

Chapter 16-04
Rules and Regulations of the
Department of Development and Environmental Services

Residential Basics Program

Effective Date: August 31, 1994

Document No. _____

Amended: November 5, 1995

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16-04-001 Definitions:

A. Basic Permit. "Basic permit" means a building permit for a single family residence which is issued by the department based in part upon an approved Register Plan.

B. Basic Permit Applicant. "Basic permit applicant" means a property owner, or any person or entity designated or named in writing by the property owner to be the applicant, in an application for a basic permit.

C. Department. "Department" means the Department of Development and Environmental Services of King County.

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D. Dwelling Unit. "Dwelling unit" means one (1) or more rooms designed for occupancy by one (1) family for living and sleeping purposes, containing kitchen facilities and rooms with internal accessibility, for use solely by the dwelling's occupants.

E. Option. "Option" means a design or structural variation depicted on a Register Plan.

F. PSF. "PSF" means pounds per square foot.

G. Register Plan. "Register plan" means a complete set of construction drawings for a single family residence which, when approved by the department, may be used as the construction drawings in subsequent Basic Permit applications.

H. Register Plan Applicant. "Register plan applicant" means a person or entity which applies to the department for a register plan approval and designates him-, her- or itself as applicant.

I. Register Plan Approval Holder. "Register plan approval holder" means the person or entity to whom or to which a Register Plan approval is issued.

J. Single-Family Residence. "Single-family residence" means a detached building designed exclusively for occupancy by one (1) family and containing one (1) dwelling unit.

16-04-002 Purpose. It is the purpose of these rules to implement the Uniform Building Code as adopted under K.C.C. 16.04.010 by specifying the scope, application requirements and standards for the Residential Basics Program.

16-04-003 Scope of Program. Only single-family residences which meet the requirements of this section shall be eligible for Register Plan approval.

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- A. The residence shall not exceed two (2) stories.
- B. The residence shall not have a basement, except that a daylight basement may be included if the residence is a single story or split-level structure.
- C. The residence shall satisfy all structural requirements of King County's zoning and uniform codes.

16-04-004 Application Requirements for Register Plan

Approval. Applications for a Register Plan approval shall meet the requirements of this section.

A. The application shall contain all information and documents required by the department for a residential building permit application except site documentation and the Certification of Applicant Status Form.

B. The construction drawings included in the application shall show all options and shall be designed for the most conservative condition. The largest possible square footage shall be represented in the application.

C. A completed application cover sheet, as provided by the department or in a format approved by the department, shall be included in the application.

D. An application fee, as set forth in K.C.C. Title 27, shall be included in the application.

16-04-005 Options. The use of options in a Register Plan shall meet the requirements of this section.

A. The maximum number of options in a Register Plan shall be five (5).

B. Options shall not constitute complex or significant changes to the design or structure of the building, as determined by the department.

C. Limitations on specific options include, but are not limited to, the following:

1. optional changes to elevations or roof framing shall not affect any portion of the structure below the uppermost top plate;

2. optional additions of parking bays to garages shall be limited to the addition of one (1) parking bay of

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not more than three hundred (300) square feet for each garage; and

3. optional cantilevered floor areas shall not exceed eight feet (8') in length and two feet (2') in depth.

16-04-006 Corrections to Register Plan Application. The department may require corrections to a Register Plan application in accordance with this section.

A. The department may use redlines or correction lists to indicate items which require correction in order to bring a Register Plan application into compliance with applicable codes and regulations.

B. The Register Plan applicant shall resubmit clean sets of construction drawings incorporating all redline and correction list items identified by the department.

C. If the department determines that a second set of redlines or a second correction list is necessary, a meeting shall be held between representatives of the department and the applicant regarding the remaining corrections required by the department.

D. If the applicant fails to incorporate into the Register Plan application all corrections required by the department, the department may deem the application withdrawn and discontinue further processing of it. When a Register Plan application is deemed withdrawn, the department shall notify the applicant of that fact by certified mail and shall return to the applicant any unexpended portion of any fees required to be paid at the time of application. Once a Register Plan application has been deemed withdrawn by the department, the applicant must submit a new Register Plan application in accordance with section 16-04-004 if the applicant wishes to participate again in the Residential Basics Program.

E. The ultimate responsibility for ensuring that the Register Plan complies with all applicable laws and regulations rests with the applicant.

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Applications for Register Plan approval which are determined by the department to be substantially similar to an approved Register Plan for which the applicant is the Register Plan approval holder shall be processed at a reduced fee, as set forth in K.C.C. Title 27.

16-04-008 Conversion of a Previously Approved Plan to a Register Plan -- Accelerated Review.

A. A complete set of construction drawings previously approved by the department other than as a Register Plan may be converted to a Register Plan through an accelerated review process.

B. Applications for conversion of a previously approved set of construction drawings to a Register Plan through the accelerated review process shall meet the following requirements:

1. submittal requirements shall be the same as for a Register Plan approval under subsection 16-04-004, except as otherwise provided in this section;

2. the construction drawings included in the application shall be identical copies of the previously approved set of drawings, except that if the previously approved drawings have correction lists and/or red marks, the drawings shall be redrawn to conform to the lists and/or marks, and clean copies shall be submitted;

3. no options or changes shall be added to the previously approved plans;

4. the set of construction drawings, as previously approved, shall be in compliance with all applicable codes and regulations in effect at the time application is made for conversion to a Register Plan;

5. documentation shall be included in the application demonstrating that the architect or engineer of record for the structural design of the previously approved construction drawings approves the use of that design in a Register Plan; and

6. if the applicant for the conversion of the previously approved set of construction drawings to a

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Register Plan is not the same as the applicant of record for that previously approved set of drawings, a notarized document from the applicant of record for the previously approved drawings authorizing their use in a Register Plan shall be included in the application.

16-04-009 Expiration of Register Plan Approval. Register Plan approval shall expire upon the occurrence of one (1) or more of the events specified in this section.

A. Register Plan approval shall expire with the expiration of any applicable uniform code adopted by the Washington State Building Code Council under which the Register Plan was approved.

B. Register Plan approval shall expire upon the adoption of a new law or regulation which requires structural modification of the Register Plan structure in order for Basic Permits issued under that Register Plan to comply with the new law or regulation.

16-04-010 Application Requirements for a Basic Permit. Applications for a Basic Permit shall meet the requirements of this section.

A. The application shall contain all information and documents required by the department for a residential building permit application, except as otherwise provided in this section.

B. Instead of the construction drawings required for a residential building permit application, the Basic Permit applicant shall submit the department's identification number for an approved Register Plan. If the applicant is other than the Register Plan approval holder, written authorization from the Register Plan approval holder for the applicant's use of the Register Plan shall be included in the application.

16-04-011 Project Revisions After Issuance of Basic Permit.

After a Basic Permit has been issued, any changes to the project or revisions to the Basic Permit shall meet the requirements of this section.

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A. No change or revision shall conflict with any applicable laws or regulations including, but not limited to, zoning code and Seattle-King County Department of Public Health requirements.

B. Any change or revision which fails to meet the requirements of section 16-04-003 shall preclude the issuance and use of a Basic Permit and shall require the submittal of a new residential building permit application.

C. The field inspector may approve in the field and document changes which the inspector determines are minor and nonstructural. If the field inspector does not consider the change to be minor and nonstructural, approval of the change shall be considered and a decision made by the department's Inspection Supervisor at the request of the Basic Permit holder.

D. Any change or revision not approved in accordance with subsection 16-04-011(C) shall require a Basic Permit Revision approval.

1. Applications for a Basic Permit Revision approval shall meet the following requirements:

a. a cover letter identifying all proposed changes or revisions shall be included in the application;

b. two (2) complete sets of plans with all changes or revisions clearly identified shall be included in the application, except that site plans may be omitted if the building footprint is unchanged other than for those plans which include a septic system and the revision includes the addition of one (1) or more bedrooms;

c. revised structural calculations shall be included in the application if changes to the building structure are proposed; and

d. an application fee, as set forth in K.C.C. Title 27, shall be included in the application.

2. To accelerate review time by the department, applications for Basic Permit Revision approvals which do not add square footage and which require only structural

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review may also include, at the option of the applicant, the following documentation from an architect or engineer currently licensed and practicing in the state of Washington:

a. a cover letter, wet stamped by the architect or engineer, attesting that all proposed changes or revisions comply with current codes and regulations, that building integrity is not affected by the proposed changes or revisions and that the architect or engineer shall perform on-site special inspections and/or structural observations of all proposed changes or revisions;

b. calculations, wet stamped by the architect or engineer, demonstrating that all changes or revisions are in compliance with current codes and regulations including, but not limited to, the uniform codes, the zoning code, the grading code and the shoreline code; and

c. the wet stamp of the architect or engineer on all plans and structural calculations included in the application.

16-04-012 Severability. If a provision of the rules contained herein or its applicability to any person or circumstance is held invalid, the remainder of the provisions of these rules or the application of the provision to other persons or circumstances shall not be affected.