



Contractor Information Pre-Approved Plan Program

The Program:

Development Services recognizes that a builder may want to construct identical copies of a plan on more than one building site. To minimize administrative costs and staff time spent re-reviewing the same design for the same builder, Development Services will make available a service providing for the use of "pre-approved plans". A pre-approved plan is defined as a set of construction drawings for a particular single family residence or accessory building such as a garage, workshop, shed or similar structure that has been approved for permit issuance and set up as a pre-approved plan for one specific builder. Once this is done, this set of construction drawings may be used to permit the construction of identical units on multiple compatible building sites without further or repeated building plan review.

To make application, to create a pre-approved plan, applicants must be registered as a general contractor with Washington State Department of Labor and Industries.

Pre-approved plans may include up to four optional features. Excluding garages, pre-approved plan options may not increase the building's square footage.

Use of a pre-approved plan is limited to the original plan applicant. Pre-approved plans are not transferable.

A pre-approved plan shall remain valid until the adoption of the Washington State Building Code subsequent to the one in effect at the time of the original plan application.

To set up a pre-approved plan:

Provide a complete application for construction of the building on a specific site to the Permit Assistance Center.

Provide three sets of construction drawings including separate plan pages for each option clearly showing the location and a description of the feature on the plan. The option page must include all floor plans, elevations, foundation and structural details necessary to construct the option.

Development Services will not set up a pre-approved plan from copyrighted or sealed drawings without written permission of the owner of said drawings and/or the

registered design professional. The written permission shall contain any conditions for that permission.

Construction plans will be reviewed, including all options.

If approved the plans will be stamped "Pre-Approved"

One plan will be returned to the applicant with the permit. Contractors may make as many copies of the approved plans as needed. One plan will remain in the permit file associated with this project. The remaining plan will be placed into Thurston County archive to be retrieved if needed for department review. The permit file copy will be left at the job site after a successful final inspection.

Future Permits:

To apply for subsequent projects contractors must supply pre-approved plans and associated documents with each permit application.

Bring a copy of the stamped pre-approved plan along with any applicable option pages and engineering. Please provide a site specific permission letter, if required by the licensed professional, to the Permit Assistance Center. Thurston County will not manage a file system of pre-approved plans for contractors.

Attach only the option pages applicable to that specific permit.

When the permit is approved it will be issued without an additional plan review.

Changes to plans:

Adding options during construction. Options may be added to permitted plans at the Permit Assistance Center. Any option addition to a project will require the original applicant to submit the additional option page and pay the applicable fees prior to resuming work on the project. Addition of options to permitted plans in the field without prior approval is prohibited.

Changes other than options. Changes to pre-approved plans in the field without prior review and approval are prohibited. Any change to a project based on a pre-approved plan will require the original applicant to submit complete construction documents and related materials for review and approval prior to resuming work on the project. The construction documents will be reviewed as a new submittal. Standard submittal requirements plan review fees and review timelines will apply.

Thurston County Development Services

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