

Mason County Community Development Stock Plan Policy

Effective July 1, 2004

Revised effective 2/1/2021

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 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).
- Constructed by the original applicant, stock plans are not transferable to others.
- Not located in a critical area (wetland, steep slope, flood hazard). Structures in a Flood Zones are not eligible for stock plan.
- 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 contain acknowledgement and approval of the submitted plans for use in the construction of multiple locations, without any limitation on quantity and location, by 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 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,
 - ✓ One (1) sets of construction drawings.
 - ✓ One (1) thumb drive with constructions drawings and engineering calculations.
 - ✓ Completed Energy Code compliance form,
 - ✓ Two (2) sets of structural calculations and related documents, if applicable.
 - ✓ A letter of reuse is required from the Engineer and Architect of record.
- A full plan review fee and set-up fee, equal to one-hour based upon the adopted fee schedule in effect at the time of submittal, will be collected at the time the building permit is submitted. The valuation is based upon square footage and occupancy classification/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. The approved construction plans will be assigned a Stock Plan Number and cataloged by the building division. One "**MASTER COPY**" copy of the plans will be retained for our files.

- A copy of the approved “**MASTER COPY**” will be provided for duplication for future submittals.
- A “**SITE COPY**” will be returned to the applicant for each site-specific submittal.

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 were changing to a roofing material heavier than the roofing material approved on the Master Plan.
 - ✓ Non-bearing walls that 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. Must indicate the stock plan reference number on the upper left corner of the building permit application form,
- ✓ One (1) copy of the approved stock plan marked “**MASTER SITE COPY**,”
- ✓ One (1) copy of the site plan and topography, drawn to scale,
- ✓ Stormwater Checklist for site and details on site plan.
- ✓ WSEC Worksheet & Supporting documents
- ✓ Environmental Health Septic and Water requirements.
- ✓ 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 review fee for subsequent submittals is the greater of 20% of the building permit fee, but not less than one-hour charged at the current rate. 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 geotechnical report 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.

Stock plan number 2018-_____

Stock Plan fee: (Subsequent reviews 20% permit fee \$ _____)

Mason County Building Department Request for Stock Plan Approval

See attached Stock Plan Policy.

Applicant:			
Mailing Address:			
Telephone: () ()	Fax: () ()	Cellular: () ()	E-Mail Address:
Describe Project:			Seismic Category: D2
No. of Bedrooms <i>(Max. proposed:)</i>	No. of Bathrooms:	Height of Structure:	Number of Floors:
If Engineer or Architect prepared, you must have letter authorizing multiple use. Letter must be attached.		Snow Load:	Manufactured truss Engineering included?
Square Footage of Structure: <i>Include options/ maximum square footage (see Stock Plan Policy for allowable options)</i>			
Main Floor:	Second Floor	Third Floor	Basement:
Carport:	Garage:	Decks:	Covered Porch:
Storage:	Other (Describe):		
Heat type:	WSEC Compliance Credits:		
Plumbing Fixtures: (indicate number of fixtures)		Mechanical Units: (indicate number of fixtures)	
Toilets: _____ Bathroom Sink: _____ Bathtubs: _____ Showers: _____ Water Heaters: _____ Clothes Washer: _____ Kitchen Sinks: _____ Dishwashers: _____ Hose bibs: _____ Other: _____		Furnace: _____ Gas / Electric Heat Pump: _____ Spot Ventilation Fans: _____ Propane Tanks: _____ Gas Outlets: _____ Fireplace/Stove: _____ <i>Fuel Source?</i> _____ Kitchen Ex. Hoods: _____ Dryer Vent: _____ Other: _____	