

## **Master Plan Submittal and Re-Use Guidelines:**

### **Master Plan Submittal:**

The City of Elko Building Department allows re-use of a residential house plan that has been submitted originally as a “Master Plan.”

Effective March 1<sup>st</sup> 2012, the following condition will apply to all Master Plan submittals:

1. The Master set of plans will include all options when originally submitted. All initial submittals shall clearly list all options that are available for this model.  
All option details and pertinent information must be included and consistently labeled in all plan sheets affected (foundation plan, floor plan, , mechanical, plumbing, electrical, roof framing plan etc.).  
Optional roof systems must include a separate roof framing plan and separate elevations for each option roof system and include ventilation methods for each system.  
Any changes or additional options will not be accepted at a later date and will require the submittal of a new master plan.

Typical options include:

- garage sizes (two-car, three-car, etc.)
- basement finish (unfinished, finished, partially finished, etc.)
- bonus room (finished, unfinished, bedroom, etc.)

### **Re-Use General Guidelines**

The following guidelines and conditions will apply to all Master Plan Re-Use submittals:

1. Two site plans drawn to scale and properly signed with master plan permit number identified.
2. Written approval from the Architect, Engineer, or contractor/designers, of record, as applicable, stating that the plans may be re-used. The same contractors must be used if the plans are designed by a contractor.
3. Identification of options to be used. (see criteria above)
4. In the case of MINOR deviations (ex: finish one room in unfinished basement), a letter of explanation may be submitted by the contractor for approval.
5. In the case of changes other than “minor,” (at the Building Official’s discretion) a complete new set of plans will be required for review.
6. Significant mechanical, plumbing, or electrical changes will be submitted separately by the appropriate sub-contractor and will require issuance of a separate permit. (ex: outlet for hot tub or spa, outlet for heavy duty equipment in garage, gas stub for future fireplace, deck, etc.)