



Basic Plan Process

Basic Plan submittal requirements

(This process commences after the plan is approved for its original location)

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- One completed Combined Permit Application – check “Other” box on application and write in “Basic”. Include the plan or lot number that the new application is a basic of.
 - Scaled site plan
 - Set of architectural plans
 - Set of stamped structural calculations
 - A letter of approval from the Architect and/or Engineer of record for the plans to be reused as a Basic Plan
 - Applicable fees - \$200.00 Basic set up fee, Valuation (permit) fee, State fee of \$6.50, Technology (5%), plumbing & mechanical, **PLUS** school, park, traffic mitigation fees (if applicable) and utility hook-up fees
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Options allowed under a Basic Plan

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- Roof systems if no header/beam changes are required
 - Bay windows (In lieu of door or window, no header or shear wall changes)
 - Floor systems (solid sawn or manufactured I-joist)
 - Fire place locations
 - Maximum of 3 front entry or porch designs that do not change main building structural designs
 - Optional deck locations and sizes as long as it does not change structural designs
 - Optional appliances and/or fixtures that are depicted on plans will be counted for additional charges unless they have been marked off of the plan
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Field Changes

- Different beams with engineering approval and calculations
- Moving and adding windows that affects shear design with engineers approvals
- Moving and adding interior non-bearing walls

Field changes will be at the discretion of the building inspector. The builder may need to have additional plan review for the proposed changes.

Site Plan Requirements

Corresponding address and lot # shall be shown on all site plan submittals. It is the builders 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 – only architectural features can ~~only~~ encroach into required setbacks. In most cases 24” or 2’ is the maximum.

When a new Basic Plan is required

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

- New State adopted Building Codes
 - Increase in foot print
 - Roof system that changes structural design
 - Same plan but a change of engineer
 - Basic Plans are not transferable, i.e., a new builder takes over construction
 - Garage side entry
 - Applying for a Basic under another builders Basic Plan approval
 - Basic Plans are designated to the one plat in which they were reviewed in.
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Additional Information

- To apply for an established Basic Plan provide the above mentioned documents and include the original plan review building permit number and original address (in description area of combined permit application).
- 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 restrictions per the zoning requirements for the lot intended to be constructed on.
- If you have additional questions or need clarification please contact the **Permit Assistance Center at 360.863.4501**