



Permit Center
Location: 400 W. Gowe
Kent, WA 98032-5895
(253) 856-5300
KentWA.gov/PermitCenter

Registered Building Plans - Submittal Instructions

A Registered Plan is a single family residence design which has been pre-approved for construction, allowing a builder to construct houses of the same design on multiple sites without having to obtain plan approval each time. Multi-family, townhouses, and all non-residential structures are **excluded** from the registered plan program.

Registered Plans submitted for approval must be of sufficient clarity to indicate the design, nature and extent of the work proposed. Show in detail it will comply with minimum requirements of the applicable International and Uniform Codes as amended by the Washington Administrative Code (WAC) and all related codes and ordinances.

Registered Plans must bear all of the authors' (including, but not limited to, the architect, engineer, or others) acknowledgments and approvals of the plans submitted for use in the construction of multiple buildings on multiple sites. If any portion of the structure is designed by a licensed architect or engineer, **state law requires the plans are to bear the original wet stamp and signature of the designer, or digital representation/signature as specified in WAC 308-12-081.**

Submittal Requirements

Construction drawings, energy code calculations, structural calculations, engineer stamped truss drawings and related documents must be submitted electronically to the Permit Center. A non-refundable intake plan review fee based on the structure's calculated valuation will be assessed and billed. The calculated valuation is determined by multiplying the square footages shown on the application of the various house components (house, garage, covered porch, deck, etc.) by the amounts contained in the square foot valuation charts currently used by the City of Kent. The fee is based on R108 of the International Residential Code and Council Resolution. The final valuation will be determined by the plan reviewer and

assessed fees will be adjusted as necessary. The square foot area of each floor, the total living area and the total building area must be listed on the first page of each Registered Plan.

Multiple Options

The construction plans are to be complete, specific and definitive, with nothing to be determined in the field. However, to accommodate many designs, options are to be categorized as a Major Option or a Minor Variation. Major Options are different versions of, or changes to, the original construction plans which significantly alter structure or add square footage. These options must be on separate pages and easy to locate within the plan set. All related changes impacting calculations must be submitted with the related architectural and/or structural pages. Depending on the scope, a separate registered plan may be required. Minor Variations are changes which do not alter the structure or load resisting elements, and which does not add to the overall floor area. Details for variations may share pages with other Minor Variation details. There are currently no restrictions to the number of Major Options or Minor Variations per plan.

Examples of Major Options:

- Different Roof Lines/Truss packages
- Enhanced Elevation impacting structure.
- Diminished garage
- Additional garage bay/space
- Different cantilevered floor systems resulting in additional floor area.
- Basement or bonus room over garage
- Decks or covered patios

Examples of Minor Variations:

- Increasing bath from 3/4 to full.

- Bathroom/closet reconfiguration.
- Moving a kitchen sink to island or similar.
- Additional Bedroom in lieu of Den or Office
- Enhanced Elevation not resulting in additional square footage.
- Fireplace

Primary and Secondary Plans

If plans are to be provided with mirrored versions (ex: garage left or garage right) separate permit applications are required for each set of registered plans. However, one may be designated as Primary and the other as Secondary, under the condition both applications are submitted for review simultaneously. Secondary plans have a reduced permitting review fee rate. If not submitted simultaneously, mirrored plans will be considered as ‘Primary.’

All architectural, structural and mechanical layout pages shall not be “mirrored” to what is designated in the scope of work.

Plan Review

Plans will be reviewed for compliance with all applicable codes and ordinances. If needed, a correction letter will be sent and/or redlined drawings and documents will be returned for corrections so that the applicant can make all necessary changes and corrections. The corrections shall be incorporated into a set of clean and complete plans and resubmitted, together with any unchanged documents, redlined drawings (if any), to the Permit Center for final review. Once all corrections are made and approved by the City, the plan will be a certified Registered Plan in the City of Kent and a “Registered Plan Approval Certification” letter will be sent to the applicant.

Architectural Design Review

To ensure compatibility with City of Kent design standards, as provided by KCC15.09.045, a standard and an enhanced version of all elevations shall be provided: front, left, right, and rear. The enhancements shall include both a façade and/or roofline modulation, and at least three architectural detail elements for each elevation.

Façade modulation is minimum width eight feet, minimum depth three feet. Roofline modulation is minimum horizontal or vertical offset of three feet, minimum length of eight feet. Maximum horizontal distance without a façade or roofline modulation shall be twenty feet.

Architectural detail element options:

- Trim at least five and one-half inches wide around doors and windows
- Window shutters
- Minimum fifty sq ft and five feet deep covered area at entry
- Minimum three feet deep eaves
- Two or more distinct finish materials, not including trim
- Balconies
- Other methods as approved by the Planning Department

Per KCC 15.02.106, fifty percent of proposed residential units must incorporate a diminished garage. A diminished garage is defined as: located in the rear portion of the lot accessed via a shared/common driveway; a side access garage where front facades are finished with a window or other architectural feature; a garage accessed via a rear alley; a garage set back no less than ten feet from the front facade of the home; or other design as approved by the Planning Department. If lot shape or other factors inhibit compliance, the applicant can request the Diminished Garage Alternative Design Guidelines for a list of alternative approaches.

Structural Design

Structures that do not comply with the conventional, light-framing construction provisions of the current International Residential Code Section R301 and Chapters 4 through 8 and/or buildings of unusual shape or size must be designed by a Washington State licensed architect or engineer. Calculations and plans must be wet stamped or digitally stamped by the Washington State licensed architect or engineer responsible for their preparation.

Connections which resist vertical or lateral forces shall be detailed on the drawings. The location, type, size, and spacing of holddowns and the location and nailing schedules for required shear walls and diaphragms and drag struts shall be shown on the drawings. Any inconsistencies between the Registered Plans and the design calculations should be corrected before Registered Plans are submitted for review.

A 1-hour fire rated exterior wall detail is to be provided. This detail shall show the foundation through the roof sheathing and demonstrate continuity of the rated assembly through building elements (such as the second level floor system). Eave ventilation openings are not to be present in the detail; solid blocking at the truss or rafter ends is required.

Energy Compliance Review

Plan review for Registered Plans includes a review for compliance with the current International Energy Conservation Code (IECC) as amended by Washington State. The plans must clearly indicate whether the Energy Code compliance is achieved by the component method or by the prescriptive design method. In addition, plans must clearly show details of the heating system with specific heating appliances; a window schedule; and details of ventilating systems, including fresh air intake sources.

Foundations

Because Registered Plans will be used at various sites with varying topography, foundations must be designed to comply with code requirements assuming a range of foundation heights up to ten (10') feet with not more than four (4') feet of unbalanced backfill. For a two-story dwelling built on soil with an assumed bearing capacity of 1500 pounds per square foot, concrete foundations comprised of footings supporting stem walls will need to Comply with IRC Chapter 4 for Seismic zone D2.

A typical stepped footing and foundation wall detail is required to accommodate moderately sloped sites. Any sites so steeply sloped that the registered foundation design limitations will be exceeded must have a foundation system designed by a Washington State licensed engineer, submitted, approved and issued by the City as a revision to a site-specific permit.

Expiration of Registered Plan Review

Registered Plans are approved subject to the laws and ordinances in effect at the time of the application for initial application for plan review. If codes or other pertinent laws or ordinances are amended subsequent to that date, certification of Registered Plans will automatically expire.

Next Steps - Site Specific Permit

Upon completion of the Registered Building Plans process, a Site Specific Permit application is to be submitted for each residence through the permitting portal. Links are found at the City of Kent Permit Center website.

The following documents will be needed for the Site Specific Permit application:

- Site Plan showing infiltration trench location
- Approved Registered Construction Plan with applicable options included and an accurate sheet index.
- Registered Plan Approval Certificate
- Registered Plan Coversheet and Option List
- Fire Flow Form (Contact the water purveyor. For City of Kent water customers, email DevelopmentEngineering@KentWA.gov)
- Fire Impact Fee Information Sheet