

Grant County Base Plans Requirements

1. Base Plans are reviewed for compliance with the current code models:
 - a. The State of Washington and Grant County adopts Building Codes on a three-year cycle. The current Building Code cycle ends June 30, 2023. The review of a Base Plan is valid until the end of the current cycle. All Base Plans shall be resubmitted for a compliance review at the beginning of each new code cycle.
 - b. The State of Washington adopts amendments to the Building Code during the three-year cycle. The Base Plans may need to be resubmitted to include applicable amendments during the cycle.
 - c. The State of Washington adopts revised versions of the WA ST Energy Code (WSEC) with indeterminate frequency during the Building Code cycle. Base Plans may need to be resubmitted to include revised energy code requirements.
2. Plans are only accepted with the submittal of a permit application to construct that plan. Plans will not be pre-reviewed for future use as a Base Plan without an application submittal.
3. Upon the first submittal, the plans will go through the normal review process and time lines as for all applications. Processing times should be shorter for subsequent submittals, however, the applications will be routed to all other departments as normal and are subject to their time lines.
4. The plans submitted must be complete as to the Grant County Residential Plan Requirements handout – Base Plans are not exempted.
5. **OPTIONS:** Base plans are allowed to incorporate some optional design variations as per the following:
 - a. There shall be no area increases to habitable spaces.
 - b. There can be only (1) one area increase to non-habitable space, such as an optional covered deck or additional garage bay.
 - c. Changes to the facade are allowed only when they meet the criteria set in 5a and 5b and only when they do not change the roof structure of the original plan, including truss layout.
 - d. Optional roof designs are not allowed (gable vs. hip) on the same Base Plan. Roof structure changes must be done on a different Base Plan.
 - e. Interior, non-structural options are allowed such as: kitchen island vs. peninsula; den vs. bedroom; adding fireplace.
 - f. The plans must show all details for complete review of all options based on the Residential Plan Requirements handout.
 - g. The site plan submitted **MUST** accurately reflect the structure as built.
 - h. Each application that uses a plan with options **MUST** include a blank “Options Checklist”. The checklist shall include the company name, identify the plan by name or number and list all options offered with a line or box next to each item to place a checkmark. The applicant or their agent must fill out this checklist with each permit application.

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6. Changes to plan design after the initial review will require submittal of new plans to restart the Base Plan process.
7. Changes to a project onsite after permit issuance will require a new permit for the additional or revised structure, as per requirements, policies and processing times in effect at that time.
8. Application approvals for Base Plans are restricted to consistent site and soil conditions unless individually and specifically approved. Topographical or environmental conditions may negate the use of a specific base plan in a specific location.

The Base Plan submittal process may follow one of two Paths:

Path I. Provide (1) one set of plans with a permit application for 1st Review:

1. After the 1st Review, the redlined set will be returned to the applicant to make all the required revisions and corrections to create all new full plan sets for the 2nd Review.
2. Provide (2) two full sets of the corrected new plans, along with the previously red-lined set, for the 2nd/Final Review in the Base Plan process.
3. Upon completion of the 2nd/Final review, (1) one stamped set of the Approved Working Base Plans will be returned to the applicant and (1) one set will be kept on file in this office. The permit application will be approved at this time.

Path II. Provide (2) two sets of plans with a permit application for 1st Review:

1. After the 1st Review, (1) one redlined set will be returned to the applicant for BOTH:
 - a. Use as the Approved Working Plans for a one-time build - the permit application will be approved at this time.
 - b. Use as the redlined drawings to make all revisions and corrections required by the 1st Review to create all new plan sets for the 2nd Review.
2. Upon submittal of 2nd permit application using this plan, provide (2) two full sets of the corrected new plans for the 2nd/Final Review in the Base Plan process.
3. Upon completion of the 2nd/Final Review, (1) one stamped set of the Approved Working Base Plans will be returned to the applicant and (1) one set will be kept on file in this office. The 2nd permit application will be approved at this time.

Corrected plans submitted for the 2nd Review in the process shall be such that no further corrections are needed in review. If further corrections are needed, the plans will be returned and corrections will be made before the review will continue.

Corrections made for the re-submittal of plans must be in the same media as the original drawings and fresh copies shall be submitted for the 2nd Review. No pen or pencil corrections will be accepted. No whiteout corrections will be accepted.

The Approved Working Base Plans are legal documents and shall be treated as such. It is the responsibility of the applicant to have a copy of the Approved Working Base Plans at each project site for use by the inspector.

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