



**PLACERVILLE OFFICE:**  
2850 FAIRLANE COURT  
PLACERVILLE, CA 95667  
(530) 621-5315  
(530) 622-1708 Fax  
Counter Hours: 7:30 AM to 3 PM  
[bldgdept@co.el-dorado.ca.us](mailto:bldgdept@co.el-dorado.ca.us)

**LAKE TAHOE OFFICE:**  
3368 LAKE TAHOE BLVD  
SUITE 302  
SOUTH LAKE TAHOE, CA 96150  
(530) 573-3330 & 542-9082 Fax  
Counter Hours: 8-12 PM & 1-4 PM  
[tahoebuild@co.el-dorado.ca.us](mailto:tahoebuild@co.el-dorado.ca.us)

**EL DORADO HILLS OFFICE:**  
4950 HILLSDALE CIRCLE, SUITE 100  
EL DORADO HILLS, CA 95762  
(916) 941-4967 & (530) 621-5582  
(916) 941-0269 Fax  
Counter Hours: 7:30-12 PM & 1-4 PM  
[bldgdept@co.el-dorado.ca.us](mailto:bldgdept@co.el-dorado.ca.us)

## MASTER PLAN PROGRAM

### PROGRAM GUIDELINES:

- All plans must be submitted with left and right-hand orientation.
- Site plans for subdivision lots are required to be in an 8-1/2" x 14" format.
- Elevations are limited to a total of four.
- The plan is limited to three different garage footprints (typically 3-car, 4-car, and side-load garage options). The living space footprint cannot be altered.
- A single foundation plan is required to accommodate any approved elevation or approved option within that particular plan. The foundation must be built to this worst-case specification.
- *Structural revisions* to the plan are not permitted (i.e.: footings, bearing walls, shear walls, window locations, or roof layout). Such a plan would require submittal as a separate master plan, or could be submitted as a custom home (still handled by our master plan staff for continuity).
- *Non-structural* revisions are permitted. Generally, only a revised floor plan would need to be submitted (no options shown). However, if a gas appliance was added or re-located, a revised gas-piping plan would also be required.
- *Field* revisions are discouraged, but if the scope is limited, they may be accepted due to the nature of the industry. However, continued and/or excessive revisions to master plans will cause our department to evaluate the builder's status within the program, and whether both parties would be better served by the builder using the mainline permit system for future submissions.

*EL DORADO COUNTY*  
**MASTER PLAN SUBMISSION GUIDELINE**

In order for the plan review process to begin, the following items must be submitted:

- ❑ **Complete a “Master Plan Submittal” form (see attached).**
- ❑ **Submit a square-footage summary of the plan variations (see attached “Master Plan Summary”)**
- ❑ **One complete set of construction plans.**
- ❑ **Structural calculations and applicable plan pages must be wet-stamped and signed by the Engineer or Architect of Record. Note that construction drawings and related submittals by *design professionals* must *acknowledge the repeated use of their work*.**
- ❑ **Truss specifications must be wet-stamped by the truss engineer. The project engineer (Engineer of Record) must also review, stamp and sign the truss layout sheet for compatibility with the building design.**
- ❑ **A truss layout sheet per elevation (compatible with the roof plan).**
- ❑ **Energy calculations for all orientations. Design must meet worst-case scenario.**
- ❑ **Left and right-hand plans (so the building can be reversed). Applies to all structural pages (i.e: foundation, floor framing, shear walls, roof-framing). Also provide a reversed floor plan.**
- ❑ **Shear wall schedule on same sheet(s) as shear layout where practicable.**
- ❑ **Gas piping plan showing pipe length, size and input BTU demand of each appliance. Specify type of fuel.**
- ❑ **Electrical/mechanical plan.**

For more complete information, a guideline for preparing plans is now available on our web site at [www.co.el-dorado.ca.us/building](http://www.co.el-dorado.ca.us/building). Just scroll down and click on Plan Review Guidelines.

**Master Plan Submittal**

**OFFICE USE ONLY**

                      
**Date**

                      
**Initials**

**APPLICANT TO COMPLETE:**

Owner's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Ph [ ] \_\_\_\_\_ Fax [ ] \_\_\_\_\_

Contractor's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Ph [ ] \_\_\_\_\_ Fax [ ] \_\_\_\_\_

Contact Person \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Ph [ ] \_\_\_\_\_ Fax [ ] \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

Business Lic. No. \_\_\_\_\_  
 Contractors Lic. No. \_\_\_\_\_  
 Engineer \_\_\_\_\_ Lic. No. \_\_\_\_\_  
 Architect \_\_\_\_\_ Lic. No. \_\_\_\_\_  
 Lender \_\_\_\_\_

Check One:

- NEW PLAN: include a square-footage summary of each plan variation using dept.-provided form.
- REVISION: include a cover letter describing the nature of the change(s) and the page(s) affected.

I understand that an application missing any required items will be deemed incomplete, and the plan review process will not be scheduled until the items are received by the Building Department.

Print Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR BUILDING DEPARTMENT USE:**

NOTES:

**Structural**

<input type="checkbox"/> Approved Date _____	P/C Date			
	By			

**Non-Structural**

<input type="checkbox"/> Approved Date _____	P/C Date			
	By			

**Contact**

Comments Sent	Date			
	By			
Response Rec'd	Date			
	By			

**Master Plan Summary**

**OFFICE USE ONLY**

Date

Initials

Builder \_\_\_\_\_

Your Plan # \_\_\_\_\_

Design Code Year	
Design Snow Load	
Design Climate Zone	

(leave blank)	Description: Basic Plan and variations with different square footages	<sup>1</sup> R3 Sq Ft	<sup>2</sup> U Sq Ft	Deck Sq Ft	Covered Porch Sq Ft
	Basic Plan:				

<sup>1</sup> R-3 occupancy represents living space.

<sup>2</sup> U occupancy represents accessory space such as a garage, shop, or unconditioned storage area.

**Master Plan Summary**

**OFFICE USE ONLY**

                      
**Date**

                      
**Initials**

Builder \_\_\_\_\_

Your Plan # \_\_\_\_\_

Design Code Year	
Design Snow Load	
Design Climate Zone	

SAMPLE

(leave blank)	Description: Basic Plan and variations with different square footages	<sup>1</sup> R3 Sq Ft	<sup>2</sup> U Sq Ft	Deck Sq Ft	Covered Porch Sq Ft
	BASIC PLAN: Dwelling, 3-car garage	<b>3380</b>	<b>670</b>		
	Dwelling, 3-car side-loaded garage	<b>3380</b>	<b>980</b>		
	Dwelling, 4-car garage	<b>3380</b>	<b>1064</b>		
	Dwelling, 3-car garage, deck	<b>3380</b>	<b>670</b>	<b>148</b>	
	Dwelling, 3-car side loaded garage, deck	<b>3380</b>	<b>980</b>		<b>175</b>
	Dwelling, 4-car garage, deck	<b>3380</b>	<b>1064</b>	<b>148</b>	
	Dwelling, 4-car garage, covered patio	<b>3380</b>	<b>1064</b>		<b>175</b>
	Dwelling, 4-car garage, deck, covered patio	<b>3380</b>	<b>1064</b>	<b>148</b>	<b>175</b>

<sup>1</sup> R-3 occupancy represents living space.

<sup>2</sup> U occupancy represents accessory space such as a garage, shop, or unconditioned storage area.