



MASTER PLAN POLICY

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MASTER PLAN FILE POLICY

A Master Plan File is a set of construction plans pre-approved as conforming to current applicable building codes and intended for use on two or more sites. The advantages of a Master Plan File include:

- Construction requirements are known prior to submittal.
- Once established, reduced permit fees.
- A faster permit process, usually over the counter.

LIMITATIONS

Master Plans are limited to new construction of:

- Detached one-and two-family dwellings three stories or less.
- Multiple single-family dwellings (townhouses) three stories or less.
- Accessory structures such as detached garages, small pole buildings, etc.

DESIGN OPTIONS

An applicant may include one (1) design option within the context of the Master Plan File. The scope of this option must be reasonable and clearly depicted on the drawings. At the time of permit submittal, the applicant shall identify whether or not the option is to be constructed.

ENGINEERING REQUIREMENTS

All Master Plans are required to be fully engineered. Full engineering may be completed by either a Washington State licensed engineer and/or architect. (*exception: individual one-story single family home or detached accessory structure located in area less than 70 Pg ground snowload, complying with all other prescriptive code requirements*).

- A fully engineered structure shall include both “gravity” and “lateral” engineering.
- All required drawings shall be “wet” stamped by the engineer and/or architect.
- Complete structural calculations shall be “wet” stamped and accompany the submitted drawings.

A. PROCESS FOR ESTABLISHING A MASTER PLAN FILE.

1. To establish a Master Plan File, applicants should contact CDS for a complete list of applicable design criteria. This includes such things as snow loading, wind loading, seismic zone, etc. It is the responsibility of the applicant to design the structure for the most conservative design criteria where the structures may be located. A structure will not be allowed to be constructed under an approved Master Plan File in an area for a higher snowload or more restrictive seismic load.

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2. A Master Plan File may be established by two paths:
 - An applicant may apply to establish a Master Plan File before having a specific site selected for use of the plan.
 - An applicant may apply for a site-specific permit and to establish a Master Plan File concurrently.
3. The applicant shall submit (2) two sets of plans, calculations and any other information, as required for the specific type of structure, along with a completed application and full deposit. A plan review will be completed on these drawings and returned to the applicant with a complete list of all required corrections as necessary. Red-lines are generally not acceptable on a Master Plan.
4. Responses to the correction notes shall be incorporated on the plans and resubmitted for plan review. Please provide (2) two revised sets of drawings for this purpose and/or revised engineering calculations where necessary. A written correction response letter must accompany the revised drawings. Please provide a brief written description that explains how each correction item was resolved and the location of the revision on the drawings. Any new or revised information, which relates to the correction items, must be referenced in the correction response letter.
5. After the (2) two revised drawings and written correction response letter is returned to CDS, a comparison between the original and the corrected sets of drawings will be completed. If the corrected sets of drawings have incorporated the required corrections, and no additional code deficiencies have been introduced, the plan will be set up as an approved Master Plan File. One copy will be stamped as approved and retained as the official CDS office copy. The other approved copy will be stamped and returned to the applicant. The set of approved drawings returned to the applicant will be used to copy all future permit submittals.
6. A Master Plan File will be established by CDS for each approved master plan listing the required fees, square footage, plan number, permits issued and other information. CDS staff shall determine building, plumbing, mechanical, fire safety and other permit fees per current policy and list them on the approved Master Plan File. A number will be assigned for each Master Plan file and listed on the drawings; the applicant will need to reference this number whenever submitting an application for a permit under the Master Plan File.

B. SUBSEQUENT SUBMITTALS FOR PERMIT

1. Once a Master Plan File is established, each individual application for a permit will require the submission of two (2) complete, full size sets of drawings identical to those stamped and returned to the applicant. The number assigned for each individual Master Plan File must be referenced for each permit submittal. If choosing the allowed option, it must be clearly noted on the submittal.
2. When applying for a building permit on an approved Master Plan File, the applicant shall provide a complete permit application, site plan, and other regulatory requirements (Wildland Urban Interface Code, zoning, septic, water, access, etc.) as required for approval on each individual site. A comparison will be done between the submitted copy of drawings and the CDS Master Plan File to ensure consistency. Master Plan submittals will generally receive expedited screening, zoning and plan review, however, site problems, WUIC, zoning issues or an incomplete application may delay processing.
3. No changes are allowed to approved Master Plan building permits. If an applicant wishes to change the construction once permitted under a Master Plan, the applicant can elect to remove the permit from Master Plan status, pay the full plan review fee that would have been due and submit revisions for the changes for re-review. Additional review fees may be assessed based on type of revision, additional square footage, hourly review fee or additional fixtures and equipment.

C. Expiration of Master Plan Files:

Approved Master Plan Files remain valid until new relevant codes are adopted; they do not have a standard expiration date from approval as typical building permits do. Whenever revisions are made to the Kittitas County Code, International Codes, Washington State Energy Code, or any other applicable code or regulation, a new Master Plan File application and approval process will be required.

Note: If a permit is granted for a Master Plan File and a different house is constructed, all work must stop until new plans and permits are obtained for the structure and no credit or refund shall be granted or applied. Misuse in this manner may result in the revocation of the Master Plan File.

DATE: 9/8/16 BUILDING OFFICIAL: 