



Bremerton Building Department Policy

Policy #: 2008-01
Date: June 27, 2008, Revised 8/25/14
Subject: Basic Plan System
Code Section(s): IBC R104.1, R104.2
Attachment 1: Basic Plan Checklist

Policy:

The purpose of the Basic Plan system is to create a more efficient, cost saving procedure; to reduce redundant plan reviews; to maintain records pertaining to Basic Plan building permits; and to develop a cost saving method of obtaining residential building permits in order to promote affordable housing for the citizens of the city of Bremerton.

Basic plan system.

A person or company holding title or copyright to the plans may establish a Basic Plan by application and the payment of a one time setup fee. A Basic Plan may be used to obtain building permits for:

- Single-family dwellings with or without attached carports or garages.
- Residential carports or garages.
- Residential structures such as pump houses, fences, or retaining walls.
- Residential Multi-family carports or garages.

Basic Plans designed by a registered architect or professional engineer, or are otherwise protected by Federal Copyright laws shall be accompanied by a document signed by the holder of the copyright protection, authorizing its repeated use. Once approved and established, the Basic Plan will be assigned a file number, and will be retained on record for the duration of the current state code adoption, in order to be used for issuance of building permits. A Basic Plan shall not be used to obtain a permit for any project where the structure is less than 5 feet from a property line, or within 6 feet of another building located on the same property unless a specific modification is made to the Basic Plan identifying any required fire-resistive construction. A building permit based upon an approved Basic Plan shall be issued provided the required application has been received, assessed fees have been paid and other required documentation regarding the suitability of the lot or land on which the building is to be

constructed is found to be in compliance with the Zoning Code, Critical Area Ordinance, Shoreline Master Program, the Building & Fire Code, and any other law enforced by the city regulating construction.

Allowable Options.

Allowable options for basic plans may include different elevations, bay windows, skylights, reversals (mirror-image) or similar construction features that do not alter the size of the structure or modify the structural system. Examples of modifying the structural system are optional roof configuration, optional roof height, garage options, or an optional Bonus Room over the garage.

Fee Schedule.

Setup Fee: The initial set up fee to establish a basic plan shall be the plan review fee based on the floor area and valuation.

Basic Plan Use Fee: To use an established basic plan, 50% of the plan review fee shall be paid at the time of submittal and the full established building permit fee shall be paid at the time of permit issuance.

Modification to a Basic Plan: Modifications to a Basic Plan not covered in the initial review will be subject to a full plan review fee unless the modification is minor and does not change the structural requirements, i.e., changing a window to a door with the same size horizontal dimension. A minor modification will be subject to an additional hourly plan review fee.

Application Procedure.

A Basic Plan shall be identified at the time of permit submittal by the applicant and on the building permit application. The Basic Plan submittal consists of 2 sets of architectural drawings, 2 sets of engineered calculations and structural drawings when required by code; authorization from the Engineer of Record that the engineering may be used multiple times; 2 sets of Energy Forms; 2 sets of Mechanical/Plumbing forms; and proof of ownership or authorization from the designer or architect that the drawings may be used multiple times.

When the Basic Plan has been approved, one set of the complete application documents will be retained by the Building Dept. and one set will be issued to the applicant. The Basic Plan will expire when the current code cycle is complete and a new edition of the building code has been adopted. A new letter of authorization from the Engineer of Record will be required for the Basic Permit when his/her license is renewed during the code cycle before the Basic may be used again.

Building Permit Procedure to Use Basic Plan.

The application procedure for a building permit to use a Basic Plan will consist of the same steps as a typical building permit except that the Building Code plan review may be accomplished in a shorter period of time if the geography of the site allows. The permit application will consist of 4 sets of all of the approved Basic documents, a site specific letter from the engineer or a blanket letter stating the conditions under which the engineering may be used, and 4 site plans. A Basic Plan Checklist will be issued with the Basic to help the applicant with the submittal documents.

Attachment 1



BASIC PLAN CHECKLIST

Developer/Applicant	Office Use Only
NAME _____	PERMIT # _____
BASIC # _____ PLAN _____	CODE CYCLE _____
Basic Approval Date: _____	

This checklist accompanies your “Basic” permit issuance & approval for use.

This Basic permit may be used during the current code cycle and must be re-established upon the adoption of new code edition.

For future submittals using your established basics, your submittal documents will consist of the following:

- ✓ This Completed Checklist
- ✓ Completed Application
- ✓ 4 Site Plans showing location of structure on parcel
- ✓ Site Specific letter from Engineer of Record approving the use with original seal & signature or blanket letter.
- ✓ 2 Copies of approved basic plans
- ✓ 2 Copies of approved engineering calculations and structural pages
- ✓ 2 Copies of approved Energy Form
- ✓ 2 copies of the Whole House Ventilation form
- ✓ 1 copy of approved Mechanical & Plumbing forms
- ✓ 2 copies of any other documentation attached to the plans
- ✓ Clearly identify all options to be used and cross off all options NOT used
- ✓ 4 copies of the Geotechnical Engineer Report if performed for the site
- ✓ Septic: 2 Copies of accepted site plan or concurrent review from Health District
- ✓ Shoreline application if applicable