



INFORMATIONAL BULLETIN #5

Residential Stock or Standard Plan Submittal Policy

November 2017

PLEASE NOTE: Informational Bulletins should not be used as substitutes for actual codes and regulations. Detailed information regarding codes and regulations can be obtained by calling the Code Administration Division at 307-721-5271.

“Stock” or “Standard” plans are plans of which an individual builder or developer intends to build repetitively with minor deviations for design. The purpose of this process is to reduce the time and amount of paperwork required to obtain individual permits. This process is not mandatory and it is intended only for residential construction of no more than four dwelling units per building.

Step 1. Submittal Requirements.

- A cover sheet showing the builder or developers name, address and phone number, the plan name or number, and possible footprint options along with a table or legend identifying the different options, square footage, and location of the options on the plan.
- One copy of the soils report for the subdivision or locations proposed for building.
- A foundation plan with all desired options or configurations. Engineered foundation plans must clearly show the lots, subdivision or other locations where the plan is approved for use, and must show any options desired, such as garage and room extensions, basements or crawlspaces, additional stories or wall heights, or roof configurations.
- A framing plan. Provide a separate framing plan for each option.
- A roof plan with engineered truss drawings, calculations, and design information for each option.

- Exterior elevations. Each different style of elevation must be shown. Show any projections from the walls.
- Electrical, mechanical and plumbing schematics or plans and details.
- Detail sheets.
- Energy calculations or insulation and door/window details.
- Structural calculations for complex beams, columns or other elements not considered conventional light frame construction by the building code.
- Any other information required by the building official to show compliance with the building and zoning regulations or other ordinances.

No changes may be made to approved plans after they are approved except for the following, provided that each change is clearly noted on the site plan and permit application at the time of submittal:

- Interior non-bearing wall relocations.
- Door and window types and locations.
- Exterior decks or porches.
- Garage or room extensions.
- Roof orientation or pitch.
- Minor mechanical, electrical or plumbing changes.

Step 2. Plans are reviewed for compliance.

Each stock or standard plan must be submitted for a plan review. Any non-code-compliant aspects of the plan or additional information required by the building official will be noted and revised plans will be required. Upon final approval, the plan will be considered to be a stock or standard plan and may be used by the developer or builder that submitted the plan in any approved location.

Plans may need to be revised or updated from time to time to comply with new ordinances, zoning or land use regulations, construction code changes, to correct errors, or to meet the builder or developers needs. Use of stock or standard plans is at the sole discretion of the building official.

Step 3. Apply for a building permit using an approved stock or standard plan. The following information must be provided.

- A completed building permit application with the plan name or number clearly identified on it.
- A fully dimensioned site plan. Plans must be drawn to scale, easy to read, on 8½" x 11" or 11" x 17" sheets.
 1. Show the scale used.
 2. Plans must be identified by location, the owner's name, and the name and address of the person who prepared the plan.
 3. Show the entire lot.
 4. Show which direction is north.
 5. Show the location and name of all adjacent streets, sidewalks and alleys.
 6. Provide dimensions for all lot lines.
 7. Show the location of any easements or restrictions like flood hazard areas.
 8. Show all building footprints along with any architectural projections like roof overhangs, decks, or porches.
 9. Dimension the setbacks on all sides of the buildings and note the building heights. A setback is the distance from the property line to the nearest wall of the building, measured perpendicular to the property line.
 10. Show the size and location of all underground utilities such as water, sanitary sewer, natural gas and electrical power.
 11. Show the final grading of the site using contours or spot elevations.
 12. Provide a drainage study, storm water calculations and retention/detention locations, where required.
 13. Provide finished floor elevations or top of foundation elevations for each building.
 14. Show the location and design of trash collection and storage facilities for multifamily buildings.
 15. Show the location, surfacing and design of all off-street parking areas, including accessible

parking, and accessible routes, where required. Show pavement markings, where required, with dimensions.

16. Location and design of vehicle access to parking lots.
17. Include a complete landscaping plan with planting schedules and material lists. Landscaping plans are not required for one and two-family dwellings.
18. Show the driveway design, size and location.
19. Show the height and location of fences.
20. Show any proposed right-of-way encroachments.

A survey prepared by a licensed surveyor may be required if each lot is not clearly marked with corner pins or monuments.

- Plans showing any desired changes that do not require a change to the approved stock or standard plan as noted above.

Plans will be checked for compliance with all city codes and regulations. If no corrections are required, your plan will be approved. The time required for plan review will depend on the completeness of the plans and application and the backlog of plans at the time of submittal. Every effort will be made to expedite each permit application.

Step 4. Obtain a building permit.

You will be notified when your application is approved. Construction cannot begin until your application is approved and a permit issued.