



Basic Plan Process

Basic Plan Submittal Requirements

ONE SET OF STRUCTURAL PLANS. When engineering is required, provide the following: 1) one set of structural plans, which should be signed and wet-stamped by design professional unless reduced copies of plans are a part of calculations. 2) One set of signed, wet-stamped calculations. 3) A design criteria sheet showing all loading: live, dead, snow, and wind loads (exposure and wind speed) and seismic category; applicable IBC edition and any other referenced material including design lumber values.

The plans must include provisions as follows:

- Demonstrate that the foundation walls are laterally supported per section R-404
- Minimum 4 ft high foundation wall design
- 4 ft high pony wall design: Show 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 feet, an engineer's analysis is required)

- All requested options (see List of Options below)

A COMPLETED "BASIC PLAN APPLICATION" FORM.

APPLICABLE FEES: Full plan review fee plus a \$200 Basic set-up fee required. Upon approval of the basic plan, 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.

LETTER OF APPROVAL to use the plan as a Basic from all architects and/or engineers that provided structural design work for the plan.

Green or Blue ink for architect or engineer signature is preferred.

Options allowed at original submittal

- A 9 foot high pony wall design
- Tall foundation wall design
- Garage Bays (2-car/3-car)
- Roof system if no header/beam changes required
- Cantilevered floor areas not to exceed a total of 50 square feet
- Bay windows (In lieu of door or window, no header or shear wall change) No additional floor area
- Foundation options (crawlspace with post and beam, crawlspace with framed walls, slab on grade)
- Floor systems (2 joist system options, solid sawn or manufactured I-joists)
- Fireplace locations
- Maximum 3 front entry or porch designs that do not change main building structural elements
- Optional deck locations
- Optional deck sizes if all structural elements remain the same.

Field Changes

Inspectors are allowed to accept the following field changes:

- Different beams with engineer's approval
- Moving/adding up to (2) windows and affected shear walls with engineer's approval
- Moving/adding interior non bearing walls

Field changes will be accepted solely at the discretion of the inspector. The builder may be directed to a structural plans examiner for approval of any changes.

Site Plan Requirements

It is the builder's responsibility to review site plans for consistency with the Basic Plan and assure that all architectural features and projections are accurately shown, including decks/landings, eaves, fireplaces, and architectural details. Remember—architectural features can only encroach into required setbacks 30%. In most cases 18" is the maximum.

New Basic Required

Changes to Basics that require a new Basic (new plan review) include but are not limited to:

- Increasing the foot print
- Cantilevered additions exceeding 50 sq ft
- Roof systems that change any support below the top plate
- Same plan but builder changes engineers
- Adding a room within an existing roof system
- Greater snow load design
- Garage front/side entry



Processing Time

It will take approximately three weeks to complete a review of your new basic plan.

CHANGES after a permit has been issued

Changes to structures that have been issued utilizing a basic plan:

- For changes made within the "Options Allowed" policy, 1 additional set of plan sheets shall be submitted through the permit modification process and additional fees will be assessed. These will apply on a site-specific basis only.
- Changes made outside of the "Options Allowed" policy or if additional square footage is added to the structure (including cantilevers), 1 set of revised plans and a new permit will be required linking it to the existing RK number.

CHANGES that are not allowed under this process



- **Basic from a Basic changes**
- **Additional options to an approved Basic**
- **Transferring a Basic**
- **Applying for a permit from another company's Basic**

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 (i.e. sanitation clearance forms, access permit application, drainage plan, etc.). Include the Basic Plan reference number, for example 04-123456 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% of the permit fee. Job copy of approved plans must be on site during inspections.

Note: BASIC PLANS MAY NOT BE USED IN FLOOD HAZARD AREAS.

It is the responsibility of the builder to verify that the structure meets the height restriction per the zoning requirements for their lot.