

Commercial Building Application Checklist

New Construction, Additions and
Tenant Improvements

Getting Started

Thank you for choosing to build in the City of Hillsboro! This checklist is designed to help you provide a complete and thorough submittal, ultimately speeding up the review process. Please follow the guidelines provided in this packet and don't hesitate to contact us if you have any questions.

Contact the **Planning Department** and ask about the site address and potential zoning requirements. Inquire about the development review process and learn how to obtain a Notice of Decision Letter. 503-681-6153

1

Contact the **Engineering Department** and ask if your project will require a grading/erosion control permit. A Public Infrastructure Permit (PIP) may also be required. 503-681-6146

2

Submitting applications to the **Building Department** is easy! All commercial plans are submitted, reviewed and approved digitally. Be sure your submittals contain all of the required information outlined in this packet and give us a call if you have any questions. 503-681-6144

3

Next Steps

Check off any of the following permit applications that you are including with your submittal and complete the attached checklists for each permit. Please be sure your applications are thoroughly completed. If you are deferring any portion of your design, please include a Deferred Submittal Form. **Submittals are reviewed within 14 calendar days.**

- Private Utility Permit (PUP) (may not be applicable for alterations, repairs or tenant improvements)
- Building Permit
- Mechanical Permit
- Plumbing Permit
- Electrical Permit
- Fire Alarm Permit
- Fire Sprinkler Permit

All of our applications can be found on our website: www.Hillsboro-Oregon.gov/Building.

Completed applications can be sent via e-mail to permits@hillsboro-oregon.gov.

A City of Hillsboro Permit Technician will contact you with plan review fees due and further instructions.

**Plans should be stamped by an Architect or Engineer registered and licensed to practice in the State of Oregon if the building is over 4000 square feet in ground area or more than 20 feet in height; measured from the lowest finished floor to the highest overhead ceiling or work that is determined to be of a highly technical nature.*

Private Utility Permit Submittal Checklist

Required Information

- Completed Private Utility Permit Application with selections on the fee schedule and a clear description of work;
- Civil plans drawn to scale and a cover sheet with title block, vicinity map and plan index;
- Plans that indicate types, sizes and locations of any existing piping, septic tanks, wells, etc.;
- Water Quality Calculations;
- Responses to the Land Use Decision's conditions of approval;
- A scalable site plan with a scale bar on each sheet that includes the following:
 - ✓ Title Block (project name, name of design professional with contact information, stamp and owner)
 - ✓ Direction indicator
 - ✓ Easements (location, type and size)
 - ✓ Location of new construction, existing structures and all other impervious surfaces on the site
 - ✓ Distance from property lines (real and assumed)
 - ✓ Established street grades and proposed finished grades
 - ✓ Flood hazard areas, floodways and design flood elevations
 - ✓ Drawn in accordance with an accurate boundary line survey
 - ✓ Site plan may be waived or modified when the application for permit is for alteration or repair or when otherwise warranted
- Water Quality and mitigation landscape plan, if required by CWS Service Provider Letter;
- Utility Plan Showing:
 - ✓ Topography
 - ✓ Size, location and type of materials of public sanitary sewer, storm sewer and water lines that are being connected to
 - ✓ Size, length and type of materials for private sanitary sewer, rain drains, storm sewer and water service lines
 - ✓ Slope of sanitary sewer, rain drains, storm sewer line
 - ✓ Size, location and type of each catch basin; Show details of manholes, catch basins, area drains, and backflow devices
 - ✓ Water meter—location, size and type of backflow protection existing or proposed
 - ✓ Service vaults showing location and details, e.g., valves, backflow device(s), etc.
 - ✓ Irrigation plan showing all sprinkler heads and location of backflow devices
 - ✓ Fire Department Connection (FDC) and Post Indicator Valve (PIV)
 - ✓ Restraint details for fire service lines
 - ✓ Private fire hydrants
 - ✓ Location of nearest public and private fire hydrant to proposed building/structure

Building Permit Submittal Checklist

**Plans should be stamped by an Architect or Engineer registered and licensed to practice in the State of Oregon if the building is over 4000 square feet in ground area or more than 20 feet in height; measured from the lowest finished floor to the highest overhead ceiling or work that is determined to be of a highly technical nature.*

Required Information

- Completed Building Permit Application with clear description of work, valuation and contractor information;
- Completed Deferred Submittal Form (if applicable);
- Structural calculations stamped by the engineer (if applicable);
- Soils report stamped by a registered geotechnical engineer for foundation designs using soil bearing design value exceeding 1500 psf;
- Specifications or additional details necessary to identify materials or methods of construction;
- Completed State of Oregon COMCheck Forms – available at <http://www.energycodes.gov/comcheck>;
- Fire and Life Safety (FLS) Code Summary, which should indicate the following:
 - ✓ The number of stories of the building
 - ✓ Type of construction
 - ✓ Occupancy classifications, existing and proposed
 - ✓ Building area calculations
 - ✓ Fire sprinklers/fire alarms, existing and proposed
 - ✓ Exit analysis indicating occupant loads, exit path, travel distance
 - ✓ Hazardous Material Inventory Statements (HMIS) if chemical storage or use is anticipated
 - ✓ Mixed use and occupancy information (incidental use areas, accessory occupancies, non-separated or separated occupancies)
 - ✓ Drawing depicting type and location of fire-resistive-rated and smoke control assemblies (OSSC Chapter 7); provide appropriate design data, e.g., UL Listing, Gypsum Manual Number, or OSSC Chapter 7 prescriptive tables by item number
- Plans should include OSSC Chapter 11 Accessibility information such as:
 - ✓ Parking stall(s) location, dimensions, signage and slope
 - ✓ Route from the accessible parking stall(s) to building entrance and public way including slope of route
 - ✓ Restroom elevations providing dimensions, details for grab bars, lavatories, dispensers, etc.
 - ✓ Drinking fountains (if applicable)
 - ✓ Door, window and hardware schedules
 - ✓ Route to public way for accessible exits
- A scalable site plan with a scale bar on each sheet that includes the following:
 - ✓ Title Block (project name, name of design professional with contact information, stamp and owner)
 - ✓ Direction indicator
 - ✓ Easements (location, type and size)
 - ✓ Location of new construction, existing structures and all other impervious surfaces on the site
 - ✓ Distance from property lines (real and assumed)
 - ✓ Established street grades and proposed finished grades
 - ✓ Flood hazard areas, floodways and design flood elevations
 - ✓ Drawn in accordance with an accurate boundary line survey
 - ✓ Site plan may be not be applicable for alterations, repairs and tenant improvements
- Foundation, floor and roof framing, elevations, door and window schedules and detail plans;
- Wall cross sections showing all components of construction;
- Each room or space labeled for its proposed use (e.g., “Office”, “Storage”, “Corridor”, etc.);
- Reflected ceiling plan indicating location of all lighting, type of emergency egress lighting, exit signage and location;
- Details for seismic bracing of the ceiling grid, suspended lights and mechanical services. See State of Oregon interpretation at: <http://www.oregon.gov/bcd/codes-stand/Documents/Interpretations/interp-10-01-suspendedceilings.pdf>;
- Where special inspection(s) are required per Chapter 17 of the OSSC, the inspections should be called for on the plans indicating whether inspections will be periodic or continuous;
- Mechanical and plumbing plans included (see individual checklists).

Mechanical Permit Submittal Checklist

Required Information

- Completed Mechanical Permit Application with clear description of work, valuation and contractor information;
- Mechanical plans;
- Structural calculations and drawings stamped by an Oregon registered engineer or architect are required for all mechanical equipment mounted at 4 feet or less above a floor or roof level and weighing over 400 lbs, and all hanging mechanical equipment weighing 75 lbs or more. Include size, spacing, type and span of supporting roof or floor members and supporting walls or columns.
- Equipment specifications (i.e., size, weight, CFM, BTU input, tonnage, horsepower, kW, SEER, EER rating of equipment);
- Completed State of Oregon COMCheck Forms – available at <http://www.energycodes.gov/comcheck>;
- Documents for deferred submittal items should be submitted to the registered design professional in responsible charge who will review them and forward them to the Building Official at permits@hillsboro-oregon.gov with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building;
- Equipment locations;
- Location size and cfm of all new, moved and/or removed supply and return air diffusers ;
- Smoke and fire damper specifications and locations;
- Gas piping diagram showing the developed length and size(s) of pipe, all new and existing mechanical equipment served by the line, and each of their BTU input demands;
- Gas piping seismic bracing details for piping over 1 inch;
- Gas pressure to be used, i.e. ½ lb, 2 lb or 5lb;
- How equipment access is provided;
- Details for how suspended units are supported and braced against lateral (seismic) movement;
- Roof top unit(s) anchorage to roof curb and roof curb to roof structure details;
- Ducts over 6 square feet bracing and support detail;
- Exhaust Hood details (Type I and II) including hood size, metal gauge, construction, cfm, make-up air, shaft construction details, exhaust fan discharge clearances, fire suppression system, method of support for vertical and lateral (seismic) loads and type, location and clearances of appliances detailed;
- Detection system location and specifications for automatic shut-down of HVAC units over 2000 cfm or serving more than one tenant;
- Refrigeration systems location and specifications;
- Walk-In Coolers: Location of existing and proposed walk-in coolers and manufactures cut sheets for the equipment;
- Outside Air: Calculations for the required ventilation requirements in accordance with OMSC Chapter 4.

Plumbing Permit Submittal Checklist

Required Information

- Completed Plumbing Permit Application with selections on the fee schedule and a clear description of work which must be signed by a registered plumbing contractor, residential pump installer, homeowner or the contractor's authorized representative;
- Plumbing plans;
- Isometric plans and riser diagrams;
- Documents for deferred submittal items should be submitted to the registered design professional in responsible charge who will review them and forward them to the Building Official at permits@hillsboro-oregon.gov with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building;
- Plans should indicate plumbing fixture types, locations and drain sizes. Also, identify drain sizes and fixtures to be moved or removed (if not shown on the building plans).
- Plans that indicate types, sizes, and locations of any existing piping, septic tanks, etc.;
- Plumbing plans (if more than three trapped fixtures are connected to the drainage system) indicating:
 - ✓ Drain, waste, vent piping diagrams
 - ✓ Water supply piping diagrams
 - ✓ Distance to the water meter
 - ✓ Main supply water pressure
 - ✓ All new pipe sizes and lengths
 - ✓ Building rain drains size and locations
 - ✓ Irrigation plan showing all sprinkler heads and location of backflow devices
- Plans should identify if water closets are:
 - ✓ Tank Type
 - ✓ Flushometer valve type
- Where grease waste systems are required, the size, location and details should be provided;
- Horse power rating for garbage disposal should be provided;
- Medical Gas plans and specifications.

Adding or removing fixtures may affect sewer System Development Charges (SDC).

Electrical Permit Submittal Checklist

Required Information

- A completed Electrical Permit Application with selections on the fee schedule and a clear description of work, which must be signed by a supervising electrician, homeowner or the contractor's authorized representative.
- Electrical plans as required by the Oregon Administrative Rule (OAR) 918-311-0040;
- Electrical floor plan(s) showing panel locations;
- Feeder riser diagram with conductor sizes;
- One line diagram showing bonding and grounding and conductor sizes;
- Available fault current information;
- Electrical load calculations;
- Panel schedule(s);
- Electrical site plan including hazardous area locations;
- Fire-rated construction details;
- Lighting fixture schedule, showing type, locations and layout of fixtures;
- Emergency lighting plan, emergency power system and specifications;
- Under slab electrical plan;
- Completed State of Oregon COMCheck Forms – available at <http://www.energycodes.gov/comcheck>;
- Lighting and electrical/mechanical equipment manufacturers cut sheets and specifications.

Fire Alarm Permit Submittal Checklist

Required Information

- Completed Building Permit Application with a clear description of work and valuation;
- Completed Electrical Permit Application, signed by an authorized electrician;
- Floor plans indicating the use of all rooms with a bar scale on each sheet;
- A signature by the general supervising electrician, general journeyman electrician, or a Class A Limited Energy Technician, if employed by an electrical contractor and acting as a signing supervisor, should be provided on all plans and layouts for the electrical portions of a fire protection system OR plans should be stamped by an architect or engineer registered and licensed to practice in the State of Oregon (may be waived upon approval for minor work);
- Documents for deferred submittal items should be submitted to the registered design professional in responsible charge who will review them and forward them to the Building Official at permits@hillsboro-oregon.gov with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building;
- Manufacturers cut sheet, model numbers and listing information for equipment, devices and materials;
- Battery Calculations;
- Voltage drop calculations;
- Locations of existing and new alarm-initiating and notification appliances;
- Location of the existing and proposed Fire Alarm Control Panel (FACP);
- Location of the existing and proposed annunciator panel;
- Power connection;
- Conductor type and sizes;
- Details of ceiling height and construction;
- The interface of fire safety control functions matrix.

Fire Sprinkler Permit Submittal Checklist

Required Information

- A completed Building Permit Application form with a clear description of work and valuation;
- Floor plans indicating the use of all rooms with a bar scale on each sheet;
- Plans should be stamped by an Architect or Engineer registered and licensed to practice in the State of Oregon (may be waived upon approval for minor work). **A deferred submittal notation by the design professional of record will satisfy this requirement.**
- Documents for deferred submittal items should be submitted to the registered design professional in responsible charge who will review them and forward them to the Building Official at permits@hillsboro-oregon.gov with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building;
- Locations of existing and new sprinklers with head type, pipe size and type, and riser size and location;
- Remote areas identified and nodes matching hydraulic calculations identified from all remote area heads to the bottom of riser;
- Manufacturers' model numbers for each type of sprinkler, device and material;
- A design summary with the hazard classification, storage commodity, density graph and/or specific NFPA 13 basis of design as applicable;
- Riser details;
- Building cross section showing ceiling heights and slopes;
- Exterior water supply plan showing location and size of pipes to the water source with nodes matching the hydraulic calculations;
- A signed fire hydrant flow test report from the Water Department that is dated not more than 1 year before application;
- Hydraulic calculations;
- Manufacturers cut sheets and listing information for equipment, devices and materials.