type="checkbox"/>	<p>New construction <i>projects</i> with an aggregate landscape area equal to or greater than 500 square feet shall comply with the state Model Water Efficient Landscape Ordinance (MWELO). For the purposes of this requirement the entire subdivision is considered a <i>project</i>. A complete landscape master plan package is required indicating one of the following approaches:</p> <ol style="list-style-type: none"> <li>1. Complete landscape design package for the entire subdivision, or;</li> <li>2. Complete landscape design package for each typical lot configuration such as corner lot, interior lot, premium lot, etc.</li> </ol>
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**Photovoltaic Requirements:**

<input type="checkbox"/>	<p>All new residential construction is required to have a photovoltaic system in accordance with the California Energy Code. Provide compliance with this requirement by including the photovoltaic installation details and specifications with each separate master plan submittal. The PV plans/details <u>cannot</u> be a deferred submittal.</p>
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*Full plan review fees will be charged for each master plan record submitted for review. The plan review amount will be assessed using the higher of two valuations: either the applicant’s valuation or the calculated valuation in accordance with ICC Building Valuation Data tables.*

**PRODUCTION HOME SUBMITTAL REQUIREMENTS**

**Submittal Process:**

Following Master Plan approval, all production home permits must be submitted through the City’s online permit portal. Follow the step-by-step [online submittal instructions](#) for how to make a complete submittal. Refer to the following list of documentation that may need to be uploaded during the submittal process.

Please note that production homes (or model homes) cannot be applied for until backbone infrastructure for the subdivision is substantially complete (i.e. streets, utilities, etc.)

**Required Documentation:**

<input type="checkbox"/>	<p>Plot Plan (to scale) for the specific lot – Electronic File</p> <p style="margin-left: 20px;"><input type="checkbox"/> If the lot is subject to the floodplain development requirements above, specify the finished floor and grade elevations on the plot plan in accordance with the Elevation Certificate for the lot.</p>
<input type="checkbox"/>	Approved Floor Plan (marking the specific options to be built) – Electronic File
<input type="checkbox"/>	Receipt of payment for school impact fees (may be provided prior to permit issuance)
<input type="checkbox"/>	Receipt of fees paid or exemption form from SJCOG, Inc. for <a href="#">habitat mitigation</a> (may be provided prior to permit issuance)
<input type="checkbox"/>	<a href="#">Construction Debris Recycling Form</a>

**Additional Documentation (if applicable):**

<input type="checkbox"/>	FEMA “Construction Drawings” Elevation Certificate if located in 100-year flood zone – Electronic File
<input type="checkbox"/>	City of Stockton “Construction Drawings” 200-Year Flood Elevation Certificate if subject to 200-year floodplain requirements – Electronic File
<input type="checkbox"/>	Stockton Economic Stimulus Program (SESP) residential affidavit. More information about the <a href="#">SESP</a> can be found on our website.

*Production home permits are typically processed within ten (10) working days. Residential fire sprinkler plans and calculations are a deferred submittal directly to the City of Stockton Fire Prevention Division.*