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This checklist is intended to be used for Floating Master Tract Wall Permit applications processed for projects located within the Ranch Plan Planned Community and processed through Land Development under a Reimbursement Agreement (RA). Permit packages can be submitted in groups of multiple phases or by tract. Plans must be submitted via the Land Management System (LMS) at: <https://myoceservices.ocgov.com/>

Floating Masters for Tract Walls not using an approved wall scenario, will need approval by the assigned Land Development project manager prior to submittal.

**Land Development – Floating Master Tract Wall Submittal Requirements:**

- 1) **Permit Application** – Provide all information requested in the LMS customer portal when applying for permits. Include the following if not already requested in customer portal:
  - a. Job Description – Clearly describe the entire project proposal and scope of work consistent with submitted plans. Indicate Ownership and Maintenance responsibilities.
  - b. Provide master building and grading related permit numbers.
  - c. Provide 8.5x11 exhibit to match plans and assign wall numbers. (Indicate wall scenario reference).
  - d. Provide Wall Matrix indicating wall type, detail, lot no., and length of wall to match wall number indicated on exhibit.
  
- 2) **Authorization Forms**
  - a. Agent Authorization Letter – Provide electronic copy.
  - b. Notarized Owner Builder Form – Provide electronic copy.
  
- 3) **Plans** – Provide electronic copy of the site plan, grading sheets showing wall elevations, wall phasing plan and structural plans. The wall phasing plan may differ from building phasing plan. Highlight all walls (fences/pilasters etc.) on plans entire project that are being submitted for plan check review.
 

*\* Retaining walls shown on Grading Plans; non-retaining walls may be on Landscape plans.*

  - a) **Construction Plan**- Indicate details and cross sections.
  - b) **Structural Plan(s)** - Indicate framing member sizes, beam sizes, construction details, back up calculations, data etc.
  - c) **Engineer’s Structural Calculations** –Provide electronic copy to justify proposed framing members and beam sizes, footing sizes and reinforcement, lateral resisting system and connections. All plans and calculations must be “wet” or digitally signed stamped and signed by the registered Civil/Structural engineer or architect. A hardcopy of the wet stamp and signature letter is required prior to issuance of permits.

- d) **Soils Report Sets** – Provide electronic copy of soils reports. Report or addendum cannot be over six (6) months old. At the time the permit is issued, must include wet ink signatures or digitally signed stamped and signed by the registered Civil/Structural engineer or architect. A copy of the electronic stamp and signature letter is required prior to issuance of permits.
- 4) **Plan Check Deposit** – Provide initial deposit required at the time of submittal for plan Check. (Refer to PCRA plan check deposit schedule).

**Repeat Tract Wall Submittal Requirements:** Please note for processing BNR (wall) repeats, please provide approved copies of related plans from the Wall Floating Masters.

- 1) **Permit Application** – Provide all information requested in the LMS customer portal when applying for permits. Include the following if not already requested in customer portal:
  - a. Job Description – Clearly describe the entire project proposal and scope of work consistent with submitted plans. Indicate Ownership and Maintenance responsibilities.
  - b. Provide wall floating master building and grading related permit numbers.
  - c. Provide exhibit to match plans and assign wall numbers (Indicate wall scenario reference).
  - d. Provide Wall Matrix indicating wall type, height, detail, lot number and length of wall to match wall number indicated on exhibit.
  - e. Package for multiple phases or by tract shall have TW/TF as part of Precise Grade Package. Civil engineer must review walls and issue pad certification letters for walls being submitted.
- 2) **Authorization Forms**
  - a. Agent Authorization Letter – Provide electronic copy.
  - b. Notarized Owner Builder Form – Provide electronic copy.
- 3) **Plans** – Provide electronic copy of the site plan, grading plan and/or landscape plans and County approved floating master wall plans (if applicable) including backup calculations and data. Highlight all walls (fences/pilasters etc.) on plans that are being submitted for plan check review.
- 4) **Plan Check Deposit** – Provide initial deposit required at the time of submittal for plan Check. (Refer to RA plan check deposit schedule).