



## BUILDING DEPARTMENT

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## REGISTERED PLAN PROGRAM

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### Purpose:

An applicant who intends to apply for permits to build a number of single family structures using the same plans may elect to participate in the Black Diamond Building Department's, "**Registered Plan Program.**" This program is intended to improve customer service by simplifying the application process and reducing plan review time and fees. The program is also intended to encourage variations in building design (see "Options" listed below) to produce aesthetically pleasing, yet diversified neighborhoods that add to the quality of Black Diamond as a unique community.

Acceptance into the Registered Plan program by our Master Development Review Team (MDRT) Director is a prerequisite. You will need to submit your initial plans along with a narrative which includes where these plans will be built and how many you anticipate will be built.

### Qualifications:

To qualify for the Registered Plan Program, buildings must be two stories or less in height and building sites under consideration shall not be located in "sensitive areas" such as near wetlands, steep slopes (40% or greater), coal mine hazard areas, or flood hazard areas. Additionally, sites must have soil bearing capacities of 2000 psf or greater (unless otherwise approved by the Building Official).

### Process:

The process is initiated through the Permit Center with a Registered Plan permit application. The applicant submits three complete sets (two full size and one set on 11 x 17) of architectural and structural plans, lateral and gravity load analysis, lateral details and energy calculations. As the plans are not site specific, they will be reviewed only by the Building department at this time.

Registered Plans will be assigned a building permit number. *The applicant will need to reference this number whenever submitting future site-specific building permit applications under this master registered plan.* This will help facilitate permit tracking.

Plans are reviewed for compliance with the latest edition of the International Residential Code (or the International Building Code (IBC) for structural provisions if an "engineered design") as amended by the State of Washington, in addition to the Uniform Plumbing Code, WA State Energy and Ventilation Indoor Air Quality Code (VIAQ), NFPA 54 National Fuel Gas Code and NFPA 58 Liquefied Petroleum Gas Code.

### Initial Submittal Process of the Registered Plan:

**If applicant is building in a development which has a Design and/or Architectural Review Committee (DRC or ARC) approval is required, prior to Registered Plan submittal to the City.**

The applicant will need to submit the following documentation to the Permit Center:

- One (1) completed Master Building Application, with all options identified;
- One (1) copy of Certification of Ownership or Transfer of Applicant Status; if applicable
- One (1) copy of a letter authorizing multiple-use by the architect and/or engineer;
- Two (2) sets of energy calculations;
- Three (3) complete sets of architectural and structural plans per garage orientation (right and left);
- Three (3) original sets of gravity and lateral calculations signed and stamped by a Washington State licensed engineer or architect
- Electronic set and/or CD

Note: All pertinent structural details including shear wall schedule and hold down/anchor bolt schedule must be accurately incorporated into each plan sheet where applicable.

As the plans are not site specific, they will be reviewed only by the Building department at this time.  
PLAN REVIEW FEES FOR ALL OPTIONS ARE REQUIRED WITH THE APPLICATION

### Sufficiency Review:

Upon submittal of the registered plan application, the plans will be checked by the Building Plans Examiner for sufficient application including but not limited to:

- Structural calculations for gravity analysis. Calculations must include evaluation of shear, bending and deflection. Identify the location of the structural member in the calculations (i.e. GLB btwn dining and living), as well as maximum shear, moment and deflection.
- Structural calculations for lateral design. The analysis must include an evaluation of both wind and seismic. **Note:** Assumptions that “wind governs” is not applicable. This must be demonstrated in the calculations. Overturning should be evaluated for each critical wall section. The details must show the complete load path for connections of shear walls from the roof to the foundation. A shear wall schedule is also required specifying top and bottom plate nailing, blocking, nail size type and spacing, anchor bolt size and spacing, wood species and design value of the wall in pounds per linear foot. Lateral connection details must be referenced on each of the roof, floor and foundation plans. Shear walls must be identified on the plan as well as locations of hold downs.
- Foundation plans to scale, fully dimensioned, and coordinated with referenced section call outs. Foundation plans must show crawlspace access and venting. Referenced foundation detail call outs must clearly identify various foundation conditions such as continuous interior footings, exterior footings, isolated (pad) footings, and retaining walls (including basement walls).

*Note: Structural retaining walls (including basement walls) over 4 ft in height must be designed and stamped by a WA State licensed architect or structural engineer. Calculations are required. The architect or engineer must identify the soil types according to the site-specific soils report.*

- Floor framing plans to scale, fully dimensioned, and coordinated with referenced section call outs.
- Provide manufacturers layout and specifications for manufactured floor joist or trusses.
- Roof framing plans to scale, fully dimensioned, and coordinated with referenced section call outs.
- Provide manufacturers layout and specifications for manufactured roof trusses.
- Floor plans fully dimensioned and noting a summary of floor areas (sf).

- Building elevations.
- Building and wall sections.
- General architectural and structural notes.
- Stair, deck and guardrail details.
- Geotechnical Design Report (if available).

Upon determination that the application is sufficient, the plans will be routed for plan review. If insufficient, the plans will be returned to the applicant with a letter describing the deficiencies.

Structural Engineering & Architectural Letter of Approval:

Any plans prepared by an engineer or architect provided in conjunction with a registered plan must be accompanied with a letter of authority from the engineer and/or architect stating approval to use the engineering and plans on a number of sites. Additionally, all calculations must bear the structural engineer or architect's stamp and signature. All calculations must reflect the current version of adopted code.

Options:

The City encourages variation in building architecture and understands the programmatic needs of the applicant to provide flexibility in their product. To facilitate this, the registered plan program allows for building options submittals.

- Minor option: Generally, would include a change such as inclusion of a bay window, fireplace, shower stall, window, skylight or closet. A minor option can be included on a floor plan drawing; however, the plan reviewer will review and include the option in the building valuation as though it were being constructed.
- Major option: Include but not limited to: roof design options, building elevation options changes to the floor plan such as inclusion of another bedroom, bonus room, den, third car garage, porches, decks (decks may be added under separate permit), and reversed/mirror image plan. Provide manufactured floor joist, and/or floor truss, as well as roof truss layout and specifications.

All options shall be identified by an alphabetical letter designation. The cover sheet must identify a table of contents noting all drawings, building options, and all floor area configurations (per individual floor plan), including a corresponding sheet matrix, if multiple options will occur. **Plans shall be limited to 3 options or 25 pages.**

Permit Application/Issuance:

Once the registered plan is approved by the Building Department, the applicant will receive one (1) final full set of drawings. The City will retain an approved set of plans for records and the other set will reside in the Permit Center for future review of additional site-specific plans/Basics using such registered plan for issuance.

Registered Plan Expiration:

Whenever revisions are made to the State Building Codes as adopted by the City, a new Registered Plan application and approval process will be required. Applicants also need to be aware of Land Use Code changes that could affect lot coverage, building heights and setbacks. Building permits that are issued remain valid for two years in accordance with BDMC Chapter 15.04, Expiration of Permit, unless the City's adoption of this code section changes.

Revisions:

Once a permit is issued for a registered plan, no revisions will be permitted except for minor field changes per the Field Changes policy, as noted below. Only nonstructural field revisions of a minor nature that would normally be approved in the field will be allowed on an approved registered permit. The contractor will need to discuss this with the building inspector prior to any changes being made, to determine if the change is approved.

#### Field Changes:

Inspectors are permitted to accept the following field changes, with original signature and wet stamped engineer's or architect's approval:

- Alternate beam designs, foundation modifications, shear wall changes;
- Moving and/or adding up to two (2) windows and affected shear walls;
- Identified field changes may be accepted at the sole discretion of the building inspector. If an inspector is not satisfied with the proposed field change, the builder will be required to submit a revision for that building permit. Approval of a revision for a single site does not grant approval for a similar change for other sites with the same master registered plan permit number.

***Once a Registered Plan and associated options are reviewed, approved and registered, changes or revisions to that plan are not permitted without requiring the plan to be re-submitted as a new option or a new custom single-family permit application, with new full fees required.***

New options, and/or new single-family permit applications, will be reviewed under standard review times.

Decks may be added under a separate permit.

Deferred submittals will be separately reviewed and permitted and all appropriate fees will apply.

#### When a new Registered Plan is Required:

When any of the items listed below are proposed as revisions to approved construction drawings, a new Registered Plan review is required, along with a new application and applicable fees.

- Increasing the foot print (changing exterior dimensions) and/or bump-out additions;
- Roof systems that change any support below the top plate and/or alter the original structural load path;
- Applicant retains new engineer for project, although the plan design remains the same;
- Adding a room or space to an upper floor within an existing roof system, or to a basement expanding into the crawl space;
- Garage: changing the entry from front to side;
- Any variations or changes in a floor plan that change the structural load path or relocates any required shear wall or braced wall panels;

*Exception: Any change to the interior foundation, floor system, and interior non-bearing walls or similar that do not pertain to the requirements, may be approved by the Building Official as a revision to the already approved master registered plan.*

#### Site Specific Registered Plan Building Permit Application Submittal Requirements:

Upon completion of the Registered Plan review process and submittal of final drawings, the applicant can apply for site specific building permit applications on individual lots (called "Site Specific Registered Plans or Basics"). Site specific registered plans may not be submitted until the registered plan has been

approved. The application will consist of a completed application form, a building permit review fee, a site-specific soils report (unless waived by the Building Official) and three copies of a site plan drawing. Please see the following table for specific requirements:

For site-specific registered plan permit applications, the following documentation must be submitted:

- Completed Master building application. Application must reference the base Master Registered Plan permit number and option designation used on this specific lot;
- Two (2) site specific site plans (no larger than 11x 17) meeting all standard submittal requirements (see below);
- One (1) full sized set of plans (copied from approved Master Registered Plan), that will be stamped as the site copy;
- An original geotechnical letter for each lot, *if applicable*;
- Alterations for non-structural interior architectural design changes may be approved by the building department as a revision.

**Note: At time of site specific building permit application, the foundation and elevation views must represent the actual site conditions (11" X 17").**

### SITE-SPECIFIC SITE PLAN REQUIREMENTS:

- Specify Registered Plan option
- Show division, lot number, and street address
- Show the finished elevation at each corner of the lot including the standard topographic contours at 2 foot intervals throughout the site
  - Note any cuts or fills
- Identify any rockery and or retaining walls
  - Specify top and bottom elevation
  - Show dimension from rockery/retaining wall to structure
  - If rockery is over 4 feet, show elevations of the adjacent lots
- Show the dimension of front, side, and rear yard setbacks
- Show the roof overhang and its dimension to the property line
- Identify the placement of the house on the lot (orientation of house must match plan option)
- Indicate the size and location of water meter and service line
- Show spot elevations around the perimeter of the building
- Identify decks or paved walkways
- Show setbacks from any easements or native growth protection areas
- Specify the finish floor elevation at the main floor and garage
- Show driveway locations and driveway slopes
- Identify quarry spall construction entrances
- Provide tree survey noting existing trees and trees to be removed
- Provide erosion control and siltation fence locations and details
- Show side sewer locations
- Show storm infiltration details
- Show setbacks from steep slopes or critical areas

For projects located on sloped lots, the applicant will need to submit elevation drawings that accurately reflect the grade elevations along the building. Lots with grade changes greater than 4' within the footprint of the foundation do not qualify.

Registered Plan Template:

ADD THIS ITEM TO THE COVERSHEET AND ALL PLAN SHEETS:

Place this signature block near the right-hand title block on each plan sheet.

MASTER REG. PLAN PERMIT #: _____
REVIEWED BY: _____
APPROVAL DATE: _____

Fees:

Registered Plan: For the initial review and approval of a “Registered Plan,” there will be a technology cost recovery, plan check, mechanical and plumbing review fee charged. The plan check fee is based on a review of the basic registered plan and all proposed options. When a registered plan consists of a number of plan options that can produce any number of similar but different buildings, the Building Official will charge plan review fees based on each different building configuration. Each plan review fee is 65% of the determined building permit fee (for each different configuration/option).

Site Specific Registered Plan – Basics Plan: For the issuance of each “Site Specific Registered Plan Permit – Basics Permit” attached to a registered plan, the City will charge standard permit fees. The permit fees will be based upon fees as established by city ordinance. There will also be a one-hour charge added, at contract rate, to review the building plans for compliance with the registered plan.