

REGISTERED BASIC PLAN PERMIT

GENERAL INFORMATION

This packet of information outlines the process and submittal requirements to have Registered Basic Plans approved by the City. A Registered Basic Plan is a plan that has been submitted for review and approved by the City with the original intent that the plan will be used to construct more than one, virtually identical, building during the same three-year code cycle.

FEES

Fees for registered basic permits are calculated in the same way that other building permits are, except that the plan review fee is 50% of what is otherwise charged. Once a Registered Basic Permit is approved and a site specific building permit is approved used a Registered Basic Plan the plan review fee for the site specific permit is 50% of the plan review fee that is ordinarily charged.

APPLICATION & SUBMITTAL INFORMATION:

Applicants are advised to contact the Development Services Department (Department) to discuss the project they wish to submit a Registered Basic Permit Application for. The Department will provide assistance and detailed information on the City's permitting requirements and standards.

An electronic format (complying with the City's Electronic Document Requirements) of each of the below-listed submittal items is required to be uploaded into the City's permit portal **AT THE SAME TIME**.

ITEMS REQUIRED TO BE SUBMITTED FOR REGISTERED BASIC PLAN PERMITS
<p>REGISTERED BASIC APPLICATION FORM</p> <p>This form is available on the City's Permit Portal</p>
<p>BUILDING PERMIT APPLICATION FORMS</p> <p>These forms are available on the City's Permit Portal</p>
<p>ARCHITECTURAL & STRUCTURAL PLANS AND DETAILS</p> <p>A complete list of items required on Architectural and Structural Plans and details are on the Building Permit Application Instructions located on the City's Permit Portal</p>
<p>ENERGY CODE COMPLIANCE WORKSHEETS</p>

APPROVAL OF REGISTERED BASIC PLANS

Following is an overview of the requirements and other general information regarding Registered Basic Plans. See the following page for more detailed information.

1. Applicants are required to apply for a Registered Basic Permit. Plans that have previously been approved outside of the Registered Basic Plan Program are not eligible unless the Applicant submits a permit for a Registered Basic Plan and subsequent review is performed to determine compliance with the Registered Basic Plan Program. A full plan review fee will be charged for such reviews.
2. A Registered Basic plan application does not include a site plan until a building permit is applied for.
3. Other than the minor changes outlined on page 2 of this document, changes are not allowed on a registered basic plan. Additionally, the changes (or options) that are allowed are required to be shown on the Registered Basic Plans.
4. Use of a Registered Basic by anyone other than the original applicant is not allowed. This includes Applicants transferring a Registered Basic to another applicant or company.
5. Architect and Engineers of record (as applicable) must be aware of the use of Registered Basic Plans and must remain the Architect or Engineer of record for the Registered Basic Plan to remain valid.

The purpose of this handout is to assist the public in submitting requests for general information. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

CHANGES ALLOWED ON REGISTERED BASIC PLANS

As stated above, architectural plans can be approved as a Registered Basic Plan under the following Conditions:

1. The Applicant states at time of original application that they wish the plan to be reviewed and approved as a Registered Basic plan.
2. Plans that have previously been approved outside of the Registered Basic Plan Program are not eligible unless a subsequent review is performed to determine compliance with the Registered Basic Plan Program. A full plan review fee will be charged for such reviews.
3. A Registered Basic plan is simply a plan review approval and nothing more. A Registered Basic plan application does not include a site plan until a building permit is applied for.
4. Once approved, there will be no red lines or other notations from the City on a Registered Basic plan. All City required corrections or technical notes must be incorporated onto the architectural plan set by the original designer. The corrected plans must then be resubmitted to the City for final approval.
5. Other than the below-described options and field changes, modifications are not allowed on a registered basic plan.
6. All options and field changes must conform to Design Review requirements, when applicable.

Below are the two categories of modifications allowed to Registered Basic Plans:

1. Options are limited to the following items. **Please note that each optional element must have its own framing, structural and floor plans that are incorporated into the registered basic plans:**
 - a. A nine-foot tall pony wall design
 - b. Tall foundation wall design
 - c. Garage bays (2-car to 3-car)
 - d. Maximum of two roof systems with no structural changes below the top plate.
 - e. Cantilevered floor areas not to exceed a total of 50 sq. ft. as long as the footprint for setback/lot coverage complies with current code
 - f. Bay windows in lieu of door or window, no header or braced wall change, no additional floor (walking) area.
 - g. Foundation options (crawl space with post and beam, crawl space with framed wall, or slab on grade)
 - h. Floor systems (solid sawn joists, i-joists, open web trusses) with NO structural changes.
 - i. Moving/adding up to two windows and any resultant change in braced wall design with approval from structural engineer/architect
 - j. Maximum two fireplace locations
 - k. Maximum two deck locations
 - l. Multiple deck sizes if ALL the structural elements remain the same
 - m. Maximum three front porch entry designs that do not change the main building structural elements
 - n. Mirror image plans are allowed only if the foundation, framing, structural and floor plans are contained as options in the original Registered Basic Plan set and they must be printed correctly (not in reverse).
2. Field changes can be approved by the Building Official in the below-described circumstances only. Please note that approval of a field change for a single site does not grant approval for a similar change at other sites using the same Registered Basic Plans.
 - a. A beam change with approval from the structural engineer/architect
 - b. Moving/adding up to two windows and any resultant change in braced wall design with approval from structural engineer/architect
 - c. Moving/adding interior non-bearing walls

The above-listed options and/or field changes to Registered Basic Plans cannot be approved if the modification(s) result in any of the following:

- a. Increase in the foot print or square footage
- b. Cantilevered additions that exceed 50 square feet
- c. Roof systems that change any support below the top plate
- d. Room(s) added within an existing roof system, unfinished basement or crawl space
- e. Garage front/side entry
- f. Adding an option that was not included as an option in the original Registered Basic Plan Permit

ALL OTHER CHANGES WILL REQUIRE THE APPLICANT TO SUBMIT NEW PERMIT(S) AND WILL REQUIRE ADDITIONAL PLANS, FEES AND PROCESSING TIMES.