

- **Master Plan review time is 10 business days. Up to 3 plans per day can be submitted**
- A completed application includes a signature as well as all line items addressed (if an item is not applicable please note as such).
- All options for the master plan need to be listed, with square footages specified if applicable.
- Architectural Review Committee Letter - signed and completed (if required by subdivision)
- List floor protection method on plans and application per R302.13
- Site Specific Plan permits cannot be submitted until the Master Plan is has been approved through check in.
- Options added after the Master Plan has been approved will need to be submitted for review. Please **submit the entire** plan set, with revisions clouded. Provide a separate narrative of the changes.
- Master Plans expire once new I-codes are locally adopted.
- See list on following page for the required submittal documents

<b>MASTER PLAN SUBMITTAL CHECKLIST</b>			
<b>2021 IRC / 2021 IECC</b>			
	Architectural Plans	Stamp not required	<ul style="list-style-type: none"> <li>• Floor plans. Show all options* (include all elevation styles)</li> <li>• Finished basement options</li> <li>• Electrical plan</li> <li>• Exterior elevations (include all elevation styles)</li> <li>• Full building section</li> <li>• Stair details</li> <li>• Roof Plan(s)</li> </ul>
<b>*Master Plan Options*</b>			
Options cannot alter the foundation footprint of the <u>interior living</u> space or add entirely new levels. Exceptions:			
<ul style="list-style-type: none"> <li>• Cantilevers and bay windows</li> <li>• Enlarged garage/added car spaces (not a living space)</li> <li>• Foundation options that do not change the square footage or footprint design (crawl space, garden level, walk-out and full basement options)</li> <li>• Adding floor area to <i>existing</i> 2<sup>nd</sup> level in lieu of open-to-below space.</li> </ul>			
	Structural Drawings	Stamped by CO Licensed Engineer 24x36 PDF	<ul style="list-style-type: none"> <li>• Foundation design</li> <li>• Floor, Wall, and Roof Framing</li> <li>• Shear design (wall bracing)</li> <li>• Stair and connection details</li> <li>• Include all drawings for each option</li> </ul>

			<ul style="list-style-type: none"> <li>• All connectors for decks and roof covers. Include lateral load connectors per (R507.9.2 )</li> </ul>
Energy Code Compliance Docs	By Certified Energy Rater if other than Prescriptive  8.5x11 PDF		<ul style="list-style-type: none"> <li>• Prescriptive Option <ul style="list-style-type: none"> <li>○ Method 1: Use the minimum R-values per building component. Table R402.1.3, <b>OR</b></li> <li>○ Method 2: UA Alternative. Energy trade-offs for overall building envelope U-Value. RESCheck software is one software that can be used to perform this calculation. (R 402.1.5, Total UA Alternative).</li> </ul> </li> <li>• Simulated Performance method option. (R405) <ul style="list-style-type: none"> <li>○ Must include Energy Code Inspection List.</li> <li>○ Inspections by 3<sup>rd</sup> party</li> </ul> </li> <li>• Energy Rating Index (ERI) option (R406) <ul style="list-style-type: none"> <li>○ Inspections by 3<sup>rd</sup> party</li> </ul> </li> </ul>
Mechanical Drawings	Calcs to be performed by ACCA approved software 8.5x11 PDF		<ul style="list-style-type: none"> <li>• ACCA Manuals J, D, and S</li> <li>• Specify whole-house mechanical ventilation system (M1505.4).</li> </ul>
P2904 Fire Sprinkler Design	Licensed Sprinkler Design Engineer 24x36 PDF		<ul style="list-style-type: none"> <li>• <b>ONLY</b> if using this method of Fire Protection of Floors.</li> <li>• <b>Must be designed and stamped by engineer</b></li> </ul>
Sales Office & Accessibility Plan  <b>Current code is ICC A117.1 2017.</b>	Stamp not required 24x26 PDF		<ul style="list-style-type: none"> <li>• Floor plan with office layout</li> <li>• Occupant load, egress door size, water for drinking, toilet facilities.</li> <li>• Accessibility information <ul style="list-style-type: none"> <li>○ Site <ul style="list-style-type: none"> <li>▪ Parking and driveway slope in compliance with the IEBC Section 308.8.5.</li> </ul> </li> <li>○ Show accessible route to the areas of primary function.</li> <li>○ Accessible toilet facilities <ul style="list-style-type: none"> <li>▪ An ADA compliant temporary toilet facility can meet requirement</li> </ul> </li> <li>○ Drinking water compliance.</li> </ul> </li> </ul>



City of Loveland Building Division  
Master Plan Application



Please submit complete application and supporting documents to [eplan-res@cityofloveland.org](mailto:eplan-res@cityofloveland.org)

Building Code Addition:

PERMIT NUMBER:

Stock Plan # \_\_\_\_\_ Model Name \_\_\_\_\_

Contractor \_\_\_\_\_ License # \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Subdivision \_\_\_\_\_

Standard Plans:

Number of Bathrooms (1/2)	
Number of Bathrooms (3/4)	
Number of Bathrooms (Full)	
Number of Bedrooms-Basement Only	
Number of Bedrooms-Excluding Basement	
Number of Dwelling Units	
Number of Stories	
1st Sq Ft	
2nd Sq Ft	
Basement Sq Ft (Finished)	
Basement Sq Ft (Unfinished)	
All Elevation Structure Heights (Ft)	
Sq Ft of Covered Deck Area	
Sq Ft of Uncovered Deck Area	
What is the Energy Code Compliance Method?	
*If Prescriptive indicate R-Value for roof/walls/floor	
Number of Fireplaces/Pits-Gas	
Number of Fireplaces/Stoves-Wood	
Fire Protection of Floors Method	
Fully Sprinklered Type?	
Garage Sq Ft	
Garden Level Sq Ft	
Sq Ft of Covered Patio Area	
Sq Ft of Uncovered Patio Area	
Sq Ft of Covered Porch Area	
Sq Ft of Uncovered Porch Area	
Air Conditioning?	
What is the Type of Heat?	
Water Service Provider?	
Garage Type (ex: 2-car attached)	
Crawlspace Sq Ft	

Total Project Valuation	
Total New Square Footage of Project	

Options:

Description of Option	Sq. Ft Added

I certify this application is correct. I agree to perform the work described according to plans and specifications submitted and approved. I agree to comply with all city ordinances, state laws and building codes. Additionally, I **UNDERSTAND THAT I AM RESPONSIBLE FOR ANY FEES OR EXPENSES INCURRED FOR PLAN REVIEW, PERMITS, INSPECTIONS AND OTHER FEES ASSOCIATED WITH THIS APPLICATION. FAILURE TO PICK UP AND PAY FOR THIS PERMIT WITHIN 90 DAYS OF APPROVAL WILL RESULT IN THE APPLICATION BEING CLOSED AND THE PLAN CHECK FEES BEING ASSESSED. ALL FEES UNDER THIS APPLICATION THEN BECOME NULL AND VOID.** This application does not authorize any work within the right-of-way or curb cuts - contact Public Works at 970-962-2516.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date