



Base Plan Guide

Bulletin 6

Division of Building, Safety, and Inspection for 2015 International Codes

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Introduction & Overview

What is a Base Plan?

A Base Plan is a design for a residential structure that has been pre-approved for multiple uses. It allows you to come in and obtain a building permit at a later date without waiting to have the plan reviewed again. This program is designed to save you time. If you plan to build the same house four or more times, it could also save you permit fees.

This Guide is designed to assist you in successfully submitting plans and related documents for approval as a Base Plan. New Base Plans are reviewed in order of regular residential building submittals.

How do I get a Base Plan approved?

Submit the necessary documents to the County for review. Submitting to the County is very similar to applying for a building permit. The fee for the County to review and set up is equal to the Plan Review fee. The last page has a sample.

How do I submit a Base Plan?

The Base Plan Applicant must submit the following documents:

- Complete construction drawings
- Engineering plans and analysis for engineered plans
- Structural calculations & shear wall calculations
- Truss specifications, truss bracing details, and truss engineer's stamp
- Energy code worksheet
- Base Plan Worksheet with the Base Plan Owner (usually the designer) and plan number noted, with all proposed options clearly identified. On separate sheets provide graphics that show the roof line and footprint which includes dimensions for both (see example on page 7).
- A letter of authorization is needed to setup a Base Plan if a person other than the Base Plan Owner is making application.

How long are Base Plans Good For?

Normally Base Plans are good for the three years of a code cycle. The building code is updated every three years. Those updates usually require changes to the design of structures.



For the 2015 code cycle (beginning July 1, 2016) all existing 2012 Base Plans will need to be replaced with designs compliant with the 2015 International Residential Code and 2015 Washington State International Energy Conservation Code, 2015 Uniform Plumbing Code.

Are Base Plans Limited to Residential Structures?

Yes, Base Plans are limited to residential detached structures. A partial list of allowed structures include: Single family detached; duplexes; and accessory structures, such as garages, agricultural buildings, and sheds.

Multi-family, townhouses and all non-residential structures are excluded from the program. Townhouse buildings may qualify for a modified Base Plan process with no reduction in fees.

How Many Options Can I Have?

This is a difficult question to answer. If the scope of an option creates a change in the framing plan then it slows down the inspector. Too many options and the plans are a jumble of details that are hard to read and interpret. However, there are some variations in the floor plan that can be handled in the field. For the purpose of this discussion, a variation is a difference or change in a floor plan that does not change the structural load path or relocate any braced wall or shear wall panels. As such they do not change the permit fee and need not be included in a list of allowed options. Examples include:

Options	Variations (Does not need to be included in the options list)
Different Roof Lines	Master bath and closet reconfigurations
Additional Garage	3/4 to full bath
Cantilevered Floor Area	French Doors instead of Slider in same opening
Basement	Different siding if no change in lateral
Bonus Room over Garage	Flipped Plan

Four options will be the limit on any one Base Plan and they must be on separate pages and easy to locate. A design that has more than four options will be required to be set up in two or more Base Plans. If the options are too complicated on any plan, the Building Official may not allow the option and require that it be in a separate Base Plan.

Can I Make a Site-Specific Modification to a Base Plan for One Buyer?

Yes, we will accept the permit application with the changes and will review it as if it was a remodel application. The plans should be reviewed within three to five days. The changes must be clearly identified. In addition to the Base Plan fee you will be charged the full plan review for the scope of work covered in the change, but not less than an additional \$100. A complete set of plans showing the whole house as revised may be required to be submitted with the application. Speak to Building Division Technical Support to determine submittal needs for minor changes.

Applications made after construction has started will be handled in the same manner. However, an investigation fee will also be charged. Investigation fees are equal to the building permit fee for the work being done, but not less than \$250.

Can I submit Base Plans in a Paper Format?

No, Base Plans are required to be in a digital format. As Base Plans are approved for use under the IRC, they will be stored in digital format. It is up to the applicant to provide the plans in the required format. The format for the file is PDF – Portable Document Format. This is a convenient method of distributing information electronically.



Can a Base Plan be used by anyone?

Yes, but only with written permission. 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, where it can be used, etc.

What On-Line Services are Available?

www.PierceCountyWA.org/PALS

- Check review status and comments
- Pay remaining balances
- Schedule inspections
- Check inspection status and view comments
- Pay re-inspection fees
- Obtain standalone residential mechanical and plumbing permits
- Print copy of residential Certificate of Occupancy

Forms available on line include:

- Base Plan Worksheet
<http://www.co.pierce.wa.us/DocumentCenter/View/4247>
- Site Plan Example
<http://www.co.pierce.wa.us/DocumentCenter/View/4301>
- Fire Flow Worksheet
<http://www.co.pierce.wa.us/DocumentCenter/View/7831>
- Energy Code Forms
<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode/2012EnergyCode.aspx#EnergyCodeWorksheets>
- Alternate Method or Material Requests
<http://www.co.pierce.wa.us/DocumentCenter/View/4239>

Definitions

Alteration - See Modification

Applicant - See Base Plan Applicant

Base Plan - Drawings and additional documents requiring a one-time review for *an approved structure* to be built more than once in Pierce County.

Base Plan Applicant - The individual submitting the Base Plan for review and setup at the County. It is usually the owner, but it can be someone who has legal right of one-time document use. If the applicant is not the owner, then they must have a letter from the owner on the owner's letterhead granting the individual the one-time rights to the documents.

Base Plan Owner - The designer of record; person or firm responsible for the design and legal owner of the document(s).

Base Plan Permit - A site-specific building permit from an approved Base Plan.

HVAC - Heating, Ventilation, Air Conditioning



Modification (Site Specific) - A one-time site-specific change to an approved Base Plan that may affect the building structure which requires review by the building plans examiner (i.e., addition of a deck, adding openings in an exterior wall, etc.).

Option - A selection or deviation that is pre-approved and part of a Base Plan. (i.e., Additional Garage, Different Roof Lines, Cantilevered Floor Area, Bonus Room over Garage, Basement, etc.).

Owner - See Base Plan Owner

Residential Building - A one or two-family dwelling and accessory structures, such as garages and sheds. Light wood framed buildings or steel framed buildings are limited to a height of 3-stories above grade. (Section R301.2.2.3.1).

Variation - A difference or change in a floor plan that does not change the structural load path nor relocate any braced wall panels, or make a change that affects life safety. Master bath and closet reconfigurations, 3/4 to full bath, etc.

Making an Application

When you submit documents for a Base Plan review use the Base Plan Submittal Requirements on page four to ensure you have all the needed documents. All Base Plan applications shall require full sets of construction drawings with appropriate engineering documents. These drawings must show enough information to show compliance with all applicable codes. The approved documents will be sent to the Base Plan Owner.

All applications to set up a new Base Plan must be submitted digitally.

Base Plan Review Process

1. A digital copy of the plans including engineering plans and documents shall be submitted with the application.
2. The accepted application is assigned an application number. This application number shall be used whenever the application is referenced in any correspondence. It is also used to track the application using our on-line services. www.PierceCountyWA.org/PALS
3. Base Plan applications are treated as a standard permit application and are reviewed in the order in which they are taken in. The time to review this type of application varies depending on the current work load.
4. At the completion of the review, the plans examiner may have a list of items that require clarification or correction. The applicant will be contacted regarding these items and be required to provide a revised set of plans or revision of a specific page. Whenever corrections are required: the review is placed on hold until the re-submittal is received.
5. The applicant may verify that the re-submittal has been received by logging on to the Pierce County web page and checking the application status. You should E-mail the plans examiner if the re-submittal is not logged in by the next business day following the re-submission.
6. If the re-submittal does not fully address the original requested corrections, or if any required information is found missing from the corrected drawings, a subsequent re-submittal will be required. Additional plan review fees will be assessed.



7. The plans examiner will contact you when no further corrections are required and the application is approved.
8. Once the Base Plan is in the Pierce County Base Plan library, application for a permit for new construction using the Base Plan can be made.

Engineered Drawings and Documents

When a building of otherwise conventional construction contains structural elements exceeding the limits of Section R301 of the 2015 International Residential Code, these elements shall be designed in accordance with accepted engineering practice and the International Building Code.

All engineered drawings shall be the same size as the construction drawings. Each engineered drawing and supporting documents (calculations, reports, etc.) shall be stamped and signed by the engineer responsible for the design. One digital copy of all engineered documents shall be submitted with the construction drawings.

Engineered drawings shall have their own designation, (i.e., structural drawing shall be designated "S-1", "S-2", etc.). Where calculations are provided with the drawings, all information on the drawings shall match the calculations. Calculations shall include all pertinent components shown on the drawings and shall be clearly identified.

Where engineering is transferred to the construction drawings, the engineer shall review all construction drawings that contain any transferred engineering. A stamped and signed letter by the engineer shall indicate that they have reviewed the construction drawings, and the transferred information is correct and meets their approval. In lieu of the letter, the engineer may stamp and sign each construction drawing that contains engineering information. A "Reviewed by" stamp will be acceptable for this purpose.

The braced wall panel (shear wall) schedule should be on the same page that shows their location.

Note: We strongly recommend taking the most restrictive (strongest) braced wall panel and using it everywhere. Having several braced wall panels that are very similar is confusing to framers and inspectors. Do not include shear wall details or schedules that are not applicable to the project.



Fees

Total Valuation	Fees for One and Two-Family, Group R, Division 3 and Private Garage and Agricultural Group U, Division 1 and 3 Occupancies.
\$1 to \$2,000	\$69.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$50,000	\$99.00 for the first \$2,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$315.00 for the first \$50,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$150,000	\$640.00 for the first \$100,000 plus \$8.50 for each additional \$1,000 or fraction thereof, to and including \$150,000
\$150,001 and up	\$1,065.00 for the first \$150,000 plus \$6.00 for each additional \$1,000 or fraction thereof.

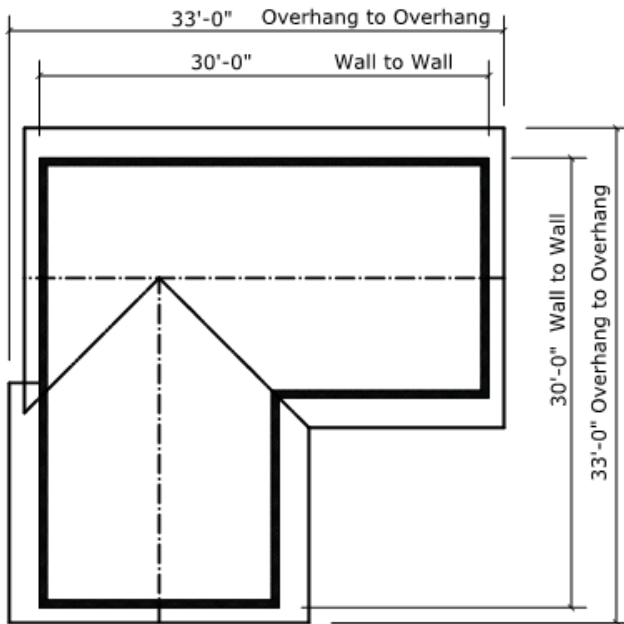
Sample Fee Calculations

		Square footage		Cost/foot		
House/Plex	1st Floor	800	X	\$111.77	=	\$89,416.00
	2nd Floor	500	X	\$111.77	=	\$55,885.00
	3rd Floor			\$111.77		
	Unfinished Floor Area			\$15.45		
Basement	Finished			\$49.87		
	Unfinished			\$15.00		
Garage	Type V	640	X	\$42.44	=	\$27,161.60
Carport				\$31.83		
Pole Building				\$42.44		
Decks		300	X	\$15.92	=	\$4,776.00
					Total	\$177,238.60

1. From table above use the range of \$150,001 and up to calculate fee.
2. \$1,065.00 for the first \$150,000 plus \$6.00 each additional \$1,000 or part thereof.
3. $\$1,065.00 + (\$6.00 \times 18) = \$1,173.00 = \text{Base Plan Set Up Fee}$

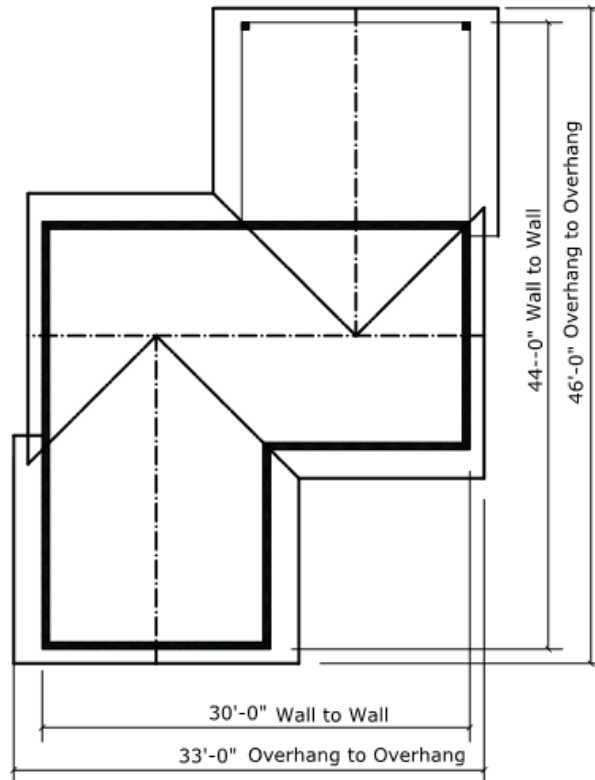


Graphic example



Elevation A

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



Elevation A with porch option

