ONE & TWO FAMILY DWELLING
BUILDING PERMIT APPLICATION CHECKLIST

Permit # _____

Checked by_____

Application cannot be considered complete until all of the following items have been submitted. Please submit this completed checklist at time of permit application.

Subdivision name, if applicable_____

	THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	YES	NO	N/A
1	**Septic system permit, if applicable,** or authorization for remodel from county health department.			
2	**Soils report.** Must carry original applicable stamp and signature on file or with application.			
3	**3 Complete sets of legible plans.** Must be drawn to scale, 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.			
4	**Site/plot plan drawn to scale.** The plan must show lot and building setback dimensions; property corner elevations (if there is more than a 4-ft elevation differential, plan must show contour lines at 2-ft intervals); location of easements and driveway; footprint of structure (including decks); location of wells/septic systems; utility locations; direction indicator; lot area; building coverage area, percentage of coverage; impervious area; existing structures on site; **and required landscaping details.**			
5	**Stormwater management.** Show existing and proposed elevations or contours in sufficient detail to show all cuts, fills, slopes, and drainage patterns. Site plan must show ground slope direction(s), elevations at all property corners, finish floor and slab elevation, and elevation of top of curb or edge of pavement at frontage corners and elevation of low point drain. Show roof and foundation drain location, routing, slope, and elevations at discharge points. Indicate destination of all surface water (e.g., public storm sewer, on site retention, etc.), and indicate adjacent drainageways.			
6	**Erosion control.** Include drainageway protection, silt fence design and location of catch-basin protection, etc.			
7	**Foundation plan.** Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, vent size and location.			
8	**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.			
9	**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, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
10	**Elevation views.** Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than four foot at building envelope. Full size sheet addendums showing foundation elevations with cross references are acceptable.			
11	**Wall bracing (prescriptive path) and/or lateral analysis plans.** Must indicate details and locations; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			
12	**Envelope Details.** Provide building envelope details on plans showing the walls, windows and door sealant/ flashing, and moisture barrier controls. Provide specific window manufacturer installation instructions regarding weatherization.			
13	**Floor/ roof framing.** Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.			
14	**Basement and retaining walls.** Provide cross sections and details showing placement of rebar. For engineered systems, see item 16, "Engineer's calculations".			
15	**Beam calculations.** Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.			
16	**Manufactured floor/roof truss design details.** Provide point loads of trusses.			
17	**Energy Code compliance.**			
18	**Engineer's calculations.** When required or provided, (i.e., shear wall, roof truss) shall be stamped by an Oregon licensed engineer or architect and shall be shown to be applicable to the project under review.			
19	**Front door location.** At least one main entrance of the home must be located within 8 feet of the longest street-facing wall of the dwelling unit. **Must also complete back side of permit application form.			
20	**Front door orientation.** At least one main entrance of the home either faces the street, or is at an angle of up to 45 degrees from the street. **Must also complete back side of permit application form.			
21	**15% Window frontage.** At least 15 percent of the area of the street facing façade, must be in windows and/or main entrance doors (windows in garage doors do not count). **Must also complete back side of permit application form.			
22	Do you have any trees on your property 6-1/2 feet or larger in circumference? If yes, are you proposing to remove any in conjunction with this permit?			

Applicant's Signature _____ **Date** _____