



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. This submittal form is to be completed as part of your building permit application. Failure to submit all required items will result in plan review delays.

FORMS, DOCUMENTS AND PLANS REQUIRED AT SUBMITTAL

Yes	N/A	
✓		(1) Completed Building Permit Application
✓		(3) Site Plan (include all buildings)
✓		(3) Vicinity Map
✓		(3) Complete Construction Plan Sets *
✓		(1) Completed Electrical, Mechanical and Envelope COMcheck Forms as applicable. Forms can be found at https://www.energycodes.gov/comcheck
		(2) Sets of all engineering specifications, soils reports, or other specialized studies or specifications
		(2) Structural Calculations
		(2) Truss Engineering (Roof Snow Load = 30psf)
		(2) Manufactured Beam Calculations
		(2) Manufactured Floor Joist Layout (if using)
		(1) Geotechnical Design Report, if required
✓		(1) Sub-Contractor List (can be submitted at a later date)
✓		(1) Plan check fee due at submittal, remaining fees at permit issuance

Any building resulting in the footprint of 4,000 square feet or greater OR with a ceiling height of 20' or more above the lowest finish floor, is to be designed by an Oregon Registered Design Professional and to include Engineer's or Architect's seal and signature. *

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

- Please inform us if you are planning to do your project in phases or if you are deferring any portion of your project. All trade permits will be processed as separate permits.
- Please note that applications missing one or more of the required items will be considered incomplete and the review process will be delayed. Upon submittal of missing or revised documents, your project will be placed in order of receipt and will not take priority over what is already in the queue.



SITE PLAN

Yes N/A

		Property lines, adjacent street names, easement locations and types, grade elevations, setbacks, driveway location, north arrow, drawing scale and lot area in square feet.
		All site related improvements including grading.
		All existing and proposed structures on site with distances from property lines and other structures.
		Utilities including gas lines, sewer lines, water lines, power lines, power poles, street lights and water meters.
		Show existing and proposed finished grade based on spot elevations and two foot contours over entire site and extending five feet onto surrounding properties.
		Location, dimensions and area (in square feet) of all existing and proposed paving.
		Parking lot layout with required spaces, including accessible and van accessible spaces. Show all accessible routes into the structure, throughout the site, to all structures, mailboxes, any facilities onsite and accessible route to the right-of-way.

ARCHITECTURAL/CONSTRUCTION DRAWINGS

Yes N/A

✓		Cover sheet plan index.
✓		Code summary.
✓		Floor plan with window sizes, room dimensions, and all rooms identified.
		Roof framing plan showing all hips, valleys, and purlin supports with details.
		Roof truss engineering including details and layout.
		Floor truss engineering including details and layout.
		Complete cross sections.
		Elevations of all four sides of the structure.
		Foundation and retaining wall sections (if not shown on cross section). This may require engineering.
		Structural details including engineered design details and calculations.
		Wall bracing, must meet Table R-402.10 (Prescriptive path) or provide lateral load calculations with brace panel layout. Detailed plans for alternate method are required.



COVER SHEET:

Yes N/A

		Complete code summary.
		Specify model code information.
		Construction type.
		Number of stories and total height in feet.
		Building square footage (per floor and total).
		OSSC occupancy type (show all types by floor and total).
		Mixed-use ratio (if applicable).
		Occupant load calculations (show for occupancy type and total).
		List work to be performed under this permit.
		List Design Professions, Architects, Structural Engineers, Owner, Developer and any other Design Members.
✓		Energy code compliance information/documents

FLOOR PLAN:

Yes N/A

✓		Specify use of each room and/or area.
✓		Include occupant load calculation for every floor, room and/or space.
✓		Identify all new, existing and eliminated exits.
✓		Show maximum travel distance and all fire life safety requirements on egress plans.
✓		Show locations of all permanent rooms, walls and shafts.
		Note uses of adjacent tenant spaces.
		Provide door and door hardware schedules.
		Identify location of all new walls, doors, windows, etc.
		Provide details and assembly numbers for any fire resistive assemblies.
		Indicate all rated walls, door, windows and penetrations.



FLOOR PLAN (Continued):

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>	Provide a legend that distinguishes existing walls, walls to be removed and new walls.
<input type="checkbox"/>	<input type="checkbox"/>	Show location of appliances that can generate grease vapors.
<input type="checkbox"/>	<input type="checkbox"/>	Identify fire alarm panel and remote annunciator(s).
<input type="checkbox"/>	<input type="checkbox"/>	Include basement areas (whether they are to be used for this project or not).
<input type="checkbox"/>	<input type="checkbox"/>	Show fire sprinkler riser rooms.
<input type="checkbox"/>	<input type="checkbox"/>	Identify location of specialty suppression systems.

EXTERIOR BUILDING ELEVATIONS:

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>	Provide exterior building elevations (1 for each side of building).
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REFLECTED CEILING PLAN:

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>	Provide ceiling construction details.
<input type="checkbox"/>	<input type="checkbox"/>	Show location of all emergency lighting and exit signage.
<input type="checkbox"/>	<input type="checkbox"/>	Include lighting fixture schedule.

FRAMING PLAN AND STAIR DETAILS:

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>	Specify size, spacing, span and wood species or metal gage for all stud walls.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate all wall, beam and floor connections.
<input type="checkbox"/>	<input type="checkbox"/>	Include stair section showing rise, run, landings, headroom, handrail and guardrail dimensions.

PLUMBING AND MECHANICAL PLANS (to be included with submittal):

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>	Plumbing plans.
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical plans.



SPECIFIC REQUIREMENTS – SPECIAL CONDITIONS

SPECIAL INSPECTIONS:

Any commercial project requiring special inspections by the design professional and/or by State code, is required to submit a complete Special Inspection and Testing Agreement before permit issuance.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Are special inspections required by the Design Professional?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, list of required special inspections.

MEDICAL GAS PLANS:

Show location of all piping, valves, vacuum pumps and compressors. Show size and type of all piping and fittings. Show location and type of all alarms and outlets. Show location and volume of all supply gas. Provide specifications of vacuum pumps and compressors and ventilation requirements for storage areas.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will there be procedures used that would render a patient incapable of recognizing an emergency situation or of immediately leaving the building without assistance.

GREASE INTERCEPTOR:

All Restaurants and Food Service Establishments (including small deli types) are required to have a grease interceptor.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Project will require a grease interceptor?

Plans for grease interceptors must include the following items:

<input type="checkbox"/>	Floor plan showing all plumbing fixtures to 1/4 scale.
<input type="checkbox"/>	Specific use for each fixture.
<input type="checkbox"/>	How each fixture will be plumbed and vented.
<input type="checkbox"/>	Proposed size of interceptor.
<input type="checkbox"/>	Drainage fixture units for all fixtures that will be going through the interceptor.
<input type="checkbox"/>	Capacity (in gallons) of fixtures draining into interceptor.

POTABLE WATER:

All water services must have a backflow prevention assembly installed for premise isolation and initial or annual testing must be current and on file with the Public Works Department. Existing facilities which do not have a backflow prevention assembly installed, do not have the proper assembly type installed or do not have current testing on file, will be required to resolve prior to final inspections of any permitted renovations as part of the permit approval conditions.