
	BUILDING DEVELOPMENT POLICIES AND PROCEDURES RESIDENTIAL PLAN REVIEW GENERAL	Effective Date: July 1, 2009
		Supersedes Policy Dated: November 16, 2006
	3.1.5 Master File Plan Program	Issued by: Eric M. Mays, P.E.  Building Official

This establishes the policy for the Residential Master File Plans Program. The goals of the program are to:



1. Improve the efficiency of the plan submittal process by eliminating the requirement for a specific property address.
2. Improve the coordination between the site plans and building plans.
3. Improve the maintenance of the official records and code enforcement by clarifying the use of model names and the plan revision process.

Model Name – A model name shall only be used once per builder per code cycle. It is acceptable to have different versions of the same model. However, the different versions must be clearly designated (i.e. Washington, WashingtonV2, WashingtonV3). If a builder elects to submit a new plan with the identical model name, the current Master File Plan shall be closed out.

Approved Site Plan/Subdivision Plan – The purpose of the review is to ensure that the building plans have been coordinated with the site plans (i.e. distance to lot line versus fire rated assemblies and topography versus Story Above Grade Plane). Prior to the issuance of a building permit, a copy of the approved site plan/subdivision or lot grading plan must be submitted to the Building Development Division for review.

Revisions to Master File Plans

1. *Engineered Floor/Roof Systems* – Revised plans for an engineered floor/roof system shall have the Master File Plan Control Number designated on every plan sheet (i.e. MST2007-00001).
2. *Revisions to Main Plans*
 - The designer of record must submit a letter stating the proposed changes to the plans and the purpose of each change. The Master File Plan Control Number must be designated in the letter (i.e. MST2007-00001).
 - Each revised plan sheet shall have the Master File Plan Control Number designated (i.e. MST2007-00001).

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- A revision “bubble”, the revision number and the revision date must be clearly designated with each change.
- The Building Official reserves the right to determine that a proposed revision is too extensive and a new Master File Plan must be submitted.
- Since it is important to maintain an accurate plan file, the existing plan sheets that are being revised will be maintained in the Master File Plan. Building Development staff will be responsible for stamping each of the existing plan sheets indicating a revision sheet is attached to the Master File Plan.
- If the plans were originally submitted under the Expedited Residential Waived Plan Review Process, the builder or builder’s agent must schedule an appointment with the Building Plan Intake Staff to submit and review the revision.

Close Out of Master File Plans – When a Residential Master File Plan has not had a building permit issued within the preceding 12 months, Building Development staff will contact the permit applicant to determine if the Master File Plans should be closed out or if an extension should be approved.