



City of Mountain House
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CITY OF MOUNTAIN HOUSE BUILDING PERMIT PROCESSING STEPS FOR RESIDENTIAL BUILDERS

1. Confirm that all land use entitlements have been secured (i.e., Tentative Map, Site Plan Approval, Improvement Plan Approval and/or Conditional Use Permit). Do you understand your conditions of approval or special development requirements? If not, please schedule a meeting with Community Development Staff to discuss concerns.
2. Confirm that your design team has read and completely understands the design obligations discussed in the Mountain House Residential Design Manuals. Link to the Design Manuals may be found on the Planning page under the tab DRC and DCRC below:
 - a. <https://www.mountainhouseca.gov/departments/planning>
 - b. Do you know what your neighborhood design theme is? Do you know what your secondary dwelling unit obligation is for your given development?
3. Work with the Master Developer to receive Design Review Committee (DRC) approval of all architecture before you proceed to Construction Documents (CD's). Please refer to the processing steps articulated in the Mountain House Residential Design Manual. The DRC process shall include a development plan which serves to pre-plot your home designs on the development lots. Often the landscaping component of your submittal can be delayed until the in-tract landscape design is developed for your neighborhood. Landscape drawings can also be delayed and submitted as part of the Model Home application process. The City processes Model Homes through an administrative Planning permit called an "Improvement Plan Approval." The DRC process may involve the City design team at this point depending on which Specific Plan area your project is located in.
4. With DRC approval in hand, the design team assembles the CD's and submits the plans to the Building Department, GreenVue system, for plan check processing.

5. During the Building Permit review procedure, the builder is required to secure their Model Home Permit (Improvement Plan Approval) and Design Consistency Review Committee (DCRC) approval.
 - a. Improvement Plan Approval (Model Homes) – If the builder chooses to develop a model home complex they will need to go through this process. See the Planning Department website for the application materials and processing requirements. The Improvement Plan Approval process is an in-house administrative permit with internal City Staff review only. Building Permits for Model Homes will not be issued until this process has been completed which might also include a concurrent review and approval of the DCRC submittal discussed below.
 - b. The DCRC process is a final review of all CD's to ensure the plans and specifications comply with all Mountain House design policies and requirements of adopted plans and ordinances (Section 9-2-208 of the Mountain House Development Code). This is considered a final step to ensure the final architecture illustrated in the CD's submitted through GreenVue complies with the Mountain House Design Manual and the prior DRC approvals. DCRC approval is acknowledged by both the City and the Master Developer as a collective effort. Building permits cannot be issued until the DCRC process has been approved. The DCRC process is the last critical step prior to Building Permit issuance.