



### Purpose

An applicant who intends to apply for permits to build a number of single family structures using the same plans may elect to participate in the Sammamish Building Division, “Registered Plan Program”. This program is intended to improve customer service by simplifying the application process and reducing plan review times. This program is also intended to encourage variations in building design (see “major options” listed below) to produce aesthetically pleasing, yet diversified neighborhoods that add to the quality of Sammamish as a unique community.

### Qualifications

To qualify for the Registered Plan Program, residential buildings must be three stories or less in height. Building sites under consideration shall not be located in “sensitive areas” such as near wetlands, steep slopes, or flood hazard areas. Additionally sites must have soil bearing capacities of 1500 psf or greater (unless otherwise approved by the Building Official).

### Program Overview Meeting

A program overview meeting is required to review the procedures and answer any questions the applicant may have. This meeting is scheduled through the Permit Center. It is mandatory and is required prior to submittal of any applications in the Registered Plan Program.

### Submittal Process

***The process is initiated by submitting all required documents electronically through the MyBuildingPermit.com portal (MBP); the applicant will need to submit the following:***

- Letter authorizing multiple-use, by the architect and/or engineer
- One Single Family Residential (SFR) Coversheet.
- Plan set of architectural and structural plans per garage orientation. Provide a complete set for each: right and left garage orientations. Plans to include 4” x 4” approval block for City approvals. See page 4 for additional notes.
- Gravity and lateral calculations signed and stamped by a Washington State licensed engineer or architect. Gravity calculations may be provided by a non-licensed designer if run on a current gravity calculation program. *Note: All pertinent structural details including shear wall schedule and hold down / anchor bolt schedule must be accurately incorporated into each plan sheet where applicable.*
- City of Sammamish WSEC & IRC Ventilation form.
- If applicable, geotechnical report documenting soil bearing, foundation design, drainage, and temporary erosion and sedimentation control.

As the plans are not site specific, they will be reviewed only by the Building Division at this time. Plan review fees are required with the application.

Registered plans will be assigned a registered plan permit number. The applicant will need to reference this number whenever submitting for future repetitive building permit applications where the same plan type is to be used. This will help facilitate registered plan permit tracking. Plans are reviewed for compliance with the currently adopted editions of the International Residential Code (IRC) and International Building Code (IBC), in addition to the Uniform Plumbing Code (UPC), Washington State Energy Code (WSEC), NFPA 54 National Fuel Gas Code and NFPA 58 Liquefied Petroleum Gas Code, International Fuel Gas Code (IFGC) and International Mechanical Code (IMC) as amended by the State of Washington and the City of Sammamish.



## **Sufficiency Review**

Upon submittal of the application packet for the Registered Plan Program, the plans will be checked by the Building Plans Examiner for application sufficiency including, but not limited to:

- Structural calculations for gravity analysis. Calculations must include evaluation of shear, bending and deflection. Provide lateral and gravity key plans to identify the location of the structural members in the calculations.
- Structural calculations for lateral design. The analysis must include an evaluation of both wind and seismic force resisting systems. Overturning should be evaluated for each critical wall section. The details must show the complete load path for connections of shear walls from the roof to the foundation. Shear wall schedules must be provided on each plan sheet where specific shear requirements apply. Shear wall schedules need to specify the required top and bottom plate nailing, required blocking, nail size type and spacing, anchor bolt size and spacing, required seismic & lateral tie connectors and spacing i.e. LTP4, A-35's, wood species and design value of the wall in pounds per lineal foot. Lateral and Seismic connection details must be referenced on each of the roof, floor and foundation plans. All Shear walls must be identified on the appropriate plan sheets to include the location of all hold-downs, straps and other devices necessary to transfer lateral loads.
- Foundation plans to scale. Plans must be fully dimensioned, and coordinated with referenced section, call outs. Foundation plans must show anchor bolt schedules, hold-down devices, interior and exterior shear wall requirements, crawlspace access and venting. Referenced foundation detail call outs must clearly identify various foundation conditions such as continuous interior footings, exterior footings, isolated (pad) footings, and retaining walls (including basement walls).

*Note: structural retaining walls (including basement walls) over 4 ft in height must be designed and stamped by a WA State licensed architect or structural engineer. Calculations are required. The architect or engineer must identify the soil types according to the site specific soils report.*

**Note: At time of "site specific building permit application" provide a foundation plan representing the actual site conditions (11"x17") if it varies from the approved registered plan.**

- Floor framing plans to scale. Plans must be fully dimensioned and coordinated with referenced section and detail call outs.
- Roof framing plans to scale. Plans must be fully dimensioned, and coordinated with referenced section call outs.
- Floor plans fully dimensioned.
- Building elevations. *Note: Average finish grade elevations and overall building height elevations must be incorporated into the elevation drawings to account for the maximum building height possible. Special inspection may be a condition of permit to verify actual building height.*  
**Note: At time of "site specific building permit application" provide a minimum of four elevation views representing the actual site conditions (11"x17")**
- Building and wall sections.
- General architectural and structural notes.
- Stair, deck and guardrail details.
- Pertinent engineering details and plan sheets.
- Geotechnical Design Report (if applicable).

**All options shall be identified:** The plan coversheet will need to identify a table of contents noting all drawings, building options, all floor area configurations (per individual floor), and a corresponding sheet matrix if multiple options will occur.

At submittal appointment, once the application is determined complete, the plans will be routed to the building division for plan review. If the application is not complete, the application will not be accepted. A list of corrections will be provided.

### **Structural Engineering & Architectural letter of approval**

Any plans prepared by an Engineer or Architect in conjunction with a registered permit must be accompanied with a letter of authority from the Engineer and or Architect stating approval to use the engineering and plans on a number of sites. Additionally all calculations must bear the architect or engineer's stamp and signature; a copy or electronic version is also acceptable. All calculations must reflect the current version of adopted codes.

### **Options allowed**

The City encourages and allows variations when utilizing the registered plan program. The following options are permitted at original submittal:

- Garage bays (2-car vs. 3-car)
- Roof system changes that do not alter the header requirements or change the structural load path.
- Projected floor areas not exceeding 50 square feet. (Bump-outs: cantilevered or exterior supported)
- Bay windows (in lieu of door or window, no header or shear wall change).
- Foundation options (crawl space with post and beam, crawl space with framed walls, slab on grade).
- Floor systems (two joist systems options permitted, solid sawn members or manufactured I joists).
- Optional fire place locations.
- Maximum 3 front entry or porch designs that do not change the main building structural elements, shear walls or header sizes.
- Optional deck locations.

### **Field Changes**

Inspectors are permitted to accept the following field changes:

- Alternate beam designs with wet stamped engineering approval.
- Moving and or adding up to two windows and affected shear walls with original signature and wet-stamp of engineer or architect as is applicable for the project.

Whether a field change will be accepted is solely at the discretion of the building inspector. If an inspector is uncomfortable with accepting a field change, then the builder will be required to submit a revision for that building permit. Approval of a revision for a single site does not grant approval for a similar change for other sites with the same registered plan permit number.

### **New Registered Plans Required**

When any of the items listed below are proposed revisions to approved construction drawings a new registered plan review is required, along with a new application and applicable fees.

- Increasing the foot print (changing exterior dimensions) or bump-out additions exceeding 50 square feet.
- Roof systems that change any support below the top plate and or alter the original structural load path.
- Applicant retains new engineer for project, although the plan design remains the same.
- Adding a room or space to an upper floor within an existing roof system, or to a basement expanding into the crawl space.
- Garage: changing entry from front to side.
- Any variations or changes in a floor plan that changes the structural load path or relocates any required shear wall or braced wall panels.

#### **Exception:**

- Any changes to the interior foundation, floor system, and interior non-bearing walls or similar that do not pertain to the aforementioned requirements, may be approved by the Building Official as a revision to the already approved registered plan.

### **Registered Plan Approval/Issuance**

Once the registered plan and associated documents are approved (signed) by the Building Division, the applicant will be notified through MBP. Once all fees are paid, the electronic files will be uploaded to MBP.

At this time, the applicant may apply for building permit applications on individual lots (site specific building permits).

### **Fees**

A plan review fee and counter service fee shall be paid for the initial review and approval of "Registered Plans" at the time of submittal for each model and elevation. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged at the rate shown in the fee resolution established by the City of Sammamish. The plan check fee is based on a review of the registered plan and all proposed options. When a registered plan consists of a number of plan options that can produce any number of similar but different building configurations, the Building Official may charge plan review fees based on each different building configuration. The plan check fee is 65% of the building permit fee.

For the issuance of each "Site Specific Building Permit" attached to a registered plan, the City will charge standard fees.

### **Site-Specific Building Permit Application**

The site-specific building permit applications will be processed with a two-week turnaround time.

- Reference the Registered Plan Permit Number on the application.
- Submit approved registered plan file for the correct orientation to coincide with the Site plan.
- Submit approved SFR Coversheet for this registered plan.
- Provide Plan Elevation sheet with the actual proposed Average Finish Grade and Peak elevations shown.
- Provide an original geotech letter for each lot, if applicable.
- Alterations for non-structural interior architectural design changes may be approved by the building division as a revision.

### **Registered Plan Expiration**

Whenever revisions are made to the State Building Codes as adopted by the City, a new registered plan application and approval process will be required. Applicants also need to be aware of Land Use Code changes that could affect lot coverage, building heights and setbacks. Building Permits that are issued remain valid for two (2) years from date of issuance per SMC 16.20.235.

### **Performance**

The issuance or granting of a registered permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of SMC Title 16.20 and SMC Title 16.05 or of any other ordinance of the City of Sammamish. Permits presuming to give authority to violate or cancel the provisions of SMC Title 16.20 and SMC Title 16.05 or other ordinances of the City of Sammamish shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building division from requiring the correction of errors in the construction documents and other data. The building official is also authorized to prevent occupancy or use of a structure wherein violation of SMC Title 16.20 and SMC Title 16.05 or of any other ordinances of the City of Sammamish exist.

### **Approval Block:**

Provide an empty approval block, 4" x 4", for the placement of City approval stamps, in the same location on all plan sheets. This should be coordinated with the structural sheets also.

**MBP Document Upload Guidelines for Registered Plans**

- 1) Sammamish SFR Coversheet is required. Submit as a separate file. One file will be used for both Right and Left orientations.
- 2) Sammamish WSEC & IRC Ventilation form. Submit the complete Sammamish form. The WSU energy forms (excel sheets) may be used for the glazing and heat sizing pages.
- 3) Building Plans: Left and Right garage orientations are to be submitted at the same time. If the owner determines that only one orientation will be used, there is no need to submit the other orientation. Note: if at a later date, it is determined that the 2<sup>nd</sup> orientation is needed, there will be full fees. When submitted at the same time, we will review both orientations under one permit application.

Please take time to review documents submitted for all current MBP submittals to ensure that submittals are complete. This will facilitate a smooth review and acceptance process.

**The following documents are typically required for Registered Plan applications being submitted via the MyBuildingPermit.com portal.**

<b>Document type (bucket)</b>	<b>Document description</b>
Plan Coversheet	Sammamish SFR Coversheet
Building or Construction Plan	Left garage plan set.
Other	Right garage plan set.
Structural or Lateral Calcs	Structural calculations.
Structural calcs	Gravity if done by separate company
Design Letter	Multi-use authorization letter from engineer and/or architect.
WSEC SF and Duplex ...	Sammamish Energy/Ventilation form with computer generated sheets if desired.
Supplementals	Options offered
Resubmittal cover letter	Owner cover letter
Design Letter or Letter	May be used for Engineer's response