



SFD Re-site Procedures *(External)*

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Purpose: To re-site existing approved model plans to a new recorded subdivision in order to process SFD Tract plot plan permits.

- As part of the SFD Tract Plot plan submittals, we check Subdivision code and Project Plan number to see if a unique match exists in Hansen. Each Hansen Project/Planning number has only one subdivision linked to it.
- The Plan Check Number at the top of the form and the Subdivision code must link with the correct information. If this information does not match with what was entered into the Project Planning Plan Check, then it will not process new permits using Model Generation and the builder will need to bring in the plot plan and meet with the B & S Business Specialist to determine the problem.
- If it is determined that the subdivision is different from the subdivision that the plans were approved for, then a Re-site of the plans to the new subdivision is necessary. There are two possible conditions for the Re-site. A Permit Technician will research the Subdivision and will determine which condition is applicable.

Condition One: If the new subdivision is contiguous (*an adjacent parcel*) and was covered by the original soils report, transfer of models can be done administratively through a Permit Technician. Plans and documents can be transferred between the new subdivision and existing subdivision as long as they are in the current code cycle.

The information presented here is for (1) model. If there is more than (1) model then this information is for *each* model.

1. Fill out (1) application and (1) Contact Sheet for each model.
2. Cover letter with all the original plan check numbers and the recorded subdivision, FMP number from the subdivision where the models were originally created. Tell us which subdivision(s) you want to have the re-site go to, include the FMP number.
3. (2) Copies of a new plan cover page with the "Recorded" subdivision name for the subdivision you want to re-site to. You can leave the marketing name on this plan but we must have the recorded subdivision on it. This cover plan sheet should be the one that shows your plan or model number and code analysis model information on it. Please provide a vicinity map on this cover plan sheet.
4. (2) Soils update letters referencing the new subdivision. This letter must state that the soils conditions have not changed for the new subdivision.
5. (2) Structural engineer's letter referencing the soils report and update letter, that there are no changes required to the plans or documents, and that the original plan can be re-sited to the new subdivision.

6. (2) Letters from each design professional or contractor for Architectural, Mechanical, Plumbing and Electrical stating it is ok to re-site their plans to the new subdivision.
7. There will be a fee due of \$88.00 (.5 hours per plan) and (1) Admin fee, \$55.00 for each model when the re-site is complete. Ex. (4) models would be: (4) x (\$88.00 + \$55.00 = \$143.00) = \$572.00.
8. Once the Re-site is approved the contractor will add the new subdivision information (cover plan sheet and letters) to the existing plans for the inspector.

Condition Two: If the new subdivision is not contiguous (*not an adjacent parcel*) or was not covered by existing approved soils report then the following applies:

The information presented here is for (1) model. If there is more than (1) model then this information is for *each* model.

1. Fill out (1) application and (1) Contact Sheet for each model.
2. Cover letter with all the original plan check numbers and the recorded subdivision, FMP number from the subdivision where the models were originally created. Tell us which subdivision(s) you want to have the re-site go to, include the FMP number.
3. (2) Copies of a new plan cover page with the “Recorded” subdivision name for the subdivision you want to re-site to. You can leave the marketing name on this plan but we must have the recorded subdivision on it. This cover plan sheet should be the one that shows your plan or model number and code analysis model information on it. Please provide a vicinity map on this cover plan sheet.
4. (2) Soils reports for the new subdivision, not more than one year old.
5. (2) Structural engineer’s letter attesting the structural design is acceptable with the new soils conditions, a new wind exposure and a new location as it pertains to the seismic design. This letter must also state that the structural plans and documents can be used in the new location. If the new soils conditions warrant plan and calculation changes then (2) new structural plans with calculations must be submitted for review for each model.
6. QAA: Special Inspection will be required on a case by case basis. We will verify based on previously approved plans and the new soils, seismic and wind conditions.
7. Truss Calculations: If the truss calculations are the same as previously submitted and if they were approved under the current code, no new truss calculations are required to be submitted with the re-site submittal. Under any other condition new truss calculations will need to be submitted for review and approval. The new truss calculations will have to be approved for use by the structural engineer of record prior to submittal to the building department.
8. (2) Letters from each design professional or contractor for Architectural, Mechanical, Plumbing and Electrical stating it is ok to re-site their plans to the new subdivision.
9. (2) Letters from engineer/contractor stating water pressure is the same as original site or new plumbing plans/calculations are required.
10. At the Developers discretion the plans and documents can be reproduced through CLV or privately through an outside agency. The copied plans must be the “Approved” JOB set. Submit a Records Request form for copies of the

original approved plans, truss and calculations to be re-sited. Only (1) set needs to be reproduced. If the structural plans, truss and calculations are being changed due to soils or structural changes this portion does not have to be copied. Plans will be sent out to a reproduction company for duplication. Cost of printing will be billed directly to submitter. Once the plans have come back from the reproduction company, they need to be delivered to a Permit Technician.

11. Fees: Standard Revision Fees apply \$250.00 for each Model. We will charge additional fees after the second review for each model when the re-site is complete.
12. Once the Re-site is approved the contractor will be contacted and the new plans, truss and calculations will be available for the inspector at the new site.