



Other Residential Construction (Mastered Plan Duplex)

Description

This guideline is used when constructing a two unit residence on a residential property, while utilizing a mastered plan.

To apply, use the “Other Residential Construction” application on the CSS portal. Select the “Duplex” option for type of work.

To ensure it is clear a mastered plan is being used, please write “Mastered Plan” in the description field and fill out the Master Permit Number field.

Who Can Apply

General Contractor (CGC), Building Contractor (CBC), Residential Contractor (CRC), or Owner/Builder.

Required Documents – always required

- Site Plan
- Survey
- Architectural Structural Plans
- Energy Calculations (x2)
- Truss Layout
- Truss Design Drawings (TPI) or Deferral Letter
- Product Approval Index Sheet
- Subcontractor Forms (x4)
- Engineer’s Use and Authorization Letter
- Burrowing Owl Gopher Tortoise Affidavit
- Notice of Commencement



Conditional Documents – may be required, subject to the details of the parcel and the scope of work

- Eagle Management Affidavit
- Septic Receipt
- Seawall Affidavit
- Utility Connection Hold Harmless Agreement
- Warranty Deed

Owner/Builder Documents

- Owner/Builder Affidavit

Private Provider Documents

- Notice to Building Official of Use of Private Provider

Review

- Building
- Zoning
- Planning
- Stormwater
- Customer Billing Services (CBS)
- Environmental, if applicable
- Floodplain, if applicable

Inspections

- Inspections vary, subject to the details of the scope of work
- Notice of Commencement
- Stormwater Inspections
- Utility Inspections
- CO New Construction
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

Additional Notes

Private Provider for Plans Review is not permitted when utilizing a mastered plan.