



BUILDING DEPARTMENT

RESIDENTIAL BASICS PROGRAM – Ten Trails and Lawson Hills MPDs

Residential Basics Program: A program designed to accommodate permit applicants who wish to build the same house design on a repetitive basis. This program is intended to improve customer service by simplifying the application process and reducing plan review time and fees. Pre-approval into this program by our Master Development Review Team Director is a pre-requisite.

Registered Plan: A set of approved plans kept on file. The registered plans are for the exclusive use for/by the customer who filed the original application, unless prior arrangements have been made with the holder of the registered plan.

Basic Permit: The name of the type of permit based on an approved registered plan for a specific site.

ADVANTAGES

- Less time spent on review as the building plans are pre-approved.
- Predictable conditions on approved plans.
- Pre-approved options for layout changes.

Qualifications

- Pre-approved registered plan on file.
- For use on vested plat lots only.
- Plan to be built on multiple lots – multiple times.
- Program is limited to detached single-family dwelling.
- Two stories or less in height.
- Lots with grade changes greater than 4' within the footprint of the foundation do not qualify.

Process

The process is initiated through the Community Development Office with pre-approval of a registered plan application. Once plan is approved, a copy will remain on-site for future reference for compliance on subsequent permits. Such reviews include matching footprint of house, deck, porch, etc. (including options such as a bay window bump out), square footage and elevations. At this point, the applicant can then submit for multiple permits using approved plan on file. The applicant will reference the assigned registered plan number for each submittal.

Initial review will be completed by the Master Planned Development Review Team (MDRT). They will review the electronic set, along with the Design Review Committee letter (DRC) which needs to state the plans are in compliance with both the Development Agreement Design Guidelines and the City's adopted Master Planned Development (MPD) Design Guidelines. Once approved, the process will continue with the Permit Center who will apply the proper fees and issue the permit.

Upon submittal of a building permit to construct from a registered plan set on a specific lot, review of the building permit application will be required to ensure compliance with site-specific standards.

Submittal Requirements

A complete application submittal includes:

1. One (1) completed Master Building Application, with all options identified;
2. Copy of the DRC letter, which reads plans are compliant with **both** MPD and DR Guidelines, and, color option/palette;
3. One (1) copy of Certification of Ownership or Transfer of Applicant Status;
4. One (1) full-size copy of approved registered plan set – stamped approved by the City;
5. One (1) full-size site plan and two (2) two reduced to 11 x 17, to scale (see site plan requirements below);
6. Current Water and Sewer Certificates, if applicable;
7. Utility Applications, if applicable;
8. Covenant Not to Sue (if located in a Coal Mine Hazard area);
9. Copy of Washington State Contractor’s License or Owner Affidavit;
10. Proof of current City Business License;
11. Sensitive Area ID form.

Site Plan Requirements

Specify Registered Plan	Identify placement of house on lot (orientation of lot must match plan option)
Show division, lot number and street address, and any encumbrances on the lot (easements, etc.)	Show finished elevations at each corner of the lot including the standard topographic contours at 2-foot intervals throughout the site – Note cuts/fills <ul style="list-style-type: none"> • Show spot elevations around the perimeter of the building/structure
Identify any rockery and/or retaining walls <ul style="list-style-type: none"> • Specify top and bottom elevation • Show dimension from rockery/retaining wall to structure • If rockery is over 4 feet, show elevations to adjacent lots 	Show the dimension of front, side and rear yard setbacks <ul style="list-style-type: none"> • Identify decks or paved walkways • Show driveway locations and driveway slopes • Show setbacks to any easements
Show side sewer locations	Show roof overhang and its dimension to property lines
Indicate the size and location of water meter and service line	Provide erosion control and siltation fence locations and details (include infiltration and storm tech plans)
Show storm infiltration details	Identify quarry spall construction entrances
Show clearing limits and provide tree survey noting existing trees and trees to be removed	Specify the finish floor elevation at the main floor and garage

Sufficiency Review

- Review for compliance with Design Review Committee, if applicable;
- Review color group/color palette; submittal should reference color option & compliance with MPD and Design Review Guidelines, if applicable.