

One & Two Family Dwelling

Residential Permit Application Checklist



- A Minor Land Partition submittal requires a "Notice of Decision" letter provided by the Planning Department and should be submitted with the construction plans.
- A copy of the Geotechnical final report for the subdivision is required for each new single family submittal.
- Radon control details and notes should be included in the construction plans.
- Digital plans must be drawn to scale with a scale bar, showing conformance to applicable local and state building codes. Each plan sheet should be saved as its own separate file.
- A site/plot plan drawn to scale with a scale bar must show lot lines and all buildings with setback dimensions; property corner elevations with contour lines at two foot intervals; location of easements and driveway; footprint of the structure (including decks and patio covers); location of well and septic systems; utility locations; direction indicator; lot area; building coverage area; percentage of coverage; impervious area; existing structures on-site; and surface drainage. Zoning details such as flood plain, solar balance points, seismic soils designations and historic district should be identified.
- Foundation plans should show dimensions, anchor bolts, hold-downs, connection details and foundation vents.
- Floor plans should include dimensions, room identification, door size, window size, location of smoke and carbon monoxide alarms, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade.
- Cross section(s) and details including all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor wall construction, and 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.
- Elevation views are required for new construction and a minimum of two elevations are required for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than four foot at building envelope. Addendums showing foundation elevations with cross references are acceptable.
- Wall bracing and/or lateral analysis plans showing all brace wall lines, bracing method, location and length of braced wall panels, and foundation requirements of braced wall panels at top and bottom. Lateral design details and connections must be incorporated into the plans with cross references between plan location and details. All engineered systems should be stamped by an Oregon licensed engineer.
- Floor/roof framing plans for all floors and roof assemblies, indicating member sizing, spacing, and bearing locations. Roof plans should show attic ventilation.
- Basement and retaining walls cross sections and details showing placement of rebar. All engineered systems should be stamped by an Oregon licensed engineer.
- 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.
- Manufactured floor and roof truss design layout with truss details stamped by an Oregon licensed engineer.
- Energy Code conditions should comply with ORSC Table N1104.1(1) and two additional measures from ORSC Table 1101.1(2) with proposed options clearly identified on the plans.
- A Clean Water Services Site Assessment Pre-screen may be required before plan submittal. To find out if a property is in a sensitive area, call 503-681-6144.
- All plans and documents should be submitted digitally using our electronic plan review system, ProjectDox. Call 503-681-6144 to learn more about digital submittals.