

## ORDINANCE NO. 1387

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO BUILDINGS AND CONSTRUCTION; AMENDING CHAPTER 15.07 OF THE GIG HARBOR MUNICIPAL CODE, BASE PLANS FOR RESIDENTIAL STRUCTURES; PROVIDING FOR SEVERABILITY, ESTABLISHING AN EFFECTIVE DATE, AND PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE.

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**WHEREAS**, in 2006 the City of Gig Harbor adopted Ordinance No. 1041 in order to provide regulation for the use of base plans consistent with state law; and

**WHEREAS**, the City of Gig Harbor may adopt local amendments to the building code, consistent with Chapter 19.27 RCW; and

**WHEREAS**, City staff met with the Planning and Building Committee of the City Council on March 5, 2018 to discuss amendments to the base plan regulations of the Gig Harbor Municipal Code; and

**WHEREAS**, the Planning and Building Committee of the City Council directed staff to propose an amendment to provide for greater efficiencies in processing base plans and present to City Council for direct consideration; and

**WHEREAS**, the City finds that the local amendments contained herein are desirable to provide for greater efficiencies in permit processing of base plans;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. Chapter Amendment. Chapter 15.07 of the Gig Harbor Municipal Code is hereby amended to read as follows (additions shown by underline, deletions shown by strikethrough):

### Chapter 15.07

#### BASE PLANS FOR RESIDENTIAL STRUCTURES

##### Sections:

15.07.010 Base plans defined – Vesting.

15.07.020 Base plans allowed under limited circumstances – Amendments to code affecting base plans.

15.07.030 Administration and exemption from project permit processing.

15.07.040 Base plan application paths.

- 15.07.050 Base plan submittal documents.**
- 15.07.060 Design options.**
- 15.07.070 Procedure for review of plans.**
- 15.07.080 Applicant changes to base plans.**

#### **15.07.010 Base plans defined – Vesting**

A. Definition. A “base plan” means a generic plan for a structure that is reviewed and approved without being associated with a particular building permit or parcel. As set forth in this chapter, “Path A” describes a process for initial review and approval of a base plan. “Path B” describes a process for approval of both the base plan and concurrent review and approval of a building permit application. “Path C” describes a process for review and approval of a base plan associated with a plan that was previously reviewed and approved by the city.

B. Vesting. Approval of a base plan alone does not constitute vesting of the plan for purposes of development regulations, land use controls or building codes. (Ord. 1041 § 1, 2006).

#### **15.07.020 Base plans allowed under limited circumstances – Amendments to code affecting base plans.**

A. When Allowed – Conditions.

1. Builders may apply to establish a base plan for detached one- and two-family dwellings three stories or less in height; townhouses as defined in the International Residential Code; accessory structures such as detached garages and sheds, provided the plans meet the requirements of the currently adopted edition of the International Building Code or International Residential Code as amended and adopted by the city of Gig Harbor and state of Washington.
2. Base plans may not be used in the historic district as described under GHMC Title 17.
3. Base plans for multiple single-family dwellings (townhouses) must be stamped by a Washington State registered architect or structural engineer.
4. Base plans may be utilized in additional applications where repetitive design is employed when approved by the Building Official/Fire Marshal.

B. Amendments to Codes. Whenever the applicable building code(s) change or are amended, the corresponding portion(s) of an approved base plan must be reviewed for compliance with the applicable codes. No base plan is vested to the codes used to review and approve a base plan that was submitted without any other permit applications for an individual parcel. Such additional reviews for code compliance are subject to additional fees, as set forth in the city’s fee resolution. (Ord. 1041 § 1, 2006).

#### **15.07.030 Administration and exemption from project permit processing.**

A. Administration. This chapter shall be administered and enforced by the Gig Harbor building official/fire marshal or his/her designee.

B. Exemption from Project Permit Processing. Pursuant to RCW 36.70B.140, the processing of a base plan is exempt from RCW 36.70B.060 through 36.70B.090 and RCW 36.70B.110 through 36.70B.130. This means that the city is not required to utilize the following procedures in the processing of a base plan: (1) optional consolidated permit process; (2) issuance of a determination of completeness; (3) notice of application; (4) no more than one open record hearing and one closed record appeal; (5) notice of decision; (6) issuance of a final decision within a deadline established by the city; (7) identification of elements of complete application. Because the review of a base plan is not associated with any particular parcel of property, SEPA review is not performed at the base plan stage, and if SEPA applies, will be performed at the time a building permit application is submitted. (Ord. 1041 § 1, 2006).

#### **15.07.040 Base plan application paths.**

A base plan may be established by three paths:

A. The applicant may apply to establish a base plan before having a specific site selected. The application will receive two separate, complete reviews by the building and fire safety division prior to approval. All comments and corrections required by the division must be properly addressed prior to approval of the base plan;

B. The applicant may apply for a site-specific permit, and to establish a base plan concurrently. The application will receive two separate, complete reviews by the building and fire safety division prior to approval. All comments and corrections required by the division must be properly addressed prior to approval of the base plan;

C. The applicant may use a plan previously approved by the division under the current code. The application may include a site-specific construction component. The plans will receive a second complete review and all comments and corrections required by the division must be properly addressed prior to approval of the base plan. (Ord. 1041 § 1, 2006).

#### **15.07.050 Base plan submittal documents.**

A. Path A – Base Plan Application for New Plans. A complete application for a base plan shall consist of all of the following:

1. Completed base plan application specifying that the plans are submitted for the establishment of a base plan;
2. When applicable, written permission from the engineer and/or architect of record approving repetitive use of the design;
3. ~~Two sets of~~ Complete structural and architectural plans in ~~11-inch by 17-inch format~~, including foundation, floor, and framing plans, details, structural sections, building elevations, and any proposed options, using an electronic format approved by the Building and Fire Safety Division;
4. Complete code notes including specification of the code (IBC/IRC) and edition under which the design was completed;

5. Any other information deemed by the building official/fire marshal to be necessary to demonstrate code compliance.

B. Path B – Base Plan Application with Site-Specific Component.

1. Completed base plan application specifying that the plans are submitted for the establishment of a base plan and a complete building permit application as prescribed under GHMC 15.08.020 for use of the base plan when established;

2. When applicable, written permission from the engineer and/or architect of record approving repetitive use of the design;

3. ~~Two sets of~~ Complete structural and architectural plans in ~~11-inch by 17-inch format~~ including foundation, floor, and framing plans and details, structural sections, building elevations, and any proposed options, using an electronic format approved by the Building and Fire Safety Division;

4. Complete code notes including specification of the code (IBC/IRC) and edition under which the design was completed;

5. Any other information deemed by the building official/fire marshal to be necessary to demonstrate code compliance.

C. Path C – Base Plan Application for Previously Reviewed Plans. A complete application to establish a base plan from previously approved plans shall consist of the following:

1. Completed ~~base plan~~ construction application specifying that the plans are submitted for the establishment of a base plan;

2. When applicable, written permission from the engineer and/or architect of record approving repetitive use of the design;

3. ~~Two sets of~~ Complete structural and architectural plans in ~~11-inch by 17-inch format~~ including foundation, floor, and framing plans and details, structural sections, building elevations, and any proposed options bearing the city approval stamp, using an electronic format approved by the Building and Fire Safety Division;

4. Complete code notes including specification of the code (IBC/IRC) and edition under which the design was completed;

5. Any other information deemed by the building official/fire marshal to be necessary to demonstrate code compliance;

6. If a site-specific construction component is included, a complete building permit application as prescribed under GHMC 15.08.020 for use of the base plan when established.

D. Application for a Building Permit from a Previously Established Base Plan. A complete application for a building permit for use of an existing base plan shall consist of:

1. Complete building permit application as provided under GHMC 15.08.020.
2. ~~Two~~ Complete ~~44-inch by 17-inch~~ plan sets identical to those in the base plan on file. Approved options used shall be clearly identified on the plans, with unused options struck through, using an electronic format approved by the Building and Fire Safety Division;
3. When the applicant is other than the base plan holder of record, written permission from the base plan holder for the use of the base plan. (Ord. 1041 § 1, 2006).

#### **15.07.060 Design options.**

A. The applicant may include design options within the context of the base plan. Design options are limited to:

1. Plan reversals;
2. Alternate roof lines;
3. Bay windows;
4. Variations in foundation wall heights;
5. Similar alternatives without significant structural changes as approved by the building official/fire marshal.

B. Each option must be submitted on a separate plan sheet ~~of not less than 44-inch by 17-inch format~~ and must include any required structural changes and the supporting calculations, including the lateral and gravity load resistance system, stamped by the designer responsible for the engineering of the plans.

C. Base plans are limited to those structures within the scope of the International Residential Code (IRC). Elements of structures falling outside of the prescriptive design requirements of the IRC such as lateral wall bracing, foundation systems, and other structural provisions require an engineered design. Engineered design criteria may vary depending on site location for wind exposure, seismic ground motion and acceleration, and soil types. All designs shall address the most conservative assumptions for the Gig Harbor area or the base plan may be limited to use in sites meeting the design criteria. (Ord. 1041 § 1, 2006).

#### **15.07.070 Procedure for review of plans.**

A. All base plan submittals will be reviewed by the planning division for conformance with the requirements of the Gig Harbor design manual. Base plan submittals shall not be approved until conformance with all applicable codes is established.

B. Path A – Application to Establish a New Base Plan from New Plans.

- ~~1. The applicant shall schedule an appointment with the building and fire safety division for a base plan application;~~

~~1. 2.~~ The applicant shall submit a complete ~~base plan~~ construction application and submittal documents ~~at the time of the appointment;~~

~~2. 3.~~ The applicant shall submit plan review and filing fees as set forth in a resolution adopted by the council for this purpose;

~~3. 4.~~ The application and plans shall be reviewed by two reviewers. A plan review comment letter with the relevant comments ~~of both reviewers~~ shall be provided to the applicant, who shall revise the submittals in accordance with the review letter requirements;

~~5.~~ The applicant shall provide ~~two corrected sets of submittal documents for review and further comment if applicable;~~

~~4. 6.~~ When the plans have been determined to be in compliance with all applicable codes, the applicant shall submit ~~two copies of clean plans (no red lines) and one disc containing the final plans~~ in electronic or PDF format. The building official shall stamp the both plan sets "Approved as a Base Plan" and the plans shall be assigned a base plan number;

~~5. 7.~~ ~~One set of the~~ An approved base plan shall be returned to the applicant in electronic or PDF format. ~~One set shall be~~ An electronic copy shall be retained on record at the building and fire safety division.

#### C. Path B – New Base Plan and Site-Specific Building Permit.

~~1. The applicant shall schedule an appointment with the building and fire safety division for a base plan application;~~

~~1. 2.~~ The applicant shall submit a complete ~~base plan~~ construction application and submittal documents ~~as well as a complete building permit application in accordance with GHMC 15.08.020 at the time of the appointment;~~ using an electronic format approved by the Building and Fire Safety Division;

~~2. 3.~~ The applicant shall submit plan review and filing fees as set forth in a resolution adopted by the council for this purpose;

~~3. 4.~~ The application and plans shall be reviewed by two reviewers. A plan review comment letter with the relevant comments ~~of both reviewers~~ shall be provided to the applicant, who shall revise the submittals in accordance with the review letter requirements;

~~4. 5.~~ The applicant shall provide ~~two corrected sets of plans and submittal documents for review and further comment if applicable;~~ using an electronic format approved by the Building and Fire Safety Division

~~5. 6.~~ When the plans have been determined to be in compliance with all applicable codes, the applicant shall submit ~~two copies of clean~~ final plans (no red lines) ~~and one~~

~~disc containing the final plans in an electronic PDF format. The building official shall stamp the both plan sets approved as a base plan and the plans shall be assigned a base plan number;~~

~~6. 7. One set of the~~ An approved base plan shall be returned to the applicant. ~~One set~~ An electronic PDF version shall be retained on record at the building and fire safety division;

~~7. 8.~~ Upon payment of all outstanding fees, including the site-specific building permit fee, and approval of the site-specific building permit by the planning, engineering and operations divisions, the building official/fire marshal shall issue a building permit for the site-specific component.

#### D. Path C – New Base Plan from Previously Approved Plans.

~~1. The applicant shall schedule an appointment with the building and fire safety division for a base plan application;~~

~~1. 2.~~ The applicant shall submit a complete construction base plan application and other required submittal documents, ~~including one 11-inch by 17-inch copy of the previously approved plans bearing the city's approval stamp at the time of the appointment;~~ identifying the previously approved plan to be reviewed and used as a base plan; using an electronic format approved by the Building and Fire Safety Division;

~~2. 3.~~ The applicant shall submit plan review and filing fees as set forth in a resolution adopted by the council for this purpose;

~~3. 4.~~ The application and plans shall be reviewed by one reviewer. A plan review comment letter with the relevant comments shall be provided to the applicant, who shall revise the submittals in accordance with the review letter requirements;

~~4. 5.~~ The applicant shall provide ~~two~~ corrected sets of submittal documents for review and further comment if applicable; using an electronic format approved by the Building and Fire Safety Division;

~~5. 6.~~ When the plans have been determined to be in compliance with all applicable codes, the applicant shall submit ~~two copies of clean plans (no red lines) and one disc~~ containing the final plans in electronic PDF format. The building official shall stamp the both plan sets approved as a base plan and the plans shall be assigned a base plan number.

#### E. Application for a Permit to Build from an Established Base Plan.

1. The applicant shall submit a complete application in accordance with GHMC 15.08.020.

2. The applicant shall submit all applicable fees as specified under the current adopted fee Resolution 639;

3. The plans shall be reviewed for compliance with all applicable federal, state and local regulations and conformance with the referenced, approved base plans on file with the city;

4. Upon approval by the planning and public works divisions, the building official/fire marshal shall stamp the conforming plans approved and notify the applicant that the permit and plans are ready to be issued upon payment of all outstanding fees. (Ord. 1041 § 1, 2006).

**15.07.080 Applicant changes to base plans.**

A. No applicant may make a change to an approved base plan, except the city may require changes in the plan if an error is detected.

B. Any change to a base plan found during inspection will void the building permit issued for use of the base plan. If the permit is voided under this subsection, the holder of the permit shall re-apply for a new building permit, paying the building permit application fees for new construction. The applicant will be credited with 80 percent of the original permit fee. A new plan review fee as set forth in a resolution adopted by the council for this purpose shall be paid and the base plan review fee will not be refunded.

C. A stop work order shall issue for any base plan project changed in accordance with subsection B of this section. Construction shall not be allowed to continue until after issuance of a new building permit for the project. (Ord. 1041 § 1, 2006).

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. Effective Date. This ordinance shall take effect 5 days after passage and publication as required by law. Publication may be made by Ordinance Title only.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor, this 26<sup>nd</sup> day of March 2018.

CITY OF GIG HARBOR

By: Kit Kuhn  
Mayor Kit Kuhn

ATTEST/AUTHENTICATED:

Molly M. Towslee  
Molly M. Towslee, City Clerk

APPROVED AS TO FORM:  
Office of the City Attorney



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Angela G. Summerfield

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