



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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MEMORANDUM

DATE: 7 August, 2007
TO: All Interested Parties, Owners and Builders
RE: Submittal Requirements/ Common Problems That Delay Permitting

This letter has been drafted in an effort to reduce the time required to process a permit for a single-family residence in Kittitas County.

Kittitas County Community Development Services (CDS) is currently experiencing a substantial influx of building permit applications, resulting in a tremendous workload for processing. It is the goal of CDS to complete a plan review for single-family residences in 29 days or less. It is currently taking approximately six to seven weeks for CDS to process a single-family permit.

Several factors have contributed to the length of time it is now taking for CDS to process plans.

- One reason for the increased processing time is the dramatic increase in building activity. Over the last 3 years the number of single family permits has increased 71% with an increase in building valuations of 172%. The number of multi-family unit permits has increased 142%.
- Another reason is that more houses are being built in "snow-country." On average 60% - 65% of the permitted structures are being built in the upper county where higher snowloading conditions exist and the majority of these structures are very complex and require more time to plan review.
- The most notable reason, however, for slower permit processing is that the same deficiencies are consistently being made on plan submittals. While most of the large, complex upper county permits are being engineered, most plan reviews result in a Correction Letter being issued. This greatly slows down the whole permitting process for all applicants because these plans require two plan reviews. These plans cannot be "red-lined;" instead, a letter must be sent to the design professional asking for corrections to a list of deficiencies.

That is why this letter has been drafted. Below you will find a list of common deficiencies found on many plans submitted to Kittitas County for permit of a single-family residence. Please pass this list along to the design professional for your next project. If plans are submitted that do not required corrections, it will greatly speed up the permitting process for all.

DARRYL PIERCY, DIRECTOR

ALLISON KIMBALL, ASSISTANT DIRECTOR

COMMUNITY PLANNING • BUILDING INSPECTION • PLAN REVIEW • ADMINISTRATION • PERMIT SERVICES • CODE ENFORCEMENT • FIRE INVESTIGATION

COMMON PLAN MISTAKES

The list below has been created in an effort to identify common mistakes and deficiencies that are found on many plans submitted to Kittitas County for permit of a single-family residence. Please give this list to the design professional for your next project before the drawings are completed.

1. STAMPED PLANS:

- The plans must be wet stamped, or
- The plans must be review stamped, or
- A wet stamped letter must be issued, stating that the design professional has fully reviewed the referenced drawings and verifies that all engineering is correctly depicted on the drawings.

2. DESIGN CRITERIA:

- Complete the attached design criteria form verifying correct design per ASCE-7-05.
- The correct snowload must be used (Contact CDS for correct snowload information).
- The correct exposure factor C_e must be used (Contact CDS for correct exposure).
- The correct thermal factor C_t must be used (1.1 for heated and 1.2 of unheated).
- Correct pitch reductions must be calculated (P_s) using appropriate (C_s) slope reduction factor. Pitch reductions cannot be taken where the snow cannot slide free of the eaves such as at valleys and lower roofs (Contact CDS for correct pitch reduction information).
- Unbalanced snowload conditions must be calculated; provide formula and calculations.
- Sliding snowload conditions must be calculated; provide formula and calculations.
- Drifting snowload conditions must be calculated; provide formula and calculations.

3. ROOF FRAMING:

- Identify all rafters, beams, posts, connections and structural details. Structures built in high snowload areas required additional detailing to transfer gravity loads to the foundation.
- Identify adequate roof sheathing thickness and span rating (capable of supporting worst case loading, i.e. unbalanced, sliding or drifting).
- Provide gable end overhang framing details capable of supporting snow at overhangs.
- Provide overframing details capable of supporting roof load and transferring load to roof below.
- Provide roof venting calculations and identify size and location of roof venting.
- Identify roof venting method for valley areas and shed roof areas. (Cross ventilation must be provided at all roof areas; this must be addressed at valleys, shed roofs and other difficult to vent area).

4. TRUSS SHEETS:

- Submit truss sheets and layout page.
- Verify that the individual truss designs, bearing locations, hangers etc. have been designed according to the roof framing plan. (Many truss shop drawing submittals do not match the roof framing plan).
- Identify all truss and girder hangers.
- Where lookouts are used for gable end overhang support, design gable ends to allow top chord to be cut or design gable end trusses with dropped-top-chord.
- Identify all girder truss support posts, continuous to the foundation.
- Identify all floor and roof ladder framing where necessary.

5. STRUCTURAL DETAILS:

- Detail all rafter, joist, header, beam and other connections.
- Identify all posts for headers and beams.
- Identify all beam and joist hangers.
- Identify all post connections at the top and bottom of the post.
- Provide deck ledger construction details (capable of ground snowload if exposed).
- Identify deck bracing for lateral loading and attachment requirements to the primary structure.
- Detail all shed roof connections at vertical wall intersections.
- Provide a plinth detail for all isolated deck footings and other posts.
- Provide details for all timber framing connections.
- Provide connection details for collar ties.
- Provide construction details and calculations for all structural knee braces.

6. COMPLETE and CONTINUOUS LOAD PATH:

- Identify all posts for beams, headers and girder trusses.
- Identify all solid blocking requirements for all point loads, continuous to the foundation.

7. FOUNDATION:

- The minimum frost depth in Kittitas County is 24 inches, this includes all isolated deck and roof post footings.
- Identify concrete specifications. Refer to IRC Table 402.2 or IBC Table 1904.2.2(2) for concrete specifications (Kittitas County is classified as a "severe" weathering area and special concrete requirements must be followed).
- Please provide venting calculations and identify size and location of vents in the foundation.
- Please provide foundation footing and wall cross section with all rebar identified.
- Please identify pressure treated wood fastener and connector requirements.

8. FIREPLACES:

- Clearly identify if the fireplace is wood burning, gas insert or gas log insert.
- Clearly identify if the fireplace is a wood chase or full masonry construction.
- Verify that all lateral and gravity loads have been calculated for all imposed loads.
- Provide full construction details for the entire fireplace for either wood chase or masonry.
- Provide construction notes and reference standards.
- Identify all required foundation(s) and/or floor framing requirements to support the chimney and/or masonry veneer.

9. STONE and MASONRY VENEER:

- Identify the size, thickness and weight of all stone and masonry veneers for all walls and fireplaces.
- Verify that all lateral and gravity loads have been calculated resulting from the dead load of the veneer.
- Clearly identify if the veneer is an anchored veneer (IRC 703.7 and IBC 1405.5) or an adhered veneer (IRC 703.7 and IBC 1405.9).
- Provide full construction assembly details, code notes and reference standards.
- Identify all foundation and/or floor framing requirements.