



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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# 33

ITEM

## BUILDING PLANS PRE-APPROVAL POLICY

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://WWW.CO.KITTITAS.WA.US/CDS)

### PRE-APPROVED PLAN FILE POLICY

Pre-approved Plans are a set of construction plans pre-approved as conforming to current applicable Washington State Building Codes by an approved 3<sup>rd</sup>-party vendor prior to submitting plans to CDS. The advantages of pre-approval include:

- Construction requirements are known prior to submittal.
- An expedited plan review process.
- Structural review can be taking place while the applicant is applying for other required County permits such as water, septic, access/ address, WUIC mitigation, etc.

### LIMITATIONS

Pre-approved Plans are limited to new construction of:

- Detached single-family dwellings three stories or less.
- Residential accessory structures such as detached garages, small pole buildings, etc.

### ENGINEERING REQUIREMENTS

ALL PRE-APPROVED 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 snow load, complying with all other prescriptive code requirements).*

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

### PROCESS FOR PRE-APPROVED PLAN SUBMISSION

\*Pre-approved building plans are not valid building permits until approved and issued by CDS.

Pre-approved plans are not vested under current building and zoning codes until the application is accepted by Kittitas County Community Development Services for the parcel it was designed for.

If the application expires, the deposit will be forfeited and full resubmittal for the current building and zoning codes will be required.

1. Documents required to be submitted to the 3<sup>rd</sup> party for building plan pre-approval:
  - Full set of building plans per Kittitas County requirements (see KC CDS Residential Submittal Checklist and Building Permit Packet)
  - Calculations if applicable
  - Truss designs and layout if applicable
  - Preliminary Site Analysis (PSA) issued from CDS (the PSA is valid for one year from the date of issuance) \*\*\*PSA not required for projects in Suncadia\*\*\*
  - Site plan showing compliance with all setback requirements per the PSA
  - Design Criteria for the parcel provided by CDS
  - Completed Washington State Energy credit form including the window/ door U factor schedule and HVAC sizing worksheet
  - Kittitas County Mechanical Ventilation worksheet
  
2. The applicant shall submit (2) two sets of the 3<sup>rd</sup> party approved plans, calculations and any other information as required for the specific type of structure, along with a completed application and full deposit to CDS (proof of water availability is always required for plan submittal if plumbing is involved). The pre-approved plans will be marked with the approval of or a letter from the 3<sup>rd</sup> party for State code compliance. The plans will be reviewed by the Building Department for County requirements (zoning, critical areas, setbacks, County code amendments including WUIC, etc.).
  
3. The pre-approved plan submission will be placed in line with the foundation-only permit applications once accepted by CDS. These reviews are kept at a 2-3 week timeframe for initial review. Since the structural review of the plans is already complete, any additional requirements can typically be redlined and/ or the permit may receive conditional approval.
  
4. The permit application once approved by the County, will be ready for issuance if the septic permit is issued (if applicable), address/ access permit issued, critical areas approved, and the site plan is compliant with all setback requirements.

A list of approved 3<sup>rd</sup> party plan review consultants is available on the Kittitas County CDS web page. If a 3<sup>rd</sup> party reviewer doesn't appear on the list, please contact the Building Official to determine eligibility.

DATE: \_\_\_\_\_07/11/2022\_\_\_\_\_.

CDS BUILDING OFFICIAL: \_\_\_\_\_Jeremy A. Larson\_\_\_\_\_.