



# Master Plan Agreement Form

BF-01  
FORM

## Community Development Department

501 N. Anderson, Ellensburg, WA 98926\*(509) 962-7239 (Building)\*(509) 962-7231 (Planning)\*permits@ci.ellensburg.wa.us

### **A. Process for setting up a Master Plan File for Single Family Structures**

1. One set of plans drawn to a minimum  $\frac{1}{4}$ " scale, calculations, and other mandatory information as required shall be submitted along with a completed application form and plan review fee.
2. **ALL MASTER PLANS SHALL** comply with the *International Residential Building Code* in place at the time of application.<sup>1</sup> Each MASTER PLAN is permitted a maximum of two minor variations, such as a flipped orientation, a choice between a two-car or three-car garage, or the option of a hip roof or gable roof. Any variations exceeding two shall require the submission of a new MASTER PLAN.
3. Once all required information is provided to make the application complete, a full plan review will be completed on the application.
4. If any information is inaccurate or missing a Correction Letter will be sent to the applicant outlining the required corrections and/or additional information.
5. The applicant shall correct all listed items and incorporate all notes, corrections, code sections etc., onto the revised drawings and shall provide one corrected copy to the building department.
6. If the corrected drawings have incorporated the required corrections, and no additional code deficiencies have been introduced, the plan will be set up as an approved Master Plan file.
7. The corrected drawings will be labeled and numbered as a Master Plan and a fee schedule shall be established.
8. The building department will keep ORIGINAL APPROVED MASTER PLAN on file.
9. The applicant will be given an electronic copy of the APPROVED MASTER PLAN. *This plan and other approved documents are what shall be copied by the applicant when a permit is applied for under the Master Plan program.*
10. When applying for a building permit on an approved Master Plan, the applicant shall provide ONE COPY of the approved Master Plan with a completed permit application packet, including site plan indicating conformance with regulatory requirements (zoning, sewer, water, gas, electricity, access, etc.) as required for approval on that particular site.
11. The submitted plans will be reviewed in accordance with Section B

### **B. Permits for plans which are on file as Approved Master Plans**

1. Once the building permit application is complete and submitted, the approved building plans, site plan and any other necessary documents will be routed to the appropriate City Departments for review and approval for construction of the structure on an individual lot as identified by the applicant.
2. If no changes are noted then a permit may be issued after all City Departments have completed their review and all planning, fire department, energy services and public works issues are resolved.

3. The City of Ellensburg Building Department and other applicable City Departments, per current policy and fee schedules, shall determine the required permit and impact fees required for permit issuance.
4. A plan check fee of \$50.00 shall be charged for each permit issued off of the Approved Master Plan. (See Section B5 for allowed changes and fees for changes).
5. Changes to approved Master Plans:
  - a. ***Structural changes to Master Plans, as well as changes other than those listed under Section B5 part (b), are not allowed and a complete plan review process will be required including a new plan review fee.***
  - b. Changes to a Master Plan not requiring a complete plan review are as follows:
    1. *Changing roofing materials; except where changing to a roof covering material heavier than the roofing material approved on the Master Plan.*
    2. *Change non-bearing walls; which do not impact the structural integrity of the building.*
    3. *Minor architectural features; such as siding, veneer, shutters, etc.*
    4. *Reducing window or door size; except as required for minimum egress in basements and sleeping rooms.*
    5. *Removing open or covered decks; which do not impact the structural integrity of the building.*
  - c. If additional plan review is needed above and beyond the typical comparison review, an hourly fee of \$47.00 per hour will be charged.

### **C. Master Plans expire upon adoption of a new Building Code edition or may be canceled for the misuse of this process.**

1. To update an existing Master Plan to comply with code changes and amendments, this process will need to be completed again as outlined in this policy and a new plan review fee shall be paid based upon the current valuation and fee schedule when application is submitted.
2. If a permit is taken out on a Master Plan and a different house is constructed, all work must stop until new plans and permits are obtained for the structure and no credit or refund shall be granted or applied. Continued misuse in this manner could result in the violator's Approved Master Plan being canceled.

#### **<sup>1</sup>FULLY ENGINEERED**

When it is required that a structure be FULLY ENGINEERED the following shall be necessary before a plan review can be completed. Full engineering may be completed by either a Washington State licensed engineer or architect.

- A fully engineered structure shall include both "gravity" and "lateral load" calculations.
- One set of  $\frac{1}{4}$ " scale drawings shall be "wet" stamped by the Engineer or Architect.
- One set of "wet" stamped calculations shall accompany the submitted drawings.

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*I certify that I will comply with all applicable City of Ellensburg regulations pertaining to the Master Plan Program.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**The city reserves the right to change this policy at any time including Permitting Fees associated with the approved Master Plan.**