



RESIDENTIAL MASTER PLAN APPLICATION

MASTER PLAN NUMBER

CHESTERFIELD COUNTY DEPARTMENT OF BUILDING INSPECTION
PO BOX 40; CHESTERFIELD, VA 23832 • PHONE: (804) 748-1057; FAX: (804) 751-4713

GRAY AREAS ARE FOR OFFICE USE ONLY

| | | |
|----------------------------|------------------|-----------------------------------|
| MODEL HOME NAME | | CONTRACTOR PLAN # (IF APPLICABLE) |
| CONTRACTOR NAME | | CONTRACTOR ID |
| CONTRACTOR MAILING ADDRESS | | CONTRACTOR PHONE |
| CONTRACTOR CITY/STATE/ZIP | | DATE PLAN RELEASED |
| APPLICANTS SIGNATURE | APPLICATION DATE | INITIAL PERMIT NUMBER |

INSTRUCTIONS

The Master Plan System is for contractors who build the same model of homes a number of times. The benefits of this system are to reduce the plan review turnaround to five working days for plans submitted under this system, once the Master Plan has been approved. The procedure is as follows:

1. If you wish to register for the Master Plan system while applying for a permit, please submit three sets of plans and a Master Plan application. One set of the plans will be the Master Plan, which may show all options built with this house. The other two sets of plans will be reviewed with the Master Plan and must be corrected as required for normal plan submission.
2. On the Master Plan, all potential options that the contractor uses when building this house may be included. All plans must be drawn to scale with sufficient clarity to show the work to be performed.
3. The Master Plan will not be approved until all corrections have been made and a clean plan is submitted by the builder. Building Inspection will issue a Master Plan number to be used for future applications.
4. When applying for a permit to build this house again, submit two sets of plans with the Master Plan number indicated on the plans. The two sets of plans must clearly show the options being used for that specific application. During plans review, these plans will be compared to the Master Plan on file at Building Inspection. If accurate, plans will be released in approximately five days.

NOTES: