



SPOKANE COUNTY BUILDING AND PLANNING DEPARTMENT

Topic: Residential Plan Review Program for **Multiple Use Plans** (MUP)

Effective Date:

Background: Contractors often use the same construction plans to build one & two family dwellings or residential accessory/utility structures at more than one location in the county, which may take place in a particular subdivision or other approved property location in the county. The following program is intended to provide the re-use of standardized sets of plans to be reviewed one time under the current building codes with applicable fees being assessed. The standardized plans may then be used repeatedly with reduced or no plan review fees. All other agency fees would still apply.

Qualifications: Multiple Use Plan (MUP) approval is limited to new one & two family dwellings and detached residential accessory/utility structures for a specific licensed contractor. Submittal format may be either electronic or paper based. The MUP process will only be allowed with preapproval of plan sets prior to permit application.

MUP Submittal Procedure: Submit one (1) complete set of construction plans for residential, or accessory/utility structures with the typical code-related submittals, which demonstrate compliance with the current adopted editions of the Spokane County family of construction codes (IRC, UPC, IMC, WSEC), for each floor plan to be considered under the MUP program. Again, the submittal format may be either electronic in Adobe PDF, or on paper either of which will be returned to the applicant as master copies once the review process is completed and plans accepted for the MUP program. The plan sets must be identified by a numerical or alphabetic designation of the applicants choosing. It is recommended that plan sets include various options available for the particular plan set, e.g.; single or multiple car garages, different roof configurations, window/skylight arrangements, optional bathroom/fixture counts, fireplaces, etc.

☐ Residential construction plans may not be required to be prepared by a licensed design professional; however, at a minimum for this program, the construction plans must be professionally drawn to scale in ink by a party that has the ability to perform a building code analysis for the structure. The submittal must contain adequate information on engineered products, bearing and structural support details, wall bracing details, location and sizing of all mechanical equipment and ventilation systems, smoke/CO detector locations, Washington State Energy Code (WSEC) compliance forms, and plumbing systems as would otherwise be required for normal submittal processes.

☐ Any floor plan options which alter the heat loss of the structure, or the sizing of mechanical systems, must adequately address the sizing of HVAC equipment and impacts to WSEC requirements for each option provided on the construction plans.

Plan Review Procedure: The construction plans and submittals will be reviewed by a Building Inspector for compliance with the current County adopted building codes as previously mentioned.

❑ **If** construction plans are deficient or incomplete at the initial review in any manner, submittal of additional information and/or revision of the submitted plans, or plan sheets will be required. Once accepted under the MUP program, plan sets are to contain no redline review comments, nor require subsequent review without incurring fees for additional staff review time.

❑ **When** construction plans have acceptance review completed, the plan set will be stamped *Reviewed for Multiple Use* and identified by the alphabetic or numeric designation provided by the applicant.

❑ **One** (1) set of accepted plans (choice of paper or secured electronic PDF version) will be returned to the contractor when the plan review fee is paid, and one (1) set will be electronically retained by Spokane County Building and Planning Department. The set returned to the MUP contractor is considered the master copy for creation of job site plans and future permit application submittals. This set will be encoded with readily visible watermarks for verification purposes.

❑ **Modifications**, alterations, or additions to MUP accepted plan sets will not be recognized during the permit application process, or subsequent to permit issuance, without submittal of the revisions accompanied by additional fees for processing, review, and inspection times.

Application for a Building Permit: When an application is made using a MUP, the items listed below are required to be submitted. Site conditions such as steep slopes, critical areas, and/or flood plain, may effect Multiple Use Plan submittal requirements, possibly incurring additional fees for review time, and or other agency fees. The following items represent the minimum requirements for submittal, but are not a considered a comprehensive list of other information necessary to process a MUP permit application:

❑ **Building** permit application worksheet, **Plumbing** permit application, **Mechanical** permit application, with the MUP identification specific to those plans and options used, identified on all of the permit application worksheets.

❑ **Site plan** identifying all utility or drainage easements, topography contours, the foot print of the proposed building with setbacks identified to property lines, well heads, any onsite septic system as applicable, and MUP identification. For sloped sites where daylighting a basement or stepped foundations are proposed/necessary, a separate set of exterior elevation drawings depicting the surrounding grade to roof peak dimensions for each aspect of the structures exterior shall be submitted individually (electronic or paper) with the site plan.

❑ **Septic.** If a septic system is part of the submittal, those plans will be reviewed separately by the Spokane Regional Health district and separate fees will be assessed.

❑ **A set** of the accepted MUP plans and documentation must be made available on the job site and provided by the permit holder/contractor with the permit for inspection purposes. **If a MUP contractor misplaces, damages, or destroys their master set, an electronic copy can be provided upon written request by the contractor of record.**

Multiple Use Plans for this program are assigned to the particular contractor/applicant and may not be replicated, copied, or used by other parties without the written permission of the contractor/applicant of record. (Note: Plans and other associated documents submitted or, retained for permitting purposes are considered public records subject to disclosure upon receipt of a Public Records Request by the Building and Planning department. RCW 42.56.540)

New/Updated Building Codes: When new or updated codes are adopted by the State Building Code Council for enforcement by the County, the record file plans will be required to be updated and accepted for the program prior to application for permits under the new code.

Building Permit Fees: Building permit fees are determined in accordance with the current fee schedule at the time of permit application.

Other Brochures that may be helpful:

BP-6 Residential Building Permits

BP-31 Application Submittal Requirements: Building Permits

BP-70 Building Height (Zoning)

BP-72 Residential Site Plans

For more information or an appointment contact:

Spokane County Department of Building and Planning

1026 W. Broadway Avenue

Spokane, WA. 99260-0050

(509) 477-3675

BP@spokanecounty.org

<http://www.spokanecounty.org/bp>

Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation. For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the appropriate division or staff.