



City of Ferndale
Building Division
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COMMUNITY DEVELOPMENT DEPARTMENT *BUILDING DIVISION*

REPEAT PLAN APPLICATION GUIDELINES AND PROCEDURES FOR RESIDENTIAL PROJECTS: ONE & TWO FAMILY, APARTMENTS, TOWNHOUSES, AND CONDOMINIUMS.

The purpose of the Repeat Plan Program (**FMC § 15.12.030**) is to streamline the permit process by issuing multiple building permits based on the review of a single set of documents that represent the same building type. This program is appropriate for single and multi-family residential developments with identical structures. Mirrored plans will be accepted into this program; however, they must be submitted at the same time as the initial plan and must otherwise be identical. Projects with unusual design or multiple configurations are not suitable for this program. If there are questions related to the suitability of your proposal, please consult with City staff.

Most delays in this program are a result of re-submittal requirements for incomplete, inaccurate, conflicting or unclear documents.

Repeat Plan fees shall be as follows:

- A. Initial plan checking fees for this program shall be established at 65 percent of the building permit fee.
- B. Mirrored plan checking fees, when submitted with the initial plan (A, above) shall be established at 50 percent of the building permit fee.
- C. All future building permits submitted based on this program shall have an established plan checking fee of 32.5 percent of the building permit fee, regardless of whether the plans are repeats of (A) or (B), above.

The following procedures are designed to expedite your process in the program:

1. Applicants are required to submit a complete Repeat Plan Application prior to submitting site-specific building permits. Applicants must schedule an appointment with the Permit Specialist prior to initial intake. Please review the checklist provided with this application and be sure to include all necessary documentation for your project when submitting.
2. Only the owner of the building plans may submit for Repeat Plan Review. It is the responsibility of the building plan owner (or owners) to identify the person or persons who are considered the owner of the building plans at the time of repeat plan submittal. In some cases, the owner of the building *plans* may be different from the owner of the individual building *sites*. In such cases, written, site-specific authorization from the owner of the building plans must accompany all building *site* plan submittals.
3. The building plan owner may, at their option, identify a plan name for the building plans. The City will establish a Repeat Plan Approval Number, which shall be used for reference by both the City and the applicant on all site-specific proposals.
4. Building Codes require construction documents to be of sufficient clarity to show in detail that the proposed construction will conform to the provisions of all adopted codes, ordinances, rules and regulations in effect at time of submittal. They must be clear enough that a qualified 3rd party is able to understand the proposed project without any prior knowledge. All construction requirements must be clearly and accurately indicated in the plans. Building plans that reflect previous code requirements, approval stamps, notes, etc. will be rejected by the City.
5. A statement must be submitted by the Architect and/or Engineer of Record, authorizing the building plans to be Mastered Permitted and allowing its reuse by the owner for future buildings to be permitted under the Repeat Plan Approval with the City.
6. Once approved, the repeat plan will be in effect until the next building code change, at which time the approved plan will expire. A new submittal will be required should the applicant wish to continue the plan in the program. The City will not provide discounts for the re-review of expired repeat plans beyond the repeat plan review fees described above.
7. Following repeat plan submittal, the Permit Specialist will create a Repeat Plan file and file number. The Plans Examiner will then review the repeat plan in the order it was received. Once the repeat plans have been reviewed, the Permit Specialist shall notify the applicant that the plan review has been completed and will schedule an appointment with the applicant to release one set of stamped plans and documents. The remaining plan check fee balance, if any, shall be paid at the time the stamped plans are released. The Plans Examiner shall retain a second stamped plan and documents within the Repeat Plan file.

SITE-SPECIFIC SUBMITTALS WITH REPEAT PLAN APPROVAL

1. Following review and approval of repeat plans by the City, the applicant may schedule a site-specific building permit intake with the Permit Specialist. Building permit intake shall follow all standard requirements, with the following potential variation:
 - a. The applicant shall be required to submit one full-size, full-color copy of the stamped approved repeat plans, and all other documents approved for repeat of said plan to the City, and must indicate to the City at the time of submittal that they are re-using a previously-reviewed/approved repeat plan.
 - b. The applicant, if different from the building plan owner, must provide a written authorization from the building plan owner stating "I, (NAME OF BUILDING PLAN OWNER), the owner of repeat building plans numbered (REPEAT PLAN NUMBER), do hereby authorize (SITE-SPECIFIC APPLICANT) to utilize said building plans for the development of (PROPERTY ADDRESS). If application submittal does not occur within sixty days of the date of this letter, re-authorization will be required. Any subsequent use of the plans on this or any other property shall also require specific authorization. I understand that by signing my name, I may be relinquishing control of the building plan for this site. (SIGNATURE OF BUILDING PLAN OWNER, DATE).
 - c. Variations in roof pitch (the only structural change allowed in this program) may be submitted at time of individual building permit submittal and must be reflected in elevation drawings (two sets). Such variations shall be accompanied by engineered truss systems. Depending on the pitch variation, the City may require re-review of the building or a statement from a Washington State Licensed Engineer certifying that the roof pitch will not exert additional forces on the structure. The burden shall be placed on the applicant to demonstrate, via a qualified engineer, that changes to roof pitches or truss layouts can be sustained by the structure as originally reviewed. **NOTE: Minimum roof pitch variation allowed in this program is 4:12; maximum roof pitch is 8:12.**