

Mason County Community Development Stock Plan Policy

Effective July 1, 2007

Purpose

The purpose of the Stock Plan system is to create a more efficient, cost saving procedure; to reduce redundant plan reviews; to maintain records pertaining to Stock 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 Mason County.

Stock plans are single-family construction plans that have been reviewed by the Mason County Building Department and approved for use on multiple sites. The approval for use on multiple sites is based on the restriction that no changes to the plans are permitted. Refer to "Options" and "Changes to the Approved Stock Plan" headings. They shall be of sufficient clarity to indicate the design; nature, and extent of the work proposed, and show in detail that it will comply with the minimum requirements of the applicable codes adopted by Mason County.

Criteria

- Limited to one and two-story single family dwelling structures (R-3) and private garages (U-1). Non-Residential or commercial building plans are not eligible to be used as a Stock Plans unless prior written approval is received from the Mason County Building Official.
- Constructed by the original applicant, stock plans are not transferable to others.
- Not located in a critical area (wetland, steep slope, flood hazard)
- Washington State law requires that any registered professional, who prepares or supervises the preparation of drawings and construction documents, stamp and sign such documents. Stock plans must also contain acknowledgement and approval of the submitted plans for use in the construction of multiple buildings, without any limitation on quantity and location, by any and all preparers (including, but not limited to architect, engineer, or building designer). The registered professional must also stamp and sign all calculations, supporting documents, and correspondence. If the license of the design professional expires during the life of the stock plan, an updated letter will be required before subsequent permits will be approved.
- Stock plans must contain acknowledgement and approval for use in the construction of multiple buildings, without limitation on quantity or location, by any and all preparers. Such preparers may include the architect, engineer, and building designer. *The submittal of copyrighted plans must be accompanied by authorization for unlimited reproduction and alteration.*

Initial Approval/Process:

• **Submittal Documents:**

To begin the process, the applicant must request to have a plan identified as a Stock Plan and must submit the following:

- ✓ Completed Building Permit application,
 - ✓ Completed Stock Plan application,
 - ✓ Three (3) sets of construction drawings, (2 sets for building dept. and 1 set for planning dept. review),
 - ✓ Completed Energy Code compliance form,
 - ✓ Two (2) sets of structural calculations and related documents, if applicable.
- A full plan review fee will be collected at the time of submittal based on square footage, occupancy, and use of the building.
 - Snow and wind design loads vary in Mason County. Additional design loads may be incorporated in the stock plan, see the "Options" section that follows.
 - The plans will be reviewed for compliance and the plan reviewer's redlined comments, corrections, and stamps will be added to the approved drawings. Additionally, the approved sets will be assigned a Stock Plan Number and cataloged by the building division. One copy of the plans will be retained for our files. One copy, the approved "**SITE COPY**", and another, marked "**MASTER SITE COPY**", will be returned to the applicant.

Options:

- Options may include, but are not limited to: roof design options, building elevation options, changes in the floor plan such as inclusion of bonus room, den, bay window, third car garage, and decks. All options shall be separated, drawn on separate sheets from the stock plan. The options pages shall include all components of a specific building option such as floor plans, framing plans, foundation plans, roof plans, and elevations.
- Snow and wind design loads vary in Mason County. Additional design loads may be incorporated in the stock plan.

Changes to the approved stock plan:

- Structural Changes to the approved Stock Plan are not permitted. Changes will require a separate permit application submittal and review process, including applicable plan review and permit fees.
- Changes to a Stock Plan that do not require additional Plan Review approval are as follows:
 - ✓ Adding or deleting manufactured fireplaces. The fireplace must be shown on the building plans and included in the Mechanical/Plumbing permit application form.
 - ✓ Changing roofing materials, except where changing to a roofing material heavier than the roofing material approved on the Master Plan.
 - ✓ Non-bearing walls which do not impact the structural integrity of the building.
 - ✓ Minor architectural features such as siding, veneer, shutters, etc.
 - ✓ Reducing window or interior door widths.

Subsequent Permit Issuance:

Submittals for subsequent permit applications using an approved Stock plan must contain the following:

- ✓ A completed building permit application form. Be sure to include the stock plan reference number on the upper left corner of the building permit application form,
- ✓ 2 photocopies of the approved stock plan marked "**MASTER SITE COPY**,"
- ✓ 4 copies of the site plan and topography, drawn to scale,
- ✓ Stock Plan submittal fee and other fees collected by Mason County departments,
- ✓ Any additional information required by other Mason County Departments

The Stock Plan procedure is NOT an expedited process. It simply reduces the time needed for a building code review. If the site plan review reveals conditions that require structure modifications, such modification will be subject to an hourly review fee. Decks not included on the approved stock plan require a separate application, full plan review and applicable fees.

Fees:

A plan check fee equal to 20% of the building permit fee, but not less than \$100 or the full plan check fee, will be collected with each subsequent building permit application. The reduced plan check fee will cover review of site specific conditions. The fee is intended to cover processing costs. If additional reviews are needed because of a geo-report or similar issue, hourly fees will be assessed based upon the current adopted fee schedule in effect at the time the building permit application was received.

Inspections:

The inspection process for permit issues using Stock Plans is identical to the normal residential inspection process. Approved plot plan and building plans must be on-site during inspections or the building inspector may cancel the inspection.

Expiration of Stock Plans:

Stock Plans expire upon adoption of a new Building Code Edition or may be canceled for misuse of this process.