



Registered Basic Plans User's Guide

Contents

Registered Basics Overview	3
Establishing a New Registered Basic Plan	4
Quick Steps for Establishing	4
Detailed Steps for Establishing	4
Login with Contractor Type User Account	4
Jurisdiction Selection	4
Application Type Selections	5
Plan Name and Contractor Company	6
BASE Plan Data	7
Plan OPTION Information	8
Plan Details	9
Application Instructions	10
Project Contact	10
Uploading Files	11
Plan Summary	12
Certification Statement and Submitting	12
Plan Review Dashboard	13
Creating a Site Specific Permit from a Registered Basic Plan	14
Quick Steps for Site Specific	15
Detailed Steps for Site Specific	16
Login with Contractor Type User Account	16
Jurisdiction Selection	16
Application Type Selections	16
Review the Application Instructions	18
Enter the Location Information	19
Select the Options	21
Enter Site Specific Details	23
Uploading Site Specific Files	23
Project Contact	25
Site Specific Summary	25
Certification Statement and Submitting	26
Confirmation	27
Frequently Asked Questions	28

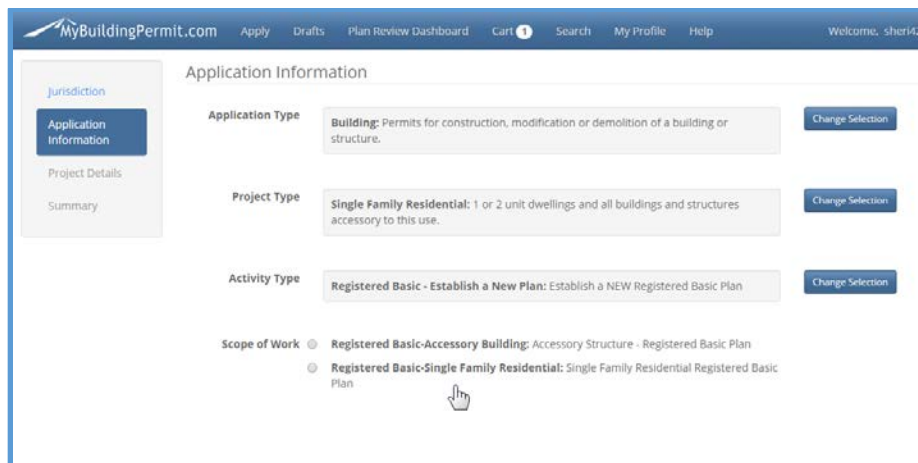
Registered Basics Overview

MyBuildingPermit (MBP) has enhanced the functionality for *Establishing a Registered Basic Plan* and *Creating a Site Specific Permit from a Registered Basic*. This User Guide explains how to submit an application for Establishing a *new* Registered Basic Plan, and then applying for Site Specific Permit from an existing established plan.

Registered Basic Plans are utilized by contractor companies to build the same approved plan on multiple plats or lots. Establishing a Registered Basic plan with jurisdictions who have them available within MyBuildingPermit allows a contractor company to have the “basic” or “registered” building plan set reviewed and approved for future use with site specific permits.

Not all MBP jurisdictions offer Registered Basic Plans. Please contact the jurisdiction directly if you need assistance with the selections for Establishing a New Plan or creating a Site Specific permit from a Registered Basic Plan. [MBP Member Contact Information](#)

Each MyBuildingPermit member jurisdiction determines the requirements needed for submitting Registered Basic plans. These will include: the specific base plan information, available options, documents needed, and other requirements necessary for submittal and approval. The base plan and option data will carry over to the site specific permit application from the established Registered Basic.



The screenshot shows the 'Application Information' form in the MyBuildingPermit.com interface. The form is divided into several sections with labels and input fields. On the left, there is a sidebar with 'Jurisdiction' and 'Application Information' (highlighted). The main form area has a title 'Application Information' and a 'Change Selection' button. The sections include:

- Application Type:** Building: Permits for construction, modification or demolition of a building or structure. (Change Selection)
- Project Type:** Single Family Residential: 1 or 2 unit dwellings and all buildings and structures accessory to this use. (Change Selection)
- Activity Type:** Registered Basic - Establish a New Plan: Establish a NEW Registered Basic Plan. (Change Selection)
- Scope of Work:** Two radio button options:
 - ☒ Registered Basic-Accessory Building: Accessory Structure - Registered Basic Plan
 - ☐ Registered Basic-Single Family Residential: Single Family Residential Registered Basic Plan

Establishing a New Registered Basic Plan

Quick Steps for Establishing

1. Log into MyBuildingPermit with a Contractor type account
2. Select one of the participating jurisdictions
3. Select **BUILDING** as the Application Type
4. Select **SINGLE FAMILY RESIDENTIAL** as the Project Type
5. Choose the Activity Type of either: **REGISTERED BASIC - Establish a New Plan** or **REGISTERED BASIC – Site Specific Permit**
6. Choose the appropriate SCOPE if necessary
7. Enter a Plan Name and select the Contractor Company if you are associated with more than one
8. Enter the Base Plan information
9. Enter the Options or Plan variation choices
10. Upload the Required Documents
11. Review the Application Instructions
12. Enter Project Contact information
13. Upload files
14. Review the Summary
15. Accept the Certification Statement
16. Submit your application

Detailed Steps for Establishing

Login with Contractor Type User Account

To submit a Registered Basic plan or permit application in MyBuildingPermit, a Contractor type user account must first be created. Please see [Contractor Registration Guide](#) for more information on creating a Contractor account.

Jurisdiction Selection

Select the appropriate jurisdiction for your submittal. Not all jurisdictions offer Registered Basics through MyBuildingPermit. Once you log in and have selected the jurisdiction, then Building and Single Family Residential for the Application and Project Types, you will see the choices for Registered Basic in the Activity Type. If there's no Registered Basic choice, the selected jurisdiction does not offer Registered Basics through MyBuildingPermit

Application Type Selections

Select **BUILDING**, **SINGLE FAMILY RESIDENTIAL** for the first two selections, then **REGISTERED BASIC** choices will be available in the Activity Type.

In MyBuildingPermit, all Registered Basic Plans are

- **Application Type** Building
- **Project Type** Single Family Residential
- **Activity Type** Establishing a New Plan or Site Specific Permit
- **Scope** choices are based per jurisdiction

Application Information

Application Type
Building: Permits for construction, modification or demolition of a building or structure. [Change Selection](#)

Project Type
Single Family Residential: 1 or 2 unit dwellings and all buildings and structures accessory to this use. [Change Selection](#)

Activity Type

- ☐ Demolition: Demolishing and removing an existing building.
- ☐ Inspection Only: Inspecting a facility for life safety purposes, does not include any construction activity.
- ☐ Interior Alteration: An alteration to the interior of a building that does not increase the floor area or modify the existing exterior walls and roof.
- ☐ New Construction: Construction of a new structure, including the placement of a premanufactured or relocated structure.
- ☐ Re-Roof Overlay: Installation of new roofing material over existing roofing material.
- ☐ Re-Roof Replacement - Roofing & Sheathing: Removal of the existing roofing materials and the replacement of the existing roof sheathing or the placement of new roof sheathing over the existing sheathing. New roofing materials are installed over new roof sheathing.
- ☐ Re-Roof Replacement - Roofing Only: Removal of the existing roofing materials and the installation of new roofing materials over the existing roof sheathing.
- ☒ Registered Basic - Establish a New Plan: Establish a NEW Registered Basic Plan
- ☐ Registered Basic - Site Specific Permit: Create a Site Specific Permit from a Registered Basic Plan
- ☐ Repair: Reconstructing or renewing part of an existing structure for the purpose of maintenance or restoration.
- ☐ Replacement: Replacing an existing structure, within the same footprint, which will be

Application Information

Application Type
Building: Permits for construction, modification or demolition of a building or structure. [Change Selection](#)

Project Type
Single Family Residential: 1 or 2 unit dwellings and all buildings and structures accessory to this use. [Change Selection](#)

Activity Type
Registered Basic - Establish a New Plan: Establish a NEW Registered Basic Plan [Change Selection](#)

Scope of Work

- ☐ Registered Basic-Accessory Building: Accessory Structure - Registered Basic Plan
- ☒ Registered Basic-Single Family Residential: Single Family Residential Registered Basic Plan

Plan Name and Contractor Company

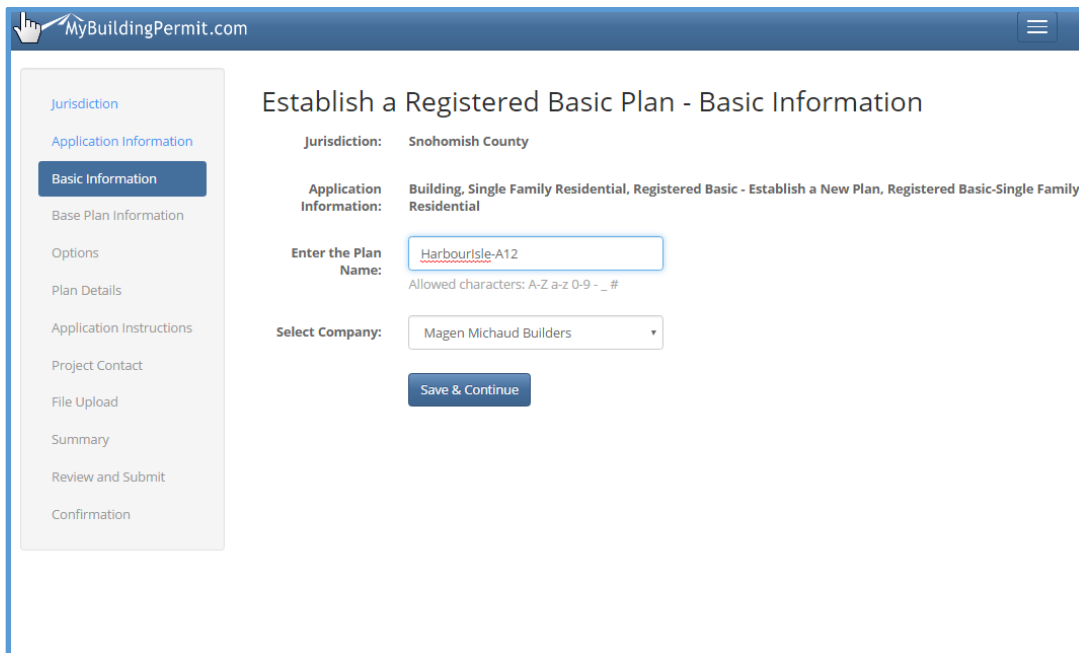
Plan Name Each Plan must be given a unique name. You may not name a plan the same as a previous one. Names should be meaningful and follow a convention established by your company. Some examples

- 3222A
- Paradise4
- 2588-03AB
- 5854A MURRAY FRANKLYN
- SIDNEY SHINGLE TOLL

Company Name If your user account is associated with more than one Contractor company, you will need to select the appropriate company for this plan.

See Contractor Registration for more information on company association.

Save and Continue Each time you save the application, MBP will store the data in a DRAFT which can be found on your DASHBOARD.

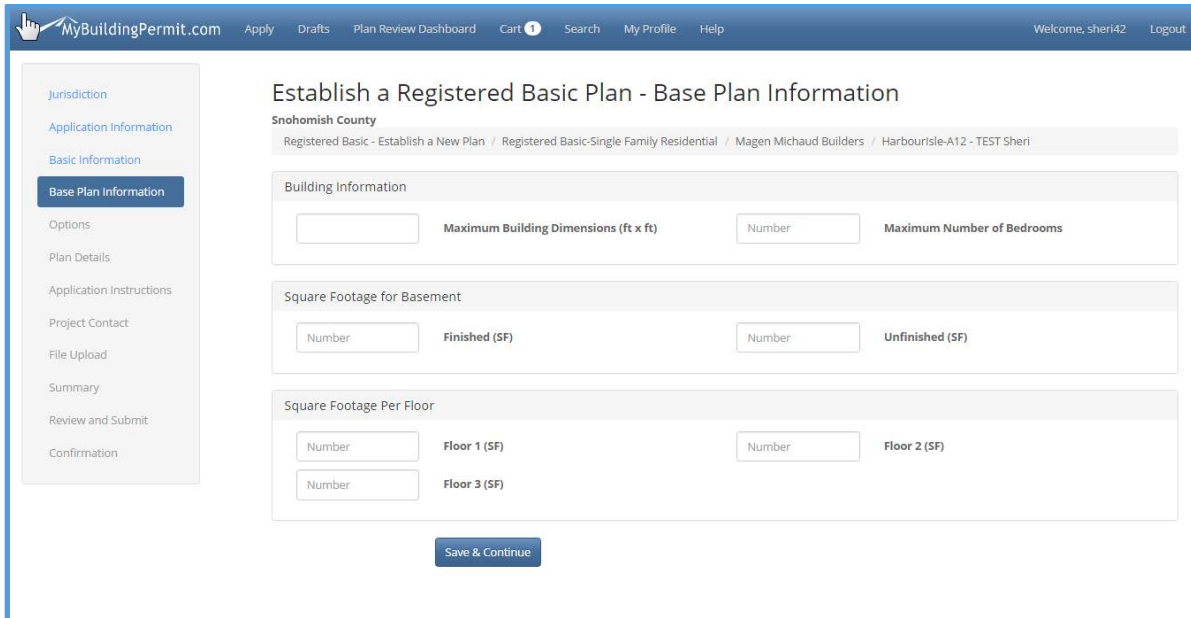


The screenshot displays the 'MyBuildingPermit.com' web application interface. On the left is a vertical navigation menu with the following items: 'Jurisdiction', 'Application Information', 'Basic Information' (highlighted with a blue bar), 'Base Plan Information', 'Options', 'Plan Details', 'Application Instructions', 'Project Contact', 'File Upload', 'Summary', 'Review and Submit', and 'Confirmation'. The main content area is titled 'Establish a Registered Basic Plan - Basic Information'. It contains the following fields and controls:

- Jurisdiction:** A text field containing 'Snohomish County'.
- Application Information:** A text field containing 'Building, Single Family Residential, Registered Basic - Establish a New Plan, Registered Basic-Single Family Residential'.
- Enter the Plan Name:** A text input field containing 'Harbourisle-A12'. Below the field, it states 'Allowed characters: A-Z a-z 0-9 - _ #'.
- Select Company:** A dropdown menu showing 'Magen Michaud Builders'.
- Save & Continue:** A blue button at the bottom of the form.

BASE Plan Data Each jurisdiction will require different information for the Base and Options on a plan. A RED Asterisk (*) indication that field is required and you must enter something, even if it's a zero (0).

Once you have the Base Plan information filled in, click the Save and Continue button at the bottom.

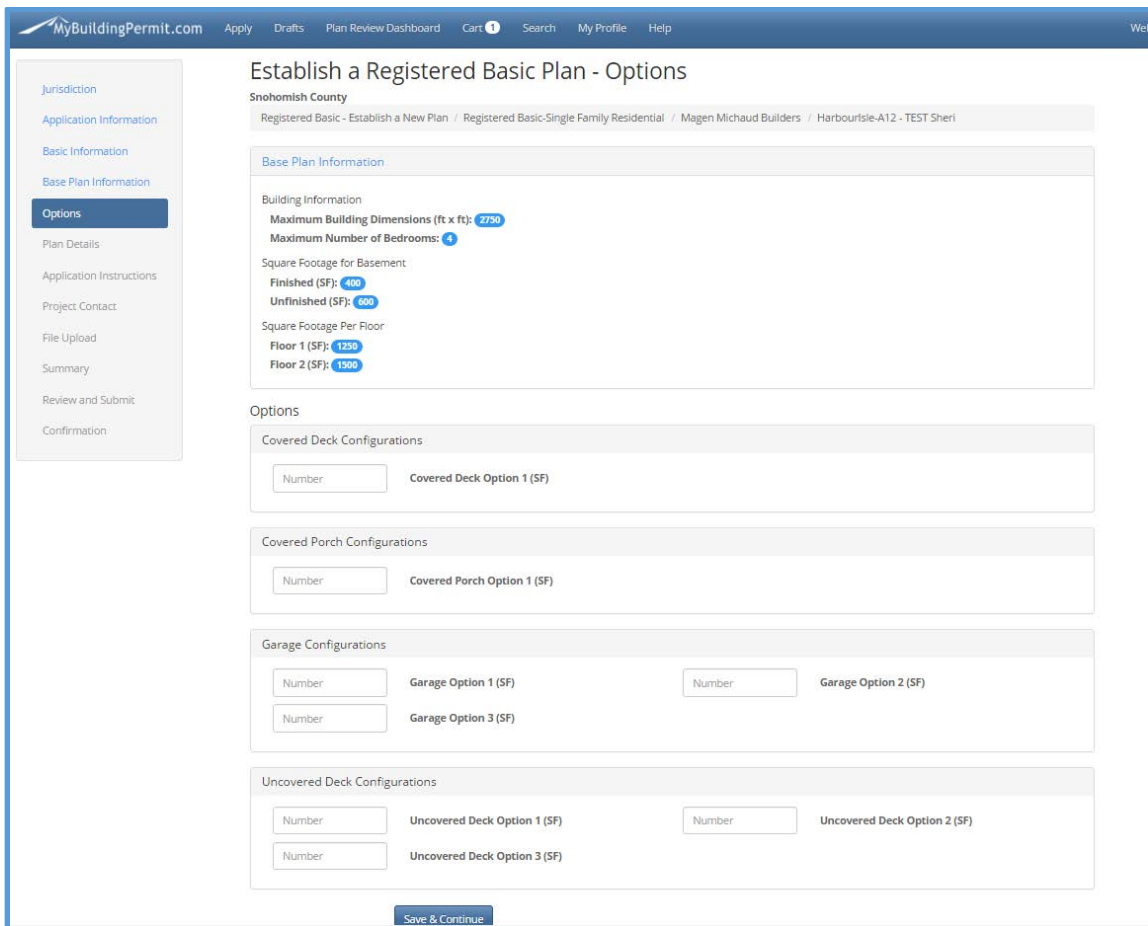


The screenshot displays the 'Establish a Registered Basic Plan - Base Plan Information' form within the MyBuildingPermit.com interface. The top navigation bar includes links for Apply, Drafts, Plan Review Dashboard, Cart (1), Search, My Profile, and Help, along with a user greeting 'Welcome, sheri42' and a Logout link. A left-hand sidebar lists various application stages, with 'Base Plan Information' currently selected and highlighted. The main content area is titled 'Establish a Registered Basic Plan - Base Plan Information' and specifies 'Snohomish County'. Below the title, a breadcrumb trail reads: 'Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential / Magen Michaud Builders / Harbourisle-A12 - TEST Sheri'. The form is organized into three sections: 'Building Information' with fields for 'Maximum Building Dimensions (ft x ft)' and 'Maximum Number of Bedrooms'; 'Square Footage for Basement' with fields for 'Finished (SF)' and 'Unfinished (SF)'; and 'Square Footage Per Floor' with fields for 'Floor 1 (SF)', 'Floor 2 (SF)', and 'Floor 3 (SF)'. Each field is preceded by a 'Number' label. A 'Save & Continue' button is positioned at the bottom center of the form.

Plan OPTION Information

Enter the different plan options or configurations that could be possible with this Registered Basic Plan. Each jurisdiction will allow different options you can enter, and a different number of options available. If a particular option could have zero (0) as the square footage, please enter zero (0) in that option field.

The Base Plan and Options will be reviewed by the jurisdiction during their acceptance and review process. When you apply for a Site Specific permit, the Base Plan and Option information you entered in the Established Plan will carry over for you to select which specific ones you will be using for the specific site permit.



The screenshot shows the 'Establish a Registered Basic Plan - Options' form for Snohomish County. The form is divided into several sections:

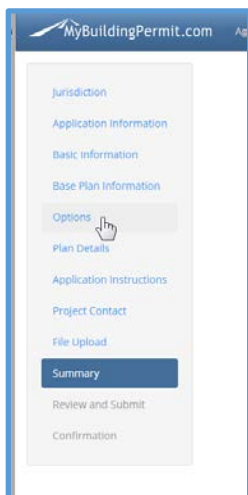
- Base Plan Information:**
 - Building Information:
 - Maximum Building Dimensions (ft x ft): 2750
 - Maximum Number of Bedrooms: 4
 - Square Footage for Basement:
 - Finished (SF): 400
 - Unfinished (SF): 600
 - Square Footage Per Floor:
 - Floor 1 (SF): 1250
 - Floor 2 (SF): 1500
- Options:**
 - Covered Deck Configurations:**
 - Number: Covered Deck Option 1 (SF)
 - Covered Porch Configurations:**
 - Number: Covered Porch Option 1 (SF)
 - Garage Configurations:**
 - Number: Garage Option 1 (SF)
 - Number: Garage Option 2 (SF)
 - Number: Garage Option 3 (SF)
 - Uncovered Deck Configurations:**
 - Number: Uncovered Deck Option 1 (SF)
 - Number: Uncovered Deck Option 2 (SF)
 - Number: Uncovered Deck Option 3 (SF)

A 'Save & Continue' button is located at the bottom of the form.

Plan Details

Some jurisdiction will require more specific information about your Plan. Fill in the application data and then click SAVE and CONTINUE at the bottom.

The screenshot shows the 'Plan Details' form for Snohomish County. The left sidebar contains a navigation menu with the following items: Jurisdiction, Application Information, Basic Information, Base Plan Information, Options, Plan Details (highlighted), Application Instructions, Project Contact, File Upload, Summary, Review and Submit, and Confirmation. The main content area is titled 'Establish a Registered Basic Plan - Plan Details' and includes a breadcrumb trail: Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential / Magen Michaud Builders / Harbourtsle-A12 - TEST Sheri. The form is divided into two main sections: 'Mechanical Information' and 'Plumbing Information'. The 'Mechanical Information' section includes fields for Fixtures (Exhaust Fans, Other), Fuel Tanks (LPG 125 to 250 Gallon Tanks, LPG More than 250 Gallon Tanks, LPG Less than 125 Gallon Tanks), Heat Source (Electric, LPG, Natural Gas, No Heat Source, Oil, Solar, Wood), Heat Type (Boiler, Forced Air, Forced Air and A/C, Heat Pump, Radiant Heat), and Number of each Fireplace Type (Fireplace - Gas, Fireplace Insert - Gas, Fireplace Insert - Wood, Free Standing Gas Stove, Gas Log, Masonry Fireplace, Wood Stove, Zero Clearance - Gas, Zero Clearance - Wood). The 'Plumbing Information' section includes fields for Bar Sink, Bathroom Sink, Bathtub or Combo, Clothes Washer, Dishwasher, and Floor Drain.



Note You may go back to a previous screen by clicking on the left hand navigation bar.

Application

Instructions

The Application

Instructions will list the Requirement Documents you need to upload (must be a .PDF format and less than 500MB in size) and provide other important information for completing your Registered Basic application. A link to the jurisdictions instructions document is available for more specific directions.

The screenshot shows the 'Application Instructions' page for Snohomish County. The left sidebar contains a navigation menu with options: Jurisdiction, Application Information, Basic Information, Base Plan Information, Options, Plan Details, Application Instructions (highlighted), Project Contact, File Upload, Summary, Review and Submit, and Confirmation. The main content area is titled 'Establish a Registered Basic Plan - Application Instructions'. It shows the current path: Building / Single Family Residential / Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential. Below this, it states: 'Based on your selections, the following information and requirements apply to your application.' There are two sections: 'Required Documents' which lists 'Building or Construction Plan', 'Structural Engineer Authorization Letter', and 'Structural or Lateral Calculations', and 'Required Supplementals' which contains the text 'This is test from Nermina'. At the bottom, there are two buttons: 'View Instructions' (with a document icon) and 'Continue'.

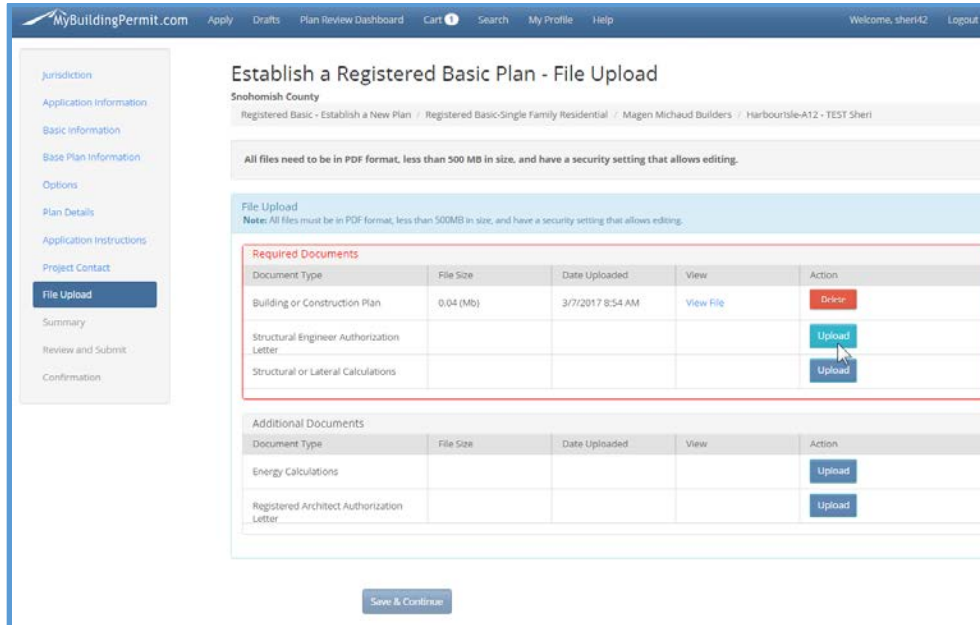
Project Contact

You may enter a contact for this particular plan by filling in each field, or clicking "Same as Applicant" box to prefill the applicant's data.

The screenshot shows the 'Project Contact' page for Snohomish County. The left sidebar is identical to the previous page, with 'Project Contact' highlighted. The main content area is titled 'Establish a Registered Basic Plan - Project Contact'. It shows the current path: Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential / Magen Michaud Builders / Harbourside-A12 - TEST Sheri. There is a checkbox labeled 'Same as Applicant' which is checked. Below this are input fields for: First Name (Sheri), Last Name (GallowayTest), Company Name (Sheri Test Co), Email Address (sgalloway@bellevuewa.gov), Phone Number ((425) 452-6800), and Phone Extension. There is also a checkbox 'Is the address a PO Box?' which is unchecked. Below this are input fields for: Address Number (450), Street Name or PO Box (110th Ave NE), Apartment or Suite Number, City (Bellevue), State (WA), and Zip (98005). At the bottom right is a 'Save & Continue' button.

Uploading Files

Based on the jurisdiction's requirements, you will need to upload PDF files (less than 500MB each) for each type of document listed. You may View the file for verification or Delete it if needed. All document types listed under the Required Section, must be uploaded before you can proceed with submitting your application. Additional documents may be uploaded but they are not required by the jurisdiction.



MyBuildingPermit.com Apply Drafts Plan Review Dashboard Cart Search My Profile Help Welcome, sheri42 Logout

Establish a Registered Basic Plan - File Upload
Snohomish County

Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential / Magen Michaud Builders / Harbourside-A12 - TEST Sheri

All files need to be in PDF format, less than 500 MB in size, and have a security setting that allows editing.

File Upload
Note: All files must be in PDF format, less than 500MB in size, and have a security setting that allows editing.

Document Type	File Size	Date Uploaded	View	Action
Building or Construction Plan	0.04 (Mb)	3/7/2017 8:54 AM	View File	Delete
Structural Engineer Authorization Letter				Upload
Structural or Lateral Calculations				Upload

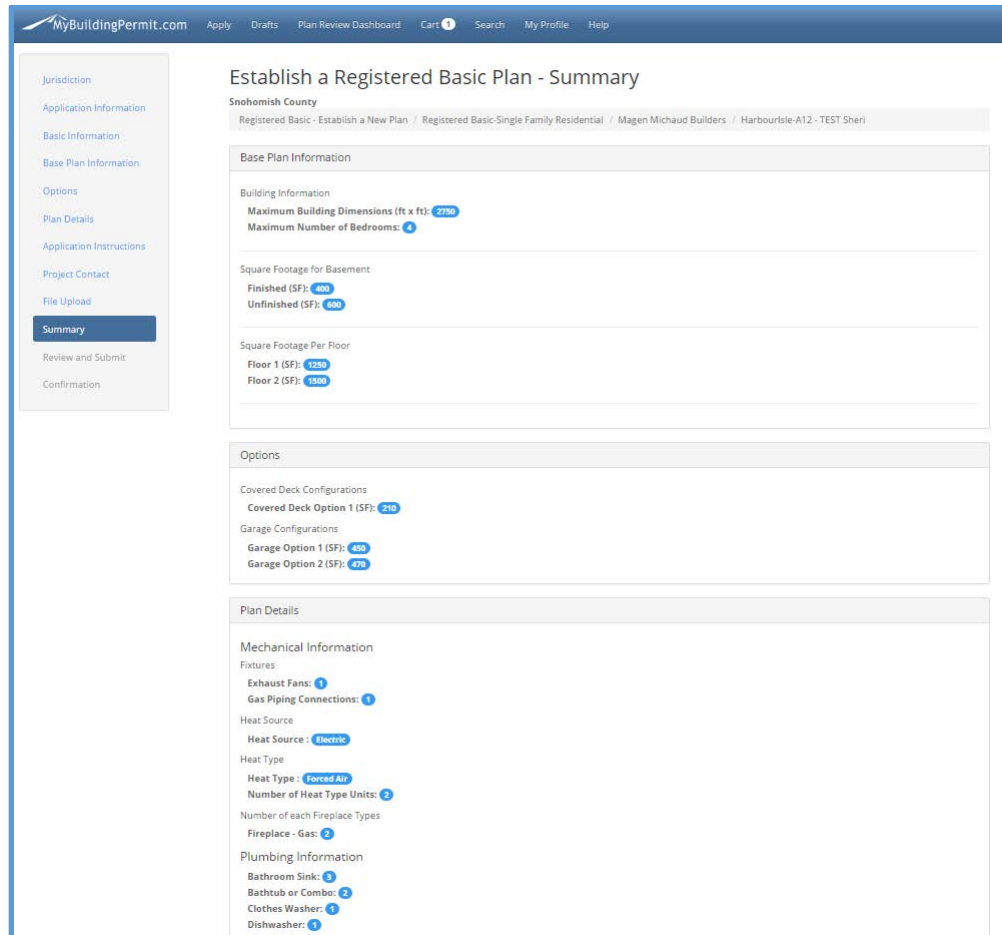
Additional Documents

Document Type	File Size	Date Uploaded	View	Action
Energy Calculations				Upload
Registered Architect Authorization Letter				Upload

[Save & Continue](#)

Plan Summary

After you've entered all of the required data and uploaded documents, you will receive a Summary screen. This allows you to validate all your data prior to submittal. If you need to make changes, use the navigation bar on the left side of the screen to move back to a particular page.



The screenshot shows the 'Establish a Registered Basic Plan - Summary' screen. The left sidebar contains a navigation menu with the following items: Jurisdiction, Application Information, Basic Information, Base Plan Information, Options, Plan Details, Application Instructions, Project Contact, File Upload, Summary (highlighted), Review and Submit, and Confirmation. The main content area is titled 'Establish a Registered Basic Plan - Summary' and includes a breadcrumb trail: 'Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential / Magen Michaud Builders / Harbourside-A12 - TEST Sheri'. The summary is organized into several sections:

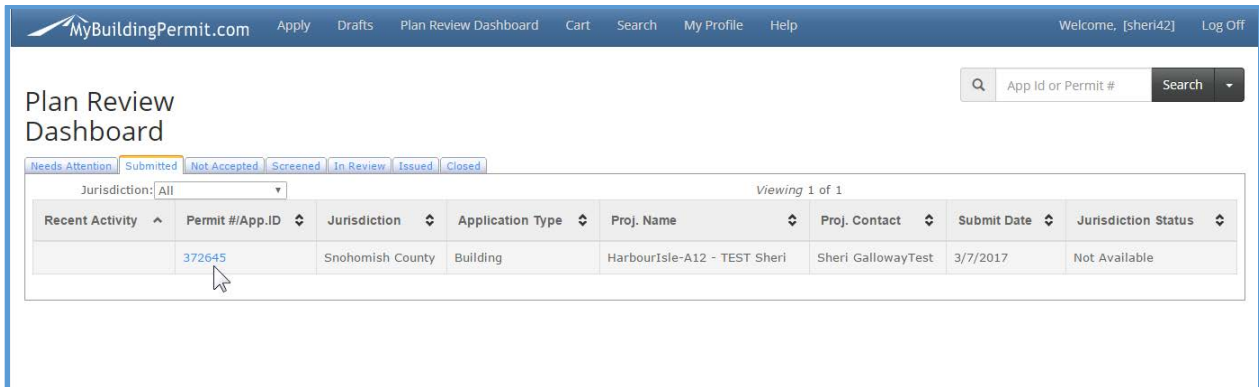
- Base Plan Information:**
 - Building Information:
 - Maximum Building Dimensions (ft x ft): 2750
 - Maximum Number of Bedrooms: 4
 - Square Footage for Basement:
 - Finished (SF): 400
 - Unfinished (SF): 600
 - Square Footage Per Floor:
 - Floor 1 (SF): 1250
 - Floor 2 (SF): 1500
- Options:**
 - Covered Deck Configurations:
 - Covered Deck Option 1 (SF): 210
 - Garage Configurations:
 - Garage Option 1 (SF): 450
 - Garage Option 2 (SF): 470
- Plan Details:**
 - Mechanical Information:
 - Fixtures:
 - Exhaust Fans: 1
 - Gas Piping Connections: 1
 - Heat Source:
 - Heat Source: Electric
 - Heat Type:
 - Heat Type: Forced Air
 - Number of Heat Type Units: 2
 - Number of each Fireplace Types:
 - Fireplace - Gas: 2
 - Plumbing Information:
 - Bathroom Sink: 1
 - Bathub or Combo: 2
 - Clothes Washer: 1
 - Dishwasher: 1

Certification Statement and Submitting

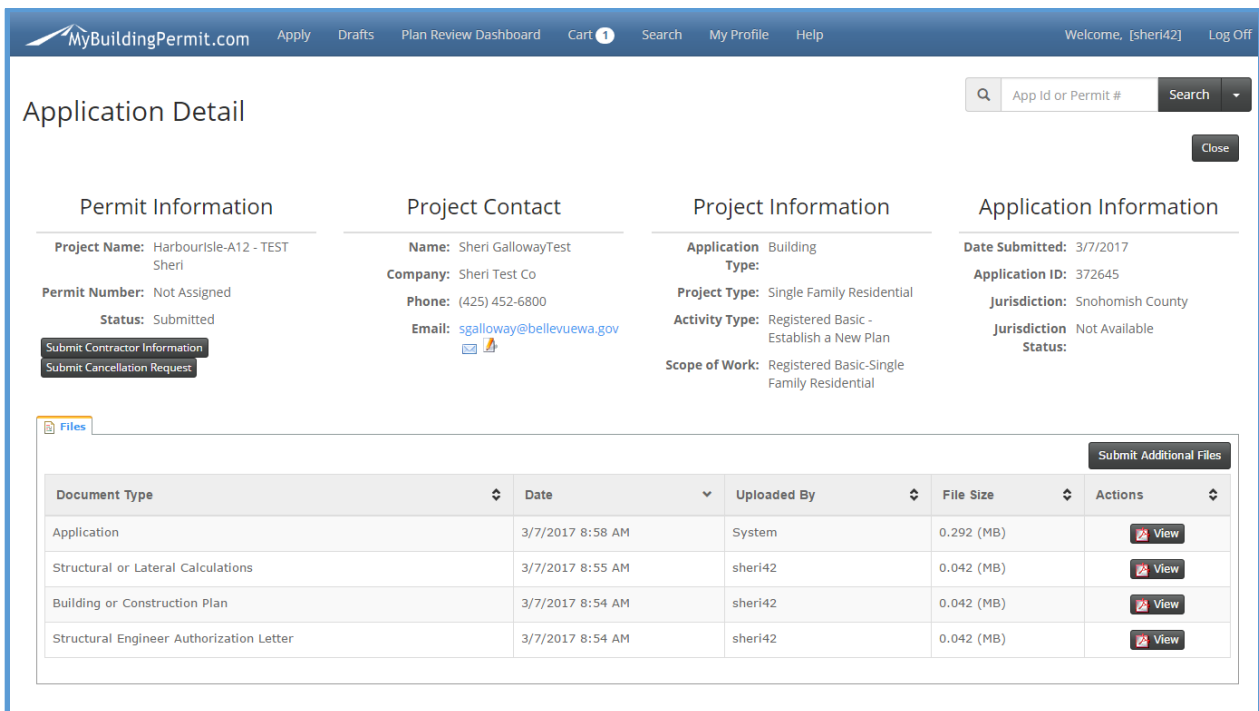
Click the "I Agree" on the certification statement then click the SUBMIT button. You will receive a confirmation on the screen as well as an email with the Application ID number and a link to the dashboard.

Plan Review Dashboard

The dashboard is where you will see the status, permit number, documents from the jurisdiction and be able to manage all your plan review permit applications. See [MBP Plan Review Dashboard](#) for more information.



The screenshot shows the 'Plan Review Dashboard' page. At the top, there's a navigation bar with links: Apply, Drafts, Plan Review Dashboard (active), Cart, Search, My Profile, and Help. A user greeting 'Welcome, [sheri42]' and a 'Log Off' link are on the right. Below the navigation bar, there's a search box labeled 'App Id or Permit #' with a 'Search' button. The main heading is 'Plan Review Dashboard'. Below it, there are tabs: Needs Attention, Submitted (active), Not Accepted, Screened, In Review, Issued, and Closed. A 'Jurisdiction' dropdown menu is set to 'All'. A table displays one application: Permit # 372645, Jurisdiction: Snohomish County, Application Type: Building, Proj. Name: HarbourIsle-A12 - TEST Sheri, Proj. Contact: Sheri GallowayTest, Submit Date: 3/7/2017, and Jurisdiction Status: Not Available. A mouse cursor is pointing at the permit number 372645.



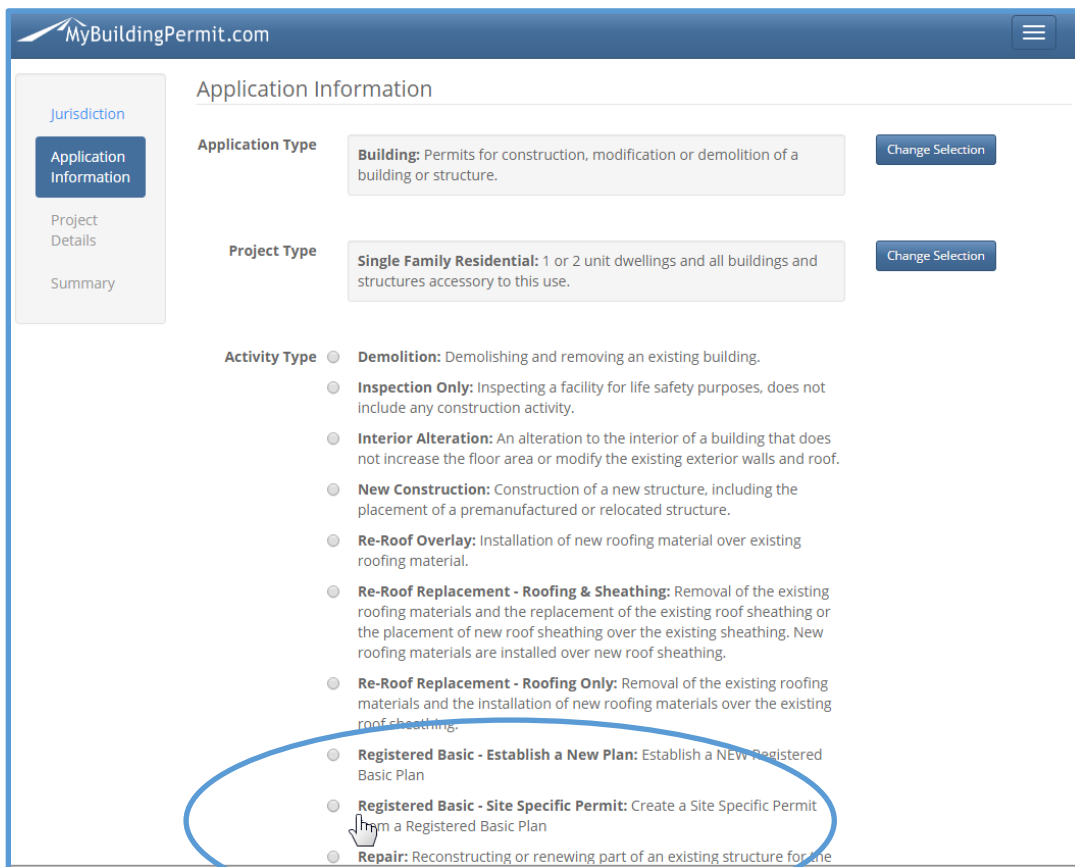
The screenshot shows the 'Application Detail' page for application 372645. The navigation bar is similar to the dashboard, but the 'Cart' link has a '1' badge. The main heading is 'Application Detail'. Below it, there are four sections: Permit Information, Project Contact, Project Information, and Application Information.
Permit Information: Project Name: HarbourIsle-A12 - TEST Sheri; Permit Number: Not Assigned; Status: Submitted. Buttons: Submit Contractor Information, Submit Cancellation Request.
Project Contact: Name: Sheri GallowayTest; Company: Sheri Test Co; Phone: (425) 452-6800; Email: sgalloway@bellevuewa.gov.
Project Information: Application Type: Building; Project Type: Single Family Residential; Activity Type: Registered Basic - Establish a New Plan; Scope of Work: Registered Basic-Single Family Residential.
Application Information: Date Submitted: 3/7/2017; Application ID: 372645; Jurisdiction: Snohomish County; Status: Not Available.
 Below these sections is a 'Files' tab with a 'Submit Additional Files' button. A table lists the uploaded documents:

Document Type	Date	Uploaded By	File Size	Actions
Application	3/7/2017 8:58 AM	System	0.292 (MB)	View
Structural or Lateral Calculations	3/7/2017 8:55 AM	sheri42	0.042 (MB)	View
Building or Construction Plan	3/7/2017 8:54 AM	sheri42	0.042 (MB)	View
Structural Engineer Authorization Letter	3/7/2017 8:54 AM	sheri42	0.042 (MB)	View

Creating a Site Specific Permit from a Registered Basic Plan

Once your Registered Basic Plan has been accepted by the jurisdiction, you may create a Site Specific Permit application using that plan. Some jurisdictions will require the Plan be approved before using it for a Site Specific permit, other jurisdictions allow using them before approved. If your Plan does not show in the available list when applying for Site Specific permit, then it cannot be used yet. Contact the jurisdiction for specific information on their approval requirements.

Just as with Establishing a new Plan, the Site Specific Permit is a **BUILDING, SINGLE FAMILY RESIDENTIAL** for the Application and Project Types, then you'll have the option for Registered Basic – Site Specific Permit. If you do not see that in the Activity list, the selected jurisdiction does not offer Registered Basics through MyBuildingPermit.

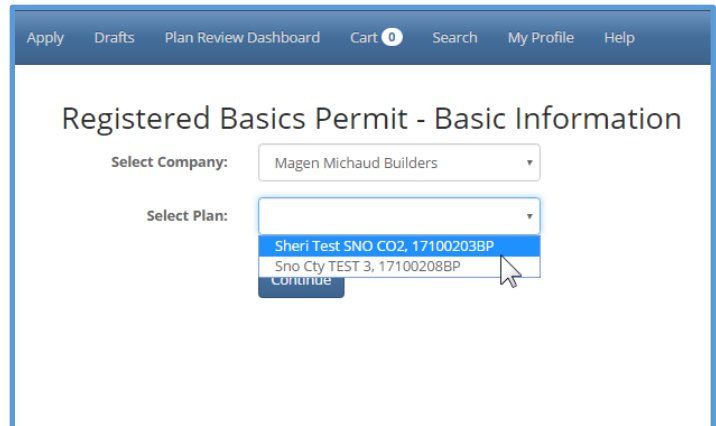


The screenshot shows the 'MyBuildingPermit.com' application interface. On the left is a navigation menu with 'Jurisdiction', 'Application Information' (selected), 'Project Details', and 'Summary'. The main area is titled 'Application Information' and contains three sections: 'Application Type' (Building), 'Project Type' (Single Family Residential), and 'Activity Type'. The 'Activity Type' section lists several options, with 'Registered Basic - Site Specific Permit' circled in blue. A mouse cursor is pointing at this option.

Application Type	Project Type	Activity Type
Building: Permits for construction, modification or demolition of a building or structure.	Single Family Residential: 1 or 2 unit dwellings and all buildings and structures accessory to this use.	<ul style="list-style-type: none"><input type="radio"/> Demolition: Demolishing and removing an existing building.<input type="radio"/> Inspection Only: Inspecting a facility for life safety purposes, does not include any construction activity.<input type="radio"/> Interior Alteration: An alteration to the interior of a building that does not increase the floor area or modify the existing exterior walls and roof.<input type="radio"/> New Construction: Construction of a new structure, including the placement of a premanufactured or relocated structure.<input type="radio"/> Re-Roof Overlay: Installation of new roofing material over existing roofing material.<input type="radio"/> Re-Roof Replacement - Roofing & Sheathing: Removal of the existing roofing materials and the replacement of the existing roof sheathing or the placement of new roof sheathing over the existing sheathing. New roofing materials are installed over new roof sheathing.<input type="radio"/> Re-Roof Replacement - Roofing Only: Removal of the existing roofing materials and the installation of new roofing materials over the existing roof sheathing.<input type="radio"/> Registered Basic - Establish a New Plan: Establish a NEW Registered Basic Plan<input type="radio"/> Registered Basic - Site Specific Permit: Create a Site Specific Permit from a Registered Basic Plan<input type="radio"/> Repair: Reconstructing or renewing part of an existing structure for the

Quick Steps for Site Specific

1. Log into MyBuildingPermit with a Contractor type account
2. Select one of the participating jurisdictions
3. Select **BUILDING** as the Application Type
4. Select **SINGLE FAMILY RESIDENTIAL** as the Project Type
5. Choose the Activity Type of **REGISTERED BASIC – Site Specific Permit**
6. Choose the appropriate SCOPE if necessary
7. Select the Contractor Company (only necessary if you are associated with multiple)
8. Select the Registered Basic Plan name
(you will see all the plans you've created which have been accepted and/or approved by the jurisdiction)
9. Review the Application Instructions
10. Enter the Location information including: Plat or Project Name, Lot Number, and Address/Parcel
11. Confirm the Location
12. Enter the appropriate Options and Details
13. Upload the Required Documents
14. Enter Project Contact data
15. Review the Summary
16. Accept the Certification Statement
17. Submit your application – you can create another permit from the same plan or use another plan



Detailed Steps for Site Specific

The first several steps creating a Site Specific Permit are the same as with Establishing a Registered Basic plan

Login with Contractor Type User Account

To submit a Registered Basic plan or permit application in MyBuildingPermit, a Contractor type user account must first be created. Please see [Contractor Registration Guide](#) for more information on creating a Contractor account.

Jurisdiction Selection

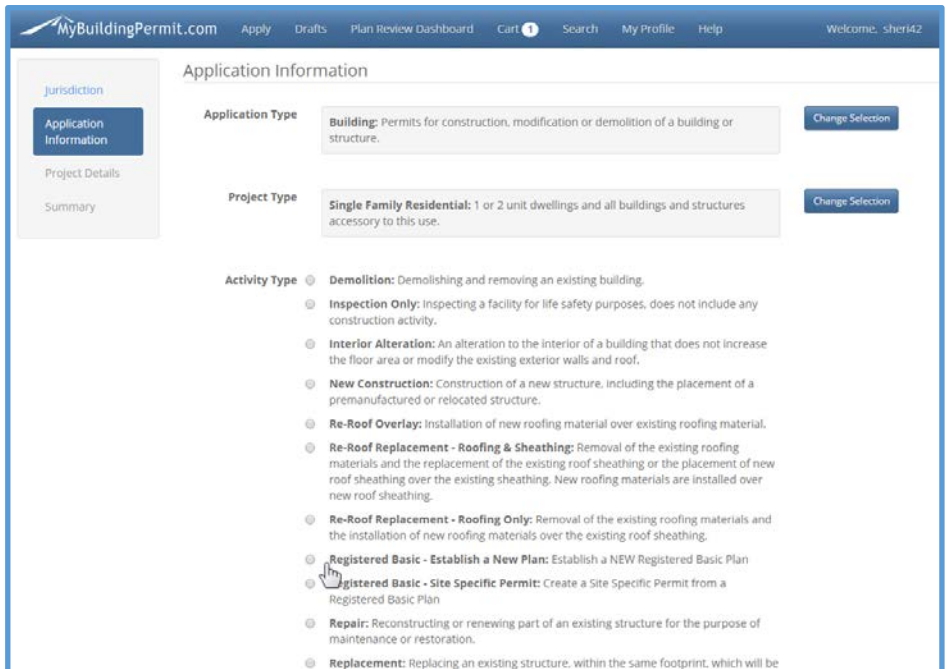
Select the appropriate jurisdiction for your submittal. Not all jurisdictions offer Registered Basics through MyBuildingPermit. Once you log in and have selected the jurisdiction, then Building and Single Family Residential for the Application and Project Types, you will see the choices for Registered Basic in the Activity Type. If there's no Registered Basic choice, the selected jurisdiction does not offer Registered Basics through MyBuildingPermit

Application Type Selections

Select BUILDING, SINGLE FAMILY RESIDENTIAL for the first two selections, then REGISTERED BASIC choices will be available in the Activity Type.

In MyBuildingPermit, all Registered Basic Plans are

- **Application Type** Building
- **Project Type** Single Family Residential
- **Activity Type** Establishing a New Plan or Site Specific Permit
- **Scope** choices are based per jurisdiction



The screenshot shows the 'Application Information' section of the MyBuildingPermit.com interface. The 'Application Type' is set to 'Building'. The 'Project Type' is set to 'Single Family Residential'. The 'Activity Type' section is expanded, showing a list of options. A mouse cursor is pointing at the 'Registered Basic - Establish a New Plan' option.

Activity Type	Description
<input type="radio"/> Demolition	Demolishing and removing an existing building.
<input type="radio"/> Inspection Only	Inspecting a facility for life safety purposes, does not include any construction activity.
<input type="radio"/> Interior Alteration	An alteration to the interior of a building that does not increase the floor area or modify the existing exterior walls and roof.
<input type="radio"/> New Construction	Construction of a new structure, including the placement of a premanufactured or relocated structure.
<input type="radio"/> Re-Roof Overlay	Installation of new roofing material over existing roofing material.
<input type="radio"/> Re-Roof Replacement - Roofing & Sheathing	Removal of the existing roofing materials and the replacement of the existing roof sheathing or the placement of new roof sheathing over the existing sheathing. New roofing materials are installed over new roof sheathing.
<input type="radio"/> Re-Roof Replacement - Roofing Only	Removal of the existing roofing materials and the installation of new roofing materials over the existing roof sheathing.
<input checked="" type="radio"/> Registered Basic - Establish a New Plan	Establish a NEW Registered Basic Plan
<input type="radio"/> Registered Basic - Site Specific Permit	Create a Site Specific Permit from a Registered Basic Plan
<input type="radio"/> Repair	Reconstructing or renewing part of an existing structure for the purpose of maintenance or restoration.
<input type="radio"/> Replacement	Replacing an existing structure, within the same footprint, which will be

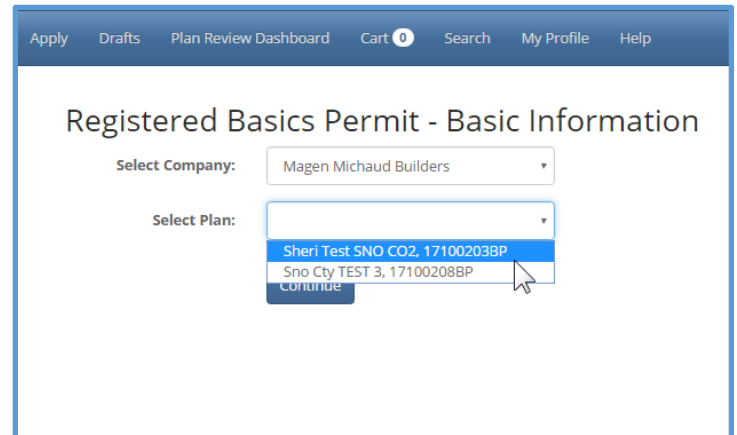
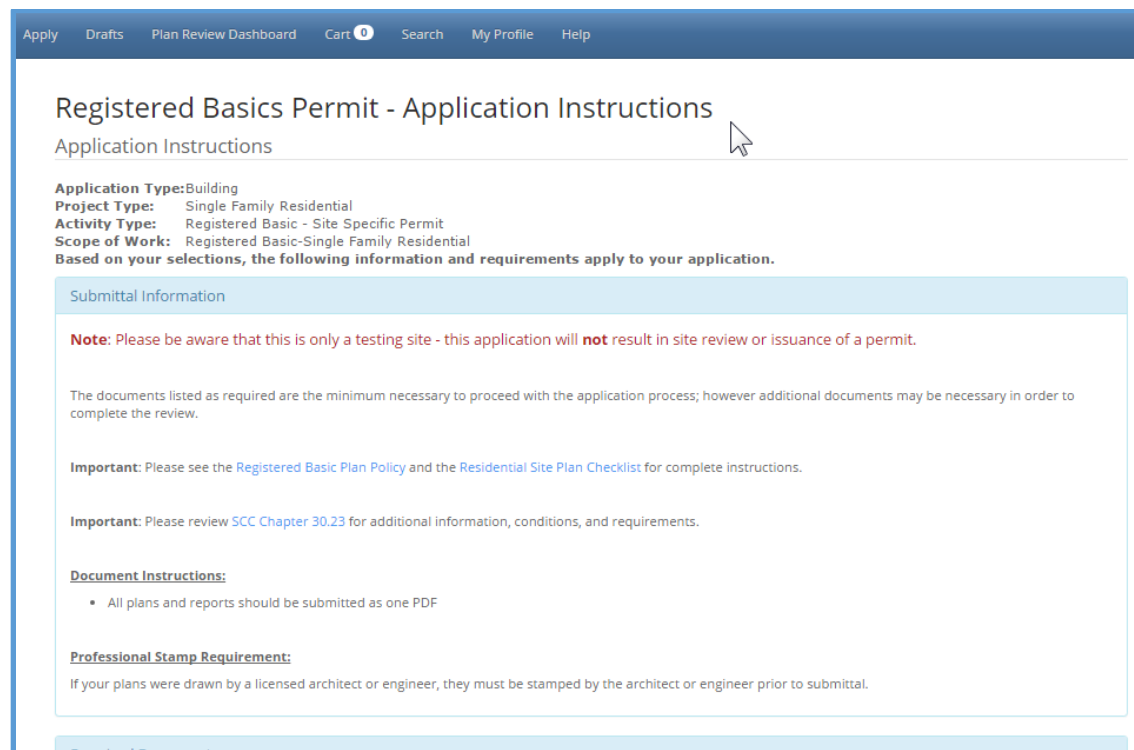
Select the [Contractor Company](#) the Established Plan was created with. If you are associated with multiple companies, you will have to select the appropriate company.

Select the [Registered Basic Plan](#) for which the Site Specific will be based upon.

Review the Application Instructions

Each jurisdiction will have specific instructions for submitting the permit. Please review the information provided on submitting, required documents, and the application, payment, and revision processes.

If you have questions or need additional submittal information, please contact the jurisdiction directly.

Enter the Location Information

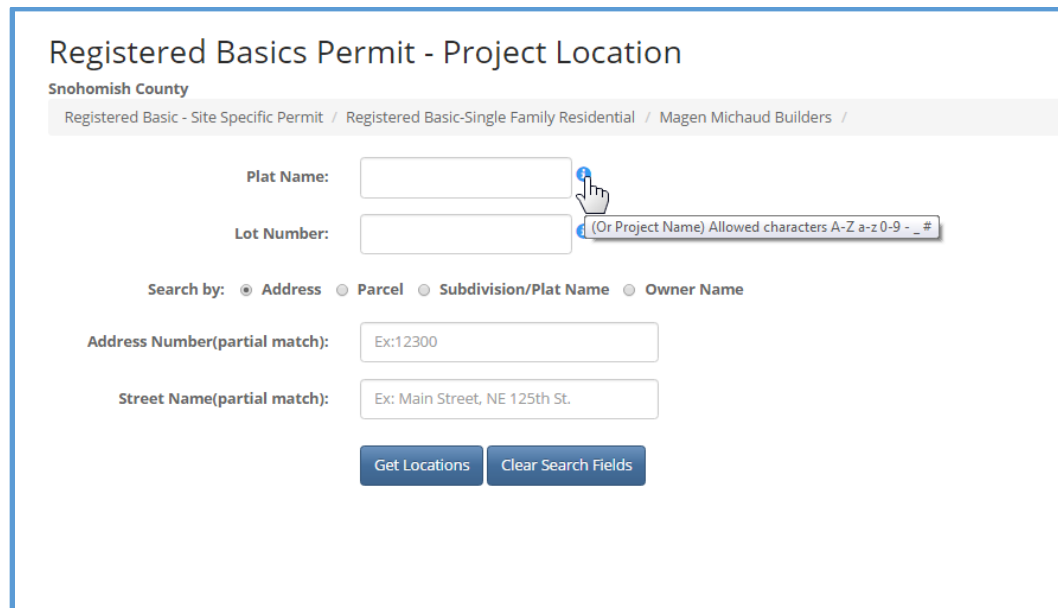
Plat Name or **Project Name** – enter the name of the plat or project using letters and numbers (no special characters). This is a required field so you must enter something.

Lot Number this is also required so if the lot number is not applicable then enter a zero (0). Only numbers are allowed.

Address You may search for the specific address by using a portion of the address, parcel number, subdivision name, or owner name. Enter a portion of what you are looking for and click search to see a listing of matching address records. If you are unable to find the address, try

- Clearing all the fields and entering less data to search on,
- Search by a different option (such as owner or subdivision)

If you are still unable to find the correct location, contact the jurisdiction directly.



The screenshot shows a web form titled "Registered Basics Permit - Project Location" for Snohomish County. The breadcrumb trail indicates the user is in "Registered Basic - Site Specific Permit / Registered Basic-Single Family Residential / Magen Michaud Builders". The form contains two input fields for "Plat Name" and "Lot Number". A tooltip for the "Plat Name" field states "(Or Project Name) Allowed characters A-Z a-z 0-9 - _ #". Below these fields are radio buttons for "Search by:" with options "Address" (selected), "Parcel", "Subdivision/Plat Name", and "Owner Name". There are two more input fields: "Address Number(partial match):" with the example "Ex:12300" and "Street Name(partial match):" with the example "Ex: Main Street, NE 125th St.". At the bottom are two buttons: "Get Locations" and "Clear Search Fields".

Registered Basics Permit - Project Location
Snohomish County

Registered Basic - Site Specific Permit / Registered Basic-Single Family Residential / Magen Michaud Builders / Sheri SNO Co RB SFR TEST 0

Plat Name:

Lot Number:

Search by: ☒ Address ☐ Parcel ☐ Subdivision/Plat Name ☐ Owner Name

Address Number(partial match):

Street Name(partial match):

Select	Address	Street	City	Tax Parcel	Plat/Subdivision	Owner Info
<input type="button" value="Select"/>	2500	149TH PL SW	LYNNWOOD	00372900601003		
<input type="button" value="Select"/>	4500	149TH PL SW	LYNNWOOD	00677900001200		Turner, Samuel Mcrae & Robyn Lee
<input type="button" value="Select"/>	5007	149TH PL SW	EDMONDS	00828000000700		Walker, Eric M & Marni
<input type="button" value="Select"/>	5008	149TH PL SW	EDMONDS	00828000000600		Iwasa, Dale & Kimlien

First Prev 1/1 Next Last Page size: 10

Once you have the list of matching addresses, click the Select button on the left of the appropriate one and the location information will populate.

If the location is incorrect, click the Change Address button and search and select again.

Once you have the correct location for this Site Specific permit, click the Continue button.

Note Use the left Navigation to move back to previous sections if you need to make any changes or review information.

Jurisdiction

Application Information

Basic Information

Application Instructions

Project Location

Options

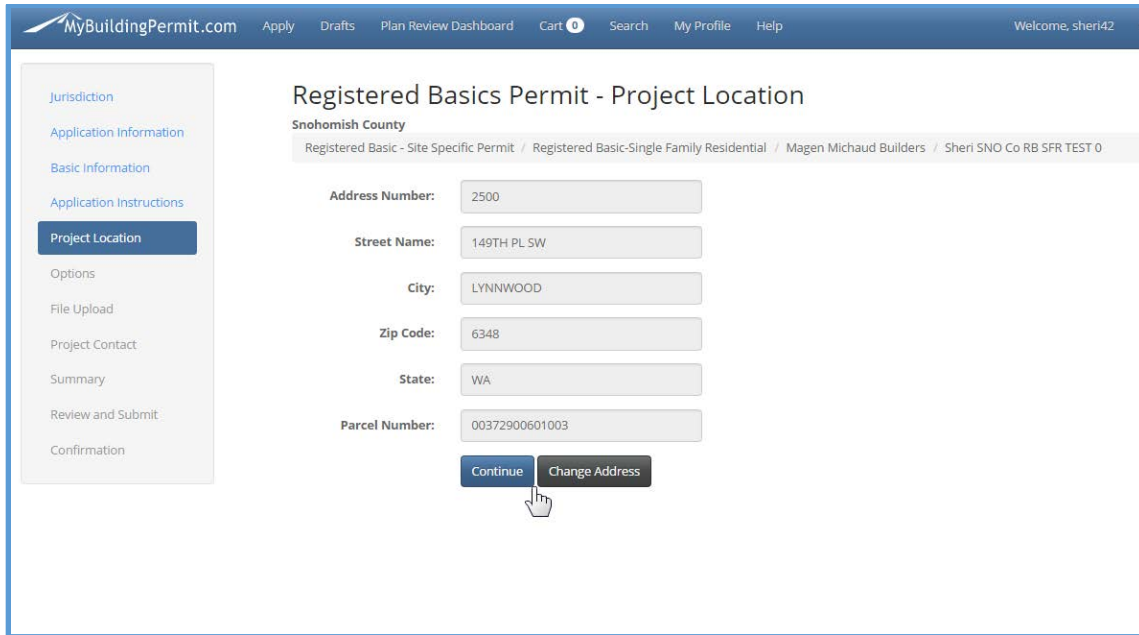
File Upload

Project Contact

Summary

Review and Submit

Confirmation



The screenshot shows the 'Registered Basics Permit - Project Location' form on the MyBuildingPermit.com website. The form is for Snohomish County and includes a breadcrumb trail: 'Registered Basic - Site Specific Permit / Registered Basic-Single Family Residential / Magen Michaud Builders / Sheri SNO Co RB SFR TEST 0'. The form fields are: Address Number (2500), Street Name (149TH PL SW), City (LYNNWOOD), Zip Code (6348), State (WA), and Parcel Number (00372900601003). At the bottom are 'Continue' and 'Change Address' buttons. A left sidebar contains navigation links: Jurisdiction, Application Information, Basic Information, Application Instructions, Project Location (highlighted), Options, File Upload, Project Contact, Summary, Review and Submit, and Confirmation. The top navigation bar includes links for Apply, Drafts, Plan Review Dashboard, Cart (0), Search, My Profile, and Help, along with a user greeting 'Welcome, sheri42'.

Select the Options

The next screen will populate with the information from your Established Registered Basic Plan. The Base Plan data *cannot* be changed. The Options listed are directly from your established plan and are available for you to select for this specific site permit. Most of the categories will require you to select 1 or more options.

MyBuildingPermit.com

Apply

Drafts

Plan Review Dashboard

Cart 0

Search

My Profile

Help

Jurisdiction

Application Information

Basic Information

Application Instructions

Project Location

Options

File Upload

Project Contact

Summary

Review and Submit

Confirmation

Registered Basics Permit - Options

Snohomish County

Registered Basic - Site Specific Permit / Registered Basic-Single Family Residential / Magen Michaud Builders / Sheri SNO Co RB SFR TEST 0

Base Plan

Building Information

Maximum Building Dimensions (ft x ft): 5000

Maximum Number of Bedrooms: 5

Square Footage for Basement

Finished (SF): 200

Square Footage Per Floor

Floor 1 (SF): 4000

Floor 2 (SF): 1000

Options:

Covered Deck Configurations

Covered Deck Option 1 (SF): 0

Covered Porch Configurations

Covered Front Porch Option 1 (SF): 200

Covered Porch Front Option 2 (SF): 0

Garage Configurations

Garage Option 1 (SF): 450

Garage Option 3 (SF): 500

Uncovered Deck Configurations

Uncovered Deck Option 1 (SF): 300

Uncovered Deck Option 3 (SF): 100

Site Specific Details:

Clearing and Grading Information

Enter Site Specific Details

Each jurisdiction will require different details for the permit submission. Enter the necessary information on the Site Specific Details page. Required entries will have a red * indicator.

The screenshot displays the 'Site Specific Details' page on the MyBuildingPermit.com website. The page is divided into several sections with form fields and radio button options:

- Clearing and Grading Information:**
 - Radio buttons: ☒ This is neither new development nor redevelopment, ☐ This is new development, ☐ This is redevelopment.
 - Input fields: 'Number' for 'Square feet of new impervious surface', 'Number' for 'Square feet of replaced impervious surface', 'Number' for 'Square feet of total impervious surface', 'Decimal' for 'Total cubic yards of cut', and 'Decimal' for 'Total cubic yards of fill'.
- Driveway Access:**
 - Radio buttons: ☒ Existing Driveway - Access to Private Road, ☐ Existing Driveway - Access to Public Road, ☐ Existing Sidewalk and Curb Cut from Subdivision Construction - Access to Public Road, ☐ New Driveway Proposed - Access to Private Road, ☐ New Driveway Proposed - Access to Public Road.
 - Checkboxes: ☐ The existing driveway has a paved asphalt apron, ☐ The existing driveway meets current county code.
- Septic or Sewer:**
 - Radio buttons: ☒ Site is serviced by public sewer, ☐ Site is serviced by septic system.
- Site Information:**
 - Input fields: 'Decimal' for 'Lot size in square feet *' and 'Text' for 'There are other structures on this site'.
- Water Source:**
 - Radio buttons: ☒ Certificate of Water Right, ☐ Municipal Water System, ☐ Not Applicable, ☐ Permit Exempt Well.

A 'Continue' button is located at the bottom center of the form.

Uploading Site Specific Files

Based on the jurisdiction's requirements, you will need to upload PDF files (less than 500MB each) for each type of document listed. You may View the file for verification or Delete it if needed. All document

types listed under the Required Section, must be uploaded before you can proceed with submitting your application. Additional documents may be uploaded but they are not required by the jurisdiction.

Registered Basics Permit - File Upload
Snohomish County
Registered Basic - Size Specific Permit / Registered Basic-Single Family Residential / Magen Michaut Builders / Sheri GNO Co RB SFR TEST 0

All files need to be in PDF format, less than 500 MB in size, and have a security setting that allows editing.

File Upload
Note: All files must be in PDF format, less than 500 MB in size, and have a security setting that allows editing.

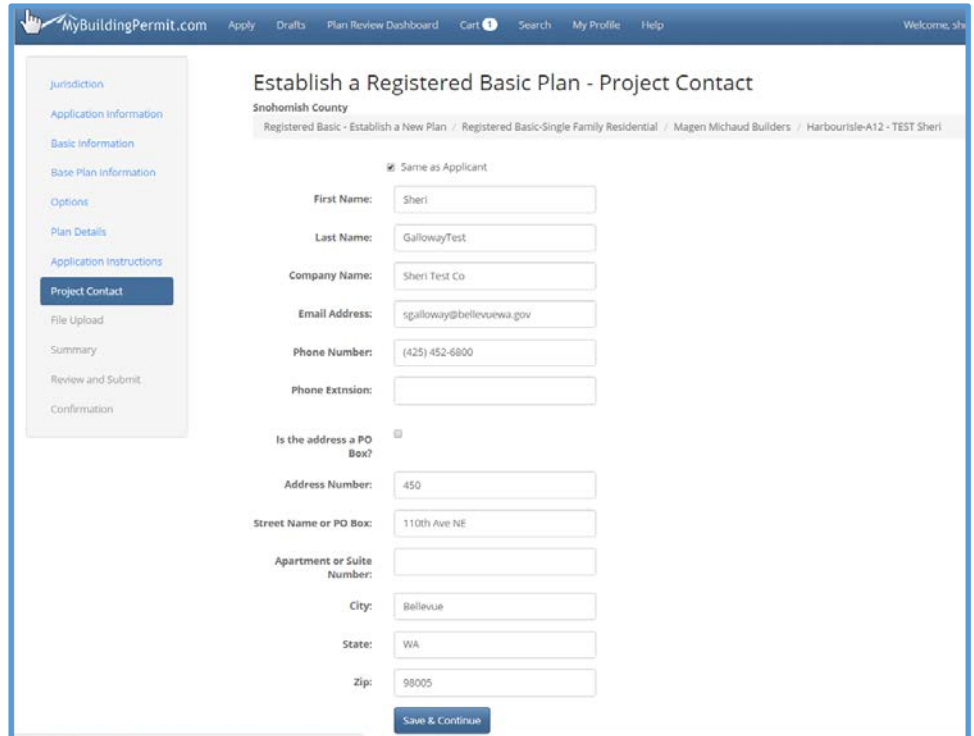
Document Type	File Size	Date Uploaded	View	Action
Health District Clearance Form	0.04 (Mb)	3/15/2017 10:30 AM	View File	Delete
Site Plan				Upload

Additional Documents

Document Type	File Size	Date Uploaded	View	Action
Access Permit Application				Upload
Airport Compatibility Area Form				Upload
Comment Response Letter				Upload
Drainage Plan				Upload
Exempt Well Acknowledgment				Upload
Landslide Hazard Area Covenant				Upload
Other				Upload
SEPA Checklist				Upload
Sewer Availability Certificate				Upload
Urban Residential Design Standards				Upload

Project Contact

You may enter a contact for this particular plan by filling in each field, or clicking “Same as Applicant” box to prefill the applicant’s data.



MyBuildingPermit.com Apply Drafts Plan Review Dashboard Cart 1 Search My Profile Help Welcome, sh

Establish a Registered Basic Plan - Project Contact

Snohomish County

Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential / Magen Michaud Builders / Harbourisle-A12 - TEST Sheri

☒ Same as Applicant

First Name: Sheri

Last Name: GallowayTest

Company Name: Sheri Test Co

Email Address: sgalloway@bellevuewa.gov

Phone Number: (425) 452-6800

Phone Extension:

Is the address a PO Box? ☐

Address Number: 450

Street Name or PO Box: 110th Ave NE

Apartment or Suite Number:

City: Bellevue

State: WA

Zip: 98005

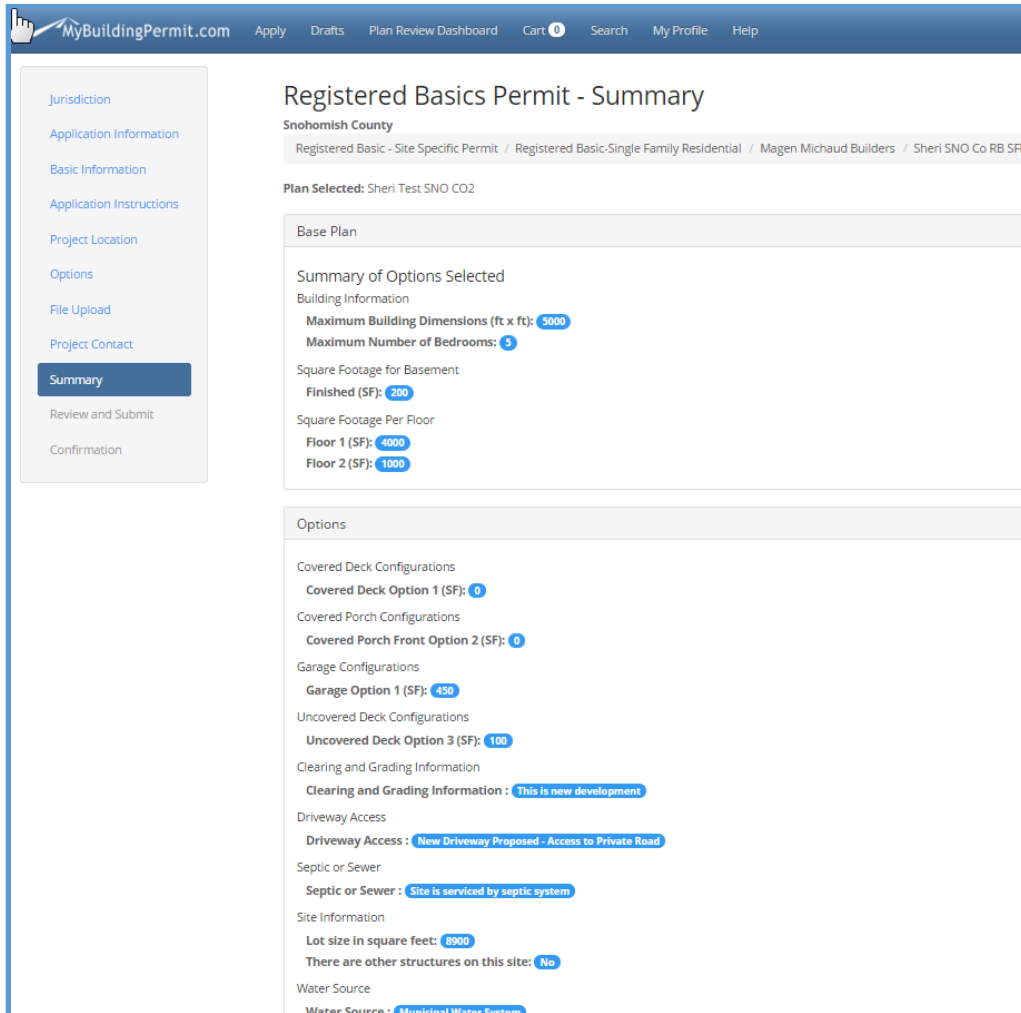
Save & Continue

Navigation:

- Jurisdiction
- Application Information
- Basic Information
- Base Plan Information
- Options
- Plan Details
- Application Instructions
- Project Contact**
- File Upload
- Summary
- Review and Submit
- Confirmation

Site Specific Summary

Review the summary information. Use the left navigation if you need to go back to a section.



MyBuildingPermit.com Apply Drafts Plan Review Dashboard Cart 0 Search My Profile Help

Registered Basics Permit - Summary

Snohomish County
Registered Basic - Site Specific Permit / Registered Basic-Single Family Residential / Magen Michaud Builders / Sheri SNO Co RB SFR

Plan Selected: Sheri Test SNO CO2

Base Plan

Summary of Options Selected

Building Information
Maximum Building Dimensions (ft x ft): 5000
Maximum Number of Bedrooms: 5

Square Footage for Basement
Finished (SF): 200

Square Footage Per Floor
Floor 1 (SF): 4000
Floor 2 (SF): 1000

Options

Covered Deck Configurations
Covered Deck Option 1 (SF): 0

Covered Porch Configurations
Covered Porch Front Option 2 (SF): 0

Garage Configurations
Garage Option 1 (SF): 450

Uncovered Deck Configurations
Uncovered Deck Option 3 (SF): 100

Clearing and Grading Information
Clearing and Grading Information: This is new development

Driveway Access
Driveway Access : New Driveway Proposed - Access to Private Road

Septic or Sewer
Septic or Sewer : Site is serviced by septic system

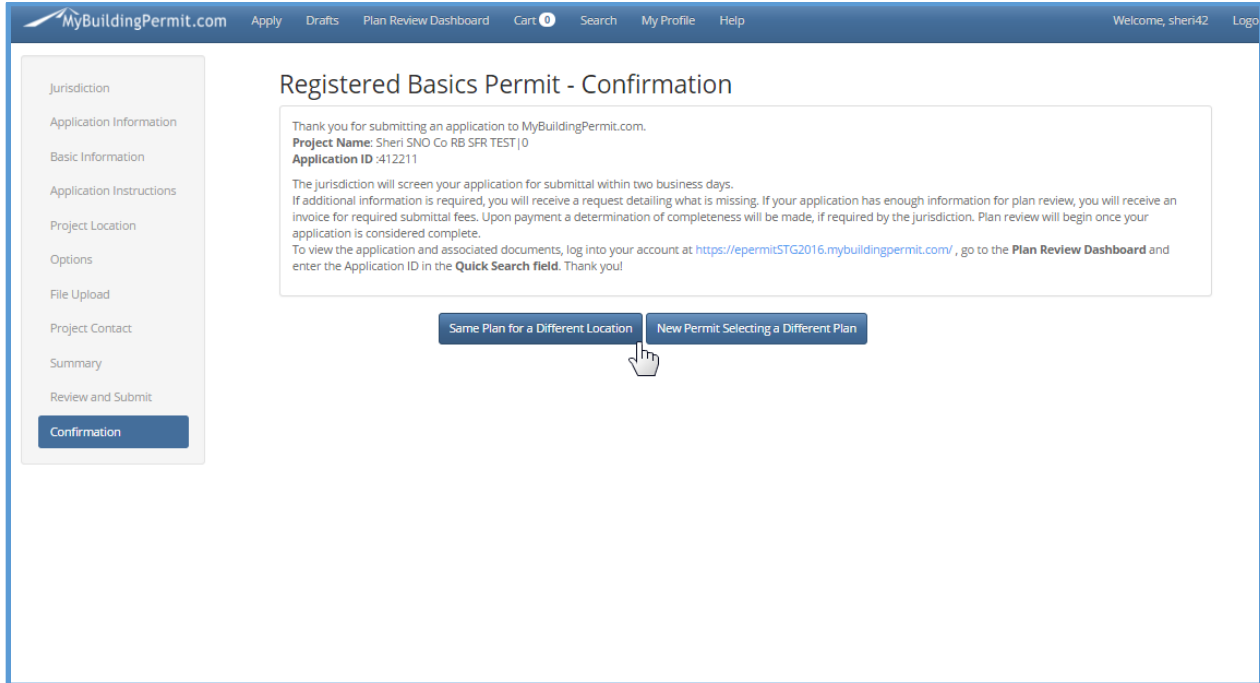
Site Information
Lot size in square feet: 8900
There are other structures on this site: No

Water Source
Water Source : Municipal Water System

Certification Statement and Submitting

Click the "I Agree" on the certification statement then click the SUBMIT button. You will receive a confirmation on the screen as well as an email with the Application ID number and a link to the dashboard.

Confirmation



The screenshot displays the 'Registered Basics Permit - Confirmation' page on the MyBuildingPermit.com website. The page header includes the site logo, navigation links (Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, Help), and a user greeting (Welcome, sheri42). A left sidebar lists navigation options: Jurisdiction, Application Information, Basic Information, Application Instructions, Project Location, Options, File Upload, Project Contact, Summary, Review and Submit, and Confirmation (highlighted). The main content area features a confirmation message: 'Thank you for submitting an application to MyBuildingPermit.com. Project Name: Sheri SNO Co RB SFR TEST | 0 Application ID :412211'. It explains that the jurisdiction will screen the application within two business days and provides instructions for next steps, including logging into the account at <https://epermitSTG2016.mybuildingpermit.com/> to view the application and associated documents. At the bottom of the confirmation message, two buttons are displayed: 'Same Plan for a Different Location' and 'New Permit Selecting a Different Plan'. A mouse cursor is pointing at the 'Same Plan for a Different Location' button.

At this point you may

SAME PLAN for a DIFFERENT LOCATION - Create another site specific permit from this *same* plan with another location

NEW PERMIT SELECTING A DIFFERENT PLAN -- Create another site specific permit with a *different* established plan.

Or

Go you your Dashboard to manage your permits or Close out of MyBuildingPermit.com by using the X on your browser screen.

Frequently Asked Questions

1. What do I do if my Established Plan is not showing on the drop down list?

- Verify the contractor company is the one for which this plan was established.
- Check with the jurisdiction on acceptance/approval status.

2. How do I register as a Contractor?

- See this guide [MBP Contractor Registration Guide](#)

3. Do I need a local (City or County) business license to create permits?

- Some jurisdictions do require a valid local business license. Check your Contractor Profile for where to enter the license information and to determine if that jurisdiction requires a local license. The Contractor Registration Guide has more detailed information.

4. What if my plan options are not available to select?

- All options will come over from the Established Plan, so if an option is not listed, your original plan did not include it. Contact the jurisdiction for which you are applying for details on how to correct that issue.

5. What if I need to change my Base Plan information?

- Base plan information on the Site Specific permit application cannot be changed once the Established Basic Plan has been submitted and approved. You must contact the jurisdiction directly to determine how to correct the information.

6. What if I cannot find the address or parcel number for my Site Specific Location?

- Enter less data on the search screen or try using a different search method (address, parcel, owner). If still unable to find the correct address, contact the jurisdiction directly.

Who do I call for help?

- Technical Help such as you can't log on contact the MyBuildingPermit Support desk. Please contact EGovSupport@ecitygov.net or call 425-452-4340.
- For questions or assistance filling out Plan data, Business Licenses, Addresses, etc., please contact the jurisdiction directly.
- For a listing of jurisdiction contact information [Jurisdiction Contacts](#)