



## **Master Home Plan Approval Program**

The Master Home Plan Approval Program is intended to help expedite the permitting and plan review process for developers, contractors and/or homebuilders who construct significant numbers of single family residential homes within a subdivision in the City of Savannah. The program will utilize pre-approved building plans specific to particular house designs/models that will be retained on file with Development Services as a “Master Home Plan.” When a home is to be built, the applicant will submit for a building permit with a copy of the pre-approved plan contained in the Master Home Plan. City plan review staff will then review the submittal for completeness, compare the Master Home Plan and building permit plan for discrepancies, conduct the necessary correspondence and then approve the building permit.

### **1. Submittal Requirements**

#### **A. Master Home Plan**

One (1) Master Home Plan package should contain the following bound documents:

- COVER PAGE - One (1) coversheet including project/subdivision name, vicinity map, contact information and Master Home Plan type/name used, e.g. “The Magnolia Plan @ Spring Point”.
- One (1) subdivision map/master plan.
- Plan set for the individual Master Home Plan/model type with all option types and structural details.
- A PDF file of the Master Home Plan.
- If Master Home Plans are intended to be used in more than one subdivision/development, this must be stated on the application, and the Master Home Plan shall be designed to meet the criteria of all applicable developments (e.g. design data, geographical data).

#### **B. Building Permit**

- Two (2) bound sets of construction drawings stamped “FOR CONSTRUCTION”.
- A building permit is required for each home built. This submittal is separate from the Master Home Plan submittal. Include the City’s eTRAC Master Home Plan Number for the plan approval on the permit application.
- Individual home plans/models will require structural details applicable to each lot.
- The Master Home Plan and the building permit home plan should be identical. Options unique to each home plan should match the options on file with the Master Home Plan. The applicant will be responsible for circling and initialing which options apply. Details, options or other data that is moved or otherwise changed will remove the permit application from the Master Home Plan program, and could delay the building permit.

### **2. Fees**

- A one-time plan review fee of **\$200** per Master Home Plan is required and due upon submittal.
- A reduced plan review fee of **\$50** is required with the submittal of the individual home plan thereafter. Standard building permit fees and technology fees apply per home plan as they are individually approved and issued.

### **3. Other Requirements**

- Master Home Plans shall be valid until applicable codes are changed or amended. A Code Change Update to an approved Master Home Plan must be requested in writing and an additional **\$200** fee is required to update the Master Home Plan.

To review status of permits and inspections, visit <http://eTRAC.savannahga.gov>