



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.			
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.			

Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red is reserved for department use only.