



How To: “Standardize” a Single-Family-Residence Plan

Submit the following to the Building Department:

1. One set of complete residential plans - The Title Block of each plan sheet in the plan set shall include a 2” x 4” space for a COK to be applied Label to include:
 - a. Contractor Name
 - b. Contractor House Plan Model name &/or number
 - c. COK Unique Standard Plan Number
 - d. Version date
2. One set of truss calcs
3. Full Plan Review Fee – based on COK Valuation & Fee Tables

After receiving the Building Department plan reviewer’s prepared comments and Red Lines, resubmit the following as needed:

1. The original **Redlined plan set** and truss calcs
2. One set of complete revised residential plans
3. One set of revised truss calcs [if revised]

Note: This process may be needed more than once to produce a complete plan set **with no redlines or comments**.

Once approved – The COK Building Department will affix a COK Standard Plan label to each plan sheet and cover page of the truss calcs. A CD with a PDF file of both the Standardized Plan & Truss calcs shall be provided to the applicant. **When making application for a Building permit, the plans and truss calcs submitted to the COK shall be printed from these PDF files. No alterations are allowed.**

FAQ

1. **Why would I want to have Standardized plans?**
 - *Standardized Plan* permits pay only ½ the normal plan review fee. If the same house is going to be built twice the process will pay for itself.
 - Permit applications with a *Standardized Plan* are processed first as the review process is much shorter.
 - Only one set of plans and one set of truss calcs need to be submitted with a *Standardized Plan* permit application.
2. **What if I want to have options on the same basic plan such as a bigger garage, added patio cover or extra bedroom, Left verses Right layout....?**
 - Options are OK. However, each option will have to be drawn as a Unique *Standardized Plan* set, with truss calcs included.
 - When you want to add an *option* to an otherwise *Standardized Plan*, the review fee will be charged at an hourly review rate, 2 hour minimum. A Full Plan Review fee for the entire house will not be charged to standardize the plan option.