



**Oregon Residential Specialty Code
Building Permit Application Checklist**

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Phone: 503-722-3789 Fax: 503-789-3880

For Official Use Only:

Associated Permits:

BM: _____ **BE:** _____

BP: _____ **Other:** _____

THE FOLLOWING ARE REQUIRED FOR PLAN REVIEW	Yes	No	N/A
1. Completed Planning Application Form			
2. Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc. (Verified w/ Plan Review)			
3. Septic System permit or authorization for remodel. Existing system capacity: _____ (If applicable)			
4. Two (2) Site/Plot plans drawn to scale. Two (2) Site Plans MINIMUM 11" by 17" in size with MINIMUM 10 pt. font and accurately Drawn to Scale (Minimum Architect scale is 1/8 inch per foot. Engineer scale is 1:20): <ul style="list-style-type: none"> • Address, Subdivision Name and Lot Number (If applicable) • An Identified Scale and North Arrow • All Property Lines • Existing and Proposed Structures including Decks and Eves • Setback Envelope • Driveway Curb Cut Width (Curb to Back of Sidewalk) • Location & Dimensions of all Public and Private Utilities and Easements (Identify if onsite) 			
5. Two (2) Complete Sets of plans. Must be drawn to scale (minimum scale is 1/8 inch per foot, 11"x17" in size, with minimum 10 pt. font), showing conformance to applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full-size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations exist. If plans submitted are intended as a "Master Plan" set, a letter of permission is required from the contractor and copyright owner.			
6. Two (2) complete sets of Beam Calculations. Using current code design values for all beams and multiple joists over 10 feet long and/or any beam/joist carrying a non-uniform load.			
7. Two (2) complete sets of Manufactured floor/roof truss details.			
8. Two (2) complete sets of Design Professional/Engineer's Calculations. When required or provided shall have the registered Design Professional's stamp and signature licensed in Oregon and shall be shown to be applicable to the project under review.			
9. Erosion Control Application. Include drainage-way protection, silt fence design and location of catch-basin protection, etc. <input type="checkbox"/> Plan <input type="checkbox"/> Permit Required			
10. Energy Code Compliance. Identify the prescriptive path or provide calculations.			
11. Elevation Views. Provide elevations for new construction; minimum two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change is greater than 4-ft at the building envelope. Full size sheet addendum's showing foundation elevations with cross-reference are acceptable. A four sided view is required.			
12. Foundation Plan. Show dimensions, anchor bolts and hold-downs and reinforcing pads, connection details, vent size and locations.			
13. Foundation plans corresponding to lot (elevations, steps, sloping lot, pony walls, etc.)			
14. Floor Plans. Show all dimensions, room identification, window size, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc. Copyrighted plans cannot be changed unless a letter is provided from the copyright owner.			
15. Cross section(s) and details. Show all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roof slope, ceiling height, siding material, footings and foundations, stairs, fireplace construction, thermal insulation, etc.			
16. Wall Bracing. (Prescriptive path) and/or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provides			
17. Floor/Roof Framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing and bearing locations. Show attic ventilation.			
18. Basement and Retaining Walls. Provide cross sections and details showing placement of rebar.			
19. Driveway Grade (maximum 20%)			
20. Identify: Number of fireplaces, wood or pellet stoves, if air conditioning/heat pump is included and if a landscape irrigation system is to be provided.			
21. Sewer Permit. Issued with Building Permit			
22. Show roofline on site with setbacks. Show finished floor elevations (garage and main floor).			

**** Checklist must be completed before plans review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use.**

**** In the event that only one set of plans are provided, copies will be made and charged at the current copy fee schedule.**