

## **What is a Repeat Structure?**

A Repeat Structure is a Building which is built multiple times using the same Plans.

## **What are File Plans?**

File Plans are plans which are kept on file at the Building Department to expedite the Plan Review process for Contractors who plan to build the same structure multiple times.

## **How do File Plans help Contractors?**

File Plans allow the Contractor to save BOTH time and expense when building the same structure multiple times by greatly reducing the time it takes for a Permit Application to go through the Review process. File Plans also save the Contractor money by having the Building Permit Fee reduced **30%** for each additional Repeat Structure.

## **How do I submit File Plans?**

The first time plans are submitted you can ask that they be reviewed for Code Compliance by the Building Department for use as a File Plan. Once Reviewed and Approved the plans will need to be redrawn to include all corrections noted. Once the Revised Plans are reviewed they can be designated as a File Plan and a copy will be kept at the Building Department.

## **How do I use a File Plan?**

For future Permit Applications you will need to only submit the following:

- \* Completed Application with the File Plan you wish to use indicated on the application with the Scope of Work.
- \* Site Plan of the property on which the the project will be built
- \* Warranty Deed for the property to be built on
- \* Any non-structural changes to the plans
- \* Any changes that would alter the original File Plan fee assessment, or require additional review such as additional Plumbing, Mechanical or Electrical, finishing of an unfinished area like a basement or bonus room, or other work which increases the Valuation of the project.

***Submitted documents will be reviewed for Compliance with applicable Codes and City Ordinance before issuance of Building, Water and Sewer Permits.***