



County Administration South  
601 North Ross Street  
Santa Ana, CA 92701

P.O. Box 4048  
Santa Ana, CA 92702

(714) 667-8800

info@ocpw.ocgov.com

OCPublicWorks.com



This checklist is intended to be used for Residential Floating Masters and Residential Building Permit applications processed for projects located within the Ranch Plan Planned Community and processed through Land Development under a Reimbursement Agreement (RA). Plans must be submitted via the Land Management System (LMS) at: <https://myoceservices.ocgov.com>.

### Land Development – Residential Floating Masters & Repeat Permit Submittal Checklist

- 1) **Permit Application:** All Permits must be submitted for review electronically through the County’s myOCeServices portal, accessed at: <https://myoceservices.ocgov.com>. Review periods begin once the application is deemed complete, payment is processed and the Applicant is notified that the application review has begun.

The application must identify all other approvals and related permits, including previous and concurrent applications and permits. The application must also provide a complete job description, including primary and accessory structures and outdoor uses. The Application must specifically note whether an Encroachment permit will be required; if required, a separate Encroachment permit will need to be transmitted. The application must also provide designate Financially Responsible Party (FRP) and identify an active trust account. The FRP listed in the application must match the owner of the trust account provided in the application.

- 2) **Authorization Forms:**
  - Agent Authorization Letter
  - Concurrent Processing Letter (If applicable)
  - Notarized Owner Builder Form

### Residential Building Floating Master Submittal Requirements:

- a) Job Description – Clearly describe the entire project proposal and scope of work consistent with submitted plans, including primary and accessory structures and outdoor uses.
- b) Other Approvals – List other related previous and concurrent applications, including other planning applications, grading permits, building permits, etc., including related master building and grading permit numbers.
- c) Existing Site Conditions and Uses – Including mass grading, precise grading, clearing and grubbing, and prior structures or other previous uses. If site has been previously graded, application shall state “Proposed grading has been addressed by CEQA document PA\_\_\_\_\_.”

- 1) **Tract Submittal Worksheet Matrix:** Identify additional information for each lot/building. All plan types, reverses, and options must be identified.

- 2) **Architectural Plans:** Include back up calculations and data. Any reverse floor plans will need to be noted on Floating Master and be consistent with grading plans.
- a. Site Plan/Plot Plan – Indicate setbacks to property lines. Provide reverse floor plan exhibit if applicable.
  - b. Foundation Plan and Details – Indicate footing sizes and reinforcing, slab thickness and reinforcing, attachment of new construction to existing structures, etc.
  - c. Floor Plan (Existing and Proposed) - Indicate new areas, door sizes and types, window sizes and types, headers, and use of each room and dimensions. Identify and show the specific floor plans to be built in Reverse.
  - d. Roof Plan – Indicate roof slopes, roof vents, ridges, valleys, flashing, overhangs, drainage, roofing materials, etc.
  - e. Exterior Elevations – Indicate finish material (stucco, etc.) and colors, window and door openings, building heights, etc.
  - f. Section(s) Cut through Addition and Existing Structure - Indicate a section cut through the addition to show naming, relationship and attachment to the existing structure.
  - g. Structural Plan(s) – Indicate framing member sizes, beam sizes, construction details, etc.  

**Note:** Structural plans may be provided on the architectural plans (i.e.) floor plan, roof plan, elevations, etc. Separate structural plans may not be necessary.
  - h. Engineer’s Structural Calculations – Provide to justify proposed framing members and beam sizes, footing sizes and reinforcement, lateral resisting system and connections. All plans and calculations must be “wet” stamped and signed by the registered Civil/Structural engineer or architect.
  - i. Energy Compliance forms – Provide with the latest California Energy Commission’s requirements.
  - j. Energy Calculations – Orientation must be Multiple Orientation Alternative/Cardinal repeat plans.
  - k. Mechanical, Electrical & Plumbing Plan(s) – Mechanical, Electrical and Plumbing Plans (MEP) are required for all Multi-Family Dwellings and for Single Family Dwellings over 3,000 square feet.
  - l. Post Tension Plan(s) – Provide Post Tension Plans and calculations, if applicable.
  - m. Title 24 Plan(s) – Provide Title 24 Plans and calculations, if applicable.
  - n. Solar Site Plan – Provide exhibit that indicates plan types and lots applicable for Solar permit.
  - o. Construction Solar Plans, including roof plans with panel layouts, line diagram, warning labels, fire rating and specification, and rapid shut down information.
  - p. Engineering Structural calculations/connection details for solar plans.

- 3) **Erosion and Sediment Control:** Provide Erosion and Sediment Control Plans (ESCP) signed and stamped by the responsible Engineer.
- 4) **Water Quality Management Plan:** Provide Best Management Practices (BMP) Exhibit from the applicable e-stamped/approved Water Quality Management Plan (WQMP), unless exempt (see Section V.B-3.E for plan components). Exhibit must be signed and stamped by the responsible Engineer.
- 5) **Soils Report Sets:** Provide soils reports. Reports or addenda cannot be over six (6) months old. At the time the permit is issued, reports must include signatures.
- 6) **Acoustical Report:** Provide acoustical report prepared by an acoustical consultant certified by the County of Orange. Reports or Addenda cannot be over six (6) months old. At the time the permit is issued, reports must include wet ink signatures.
- 7) **Green Code Manual:** Provide Green Code Manual and cannot be over six (6) months old.
- 8) **Roof Trusses:** Provide an Roof Truss Calculations. Identify if they are deferred.
- 9) **Fire Master:** Provide approved OCFA Fire Master Plans.
- 10) **Grading Plans:** Submitted for reference only.

### **Residential Building Repeat Permit Submittal Requirements:**

**Note:** Residential Building repeat permits are required to be submitted with Mechanical, Electrical, Plumbing and Solar permits as a building permit package. If any of the required permit types are missing, the submittal will be rejected.

- 1) **Plans:** Provide County-approved precise grading plans.  
  
**Note:** Plans are all applicable sheets from the approved precise grading plans that are e-stamped and County-stamped. For concurrent processing, please provide BLD submittal matrix for review with grading plan check. Plan set to include sheets that show applicable lots plus cover sheet and erosion control sheets.
- 2) **Water Quality Management Plan:** Provide Best Management Practices (BMP) Exhibit from e-stamped/approved Water Quality Management Plan (WQMP), unless exempt (see Section V.B-3.E for plan components). Exhibit must be signed and stamped by the responsible engineer.
- 3) **Ranch Plan Condition of Approval Compliance Matrix:** Provide evidence of compliance with applicable requirements.
- 4) **Plan Check Deposit:** Provide initial deposit required at the time of submittal for plan check. Refer to RA plan check deposit schedule.
- 5) **Fire Master:** Provide approved OCFA Fire Master Plans.
- 6) **Solar Submittal Worksheet Matrix:** Provide a solar permit repeat matrix that specifies which floor plan type and lots will contain which solar plan type/panels.
- 7) **Grading Plans:** Provide County-approved precise grading plans.