

Master Plan Review Procedure & Checklist

INITIAL MASTER PLAN SUBMISSION:

- Written notification stating the intent of the submitted plan is to be used as a MASTER PLAN must accompany the required construction data.
- The initial submittal must include four sets of plans with completed permit application.
 - One for the Builder's File
 - One for the Inspections Department File
 - One for the Job Site
 - One for the City File

A plan review will be conducted on the master plan. Upon completion, all notations on the master plan will be transferred to the additional sets of plans.

Amendments to the master plan must be in accordance with State Building Code Section 1300.0160 Subp. 6.

Plan review fees will be calculated at 65% of the permit fee for the master plan + 25% for the first site specific.

FUTURE SUBMISSIONS OF DUPLICATE PLANS:

- Written notification stating the intent of the submitted plan is a duplicate of the master plan on file.
- Submissions of duplicate plans must consist of 2 sets of plans with each application.

All corrections noted on the master plan must be made on future submissions.

All duplicate plans will be compared and reviewed for compliance to the master plan.

Plan review fees will be calculated at 25% of the initial master plan review fee for each duplicate submission.