

Planning and Development Services

ESTABLISHING A BASIC PLAN




START AT THE FOLLOWING WEBSITE:

<https://www.snoco.org/app/pds/basicplans/P010-EnterAddresses.aspx>

From the PDS Home page, click on Permits, and select **Basics Online**

WELCOME/LOGIN SCREEN



Snohomish County Online Government Information & Services
Washington

Planning and Development Services

Welcome to the Planning and Development Services Basic Plans Application Page.
Please login.

Enter Customer Id

You will need to have the following information available to apply on line

1. **Secure Login** You need to know your Login to continue.
Contact the Customer Support Center if this is the first time you have used this application or you have forgotten your login.
425-388-3311 ext. 1369

2a **Legal address (Building Permit using Basic)** If you do not have a legally assigned address, you cannot apply for a single family building permit.
For addressing information, contact the Addressing Specialist at 425-388-3709.

OR

2b **Building Information (Establish Basic Plan)** You need to know your building options (e.g. square footage, fixtures, heat source, etc.) to submit structural plans to establish a new basic plan

3. **Review and edit** Please verify your information before you submit. Note by clicking on submit you certify that the information given is true and correct to the best of your knowledge.

When you submit your application(s), you will be given a confirmation number. Print the Application and Confirmation pages. You will need them when you get to the counter to submit your site plans and structural plans. A counter representative will pull up your application and the data you provided will be automatically entered into our system.

--> Note: Once you have submitted for a new Basic Plan, you may apply for building permits using that plan (see 2a above). HOWEVER, the permits will be processed but not issued until the Basic Plan approval process is completed.

Enter your Customer ID and click **Begin**

OPTIONS MENU

Snohomish County Online Government Information & Services
Washington

Planning and Development Services
Basic Plans OPTIONS MENU

Welcome:

Permits using Basic Plans	Establish New Basic Plans Explanation of Basic Plan Process
Basic Plan Permits Application Apply for a building permit using a Basic Plan	Establish a NEW Basic Plan Apply for a new Basic Plan
Basic Plan Permits History History reports/Cover Sheets for Processed/Unprocessed building permits	Cover Sheets for New Basic Plans Print Cover Sheets for New Basic Plans
	Upload file to Eplan Launch Eplan and upload a .PDF.

Please share with us by phone or e-mail any comments, questions or suggestions about the current system or tell us about any future enhancements that you would like us to consider.

Phone: 425-388-3311 ext. 1369 e-mail: PermitsOnline@co.snohomish.wa.us Thank you.

This page is the “hub” of the Basic Plan system. You can easily return here when you have completed activities and wish to do more.

Establish a NEW Basic Plan allows for the submission of data required to establish new basic plans. As noted, permit applications can be created (using the Basic Plan Permits Application) but they cannot be issued until the Basic Plan is approved.

Cover Sheets for New Basic Plans: Once new basic plans have been submitted, remember to print cover sheets for these plans both for your reference and to bring with you to the County.

Basic Plan Permits Application as mentioned above is used to apply for permits using established basic plans.


Basic Plans Permits History allows you to query and get reports on both processed and unprocessed permit applications. From here, you can also print Permit Application Cover Sheets for your own reference as well as for bringing with you to the County.

ESTABLISHING A NEW BASIC PLAN

1. ENTER DATA

This screen contains the data entry fields for establishing a new basic plan. Entry requirements/rules vary based upon the structure type of the basic plan. Accessory Structures require minimal data whereas Single-Family Residences and Duplexes require additional data (quality questions) on a subsequent page. While some of the editing criteria is minimal, careful and accurate entry will increase the efficiency in getting the plan approved.

Depending on certain Mechanical choices, additional information will be required. An example of this is choosing LPG as a Heat Source which will also require data on tanks and sizes (shown below)



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Planning and Development Services
Establish Basic Plans0412a

Welcome: [Home](#) [Help](#) [FAQ](#) [Contact Us](#) [Questions? 425-388-3398](#)

BUILDING INFORMATION Please complete the following

Builder Plan Number Structure Type Single-Family Duplex Accessory Structure

Number of Bedrooms Maximum Bldg Dimensions ft x ft

Main Floor Sf 2nd Floor Sf

Basement SF: Finished Semi-finished Unfinished

Garage Sf Covered Deck/Porch SF Deck SF

MECHANICAL PERMIT INFORMATION (Fill in ALL applicable items)

Heat Source Gas Pipe Connects

Heat Type(s) & Number Forced Air Furnace Air Condition. Unit Heat Pump Exhaust Fans

Fireplace Type(s)/Number Zero Clearance - Gas Zero Clearance - Wood Wood Stove Free-standing Gas Stove

PLUMBING PERMIT INFORMATION (Enter the QUANTITY of each applicable item)

<input type="text" value="0"/> Toilets	<input type="text" value="0"/> Kitchen Sinks	<input type="text" value="0"/> Water Service Line
<input type="text" value="0"/> Wash Basins	<input type="text" value="0"/> Dishwasher	<input type="text" value="0"/> Floor Drains
<input type="text" value="0"/> Bath Tub (& tubs w/shower)	<input type="text" value="0"/> Laundry Washer	<input type="text" value="0"/> Hot Water Tank
<input type="text" value="0"/> Shower Stall	<input type="text" value="0"/> Laundry Tub	<input type="text" value="0"/> Bar Sink

Example of additional mechanical information required based on a given choice (LPG > Tank sizes)

MECHANICAL PERMIT INFORMATION (Fill in ALL applicable items)

Heat Source Gas Pipe Connects Fuel Tanks (quantity/size) < 125 gal 125-250 gal > 250 gal

Heat Type(s) & Number Forced Air Furnace Air Condition. Unit Heat Pump Exhaust Fans

ERROR INDICATORS / BACKOUT BUTTONS

Errors are the result of incomplete entries or erroneous data entered. As shown below, errors are displayed with both a message at the top and the field label color changed to red, for each error.

Error checking is performed each time the "Submit Data" button is clicked.

The "Backout Buttons" allow you to leave the current entry cycle, either by leaving the page entirely and returning to the Options Menu, or by clearing all of the data entered on the form.

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Planning and Development Services
Establish Basic Plans

Corrections Needed

- Entry required for Builder Plan
- Select type of structure
- Heat Source not selected (~~none~~ or ~~other~~ are also choices)

Welcome! Snohomish County Online Questions? 425-388-3390

"Backout" buttons

Submit Basic Plan Data Clear Basic Plan Data Return to Options Menu

BUILDING INFORMATION Please complete the following

Builder Plan Number Structure Type Single-Family Duplex Accessory Structure

Number of Bedrooms Maximum Bldg Dimensions ft x ft

Main Floor Sf 2nd Floor Sf

Basement Sf: Finished Semi-finished Unfinished

Garage Sf Covered Deck/Porch SF Deck SF

MECHANICAL PERMIT INFORMATION (Fill in ALL applicable items)

Heat Source ****Select** Gas Pipe Connects

2. SUBMIT DATA

When all entries are complete and correct, the proceed checkbox and message are displayed above the "Submit Data" and "Backout" buttons.

Checking the box at the left of the message (by clicking in it), will allow you to proceed.

Note: as mentioned above, error checking is performed each time the "Submit Data" button is clicked. Therefore, any changes to data after the "proceed" message is shown will be edited and if errors occur, the "proceed" checkbox and message will disappear and be replaced by error messages.

Proceed Checkbox and Message

By checking the box and clicking "Submit BP Data", you certify that the data entered is accurate to the best of your knowledge.

3. CREATE THE BASIC PLAN

The questions below will be displayed if the Basic Plan is for a single-family residence or for a duplex. All questions must be answered or an error will result.

All that remains to be done to create the Basic Plan is to click "Create New Basic".

For Accessory Structures, only the "Create New Basic" and the "Clear Data" buttons will show.

Should you want to "back out" and NOT create a new basic, click the "Clear Data" button and you will be returned to the previous page for establishing a new basic with all of the data having been cleared.

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Planning and Development Services
Establish Basic Plans

Welcome: [Name] [Address] Questions? 425-388-3398

Basic Plan ready to submit.
Please check the appropriate answers for the following questions.
Questions only appear for SFR or Duplex Structure Types and all must be answered

Yes No 1) Will the roofing material be Wood shingles?

Yes No 2) Will the siding include stucco, stone or brick facing on any portion of the exterior?

Yes No 3) Will there be 3 or more garage bays attached?

Yes No 4) Will there be a masonry fireplace, or 2 or more gas or wood burning fireplaces?
(Duplex - per unit basis)

Yes No 5) Will plumbing be provided for the installation of 4 or more toilets?
(Duplex - per unit basis)

Backout Button

AFTER ESTABLISHING THE NEW BASIC

This page will display when the new Basic has been created. The first and third options; entering another basic or returning to the options menu, have been previously documented.

The middle option, however, is important. To complete the Establish a Basic process you must make an appointment with PDS to submit your structural plans. The cover sheet for each basic to be approved must be printed and brought to this appointment. This can be done now, by selecting "Cover Sheets for New Basic Plans", or later from the Options Menu, by selecting the "Print Cover Sheets" button in the lower right corner.

The screenshot shows a web interface with a header: "Welcome: . P . . . nst. ct an Questions? 425-388-3398". Below the header is a box titled "New Basic Plan Created" with the text: "Be sure to print the cover sheet for this Basic Plan which shows the Basic Plan details and the required steps and documents needed for approval. Bring the Cover Sheet(s) to your appointment." To the left of this box are three buttons: "Enter Another Basic Plan", "Cover Sheets for New Basic Plans", and "Return to Options Menu". A large circle is drawn around these three buttons. To the right of the buttons, there are three paragraphs of text. The first paragraph is "Enter data for another ne". The second paragraph is "Print Cover Sheets for New Basic Plans" with a callout box above it that says "Don't forget to print the cover sheet for the new Basic(s)". The third paragraph is "At the Options Menu, you may use this PENDING Basic Plan to apply for permits by associating this plan with one or more addresses. (click the 'Basic Plan Permits' button). Those permits can be processed but cannot be issued until the Basic Plan just submitted is approved." There are also some annotations: a circle around the "Print Cover Sheets for New Basic Plans" button, a line connecting the callout box to the button, and a circle around the "Print Cover Sheets for New Basic Plans" text in the second paragraph.

Welcome: . P . . . nst. ct an Questions? 425-388-3398

New Basic Plan Created

Be sure to print the cover sheet for this Basic Plan which shows the Basic Plan details and the required steps and documents needed for approval. Bring the Cover Sheet(s) to your appointment.

Enter data for another ne

Print Cover Sheets for New Basic Plans

At the Options Menu, you may use this PENDING Basic Plan to apply for permits by associating this plan with one or more addresses. (click the "Basic Plan Permits" button). Those permits can be processed but cannot be issued until the Basic Plan just submitted is approved.

Don't forget to print the cover sheet for the new Basic(s)

PRINTING COVER SHEETS FOR NEW BASIC PLANS

SEARCH OPTIONS

Basic Plan applications will be displayed for printing but the number displayed may be expanded or limited based upon the number of previous days entered below for searching.

Clicking the print button without entering a number of previous days to include in the search will return all new basics created in the last 24 hours. Entering a number will return the current day's new basics as well as all that were created in the date range specified (30 days maximum).

EXAMPLES OF SEARCH RESULTS

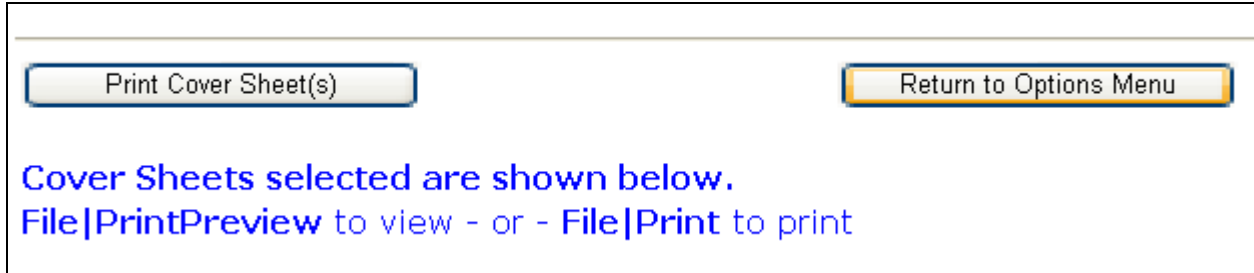
The number of days was not entered so the new Basics established on the dates shown are returned. As noted, check the box for whichever cover sheets you want to print. If you click "Print" without selecting any plans, a "No Basic Plans selected" message will appear. Proceed to check the boxes of the plans you want printed and click Print again.

If you change your mind and don't want to print, click the "Return to Options Menu" button.

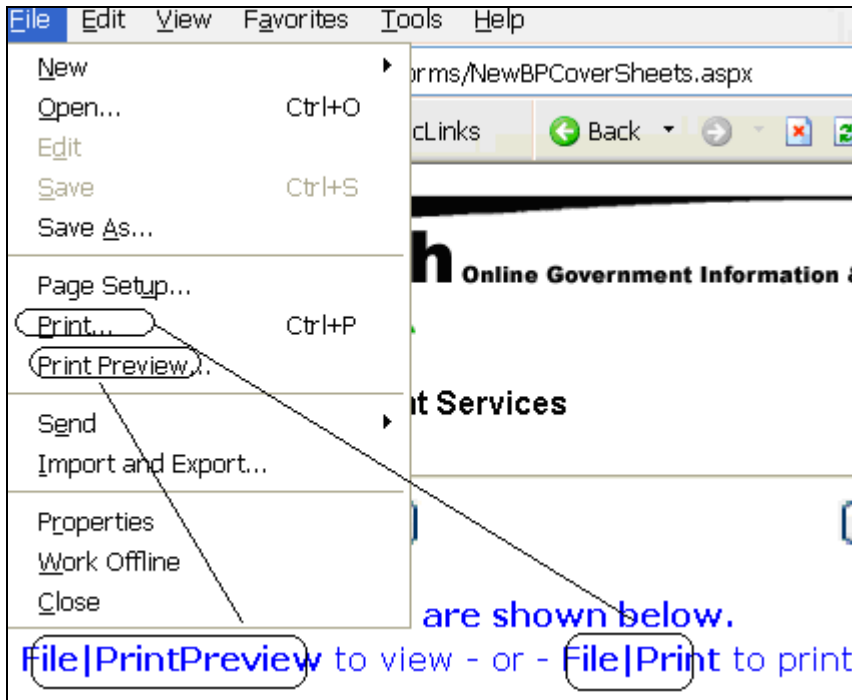
	Builder Plan Id	Amanda Plan #	Date Entered	Amandald
<input type="checkbox"/>	7-1444	06-100311-BP	4/17/2006 2:49:50 PM	546646

PRINT RESULTS GENERATED

When you see the message below in blue, from the Windows File Menu you can either select Print Preview (to view the cover sheets) or Print (to print the cover sheets), as displayed below.



(click File then click either Print or PrintPreview)



REVIEWING SESSION INFORMATION:

If you would like to see your history, or you weren't able to print out your application, return to the Options Menu and click **Basic Plan Permits History**

The screenshot shows a web interface titled "Planning and Development Services" with a sub-header "Basic Plans OPTIONS MENU". It includes a welcome message for "Tartan Development, Inc." and two main columns of options. The left column contains "Basic Plan Permits Application" (with a sub-description "Apply for a building permit using a Basic Plan") and "Basic Plan Permits History" (with a sub-description "History reports/Cover Sheets for Processed/Unprocessed building permits"). The right column contains "Establish New Basic Plans" (with a sub-link "Explanation of Basic Plan Process") and "Establish a NEW Basic Plan" (with a sub-description "Apply for a new Basic Plan"), and "Cover Sheets for New Basic Plans" (with a sub-description "Print Cover Sheets for New Basic Plans"). At the bottom, there is a request for user feedback and contact information: "Phone: 425-388-3311 ext. 1369 e-mail: PermitsOnline@co.snohomish.wa.us Thank you."

Get reports on processed applications, unprocessed applications or both for a complete inventory of applications.

Multiple search criteria may be used; however, entering too much could result in no matches, i.e. a confirmation number that does not fall within dates entered, etc.

NOTE: Processed transactions will show the date processed and the resulting permit number.

If only unprocessed is chosen, the last two columns will not appear

The screenshot shows a search interface titled "Basic Plan History of On-line Entries". It includes a version number "v00.90" and a sub-header "Search for Entered Basic Plan Applications". Below this is a prompt: "Select a processed/unprocessed option button and any other search criteria." There are three radio buttons: "Processed and Unprocessed Permits" (selected), "Unprocessed permits only", and "Processed permits only". Below the radio buttons are several input fields: "Basic Plan-Year & Seq:", "BP-Name:", "Plat:", "Entered Date: From:", "Thru:", and "Confirmation Number". At the bottom is a button labeled "get - History of Basic Plan Entries".

Click [get - History of Basic Plan Entries](#)

If you forgot to print your application to bring to the appointment, you can print it here by checking the confirm # box then click [Print Cover Sheet](#)

[Return to Options Menu](#)

Place check in first column if you want to print a cover sheet - or - [check all](#)

[Print Cover Sheet](#)

	Plat	Lot	UnitType	Unit	Location	Bldr Name	Plan #	Plan Id	Entered	Processed	Permit Number	Confirm#
<input type="checkbox"/>	Shaunessy Phase 1	136	LOT	136	15419 36TH AVE SE, BOTHELL	Quadrant Corp. (*)	05124091	2723	9/23/2005 10:50:06 AM	10/4/2005 10:25:00 AM	05-125842-RK	N79089A179
<input type="checkbox"/>	Shaunessy Phase 1	138	LOT	138	3608 154TH PL SE, BOTHELL	Quadrant Corp. (*)	05100046	2811 A & C	9/23/2005 10:54:11 AM	10/4/2005 10:25:01 AM	05-125843-RK	N79089A179
<input checked="" type="checkbox"/>	Shaunessy Phase 1	151	LOT	151	15425 36TH DR SE, BOTHELL	Quadrant Corp. (*)	04117263	3131B	9/23/2005 10:56:51 AM	9/27/2005 10:28:07 AM	05-125536-RK	N79089A179
<input checked="" type="checkbox"/>	Remington Heights	52	LOT	52	15025 225TH AVE SE, MONROE	Quadrant Corp. (*)	04117263	3131B	9/26/2005 8:48:10 AM	9/27/2005 10:15:25 AM	05-125534-RK	A762334H94
<input type="checkbox"/>	Remington Heights	55	LOT	55	15013 225TH AVE SE, MONROE	Quadrant Corp. (*)	04117263	3131B	9/26/2005 8:49:07 AM	9/27/2005 10:15:26 AM	05-125535-RK	A762334H94

To print the document, click [File, Print](#)

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Cover Sheets selected are shown below.
 File|PrintPreview to view - or - File|Print to print

	Confirm#	Plan #	Bldr Name	Plan Id	Location	Plat	UnitType	Unit	Lot	Entered	Processed	Permit Number
<input checked="" type="checkbox"/>	Y36336A423	05118265	Quadrant Corp. (*)	1611A	42514 MAY CREEK RD , GOLD BAR	S 33-74			5	9/8/2005 11:23:15 AM		