



MEMORANDUM

From: Antony Pomerleau, CBO

To: Contractors, Design Professionals and Staff

Subject: Master Plans

Memo Date: 06/26/2018

Effective Date: 08/01/2018

The purpose of this memorandum is to establish a clear policy and procedure for new Master Plans and changes to existing Master Plans.

The intent of a Master Plan is for construction of the same home multiple times. Master planning a set of plans allows the plan reviewers to spend less time reviewing plans, reducing the length of time a plan review takes, shortening the permit issuing times and avoiding failed inspections by establishing a proven building method in compliance with the adopted building codes. Contractors who build the same home frequently will benefit by paying reduced plan review by Master Planning house plans.

The Laramie County Planning & Development Office wishes to offer the contractors some flexibility with slight changes while keeping accurate construction records. Effective 08/01/2018 any contractor wishing to use an existing Master Plan with minor changes shall complete an application, pay fees and provide plans that have changes clearly marked. Approval of changes to Master Plans are at the discretion of the Laramie County Planning & Development department and shall be considered on a case-by-case basis. Contractors wishing to use an existing Master Plan with changes shall pay the original Master Plan building permit fees, the \$15 Mastered Plan review fee, the building permit fees for the square footage of the changes and a \$250.00 change order plan review fee.

All new Master Plans will be for unfinished basements; however the basement plan showing under-slab plumbing and the location of mechanical rooms and stairs are required to be submitted. Garage options (i.e. 3 or 4 car garages) are acceptable when stated clearly in the description of work and separate building plans are submitted with the original application. Mirrored plans are appreciated but not required.

Contractors are reminded that significant code changes may affect the ability to use a Master Plan.