



Administrative Policy No. 2017-02

Registered Basic Building Plan Process Submittal Requirements

1. Authority

The Registered Basic Building Plan Process is an administrative policy allowed under LSMC14.04.120 Adoption of Supporting Administrative Guidelines. The program is created for the benefit of providing an efficient mechanism to evaluate home plans, for developers and the City, within larger subdivisions that presumably have standard, predictable lot configurations.

2. Intent

To apply for a permit on an established "BASIC", the applicant will follow the submittal requirements set forth by the Lake Stevens City Building Official. The submittal must clearly identify all requirements as outlined in the policy. The policy applies only to subdivisions with five or more lots with no two basic elevations abutting each other. The policy does not extend to subdivisions of four or less lots or for infill lots because infill projects are not predictable in size and configuration of lots being created or developed negating the efficiency associated with providing a basic plan review.

3. Analysis

A BASIC Building Plan submittal process including fees, field changes, plan changes, options, processing time and issuance implemented by the Building Official shall define all code and city requirements.

4. Policy Determination

A.) REGISTERED BASIC PLAN SUBMITTAL (Must include an electronic version of submitted plans.)

STRUCTURAL PLANS – Two sets of structural plans. Lateral and gravity calculations are required on all basic plans and shall be provided by a Washington State licensed engineer or architect. The plans should include the following:

1.) One framing plan for each floor and plan option.

- 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 "BASICS".

2.) All required details, schedules and plan mark-ups from the engineer.

3.) Laterally supported foundation walls per current IRC 2015 Section R 404 (currently). Use current adopted code.

- 4.) Minimum four-foot tall foundation wall design.
- 5.) 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 provided, an additional engineered detail will be required).
- 6.) Detail for attic ventilation for use at the five-foot setback per current IRC 2015 Section 302, Washington State Amendments.
- 7.) Detail for encroachment of architectural features into 5 ft. setback per current IRC Section 302 (currently), Use current adopted code, Washington State Amendments and City of Lake Stevens municipal code.
- 8.) All requested options (see List of Options below)
- 9.) Simple mirror image plan sheets (foundation, floor framing, shear walls) for the option to build structures in the mirror image of the original approved plans. Plans will need to be printed correctly, not in reverse when submitted for review.

STRUCTURAL CALCULATIONS: **Two sets of stamped and signed calculations.** These shall 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.

CONSTRUCTION DOCUMENT: **Two sets required.**

WESC: **One set of current Washington State Energy Code compliance forms** (available at <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx> or code-accepted alternative.

A COMPLETED “BASIC PLAN APPLICATION”

LETTER OF APPROVAL will be required for using the plan as a “BASIC” from all Washington State licensed architects and/or engineers that provided design work for the plan. The letter shall be site (lot) specific.

APPLICABLE FEES – Full plan review fee, a \$200.00 “BASIC” set-up fee and 3% technology fee upon approval of the “BASIC” plan.

OPTIONS ALLOWED AT ORIGINAL SUBMITTAL

- A nine-foot. tall pony wall design
- Tall foundation wall design
- Garage bays (2-car/3-car)
- Maximum 2 roof systems with 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, not header or shear wall change, no additional floor (walking) area.
- Foundation options (crawlspace 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.
- Moving/adding up to two windows and any resultant change in shear design with approval from structural engineer/architect
- Maximum two fireplace locations
- Maximum two deck locations
- Multiple deck sizes if ALL the structural elements remain the same
- Maximum three front porch entry designs that do not change the main building structural elements.

PROCESSING TIME

It will take approximately four to six weeks to complete a review of your new basic plan. Upon approval, a stamped JOB COPY will be issued. Established "BASIC" plans review will take ten business days to review.

ISSUANCE OF BUILDING PERMITS USING A BASIC PLAN

To apply for a permit on an established "BASIC", submit a completed building permit application, a copy of the site plan and any other applicable forms or information. Include the Basic Plan reference number, for example BLD 2017-0000, on the building permit application. Fees are calculated in the same manner as other building permits, except that the plan check fee is 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 #9 under STURCTURAL PLANS must also be on site. The "BASIC" plan is only valid for the Building Code cycle that the original plan is approved – For Example: 2015-2018.

Site Plans: It is the responsibility of the builder to verify that the structure meets the height and setback zoning requirements for the lot, to review the site plans for consistency with the "BASIC" plan, and assure that all architectural features and projections are accurately shown, including decks/landings, eaves/overhangs, fireplaces and any other architectural detail.

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 field change for a single site does not grant approval for a similar change to other sites using the same basic plan permit number. The following are allowed:

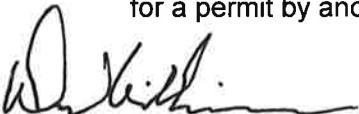
- A beam change with approval from the structural engineer/architect
- Moving/adding up to two windows and any resultant change in shear design with approval from structural engineer/architect
- Moving/adding interior non-bearing walls

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

NEW BASIC REQUIRED

Changes to "BASICS" that require a new "BASIC" (new plan review) include, but are not limited to:

- Increased foot print/square footage
- Cantilevered additions that exceed 50 square feet
- 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
- Garage front/side entry
- Adding an option that was not included in the original "BASIC"
- Use of a "BASIC" in any name other than the original application name including, but not limited to transferring a "BASIC" to another applicant or company name or application for a permit by another company.



Dave Williamson, Building Official

6-14-17

Date

