



**This checklist has been designed to provide a brief overview of the City’s submittal requirements for all written documentation. For a comprehensive list of requirements, please see the following pages.**

✓ Applicant

✓ Staff

(1) Building Permit Application	
(1) Mechanical Permit Application	
(1) Plumbing Permit Application	
(1) Plumbing Representation Agreement	
(2) Site Plan (Size 8 1/2" x 11" or 8 1/2" x 14" or 11" x 17")	
(2) Complete Plan Sets *	
(2) Structural Calculations	
(2) Truss Engineering	
(2) Manufactured Beam Calculations (Roof Snow Load = 30psf)	
(2) Manufactured Floor Joist Layout (if using)	
(2) OR State Energy Code Compliance Form (if not part of plans)	
(1) Geotechnical Design Report, if required	
(2) Residential Erosion Control Site Plan (Size 8 1/2" x 11" or 8 1/2" x 14" or 11" x 17")	
(2) Signed copy of Page 1 of the Residential Erosion Control Plan	
(1) Sub-Contractor List	
(1) Residential Design Standards Worksheet	
(1) Driveway Slope Worksheet	
(1) Plan check fee due at submittal, remaining fees at permit issuance	

**\* ALL SHEETS or calculations prepared by an Engineer must be stamped and one set must bear a wet signature.**

Electrical Permits get processed through Clackamas County.

Please note that applications missing one or more of the items listed are considered incomplete and will delay the permit review process.



**Building, Mechanical and Plumbing Permit Applications:**

- All pertinent fields must be complete including signature.
- The plumbing permit application needs to be signed by the plumber.

**Plumbing Representation Agreement**

- This document gives permission to the applicant or owner to pay for and pick up the plumbing permit.
- This document must have the plumber's signature and the representative's signature.

**Site Plan drawn to scale (see site plan requirement checklist and sample):**

Site plan must be legible, an accurate representation of the size and shape of the subject parcel(s), and submitted on a page no larger than 11" X 17".

**Detail the following:**

- Site plan scale to engineer scale (1"=20', etc.) or architectural scale (1"=16', etc.).
- Right-of-ways and easements of any kind with dimensions.
- All lot dimensions and footprints of all existing and proposed buildings and structures, including garages, driveway, carport, fences, decks, stairs, patio covers, and other accessory structures.
- Location and height of all proposed retaining walls.
- Dimensions between each structure (measured from the foundation) and from all property lines (setbacks).
- Property corner and **Building corner** elevations.
- Address of property and the name of adjacent street(s).
- Utility locations and direction indicator.
- North arrow.
- Location of driveway and apron.

**Two (2) complete plan sets :**

- Must be legible and drawn to scale (such as 1/4" =1').
- Minimum size - 24" X 30".
- Show conformance to the applicable local and state building codes.
- Show lateral design details and connections, cross referencing between plan location and details.

**Foundation Plan, detail the following:**

- Dimensions and transitions.
- Anchor bolt dimensions and spacings.
- Hold-downs and reinforcing pads.
- Connection details.
- Vent size and locations.
- Location of crawl space access.



**Floor Plan**, detail the following:

- Show all dimensions.
- Room identification, window size and type, header size.
- Location of smoke detectors and carbon-monoxide detectors.
- Location of water heater, furnace, exhaust ventilation fans and plumbing fixtures.
- Location of balconies, decks and patio covers.
- Location and construction details for stairs and handrails, etc.
- Vent size and locations.
- Location of crawl space access.

**Cross Section Details:**

- Show size and spacing for all framing members such as floor beams, headers, joists, subfloor, wall/roof construction.
- More than one cross section may be required to clearly portray construction.
- Show details of wall and roof sheathing, roofing materials, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.

**Elevation Views:**

- Provide elevations for all four sides.
- Exterior elevations must reflect the actual grade.
- Show architectural design features as required by the City of Sandy Municipal Code, Title 17.90.150.

**Wall Bracing (prescriptive path) and/or engineered lateral analysis:**

- Details and locations for lateral force resisting elements must be shown.
- For non-prescriptive path analysis provide specifications and calculations to engineering standards.

**Floor/Framing Plans:**

- Required for all floor assemblies.
- Plans shall indicate member sizing, spacing and bearing locations. Show location of attic ventilation and size and location of attic access.

**Basement and Retaining Wall:**

- Provide cross sections and details showing placement of rebar, footing sizes, etc.
- For engineered systems, see "Engineering Calculations."

**Beam Calculations:**

- Provide beam calculations using current code design values for all beams and multiple joists spanning 6 feet or more or any beam supporting a point load.
- **Roof Snow Load=30psf.**



### Manufactured/Engineered Floor/Roof Truss Design Details

- Each detail shall be clear, legible, and bear a current Oregon State engineer's stamp.
- Calculations and drawings for all engineered framing systems shall be required.
- Floor systems shall include two (2) copies of the manufacturers layout and installation guide.
- Roof trusses shall include the layout, truss details, and jack truss details.
- The layout should indicate the location of each truss detail.
- Details must include the load and uplift on each truss.
- **Oregon requires 7" "Raised-Heel" trusses.**

### Energy and Ventilation Code Compliance:

- Identify the prescriptive envelope requirements per Table N1101.1(1) and two additional Measures per Table N1101.1(2).
- Indicate method and capacity of whole house ventilation system.
- Indicate louvered/vented windows where used.

### Engineering Calculations:

- When engineering is submitted, two complete sets shall be provided for review.
- All engineering shall be site specific and one copy shall bear the engineer's wet stamp and signature.
- All engineering details, schedules and layouts shall be provided on the full size plan sets.
- The engineer of record shall wet stamp each full size page referencing engineering or a copy of the engineering packet cover will be allowed if copies are made directly from the engineering packet to the plan sheets.

### Erosion Control Plan:

Both sets must include a **signed first page**, and an erosion control site plan (**separate from the plan set site plan and no larger than 11" x 17"**) that includes:

- Property lines with corner elevations.
- North Arrow.
- Location of existing/proposed structures with corner elevations.
- Edge of disturbed soil.
- Location of gravel construction entrance.
- Location of proposed stockpiles.
- Type and location of all proposed erosion control devices.
- Slope/Direction of water flow.
- Location of any water quality or detention facilities.



**Sub-Contractor List and Information Sheet:**

- All fields must be complete and list the sub-contractors that will be working on the project for which this document has been submitted.

**Residential Design Standards Worksheet:**

Worksheet must include:

- Address and lot number.
- Calculation for determining the number of design elements required.
- Indication of which design elements will be used by placing a "P" for primary street facing façade and "A" for additional street facing façade.

**Plan Check Fee:**

- This fee will be determined at or before the time of submittal and must be paid prior to the start of the review process unless otherwise arranged.