

# City of Bellingham Policy

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**Policy No. 2010-005**

**Title:** Implementation of Registered Plan Program

**Code:** BMC 17.10.020

**Chapter:** 108.4

**Level of Policy:** Departmental

**Date Issued:** October 5, 2010

**Developed by:** Jim Tinner, CBO

**Date Revised:** N/A

**Revised by:** N/A

**Approved by:** Jim Tinner

Supersedes: All prior

See Also:

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**Purpose**

To provide clear and consistent guidance for implementation of the City's Registered Plan Program.

**Scope**

All building plans that are originally intended to be built multiple times during the same three year code cycle.

**Definitions**

Registered Plan means a plan that has been submitted for review and approved by the City with the original intent that the plan may be used to construct more than one virtually identical building.

**Policy/Conditions**

A building plan will be accepted as a registered plan under the following conditions:

1. The proponent states at time of original application that they wish the plan to be reviewed and approved as a registered plan.
2. Plans that have previously been built outside of the registered plan program are not eligible unless a subsequent review is performed to determine compliance with the registered plan program. A full plan review fee will be charged for such reviews.
3. A registered plan is simply a plan review approval and nothing more. A registered plan application does not need to be affixed to a particular property until a building permit is applied for.
4. Once approved, there will be no red lines or other notations from the City on a registered plan. All corrections or technical notations that the City requires, must be incorporated onto the plan set by the original designer then resubmitted for final review and approval.

Exceptions:

- a. Date stamps
  - b. Approval stamps
  - c. Registered plan number
  - d. Other administrative and non-technical notations as deemed necessary.
5. There will be no changes allowed on a registered plan.

Exceptions:

- a. Options as described in this document.

- b. Minor field revisions that do not affect axial or lateral load paths, location of required exits, exterior building dimensions, building height or room uses.
6. With the exception of cladding, each optional element must be shown on the registered plan.

Options will be limited as follows:

- a. No added or subtracted net square footage such as “optional bonus room” or “optional three car garage.” Exterior wall projections of up to three feet for items such as fireplaces or bay windows are allowed provided they are shown on the registered plan as an option and depicted accurately on project specific site plans.
  - b. All sleeping rooms must be so labeled. Labels such as “Den/Bedroom” will not be allowed.
  - c. Manufactured truss roof systems may be changed subject to field review provided that such changes are approved by the truss manufacturer and that such changes do not affect lateral force resisting systems nor axial load bearing systems below the uppermost top wall plate.
  - d. Window sizes (residential only) may be increased or decreased provided the header and lateral force resisting systems are always installed assuming the largest opening. Minimum escape and window sizes must be provided in sleeping rooms. Energy code calculations will also assume the largest potential opening.
  - e. Registered plans must assume a flat building site. If used on sloped sites, unbalanced foundation walls are limited to 48” in height unless a licensed design professional certifies the foundation design. Foundation cripple walls must be less than 48” in height.
7. The initial plan review will be based on valuation of the building and applied to the first building permit utilizing that plan. Subsequent permits will be charged a flat rate plan review fee based on three hours of staff time.

### **Rationale**

BMC Chapter 17 recognizes that there will be occasion to repetitively build from the same building plan. It is rare however that there are no changes in the various buildings to be built from a single plan. Therefore, a policy is need to limit those changes so that a plan review is not needed but the builder still has some flexibility.

### **References/Sources**

### **Appendix/Attachment**