

City of Bothell

Registered Basic Plan Process

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A “Registered Basic Plan” is a pre-approval of construction plans, to be used at a future date after plan approval, on a specific lot. Apply online at www.MyBuildingPermit.com and choose application type: Building > Single Family Residential > Establish a Registered Basic.

The Registered Basic Plan procedure is an expedited process, which allows pre-approved building plans to be submitted on site specific building permit applications. Approved Registered Basic Plans shall expire with the adoption of a code change (e.g. transition to a new state adopted version of the International Residential Code).

A Registered Basic Plan may be used to obtain building permits for:

- Single-family dwellings

NOTE: Mirrored designs, Left/right garage orientation may be submitted and not count towards an allowable option.

Review Time

The review time for the Registered Basic Plan application (to establish the basic) is 3 weeks for initial review and 2 weeks for any subsequent review(s).

A building permit from an approved Registered Basic Plan is targeted as a 2 week initial review time and 1 week for any subsequent review(s).

Allowable Options

A maximum of 3 options per Registered Basic Plan are allowed. Allowable options for basic plans may include:

- Elevation options (A, B, C)
- Bay windows
- Skylights
- Tall foundation wall design
- Garage Bays (2-car/3-car)
- Roof system if no header/beam changes required
- Cantilevered floor areas not to exceed a total of 50 square feet
- Bay windows (In lieu of door or window, no header or shear wall change)- No additional floor area
- Foundation options (crawlspac with post and beam, crawlspac with framed walls, slab on grade)
- Fireplace locations

Registered Basic Plan Review Fee Schedule

Setup Fee: The initial set up fee to establish a Registered Basic Plan shall be the full plan review fee based on the floor area and valuation, including all options. The energy code review fee shall also be collected at time of submittal for Registered Basic Plan review.

Basic Plan Application Procedure

A Registered Basic Plan shall be identified at the time of permit submittal by the applicant and on the building permit application. Use Registered Basic Plan Submittal form 3d.

Registered Basic Plans designed by a registered architect or professional engineer, or are otherwise protected by Federal Copyright laws, shall be accompanied by a document signed by the holder of the copyright protection, authorizing its repeated use. *The Registered Basic Plan will be assigned a case number, and will be retained on record for the duration of the current state code adoption, in order to be used for issuance of building permits.*



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Revisions will NOT be allowed to a Registered Basic Plan once approved by the building division. The plans will be reviewed for compliance with all applicable codes. Any corrections noted by the City's plan reviewer shall be incorporated into the drawings and revised plans submitted for final approval.

Registered Basic Plans will not include approval of fire protection systems or electrical work, which require separate permits. Building permits issued using Registered Basic Plans DO include mechanical and plumbing work.

When the Registered Basic Plan has been approved, a stamped approved copy of the basic plans will be issued to the applicant (through the online application portal). The Registered Basic Plan will expire when the current code cycle is complete and a new edition of the building code has been adopted.

Building Permit Application Procedure to Use Registered Basic Plan

Registered Basic Plan Use Fee: To use an established Registered Basic plan, the full plan review fee shall be paid at the time of submittal and the full established building permit fee shall be paid at the time of permit issuance.

Job copy of approved site specific plans, in the correct orientation, must be on site during inspections.

