



# REGISTERED BASIC PLANS (~~(PROGRAM)~~)

## SUBMITTAL CHECKLIST

A Guide to Rule (~~(3110)~~)24-01

This program is designed to accommodate permit applicants who wish to build the same house design on a repetitive basis. A Registered **Basic Plan** (~~(RBP)~~)(BP) is an approved set of plans for exclusive use by the customer who submitted the original application. This program is limited to detached one and two-family dwellings, and accessory residential structures. This program is also limited to builders and companies licensed as general contractors in the State of Washington. All (~~(RBPs)~~)BPs must be established under the current International Residential Code (IRC) adopted by Snohomish County and are valid only for the duration of the adopted code.

### APPLICABLE FEES

1. Full Plan Review Fee
2. \$200.00 Registered Basic Plan (BP) Set-up Fee
3. 3% Technology Fee

### SUBMITTAL REQUIREMENTS

**STRUCTURAL PLANS: One set of structural plans.** Lateral and gravity calculations are required on all (~~(RBPs)~~)BPs. These shall be provided by a WA State licensed engineer or architect. The plans should include the following:

1. One framing plan for each floor. For example, when including multiple options for front porches, there should be one option used in the main framing plans, and then the additional porch designs should be shown as options for that part of the structure only, maintaining the same structural elements for the building. The use of different roof designs will also need to maintain the same framing for all structural elements below the top plate. Two complete sets of plans for two different elevations/roof systems will not be accepted. These will require two separate (~~(RBPs)~~)BP.
2. All required details, schedules, and plan mark-ups from the engineer.
3. Laterally supported foundation walls per current IRC.
4. Minimum 4 ft. tall foundation wall design.
5. 4 ft. tall pony wall detail that shows how any required hold downs will be tied through an intervening pony wall to shear walls above (if site conditions require a pony wall greater than 4 ft., additional engineered detail will be required).
6. Detail for attic ventilation for use at the 5 ft. setback per current IRC.
7. Detail for encroachment of architectural features into 5 ft. setback per current IRC.
8. All requested options (see the Options Allowed at Original Submittal section below).

9. Mechanical plan if using WSEC option 4.1.
  - a. Provide the selected energy credits and the required information on the plan per each credit.
  - b. Provide a mechanical plan if the energy credit requires the ductwork is in the conditioned space.
  - c. Show on the plan how the house will be insulated to meet the energy code.
- ~~((9-))~~ 10. Washington State Energy Code information, such as the following, shall be provided on the plans:
  - a. Post Energy Code Compliance Certificate within 3 ft. of electrical panel (these are available at [www.energy.wsu.edu/code](http://www.energy.wsu.edu/code))
  - b. Provide door blower test affidavit by final building inspection
  - c. Provide (1) programmable thermostat
  - d. Provide duct sealing affidavit by final inspection
  - e. A minimum of 75% of all permanent lighting shall be high efficiency
  - f. All required insulation and glazing values
  - g. Building framing cavities shall not be used for ducts or plenums. Installation of ducts in exterior walls, floors, or ceilings shall not displace required envelope insulation.
  - h. If choosing WSEC option 4.1 for credits, the building permit drawings shall specify the option being selected and shall specify the heating equipment type and shall show the location of the heating and cooling equipment and all the ductwork.
- ~~((10-))~~ 11. One set of full size or reduced plans (minimum 11"x17") detailing all lateral and framing design for a "mirror image" plan.

**STRUCTURAL CALCULATIONS: One set of stamped and signed calculations.** These should include all design criteria (wind speed, exposure, seismic zone, etc.), loading values (live, dead, snow, etc.), and applicable IBC edition, ASCE edition, and any other reference material including design lumber values.

**WSEC: One set of current Washington State Energy Code compliance forms** (available at the website listed above) or code-accepted alternative.

**LETTER OF APPROVAL** to use the plan as a ~~((Registered Basic Plan))~~ BP from all WA State licensed architects and/or engineers that provided structural design work for the plan.

#### **OPTIONS ALLOWED AT ORIGINAL SUBMITTAL**

- A 9 ft. tall pony wall design
- Tall foundation/retaining wall design
- Garage bays (2-car/3-car)
- Maximum 2 roof systems with ~~((no structural changes below the top plate))~~ no structural changes below the top plate
- Cantilevered floor areas not to exceed a total of 50 sq. ft.
- Bay windows in lieu of door or window, no header or shear wall change, no additional floor (walking) area

- Foundation options (crawl space with post and beam, crawl space with framed wall, or slab on grade)
- Floor systems (solid sawn joists, i-joists, open web trusses) with ~~((no structural changes))~~ no structural changes.
- ~~((Moving/adding up to (2) windows and any resultant change in shear design with approval from structural engineer/architect))~~
- Maximum 2 fireplace locations
- Maximum 2 deck locations
- Multiple deck sizes if ALL the structural elements remain the same
- Maximum 3 front porch or entry designs that do not change the main building structural elements.

### PROCESSING TIME

It will take approximately four weeks to complete a review of your new ~~((RBP))~~BP.

### APPROVAL

Upon approval of the ~~((RBP))~~BP, ~~((if you submitted paper plans, you will receive an original set of plans stamped Job Copy and a CD-ROM/DVD-ROM that will contain a PDF file of the approved plan for your copying convenience. If you submitted plans online, the approved plans will be available for download on the PDS website.))~~ the approved set of plans and engineering will be uploaded to Mybuidlingpermit.com for you to view and download.

### NEW REGISTERED BASIC PLAN REQUIRED

Changes to ~~((Registered Basic Plan))~~BPs that require a new Registered Basic Plan include, but are not limited to:

- Increased foot-print/square footage
- Cantilevered additions that exceed 50 sq. ft.
- Roof systems that change any support below the top plate
- New engineer retained by applicant
- Room(s) added within an existing roof system, unfinished basement or crawl space
- Increased snow load design
- Garage front/side entry
- Adding an option that was not included in the original ~~((RBP))~~BP
- Use of a ~~((RBP))~~BP in any name other than the original application name including, but not limited to:
  - Transfer of a ~~((RBP))~~BP to another applicant or company name
  - Application for a permit by another company

## FIELD CHANGES

Field changes will be accepted solely at the discretion of the building inspector. The builder may be directed to the structural plans examiner for approval of any changes. Approval of a filed change for a single site does not grant approval for a similar change to other sites using the same Registered Basic Plan permit number. The following are allowed:

- A beam change with approval from the structural engineer/architect
- Moving/adding up to (2) windows and any resultant change in shear design with approval from structural engineer/architect
- Moving/adding interior non-bearing walls

**All other changes will require an addition/remodel permit or a new Registered Basic Plan, and will require additional plans, fees, and processing times.**

## ISSUANCE OF BUILDING (SITE-SPECIFIC) PERMITS USING A REGISTERED BASIC PLAN

To apply for a site-specific permit utilizing an established ((RBP))BP submit a completed building permit application(, a copy of the site plan, and any other applicable forms or information (i.e. sanitation clearance forms, access permit application, drainage plan, etc.-)) online via MBP. ((Include the RBP reference number, for example 15-123456 BP, on the building permit application.-)) Fees are calculated in the same manner as other building permits, except that the plan check fee is reduced from 65% to 20%. The Job Copy of the approved plans must be on site during inspections. If the structure is a “mirror image” of the approved plans, a plan meeting the requirements of #11 under STRUCTURAL PLANS above must also be on site.

**Site Plans:** It is the responsibility of the builder to verify that the structure meets the height restriction per the zoning requirements for their lot, to review the site plans for consistency with the ((RBP))BP, and assure that all architectural features and projections are accurately shown, including decks/landings, eaves/overhangs, fireplaces, and any other architectural detail. As a reminder, architectural features can only encroach into required setbacks by 30%. In most cases, 18 in. is the maximum encroachment allowed.

**Flood Hazard Areas:** ((RBP))BPs may not be used within a Flood Hazard Area.

**Critical Areas:** Use of ((RBP))BP's may be restricted on sites with critical areas.