

Permit Processing Utilizing Stock Plans for Single Family Dwellings

PURPOSE

Subdivision permit processing using “stock plans” for the construction of single family dwellings in the same subdivision was implemented in July 1989 to facilitate the processing of building permits. This policy will outline the procedures required to implement the building permit application and issuance under permitted zoning. This policy shall not apply to architectural “stock plans” for houses built on different parcels.

GENERAL

This policy will supercede the July 25, 1989 Memorandum entitled, *Subdivision Permit Processing*. The policy is applicable to permit requests for plan check and construction of multiple identical buildings in an identified subdivision with a finite number of lots and defined plan designations. The permits will be processed in the following manner where no plan changes or significant code revisions have occurred.

- A. A *Subdivision Master Form* will be completed during plan check by the Plans Examiner and include project information specific to the subdivision including the number of lots and the developer’s plan/model designations.
- B. The site for subsequent phases of a subdivision using the same stock plans shall be evaluated separately for site and soil conditions, energy compliance, sound attenuation, and flood determinations. A site evaluation is required for each site.
- C. Additional building plans are not required except for plot plans and floor plans of the plan/model designation. If the contractor requests a new field set, a comparison check with our file copy shall be made by plan check staff. If revisions to plans have occurred, they will be processed as outlined below in PROCEDURE, section D, Revisions to Approved Stock Plan.
- D. Soil conditions may vary from one phase of the development to another and foundation consistency with soil report recommendations must be verified. Refer to the *Subdivision Master Form*.
- E. Energy compliance, if orientation was originally a consideration, and sound attenuation must be considered, refer to the *Subdivision Master Form*.
- F. A *Building Permit Application Checklist* form shall be completed for the development. This form will be used in the normal manner as guidance to the applicant and verification of receipt of all appropriate clearances. One copy shall be attached to the *Subdivision Master Form*.

- G. Where site evaluation has been waived in accordance with existing site evaluation policy, verification that the project is not in flood zone or alquist priolo zone must still occur. Refer to the *Subdivision Master Form*. Information from a site evaluation or other verification is required to complete Section II of this form.
- H. Plot plans will be reviewed by the planning/project review staff for building location relative to property lines for appropriate setbacks. One copy shall be given to the applicant which will be the approved field copy for the inspector. Where the plot plan includes multiple lots, it should be filed with the original approved subdivision master plans.

FORMS

Subdivision Master Form

PROCEDURE

- A. Original Stock Plan Submittal and Approval
1. The original plan check and approval of standard buildings will be performed in the normal procedure with the appropriate plan check fees charged.
 - a. Plans must be submitted for each plan/model designation including reverse plans.
 - b. A plan check will be charged for each plan/model designation with the exception of the reverse plans.
 - c. The Permit Specialist (PS) will assign the stock plan number to the particular plan/model.
 - d. One site evaluation will be conducted for the entire subdivision site and one fee charged.
 - e. Soils reports for the entire subdivision site shall be submitted.
 2. The *Subdivision Master Form* will be completed by the Plans Examiner and include project information specific to the subdivision including the number of lots. The approved options and copies of the subdivision plan and model floor plans will be included with a copy of the *Subdivision Master Form* in a file/folder labeled "Subdivision Master File" for reference by the PS and/or Plan Check Cubicle staff in the Customer Service area.
 3. The Plans Examiner will enter the following data into Permits Plus (PP): the stock plan number; the developer's plan/model designation; the number of bedrooms; the square footage of the living space, garage, deck (if applicable); the approval date; the plans examiner's clearance.
 - a. One set of plans will be labeled with the stock plan number and maintained with the *Subdivision Master Form* and the master subdivision plan in the file for reference.
 - b. The stock plan approval is valid for one year.
- B. Building Permit Application with Stock Plans
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1. Three (3) sets of floor plans, three (3) sets of site plans, and a completed permit application will be required.
 - a. The permit application shall indicate: the subdivision name and phase, if applicable; the lot number; the developer's plan designation and options; the PRMD stock plan number; and the appropriate number of bedrooms and square footage.
 - b. The site plans shall indicate the stock plan number and show the building outline and the setbacks.
 2. The applicant shall obtain the appropriate section approvals on the permit application.
 3. The plans (plot and floor) and the permit application package will be verified by the PS against the stock plan information in PP and in the Subdivision Master File, under that particular stock plan number. Note the PS will not compare the submitted plans to the file copy of the stock plan.
 4. If all submitted information matches the information listed in PP and the Subdivision Master File, the PS will write the PRMD stock plan number and the developer's model number in the *Work Authorized* box of the permit application and make the appropriate entries (based on square footage) in the *Electric 1, Plumbing, Mechanical,* and *Approval* screens in PP.
 5. The *Plancheck Cleared by* box on the permit application will be left blank.
 6. No plan check fee will be charged as long as the plan check is valid.
 7. The PS will ensure that appropriate approvals and proof of payment of mitigation fees are received and compute the building fees.
 8. The cashier will receive the fees and issue the building permit.
- C. Renewal of Stock Plan Approval
1. An application with the original approved job set of stock plans shall be submitted with 25% of the plan check fee if there are no changes to the plans and the Code has not changed. Note the stock plan can only be renewed once and must be renewed prior to close of business on the expiration date. If the expiration date falls on a weekend or holiday, then renewal must be done prior to close of business on the next business day.
 2. The Plans Examiner will review the plans to ensure that they are the same plans and they comply with the current Code.
 3. The Plans Examiner will enter the current approval and expiration dates for the appropriate stock plan number in PP.
- D. Revisions to Approved Master Stock Plan
1. If revisions have occurred to the stock plan after plan check approval, the plan check and approval of the revised building plans will be performed in the normal procedure by the original Plans Examiner who approved the stock plans with the appropriate plan check fees charged. Any changes should be documented in the Subdivision Master File.
 2. If the revisions are minor, the Plans Examiner at the Plan Check Cubicle will

determine the appropriate review and plan check fees charged. The Plan Check staff may make the necessary corrections at the cubicle or determine the revisions need more extensive review.

- E. Revisions to Stock Plans After Permit Issuance
1. If revisions have occurred to the stock plan after plan check approval, the plan check and approval of the revised building plans will be performed in the normal procedure with the appropriate plan check fees charged.
 2. If the revisions are minor, the Plans Examiner at the Plan Check Cubicle will determine the appropriate review and plan check fees charged.

ATTACHMENTS

None

Approved by:

/s/ Pete Parkinson

Pete Parkinson, Director

Lead Author: Rebecca Ng

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