



SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PLAN REVIEW

Submittal Requirements:

One (1) completed copy of the following:

- Building Permit Application**
 - Additional Energy Measures**
 - Exterior Wall Envelope**
 - High-Efficiency Interior Lighting**
 - Moisture Content**
 - Plan Intake Checklist**
 - Prerequisites for Residential CofO**
 - Site Plan Example**
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- One (1) copy of a photo reproducible (8 ½ " x 11" or 11" x 17") **Site Plan**
 - Three (3) sets of complete **Building Plans** [only two (2) sets of Building Specifications and Calculations required]

Once a complete set of residential plans is received, the review is generally completed within two weeks. The applicant will be contacted by staff when the plan review is complete and the permits are ready to be issued.



BUILDING PERMIT APPLICATION

CATEGORY		JOB SITE INFORMATION
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial / Industrial	Project Name:
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Multi-family	Job Site Address:
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:	Map / Parcel No.:
TYPE OF WORK		DESCRIPTION OF WORK – PLEASE BE SPECIFIC
<input type="checkbox"/> New construction	<input type="checkbox"/> Hood Suppression	
<input type="checkbox"/> Add / Alter / Replace	<input type="checkbox"/> Fire Alarm	
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Fire Sprinkler	
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	
<input type="checkbox"/> Other:		
PROPERTY OWNER INFORMATION		NOTICE
Business Name:		TIME LIMITATION OF APPLICATION. AN APPLICATION FOR A PERMIT FOR ANY PROPOSED WORK SHALL BE DEEMED TO HAVE BEEN ABANDONED 180 DAYS AFTER THE DATE OF FILING, UNLESS SUCH APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR A PERMIT HAS BEEN ISSUED; EXCEPT THAT THE BUILDING OFFICIAL IS AUTHORIZED TO GRANT ONE OR MORE EXTENSION OF TIME FOR ADDITIONAL PERIODS NOT EXCEEDING 180 DAYS EACH. THE EXTENSION SHALL BE REQUESTED IN WRITING AND JUSTIFIABLE CAUSE DEMONSTRATED
Contact Name:		
Address:		
City/State/Zip:		
Phone:		
Email:		
APPLICANT/ PRIMARY CONTACT INFORMATION		RESIDENTIAL / COMMERCIAL / INDUSTRIAL
Business Name:		PERMIT FEES ARE BASED ON THE VALUE OF THE WORK PERFORMED. INDICATE THE VALUE (ROUNDED TO THE NEAREST DOLLAR) OF ALL EQUIPMENT, MATERIALS, LABOR, OVERHEAD, AND THE PROFIT FOR THE WORK INDICATED ON THIS APPLICATION.
Contact Name:		
Address:		
City/State/Zip:		TOTAL VALUATION
Phone:		
Email:		
CONTRACTOR INFORMATION		BUILDING DEPARTMENT COMMENTS
Business Name:		
Contact Name:		
Address:		
City/State/Zip:		
Phone:		
Email:		
CCB:		Received By: _____ Received Date: _____

APPLY ONLINE AT WWW.BUILDINGPERMITS.OREGON.GOV

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RESIDENTIAL ENERGY ADDITIONAL MEASURE SELECTION

RESIDENTIAL INFORMATION

Owner / Applicant Name:

Job Address:

Applicant Signature:

Date:

INSTRUCTIONS

Please select type of construction below:

- New construction.** All conditioned spaces within residential buildings must comply with Table N1101.1(1) and **one additional measure** from Table N1101.1(2) on page 2 of this form.
- Additions.** Additions to existing buildings or structures may be made without making the entire building or structure comply if the new additions comply with the requirements of ORSC Chapter 11.
- Large additions.** Additions that are equal to or more than 600 square feet (55 m²) in area shall be required to comply with Table N1101.1(2).
- Small additions.** Additions that are less than 600 square feet (55 m²) in area shall be required to select one measure from Table N1101.1(2) or comply with Table N1101.3.
- Exception:** Additions that are less than 225 square feet (20.9 m²) in area shall not be required to comply with Table N1101.1(2) or Table N1101.3.

TABLE N1101.3 – SMALL ADDITION ADDITIONAL MEASURES (select one)

<input type="checkbox"/> 1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
<input type="checkbox"/> 2	Replace all existing single-pane wood or aluminum windows to the U-factor as specified in Table N1101.2.
<input type="checkbox"/> 3	Insulate the existing floor, crawl space or basement wall systems as specified in Table N1101.2 and install 100 percent of permanently installed lighting fixtures as CFL, LED or linear fluorescent of a minimum efficiency of 40 lumens per watt as specified in Section N1107.2.
<input type="checkbox"/> 4	Test the entire dwelling with a blower door and exhibit no more than 4.5 air changes per hour @ 50 Pascals.
<input type="checkbox"/> 5	Seal and performance test the duct system.
<input type="checkbox"/> 6	Replace existing 80 percent AFUE or less gas furnace with a 92 percent AFUE or greater system.
<input type="checkbox"/> 7	Replace existing electric radiant space heaters with a ductless mini-split system with a minimum HSPF of 10.0
<input type="checkbox"/> 8	Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 9.5
<input type="checkbox"/> 9	Replace existing water heater with a natural gas/propane water heater with minimum UEF 0.90, or electric heat pump water heater with minimum 2.0 COP.

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TABLE N1101.1(2) ADDITIONAL MEASURES (select one)

<input type="checkbox"/> 1	<p>High Efficiency HVAC System</p> <p>Gas-fired furnace or boiler AFUE 94 percent, or Air source heat pump HSPF 10.0/14.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy star rated</p>
<input type="checkbox"/> 2	<p>High Efficiency Water Heating System</p> <p>Natural gas/propane water heater with minimum UEF 0.90, or Electric heat pump water heater with minimum 2.0 COP, or Natural gas/ propane tankless / instantaneous heater with minimum 0.80 UEF and Drain Water Heat Recovery Unit installed on minimum of one shower / tub shower</p>
<input type="checkbox"/> 3	<p>Walls Insulation Upgrade:</p> <p>Exterior walls – U-0.045 / R-21 conventional framing with R-5.0 continuous insulation</p>
<input type="checkbox"/> 4	<p>Advanced Envelope</p> <p>Windows – U-0.21 (area weighted average), and Flat Ceiling^b - U-0.017/R-60, and Framed Floors – U0.026/R-38 or slab edge insulation to F-0.48 or less (R-10 for 48"; R-15 for 36" or R-5 fully insulates slab)</p>
<input type="checkbox"/> 5	<p>Ductless Heat Pump</p> <p>For dwelling units with all electric heat provided: Ductless heat pump of minimum HSPF 10 in primary zone replaces zonal electric heat sources & Programmable thermostat for all the heaters in the bedrooms</p>
<input type="checkbox"/> 6	<p>High Efficiency Thermal Envelope UA^c</p> <p>Proposed UA is 8% lower than the code UA</p>
<input type="checkbox"/> 7	<p>Glazing Area</p> <p>Glazing area, measured as the total of framed openings in less than 12% of conditioned floor area.</p>
<input type="checkbox"/> 8	<p>3 ACH Air Leakage Control and Efficient Ventilation</p> <p>Achieve maximum of 3.0 ACH50 whole-house air leakage when third-party tested and provide a whole-house ventilation system including heat recovery with a minimum sensible heat recovery efficiency of not less than 66 percent.</p>

For S1: 1 square foot = 0.093 m², 1 watt per square foot = 10.8 W/m

- a. Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- b. The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026.
- c. In accordance with Table N1104.1(1), the Proposed Alternative Design shall be a minimum of 8 percent less than the Code UA total of the Standard Base Case.



EXTERIOR WALL ENVELOPE VERIFICATION FORM

To conform with the current Oregon Residential Specialty Code (ORSC), Section 703.1.1, I am notifying the building official that I am aware of said requirements and have taken steps to assure that the components of the exterior wall envelope have been installed in accordance with the code requirements and the specific manufacturer's installation instructions where applicable. [Section R703.1.1 is provided for reference.]

Project Address: _____

This form must be completed prior to the issuance of a "Certificate of Occupancy".

By my signature below, I verify that the code requirement(s) specified above are in full compliance in conjunction with the project referenced herein.

Signature: _____ Date: _____

Owner General Contractor Authorized Agent

Print Name: _____ Phone No. _____

Address: _____ CCB No. _____

Section 703.1.1 Exterior Wall Envelope. The exterior wall envelope shall be installed in a manner that water that enters the assembly can drain to the exterior. The envelope shall consist of an exterior veneer, a water-resistive barrier as required by R703.2; a space not less than 1/8 inch between the water-resistive barrier and the exterior veneer; and integrated flashings as required in R703.4. The required space shall be formed by the use of any non-corrodible furring strip, drainage mat or drainage board. The envelope shall provide proper integration of flashings with the water-resistive barrier, the space provided and the exterior veneer. These components combined shall provide a means of draining water entering the assembly to the exterior.

Exceptions:

1. A space is not required where the exterior wall covering is installed over a water-resistive barrier complying with section R703.2 that is manufactured in a manner to enhance drainage and meets the 75% drainage efficiency requirement of ASTM E2273 or other recognized national standards.
2. A space is not required where windowsills are equipped with pan flashings which drain to the exterior surface of the wall covering in a through-wall fashion. All pan flashings shall be detailed within the construction documents and shall be of either a self-adhering membrane complying with AAMA 711 or of an approved corrosion-resistant material or a combination thereof. Self-adhering membranes extending to the exterior surface of the wall covering shall be concealed with trims or other measures to protect from sunlight.
3. A space is not required for detached accessory structures.
4. A space is not required for additions, alterations or repairs where the new exterior wall covering is all of the following:

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- 4.1 Matching the existing exterior wall covering.
- 4.2 Installed in the same plane as the existing wall covering without a change in direction or use of a control joint.
- 4.3 Installed over a water-resistive barrier complying with Section R703.2.
5. The requirements of Section R703.1.1 shall not be required over concrete or masonry walls designed in accordance with Chapter 6 and flashed in accordance with Section R703.4 or R703.8.
6. Compliance with the requirements for a means of drainage, and the requirements of Section R703.2 and Section R703.4, shall not be required for an exterior wall envelope that has been demonstrated to resist wind-driven rain through testing of the exterior wall envelope assembly, including joints, trim, exterior coverings, penetrations, window and door openings and intersections with dissimilar materials, in accordance with ASTM E331 under the following conditions:
 - 6.1 Exterior wall envelope test assemblies shall include at least one opening, one control joint, one wall/eave interface and one wall sill. All tested openings and penetrations shall be representative of the intended end-use configuration.
 - 6.2 Exterior wall envelope test assemblies shall be a least 4 feet by 8 feet in size.
 - 6.3 Exterior wall assemblies shall be tested at a minimum differential pressure of 6.24 pounds per square foot.
 - 6.4 Exterior wall envelope assemblies shall be subjected to a minimum test exposure for a minimum of 2 hours.

The exterior wall envelope design shall be considered to resist wind-driven rain where the results of the testing indicate that water did not penetrate control joints in the exterior wall envelope, joints at the perimeter of openings penetration or intersections of terminations with dissimilar materials.



HIGH EFFICIENCY INTERIOR LIGHTING VERIFICATION FORM

To conform with the current Oregon Residential Specialty Code (ORSC), Section R1107.2, I am notifying the building official that I am aware of the high-efficiency lighting requirement of ORSC Section R1107.2 and have taken steps to meet this code requirement. [Section N1107.2 is provided for reference.]

ORSC N1107 Lighting.

N1107.2 High-efficiency interior lighting. All permanently installed lighting fixtures shall be high efficiency light sources. The Building Official shall be notified in writing at the final inspection that the permanently installed lighting fixtures have met the requirement.

Exception: Two permanently installed lighting fixtures are not required to be high-efficiency light sources when controlled by a dimmer or automatic control.

Project Address: _____

This form must be completed prior to the issuance of a “Certificate of Occupancy”.

By my signature below, I verify that the code requirement(s) specified above are in full compliance in conjunction with the project referenced herein.

Signature: _____ Date: _____
Owner General Contractor Authorized Agent

Print Name: _____ Phone No. _____

Address: _____ CCB No. _____

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MOISTURE CONTENT VERIFICATION FORM

To conform with the current Oregon Residential Specialty Code (ORSC), Section R318.2, I am notifying the building official that I am aware of the moisture content requirement of ORSC Section R318.2 and have taken steps to meet this code requirement. [Section R318.2 is provided for reference.]

Section 318.2 Moisture Control. Prior to the installation of interior finishes, the Building Official shall be notified in writing by the general contractor that all moisture-sensitive wood framing members used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.

Please sign below after framing is complete but before insulation is installed.

Project Address: _____

Please sign below after framing is complete but before insulation is installed.

By my signature below, I verify that the code requirement(s) specified above are in full compliance in conjunction with the project referenced herein.

Signature: _____ Date: _____

Owner General Contractor Authorized Agent

Print Name: _____ Phone No. _____

Address: _____ CCB No. _____

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RESIDENTIAL PLAN INTAKE CHECKLIST

		Yes	No	n/a
1	Three (3) sets of legible plans drawn to scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.			
2	Site/Plot plan drawn to scale. The plan must show: scale, north direction arrow, lot dimensions, topography or grade, complete building footprint (including porch and decks), all existing structures on site, actual setbacks to the existing and proposed buildings and all improvements from property lines and other buildings, full street and right-of-way widths, location of sidewalks, parking areas, driveways, public and private easements, water and sewer services, septic system and well (if applicable), complete address or street, location and extent of fill on the lot, building coverage area, and impervious surface area, contour lines at 2' intervals and include spot elevations and grading plan.			
3	Foundation plan and Cross Section. Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, vent size and location, type of underfloor framing, and soil type.			
4	Floor plans. Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks. Indicate the type of fuel each appliance utilizes such as gas, electric, etc.			
5	Cross section(s) and details. Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, 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, ventilation for attic and/or vaulted ceiling area, etc.			
6	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 ft. at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7	Wall bracing (prescriptive path) and/or lateral analysis plans. Building plans must show construction details and locations of lateral brace panels; for non-prescriptive path analysis provide engineered specifications and calculations.			
8	Floor/roof framing plans are required for all floors/roof assemblies indicating beam and member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9	Basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered plans are required for retaining walls exceeding 4' in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13 for "Engineer's calculations".			
10	Beam calculations. Provide two sets of calculations using current code design values for all beams and multiple joists that exceed prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.			
11	Manufactured floor/roof truss design details.			
12	Energy Code Compliance. Identify the prescriptive path or provide calculations.			
13	Engineer's calculations when required or provided, (i.e., shear wall, roof truss, retaining walls exceeding 4') shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review by cross-reference to the applicable plan location.			
14	Geotechnical Report for Geo Hazard Areas.			

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PREREQUISITES FOR RESIDENTIAL CERTIFICATE OF OCCUPANCY

Certificates of Occupancy – Residential OAR 918-480-0140

- (1) Prior to occupancy of a new residential dwelling or townhouse the building official must issue a certificate of occupancy in the form and format established by the division, unless a temporary certificate of occupancy is issued by the building official.
- (2) This rule applies to a new residential dwelling or townhouse, if the structural permit for construction of the residential dwelling or townhouse was applied for on or after April 1, 2008.
- (3) For purposes of this rule, the terms “residential dwelling” and “townhouse” have the same meaning as in section R202 of the 2008 Residential Specialty Code.
- (4) Before the certificate of occupancy is issued, the general contractor owner who was issued the structural permit for construction must provide to the building official the contact information for the general contractor, as well as any electrical contractor, HVAC contractor and plumbing contractor that performed work on the residential dwelling or townhouse.
- (5) A building official may revoke a certificate of occupancy or a temporary certificate of occupancy when the residential dwelling or townhouse is in violation of applicable law that poses a threat to health and safety. The revocation must be in writing and state the basis for the revocation of the certificate of occupancy.

Please complete and return this form to the Building Division prior to requesting a Certificate of Occupancy:

Building Address

General Contractor Info

Name

License No.

Address

Phone No.

Electrical Contractor Info

Name

License No.

Address

Phone No.

Mechanical Contractor Info

Name

License No.

Address

Phone No.

Plumbing Contractor Info

Name

License No.

Address

Phone No.

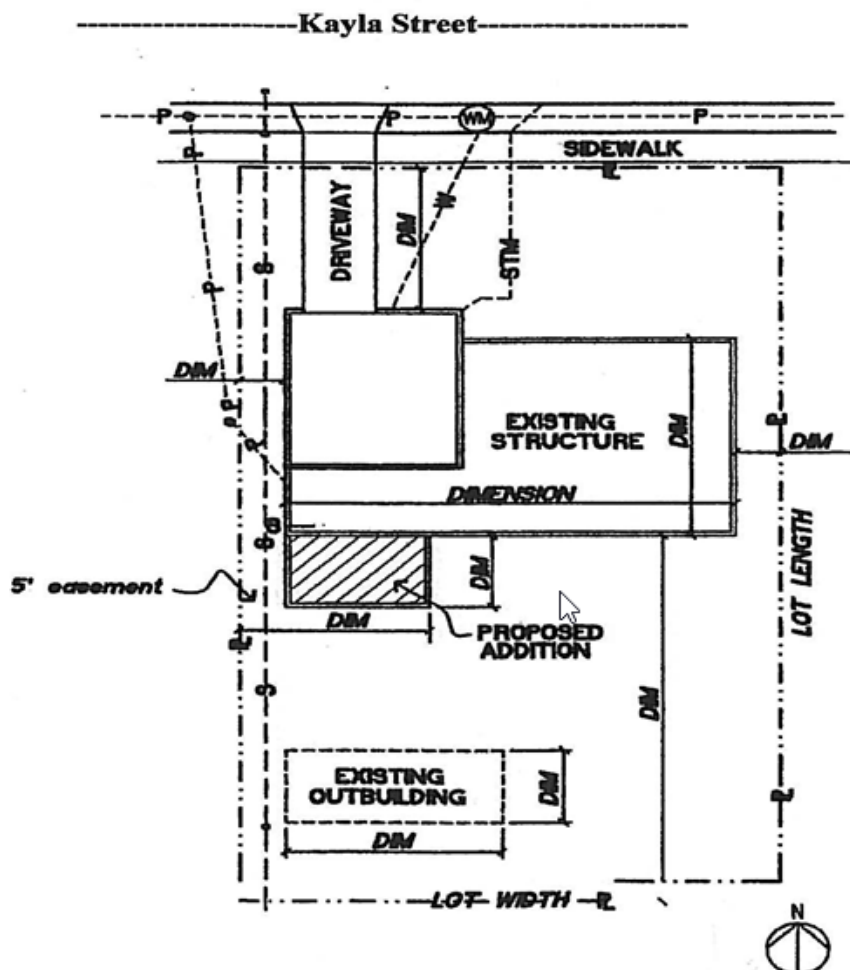
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REQUIREMENTS FOR RESIDENTIAL SITE PLAN DRAWINGS

For a complete and accurate evaluation of your proposal, it is necessary to include sufficient information and detail on a site plan drawing.

- Site Plan must be submitted on 8 ½ x 11 or 11 x 17 paper;
- Site Plan shall be drawn to scale and should indicate direction of North;
- Name of applicant and address of the project;
- Show all property lines and indicate dimensions;
- Location of streets and alleys;
- Locations, dimensions and use of existing and proposed structures;
- Provide distance from property lines to all structures
- Locations of driveways, porches, decks, retaining walls, ect.;
- All utilities such as sewer, storm, water, power and gas service;
- Identify the location of existing septic tanks, repair areas and wells.
- Include any recorded public or private easements;
- Any wetlands or flood zones;
- Contour lines at 2' intervals if lot is not relatively flat; and
- Include spot elevations and grading plan;



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