



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2008-06
Supercedes:
DD-2007-04

Effective: Immediately

Initiator: Rocco Richardson
RR

Acting Director: Lynn Favour
LF

PURPOSE: To define and coordinate procedures concerning standard plans.

REFERENCE: Maricopa County Local Additions and Addenda, Chapter 2 - Administration

POLICY/PROCEDURE:

The standard plan process provides for unlimited permits based upon a particular construction plan for a one-time plan review fee. The plan, with limited options, may be used repeatedly during a three-year period.

A standard plan approval may be adopted for any type of building although the most common applications are for single-family residences, pools, spas, and accessory buildings.

There shall be one Owner/Contractor of record per standard plan, and shall be licensed and registered with the Arizona Registrar of Contractors (AROC)

The Owner/Contractor of Record is the only one authorized to use the standard plan tracking number for a production permit.

Exception:

- Pool / Spa Standard Plan tracking numbers that are obtained by a registered professional such as a civil or structural engineer may have a standard plan for multiple uses.

Note: Pool Contractors that depend on a registered professional to design or prepare plans shall not be considered a registered professional in civil or structural engineering, and shall not be allowed to have multiple users.

- When an applicant submits under the authorization of a registered engineer they must provide an approval letter from the registered engineer stating his/her authorization. The letter must provide the tracking number of the standard plan, and the property owner's name and address. In addition, the letter shall be wet stamped by the registered engineer of record. No duplications will be accepted.

APPLICATION SUBMITTAL REQUIREMENTS:

1. Building permit application
2. Contact supplemental form
3. "Addendum: Applicant's Acknowledgement of Financial Responsibility" form
4. Two copies of all appropriate building plans and specifications
5. Truss calculations and specification package for all elevations:
 - a. Over 3000 square feet – Required
 - b. Under 3000 square feet – Waived at Plans Examiner discretion
 - Signed Waiver Form must be submitted
 - Plans examiner may require specs for complex roof designs
6. Two copies of an 8 ½ x 11 dimensional footprint of the maximum square footage of the standard plan. Plan must show all options. (See options example attached)
7. Cover sheet chart showing base plan square footage for livable, garage, patio and entry covers. The square footage breakdown for each option must be listed separately from the base plan square footage.

DESIGN CRITERIA:

1. Single structure with limited options.
2. Design options shall not exceed the following:
 - a. Livable: Six Options
 - Includes: Bay windows, niches, fireplaces, etc.
 - Additional second floor livable square footage within the base first floor footprint may be added as an option.
 - Floor plan changes to livable space that do not affect the base footprint, such as den in lieu of bedroom, pantry in lieu of half bath, etc., are allowed and do not count as an option.
 - Occupancy use changes are permissible only as follows:
 - "Garage" in lieu of "livable" – up to a single car garage area not to exceed the replaced livable square footage
 - The base plan shall show the livable use square footage with the garage shown as an option.
 - b. Garage: Six Options
 - Front 2, 4, or 6 foot extension to garage space from base plan
 - One single car addition, also allowing for 2-4-6 foot extensions
 - Garage door entry may have the option for front or side entry. The change of entry shall not affect the base plan garage square footage or base plan footprint.
 - c. Patio / Entry Covers: Six Options
 - Includes extensions and patio / entry covers
 - d. Exterior Cosmetic: 10 Elevation Options
3. The following shall not be allowed as options:
 - a. Additional floors, basement, or detached accessory structure(s).
 - b. Detached casitas, cabanas, guest suites, etc.
 - c. Changes of construction type, such as CMU to wood.
4. Attached casitas, cabanas, and guest suites must remain an integral part of the primary structure under the same roof.
5. Optional foundation methods are permissible, such as monolithic or stem. Specification details must be incorporated into the original plans and specifications and comply with the minimum criteria in the current adopted building codes.
6. Alternate foundation methods, such as post tension, require the submittal of engineered calculations and specifications. All post tension slabs shall require a special inspection report that shall be given to the building inspector at the time of foundation inspection.
7. Basements: A standard plan with a basement shall have the following notation clearly visible on the cover sheet: "This standard plan shall not be constructed in a floodplain or any other restricted area."
8. Noise Attenuation: Any standard plan that may be constructed in an area requiring noise attenuation (such as properties within the vicinity of a military airport), must be designed for the appropriate decibel rating and must state such compliance on the cover sheet.

DURATION OF PLANS:

1. Standard plans shall be valid for three years from issuance date, regardless of building code changes. In the event a new and more restrictive building code is adopted during the three-year term of the standard plan, permits will continue to be issued and buildings will be considered legal.
2. An applicant may choose to update a standard plan to meet the new building code, in which case a \$250 Modification fee shall be charged.
3. No extensions or renewals shall be given to standard plans that have expired. Standard plan production applications submitted prior to expiration shall be accepted and processed. However, no production application may be submitted after the standard plan has expired, until a new standard plan has been approved and placed in issued status.
4. Standard plans that are left unpaid, for a period of 90 days from the approval date, may be terminated, and the owner of record shall be responsible to pay fees due for services rendered. Should an applicant choose to use the Standard Plan Program after the standard plans have been terminated, the applicant shall be required to re-submit according to the submittal requirements.
5. Upon receiving approved plans and specifications, the Owner/Agent shall sign and date the Standard Plan Term Agreement.
6. Standard plans are allowed two structural modification submittals during the three-year term. Two complete sets of modified plans and specifications must be submitted for review and approval. Modifications may not surpass the maximum square footage / footprint. Modifications may be approved and a one-time fee of \$250.00 will be charged.
7. Minor amendments to approved plans such as data or record changes may be approved and a one-time fee of \$30.00 will be charged as required in Chapter 2 of the Maricopa County Local Additions and Addenda.

FEES/DEPOSIT:**Single Structure Standard Plan:**

A \$1,000 non-refundable deposit is to be paid at time of application submittal for single structure standard plans. This deposit will be applied toward any additional review fees.

Pool / Spa:

A \$346 non-refundable, one time fee, is to be paid at time of application submittal for pool and spa standard plans for easier application.

For uses other than pools or spas, the fee for a standard plan approval shall be two times the normal plan review fee based on square footage, use and type construction, as specified in the building code.

Permits based on approved standard plans may be obtained by submitting a development permit application that lists the standard plan number with appropriate elevations and

options, a deed, parcel number and required site plans. Only the appropriate building permit, drainage and zoning fees will be charged. A building plan review fee will not be charged.

Change Of Ownership:

A Owner/Contractor shall not transfer ownership of their standard plan file and plans to another party. A new party who wishes to build based on a standard plan is required to submit for a new separate standard plan under their own Owner/Contractor information in accordance with application submittal requirements.

Exception: Change of Owner/Contractor may be permitted under the following provisions and conditions due to bankruptcy, or other legal entitlement.

- Documentation affirming bankruptcy and or legal entitlement to standard plans shall be provided.
- New Owner/Contractor is required to submit updated information in accordance with application submittal requirements per this standard plan directive; such as: permit application form, Contact supplemental form, Acknowledgement of Financial Responsibility form.
- Any and all fees owed for services rendered by the original Owner/Contractor must be determined as satisfied by our Finance Department.
- When applicable; the new Owner/Contractor shall be responsible for updating trust account information with our Finance Department.
- New Owner/Contractor shall sign and date the Standard Plan Term Agreement.
- Production permits based on standard plans that are not entitled under the transfer of new Owner/Contractor, will require a letter of authorization for duplication of plans in accordance with Department Directive DD-2007-05; This letter gives Planning and Development the authorization to provide a duplicate copy of plans for the purpose of completing outstanding or abandoned permit projects by the original Owner/Contractor.
- A fee of \$30 will be due upon completion of services rendered for processing transfer of ownership.
- Change of Owner/Contractor shall not constitute any extension or change the conditions of the original standard plan Term Agreement.

Note: This exception shall not be applicable or authorize requests to transfer to another party solely because of revocation of a license registered with the Arizona Registrar of Contractors (AROC).

OPTIONS EXAMPLE

