

## Planning and Development Dept. – Permit Application Center

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[www.cityofrockhill.com](http://www.cityofrockhill.com)



## MASTER BUILDING PLAN APPROVAL PROCESS

Master Plans may be used to expedite the permitting process for standardized or repetitively built floor plans. A “Master Plan” is a complete set of construction plans that shows a particular model of home with all available options. The building plan reviewer will review these drawings for code compliance and keep the “Master Plan” on file.

When applying for a building permit after master plan approval, supply a printed set of building plans with the options not used for that particular lot marked out or crossed out on the drawings. This lets the building plan reviewer know which options will be used or not used for that location. Each permit application will need all of the information listed in the *Residential Building Permit Packet*.

### Master Plan Checklist

Construction plans or drawings should be no smaller than 11 inches by 17 inches, all notes must be legible, and should include the following:

- Foundation plan** - Include overall foundation layout, type of foundation (crawl, slab) and pier location and sizes. Provide dimensions for all pier locations. Locate all foundation vents on crawl space plan. Foundation sections shall also be provided. In certain applications, queen’s brick does not meet certain load bearing requirements in curtain wall assemblies. Please indicate the type of brick being used in these circumstances.
- Floor joist layout** - Include size, type, span and direction of joists along with spacing.
- Elevation Drawings** – Include front, rear, and side elevations.
- Floor plan** - Include floor plan of each floor with dimensions and all rooms labeled. Provide window and door sizes along with header and structural information.
- Electrical plan** - Provide location of all outlets, GFCI outlets, lights, smoke detectors, carbon monoxide detectors and appliances along with water heater location with type labeled (gas or electric).
- Wall framing details**, including cross section or “slice” that depicts the structure from the foundation through the roof and includes thickness of footings or slabs, size of studs, size of joists and rafters, bolting and anchoring, insulation and exterior finish.
- Braced wall floor plan & details**. Plans should show wall plan layout with shaded areas showing braced wall locations and should also indicate which type of braced wall is being used in those areas. Include a cross section or “slice” that depicts the structure from the foundation through to the top plate. Larger scale details shall be provided for the sill plate attachment, 1st and 2nd floor transition, and top plate attachment.
- Roof plan** (bird’s eye view) and in the case of a complex or multi-level roof, a roof framing plan.
- Show every option available** including decks, screened porches, bonus rooms, finished basements, etc.

### Plan Submittal

Plans may be submitted online at [www.cityofrockhill.com/online-services](http://www.cityofrockhill.com/online-services), ftp site, or hand delivered or mailed to the address above. Please contact us for login information for the ftp site.

### Review Process

