



# Base Plan Guide

## Bulletin 6

*Division of Building, Safety, and Inspection for 2018 International Codes*

### **Overview:**

A Base Plan is an architectural design for a *residential structure* that is reviewed once for set-up and then can be used multiple times thereafter. It can be used for most residential buildings including detached single-family dwellings and accessory structures such as garages, agricultural buildings, and sheds.

This process is designed to help you save time on reviews. Additionally, if you build the same house **four or more times**, the cost of permit fees may be reduced.

### **How long is the base plan good for?**

Base Plans are good for *one code cycle*. The building code is usually updated every three years. This includes the International Residential Code, Washington State Residential Energy Code, and Uniform Plumbing Code. All designs previously reviewed under the 2015 code must be replaced with a 2018 code compliance design.

### **What is an "Option"?**

*Options* are changes in the original plan that add square footage, changes rooflines, or significantly alter the structural components of the original plans. There are no limits to *options*, however they **must be on separate pages, including elevations**, and easy to locate within the plan set. All related changes in calculations must be submitted with the "*options*" architectural pages and related structural sheets.

### **Some of these include:**

- Change in roof lines
- Additional garage space
- Cantilevered floor area
- Adding basements
- Bonus rooms over garages, and more...

**\*\*\*Depending on the scope, an option may require a separate base plan.**

### **What is a "Variation"?**

*Variations* are minor changes in a floor plan that do not alter the use of a space, structural load path or relocate any braced wall or shear wall panels. A *variation* must be listed on the application but does not need to be shown on the plan. These changes will be field verified by your inspector.

### **Some of these include:**

- Master bath/closet reconfiguration
- Increasing a ¾ bath to full bath
- French doors instead of slider in same opening
- Different siding with no change to shear wall bracing
- Flipped Plan

**To SET UP A BASE PLAN, submit the following in digital (PDF) format:**

- **Residential Application Form**
  - ✓ The person listed as the “applicant” will be the main point of contact for the set-up.
- **Completed Base Plan Worksheet**
  - ✓ Note the Base Plan Owner and plan number.
  - ✓ All proposed *options* and *variations* clearly identified.
  - ✓ On separate sheets provide graphics that show the roof drip line and building footprint which includes dimensions for both (example in back).
- **Construction Plans**
  - ✓ Foundation plans, including stepped details for potentially sloped lots
  - ✓ Floor framing plan
  - ✓ Floor plans with all rooms labeled
  - ✓ Roof plans
  - ✓ Elevations
  - ✓ Cross sections and framing details
  - ✓ 1-Hour fire resistive wall and column details
- **Engineering**
  - ✓ Required when the plans do not meet the prescriptive provisions of the current International Residential Code.
  - ✓ Must have complete calculations, including design criteria, beam gravity load calculations, and lateral analysis.
  - ✓ Structural plans and details must be on separate sheets.
  - ✓ Structural calculations and *ALL* structural sheets must be stamped and signed by the engineer.
- **Energy Code Worksheets**
  - ✓ Prescriptive Worksheet or Component Performance
  - ✓ Glazing Schedule
  - ✓ Heating System Sizing

**\*\*You must submit a letter of authorization from the designer and engineer to setup a Base Plan if a person other than the Base Plan Owner is making application.**

**Review Process for Base Plan Set Up:**

Application is submitted and reviewed in the same manner as a standard residential permit application.

1. The accepted application is assigned an application number. This number is used whenever the application is referenced in correspondence or to track the application using our online permitting portal, PALS.
2. If portions are missing or unclear, the Plans Examiner will request these items through our PALS permitting portal. Additional fees may be assigned for repeated requests that are not adequately responded to.
3. If all portions of the application are acceptable, the plans examiner will provide a stamped set of plans, structural calculation, energy worksheets, and base plan worksheet to the applicant.
4. Once the base-plan has been approved, it will be made available for future use.

### **Who can use a Base Plan?**

The Base Plan owner may allow someone else to use an established Base Plan. The *letter of authorization* needs to be specific, including which Base Plan, who can use it, how many times can they use it, and where it can be used.

### **To apply for a permit USING A PRE-APPROVED BASE PLAN, submit the following:**

- **Residential Application Form**
  - ✓ The person listed as the “applicant” will be the main point of contact for the permit.
- **Completed Base Plan Worksheet**
  - ✓ Note the Base Plan Owner and pre-approved plan number.
  - ✓ All proposed *options* and *variations* clearly identified.
- **Construction Plans**
  - ✓ If any changes have been made to the original plan, submit those changes on individual sheets, including elevations.
- **Engineering**
  - ✓ Only if required as part of the original plan set. Submit any variations from the original plan set, if applicable.
- **Energy Code Worksheets**
  - ✓ Only required if heated floor area is changing from original plan.
- **Fire Flow Worksheet or Certificate of Water Availability**
- **Site Plan**

### **One-time build with changes?**

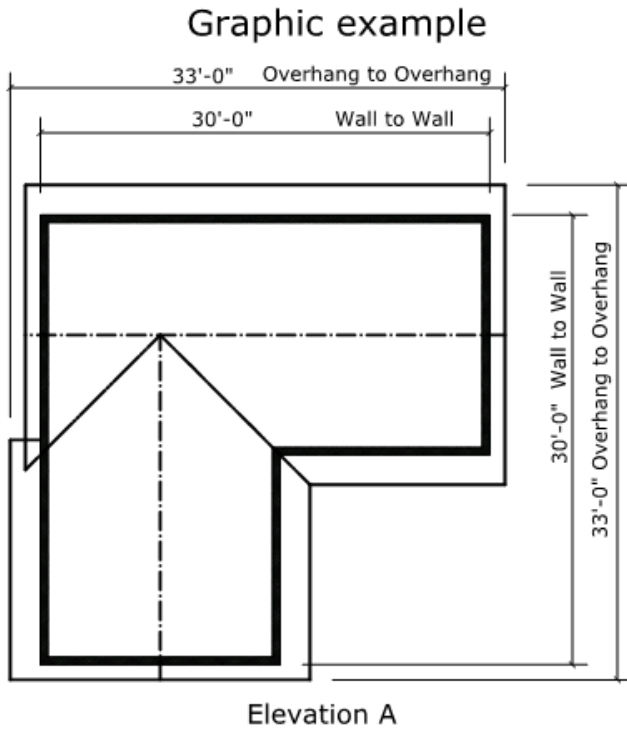
- Reviewed as a “remodel” permit, typically reviewed within 3-5 business days.
- Must contain all pages of changes/variations. Extensive revisions to base plans may require a full set of plans at time of application.
- Fees: Standard base plan fee plus the full plan review for the scope of work covered in the change, but not less than an additional \$100.
- Applications made after construction has started will be handled in the same manner.

### **Links to Forms**

- Base Plan Worksheet  
<https://www.co.pierce.wa.us/DocumentCenter/View/4247/Base-Plan-Worksheet?bidId=>
- Site Plan Example  
<https://www.co.pierce.wa.us/DocumentCenter/View/4301/Site-Plan-Guide-and-Helpful-Hints?bidId=>
- Fire Flow Worksheet  
<https://www.piercecountywa.gov/DocumentCenter/View/7831/Fire-ResFFWrk?bidId=>
- Energy Code Forms  
<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>
- Alternate Method or Material Requests  
<https://www.co.pierce.wa.us/DocumentCenter/View/4239/Alternate-Method-or-Material-Bulletin-28?bidId=>

**\*\*\*See examples of drip lines on the next page.**

## Drip line Graphic Examples



The wall to wall dimension represents the furthest combustible framing members to include all cantilevers and projections on all floors

