

Building Permit Checklist:

Step 1	Do you have a current Assessor's map and tax lot number of the property.	Col. Cty. Assessors Office:	503-397-2240
Step 2	Obtain Road Access Permit for Legal Access from your property onto an existing road.	Col. Cty. Road Department:	503-397-5090
Step 3	Draw a Site Plan for the proposed development. These drawings are suitable for review by all agencies.	See item 1 below for requirements	
Step 4	Obtain Approval from the Local Sewer District or Onsite Wastewater (Columbia County Sanitarian)	Col. County Land Dev. Svc.	503-397-1501
Step 5	Obtain Approval from Local Water District or Provide Proof of Adequate Water Supply (well, Community system, spring)	Varies on area	
Step 6	Obtain Approval from Local Fire Protection District	CRF&R	503-397-2990
Step 7	Obtain Approval from Land Use Planning	Col. County Land Dev. Svc.	503-397-1501

Plan Review Checklist: Required for plan review and compliance with OAR 918-020-0090

		YES	NO	N/A
1	Site Plan: (See attached <u>site plan checklist</u> and example): <u>Complete</u> , accurate and legible site plan clearly identifying all distances from property lines, septic tanks and drain fields including repair drain field, farm and forest areas, fire-breaks, natural features (i.e. cliffs, streams, ravines, etc.) roads and driveways, easements, wells, underground utilities, etc. Drawn with clear dimensions - larger parcels use an inset for your proposal. Paper size to be no larger than 11" x 17".			
2	Building Plans: <u>Two (2) complete sets</u> of legible plans (items A-G below) drawn to scale showing conformance to applicable local and state building codes. Plan review cannot be completed if copyright violations are evident.			
A	Foundation Plan and Cross Section: Show footing and foundation dimensions, anchor bolts, any required hold downs, reinforcing steel, connection details, foundation vent size and location.			
B	Floor Plans: Show all dimensions, room identification, door and window sizes and locations, location of smoke/co detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks, all exterior landings, etc.			
C	Cross Section and Details: Show all framing member sizes and spacing (floor beams, headers, joists, sub-floor, wall construction, roof construction). More than one cross section may be required. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundations, stairs, fireplace construction, insulation, etc.			
D	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 4 feet at building envelope.			
E	Wall Bracing (Prescriptive) and / or Lateral Analysis Plans: Building plans must show construction details and locations of all lateral brace panels and hold downs. For non-prescriptive path and analysis, provide specifications and calculations to engineering standards. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-reference between plan location and details.			
F	Floor / Roof Framing: Floor and roof framing plans are required for all floors / roof assemblies indicating member sizing, spacing, bearing locations, nailing and connection details. Show attic ventilation.			
G	Basements and Retaining walls: Basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and water proofing shall be provided. Engineered plans are required for any foundation or retaining wall exceeding 4 feet in height and for basement walls not complying with the prescriptive code requirements.			
3	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 or joist carrying a non-uniform load.			
4	Manufactured Floor Truss Design Details and Layout with minimum code floor loads are required for Plan review. Manufactured Roof Truss Design Details and Layout with correct Snow Load for your site are required for Plan review.			
5	Energy Code Compliance: New Construction: Follow prescriptive envelope requirements of Ta. N1101.1(1) and <u>one</u> additional measure from Ta. N1101.1(2). Additions: A <u>Large addition</u> equal to or more than 600 sf in area shall comply with Ta. N1101.1(2). A <u>Small addition</u> less than 600 sf in area shall select <u>one</u> measure from Ta. N1101.1(2) or comply with Ta. N1101.3.			
6	Engineer's Calculations: When required or provided, (i.e. shear wall, roof truss, foundation and / or retaining walls exceeding 4 feet) Shall be stamped by an Oregon licensed Engineer or Architect and shall be shown to be applicable to the project under review by cross-reference to the applicable plan location.			
READ	Moisture Control: <i>Prior to the installation of interior finishes, by my initials, the owner, general contractor or authorized agent certifies that all moisture-sensitive wood framing members used in construction will have a moisture content of not more than 19% of the weight of dry wood framing members. ORSC R318.2</i>			Initial Here:

Lead Paint: Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see you contractor's certification. Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

Permits: In order to avoid a permit expiration or additional fees, request an inspection showing construction progress at intervals not exceeding 180 days or request in writing an extension within 180 days of receipt of your permit or previous inspection. Written request must demonstrate just cause and will be granted depending on circumstances.

SUBCONTRACTOR INFORMATION - Required for Certificate of Occupancy

Electrical Contractor Company:	CCB No.:	Ph:
Mechanical Contractor Company:	CCB No.:	Ph:
Plumbing Contractor Company:	CCB No.:	Ph:

Statement of Fact: I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit and/or certificate of occupancy, regardless of how or when discovered. I acknowledge that work related to the Building Permit Application may be subject to regulations governing the handling, removal and/or disposal of asbestos and/or lead-based paint. If the work is subject to regulations governing asbestos and/or lead-based paint, I will comply with all such regulations.

Authorized Signature: _____ Date: _____