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MASTER PLAN AND PRODUCTION HOME PERMIT CHECKLIST



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561
www.stocktonca.gov/buildinginspection

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.

Applicant		Master Plan Submittal	City Staff	
Yes	No		Yes	No

Planning Division Approval:

Applicant	Master Plan Submittal	City Staff
	Approval from the Planning Division is required prior to submitting a master plan application for plan review. Design Review approval received from Planning.	
	Plans being submitted for plan review match the plans approved through the design review process with Planning.	

Required Documentation:

Applicant	Master Plan Submittal	City Staff
	Completed Building Permit Application	
	Plans – Electronic files in accordance with the City’s Electronic Plan Check (EPC) program. Refer to the EPC guide here: http://www.stocktongov.com/files/EPC_Guide.pdf	
	Supplemental Documents – Electronic files of the following documents are required: <ul style="list-style-type: none"> ○ Geotechnical Investigation (soils report) – Required for all subdivisions ○ Letter of concurrence for the foundation design from the geotechnical engineer ○ Structural Calculations ○ Truss Calculations ○ Letter of concurrence for the truss design from the structural engineer ○ Energy Calculations ○ Special Inspection and Testing Agreement (if applicable) 	

Floodplain Development Requirements:

Applicant	Master Plan Submittal	City Staff
	100-Year Floodplain: 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"> ○ 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. 	
	200-Year Floodplain (SB5): 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"> ○ 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. 	

Water Efficiency Landscape Requirements:

		<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 then entire subdivision is considered a <i>project</i>. A complete landscape documentation package is required indicating one of the following approaches:</p> <ol style="list-style-type: none"> 1. Complete landscape design package for the entire subdivision, or; 2. Complete landscape design package for each typical lot configuration such as corner lot, interior lot, premium lot, etc. 		
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Photovoltaic Requirements:

		<p>All new residential construction is required to have a photovoltaic system in accordance with the California Energy Code. Provide compliance with this requirement through one of the following approaches:</p> <ol style="list-style-type: none"> 1. Photovoltaic Master Plan package for the subdivision showing electrical and installation requirements for each plan type and lot configuration, this will require a separate master plan permit for PV only, or; 2. Include the photovoltaic installation details and specifications with each master plan submittal, or; 3. Indicate on the cover sheet of each master plan that the photovoltaic system will be a deferred submittal. If utilizing this approach, plans and details for the system must be submitted for review prior to close-in inspection 		
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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.

Applicant		Production Home Permit Submittal	City Staff	
Yes	No		Yes	No
		Items		

Required Documentation:

		<p>Completed building permit application for the option being built. Application shall include:</p> <ul style="list-style-type: none"> o Template number for selected option (provided at master plan approval) o Lot Number & APN 		
		Electronic file or three (3) copies of Plot Plan (8 ½” x 11”) for the specific lot		
		Electronic file or three (3) copies the approved Floor Plan		
		Receipt of payment for school impact fees		
		Receipt of fees paid or exemption form from SJCOG, Inc. for habitat mitigation		

Additional Documentation (if applicable):

		Electronic file or two (2) copies of FEMA “Construction Drawings” Elevation Certificate if located in 100-year flood zone.		
		Electronic file or two (2) copies of City of Stockton “Construction Drawings” 200-Year Flood Elevation Certificate if subject to 200-year floodplain requirements.		
		Stockton Economic Stimulus Program (SESP) residential affidavit. More information about the SESP can be found at: www.stocktongov.com/sesp		

Production home permits are typically processed within five (5) working days. Residential fire sprinkler plans and calculations are a deferred submittal directly to the City of Stockton Fire Prevention Division.