



BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838

Telephone: 304-264-1966, Fax: 304-262-3128

Web Page: www.berkeleywv.org

I. WHAT ARE MASTER PLANS

“Master Plans” are approved construction documents for identical structures proposed to be repeated in Berkeley County. Master Plans include single dwelling units, duplexes and townhouses. The Master Plan Program expedites the issuance of building permits for Master Plan items. An appointment is necessary with the Master Plan Coordinator for service. Please call the Master Plan Coordinator at 304-264-1966.

II. DEFINITIONS

The following are definitions of terms used in this Information Bulletin:

Master Plan: a set of approved construction documents for identical structures proposed to be built repeatedly in Berkeley County.

Master Plan Coordinator: The Plan Review Specialist who accepts Master Plan submittals, calculates fees, processes plans, assigns Master Plan numbers, issues building permits, and processes plan change or revisions to a Master Plan.

Production Phase: A project for which plans have been submitted to the Department of Engineering and Building Inspections.

Model or Plan Type: A designed building or prototype. Each model or plan type is approved under the current code requirement and assigned a specific master plan number.

III. HOW TO ESTABLISH A MASTER PLAN

A. Submission of Plans

The following items must be submitted:

1. Complete sets of plans for single dwelling unit, duplexes or townhouse projects, two of which may require to be stamped by a West Virginia licensed architect or engineer. Contact the Master Plan Coordinator for the number of sets of plans required for submitted. One set of structural calculations.
2. Manual S, Manual J & D.
3. One set of truss calculations and/or floor/ header calculations if applicable.
4. 2009 IECC Prescriptive Method or 2009 (REScheck) is required.
5. One copy of soils report and/or geological study, if applicable.
6. A completed and signed General Application for each building type.
7. A completed and signed Water Availability letter or well permit for each building or unit.
8. A completed and signed Sewer Availability letter or septic permit,
9. One copy of the recorded plat and all approved improvement drawings. Appointments for submittals are required. Call the Master Plan Coordinator at 304-264-1966 for an appointment.
10. Plan check fees (see section VIII)

IV. THE MASTER PLAN REVIEW PROCESS

The Master Plan Coordinator will assign a project number to the newly submitted plans. Thereafter, all inquires must refer to the project number.

Single dwelling unit, duplexes or townhouse will be routed to department staff to be reviewed for residential mechanical, energy, water and sewer, structural, West Virginia Building Code, engineering, planning, and grading requirements. The applicant will be notified by mail or telephone when the plans are ready to be picked up for corrections. The Master Plan Coordinator will mail, e-mail or FAX the review sheets to the designer at the applicant's request.

The applicant will pick up the plans and make any necessary corrections. Each review sheet will have the name and telephone number of the respective plan checker along with instructions on how to handle the recheck (by appointment or by resubmitting the plans). After all the necessary corrections are made, the plans are stamped "approved" by each discipline. After all approvals are obtained, the plans will be assigned a Master Plan number. All inquiries after this will refer to the Master Plan number instead of the project number. Two sets of plans will be stamped by the Coordinator with an approved stamp. One set of the approved plans and calculations will remain on file with the Master Plan Coordinator and the other set will be returned to the applicant; Electronic copy will also be required.

V. REVISIONS TO A MASTER PLAN

Changes or revisions to a Master Plan must be approved prior to submitting for production phase building permits. An appointment is required with the Master Plan Coordinator.

To revise a Master Plan, two sets of complete building plans must be submitted. Both sets of plans must have all the changes bubbled. All revisions will be routed for review and approval. A plan change fee will be collected for revisions to plans.

VI. PERMITS FOR A PRODUCTION PHASE

After the Master Plan is established, plans for construction projects will be produced from the established Master Plan set on file. Any changes including minor changes must be approved prior to plan submittal for building permits. The Coordinator will not accept plans that do not match the Master Plan on file. (See Section V for plan changes or revisions to a Master Plan).

A. Building Plan Submittal

To submit plans on established Master Plans, the applicant needs to schedule a submittal appointment with the Coordinator. At the appointment the following items must be provided:

1. Complete sets of plans for single dwelling unit, duplexes or townhouse projects including plot plans and legal description, two of which may be required to be signed and stamped by a West Virginia licensed architect or engineer. Contact the Master Plan Coordinator at 304-264-1966 for the number of plans required for submittal.
2. A copy of recorded map and all approved improvement drawings.
3. One copy of plot plans showing house location, driveway and slope.
4. One copy of the soils report (if applicable).
5. 2009 IECC Prescriptive Method or 2009 (REScheck).
6. A complete and signed General Application for each building.

B. The Review and Approval Process

After determining that the submittal package is complete, the Master Plan Coordinator will assign a new project number and route the plans to the department's staff for expedited reviews, if necessary. Most approvals for single family residence projects are obtained from the Master Plan Coordinator. Once the production phase plans are approved, the following items are required to obtain a building permit:

1. Two complete sets of plans and applicable calculations approved and signed by the plan reviewers.
2. Completed and signed applications.
3. Payment of fees. See Section VIII for plan review and building permit fees of production phases.

VII. EXPIRATION OF A MASTER PLAN

Master Plans will expire with the County's adoption of a new West Virginia Building Code (WVSBC), or other state mandated regulations. When a Master Plan has expired, a letter will be mailed to the applicant. Expired plans may be returned to the applicant if arrange with the Master Plan Coordinator.

All requirements in Section III, "How to Establish a Master Plan", will be applicable to Master Plan renewal, with no exceptions, including the Master Plan processing fee.

VIII. FEES FOR MASTER PLAN APPROVAL

\$295.00 Review Fee

Berkeley County Department of Engineering & Building Inspections						2015 IRC CODE	
MASTER PLAN APPLICATION				Contact Person if other than applicant:			
Applicant Name:				Address:			
Address:				Phone Number:			
Phone Number:				E-mail address:			
				Fax Number:			
MODEL NAME:				Elevation View			
1. Rancher	2. 2 Story	3. Duplex	4. Cape Code	5. Split Foyer	6. Split Level	7. 2 Story TH	8. 3 Story TH
B. EXTERIOR FINISH		2. Brick		3. Stone			
1. Vinyl							
C. FOUNDATION MATERIAL		2. CMU					
1. Concrete							
D. FOUNDATION TYPE		2. Crawl		3. Slab on Grade			
1. Basement							
E. FOUNDATION SIZE		2. 10"		3. 12"			
1. 8"		b. Unreinforced					
a. Reinforced							
F. GARAGE		2. Side Load					
1. Front Load		b. 2 door		c. Other			
a. 1 door							
G. ROOM EXTENSIONS		2. Side		3. Rear			
1. Front		b. 4 foot					
a. 2 foot							
H. GARAGE EXTENSIONS		2. Side		3. Rear			
1. Front		b. 4 foot					
a. 2 foot							
I. MORNING ROOM		2. 10'		3. 12'			
1. 8'		b. 2 story		c. 3 story			
a. 1 story							
J. SUNROOM		2. 10'		3. 12'			
1. 8'		b. 2 story		c. 3 story			
a. 1 story							
K. PORCH		2. Side		3. Rear			
1. Front							
L. DECK		2. Side		3. Rear			
1. Front							
M. FIREPLACE		2. Masonry		3. Woodstove		4. Insert Factory Built	
1. Gas							
N. BAY WINDOWS		2. Side		3. Rear			
1. Front							

IF MORE OPTIONS ARE NEEDED; PLEASE USE SECOND PAGE

NOTE: PLANS APPROVED AND RELEASED FOR MASTER PLAN PERMITS MUST BE STRICTLY FOLLOWED. ANY FUTURE REVISIONS MUST BE SUBMITTED FOR REVIEW AND APPROVAL. VARIATIONS IN CONSTRUCTION WITHOUT PROPER WRITTEN APPROVAL FROM THE PLAN REVIEW DEPARTMENT MAY RESULT IN VOIDING THE MASTER PLAN APPROVAL AND REVOKING ASSOCIATED CONSTRUCTION PERMITS.

I HEREBY REQUEST MASTER PLAN APPROVAL FOR THE ABOVE LISTED MODEL AND AGREE TO THE TERMS AS NOTED.

Signature: _____
 Printed Name: _____

Plan Reviewer: _____
 Approval Date: _____

Master Plan Requirements Policy

1. Application for master plan review to be submitted, one for each model
2. Master plans must be submitted for review with all documentation for all listed options.
A paper copy, minimum size 11 X 17 provided for review
 - a. Clearly identify on all paperwork if it goes with base plan or which option
3. A digital copy to be provided once all options are approved
 - a. A list of possible options with description shall be provided to the builder to ensure that all builders use the same identifier for the same item
 - i. Options include items such as house type, 1, 2 or 3 car garage, sunrooms, morning room, extensions, etc.
 - b. Digital copy to contain folders for each option separate from main plans. Each folder to contain all information relating to that option which varies from base plan
 - c. Options to be given a short identifier (a letter or number) and a descriptor list for the options. The options to be listed by the identifier on permit applications
4. Approved master plans will be valid until adoption of new building codes.
5. Change of suppliers, sub contractors, etc will require plan change forms to be submitted
6. Upon plan review all changes to meet code requirements must be incorporated into plans by the architect/ engineer
7. Any special requirements may require a separate complete review (items not originally shown on plans)