What Plans Do I Need for a Building Permit?

This leaflet is intended to give you general information about the plans required for most residential building permits. Your individual project may require more or less detail than described here. Please call the Building Department at 503-538-3922 for additional information.

- Two sets of plans are required when you apply for a building permit. One set will be stamped approved and returned to you to keep at the job site. The second set will be maintained at the City of Dundee in accordance with the State of Oregon Retention Regulations.

- Once you begin work, you may decide to make changes to the plans that were originally approved. To revise your plans after they have been approved, you will need to show the changes on two additional sets of plans and bring them along with the approved set of the original plans back to the Building Department for a plan review. Please do not mark up the originally approved set! When the revisions are approved, one stamped plan set will be returned to you to be kept with the originally approved plans.

Plan Preparation

- Residential plans may be drawn by anyone with enough skill to draw straight lines, to measure accurately and to put those measurements down on paper.

- Typical plans include:
    - Site Plan
    - Floor Plans
    - Elevation views
    - Cross section drawings.

- Your plans must clearly show all the work you intend to do on the building as well as the existing conditions. They must also show where the building sits on your property in relationship to property lines and other buildings on the site.

- The plans must be on substantial paper.
    - Permanent black ink must be used.
    - Black and white photocopies are best.
    - Please do not turn in a tracing paper original.
    - Plain white paper and a dark soft pencil work well. Graph paper with photo blue grid lines is also acceptable.

- All plans must be drawn to scale.
    - ¼-inch = 1 foot is the most common scale used for residential floor plans and section views.
    - 1-inch = 10 feet is the minimum scale accepted for site plans.
    - The scale used must be clearly shown and the site plan must show the entire lot.
    - Building elevations must be to scale and show the slope of the ground adjacent to the building.

Sample Site Plan

A well-prepared site plan is the most important document in your project submittal materials. All major review groups need to approve your site plan.

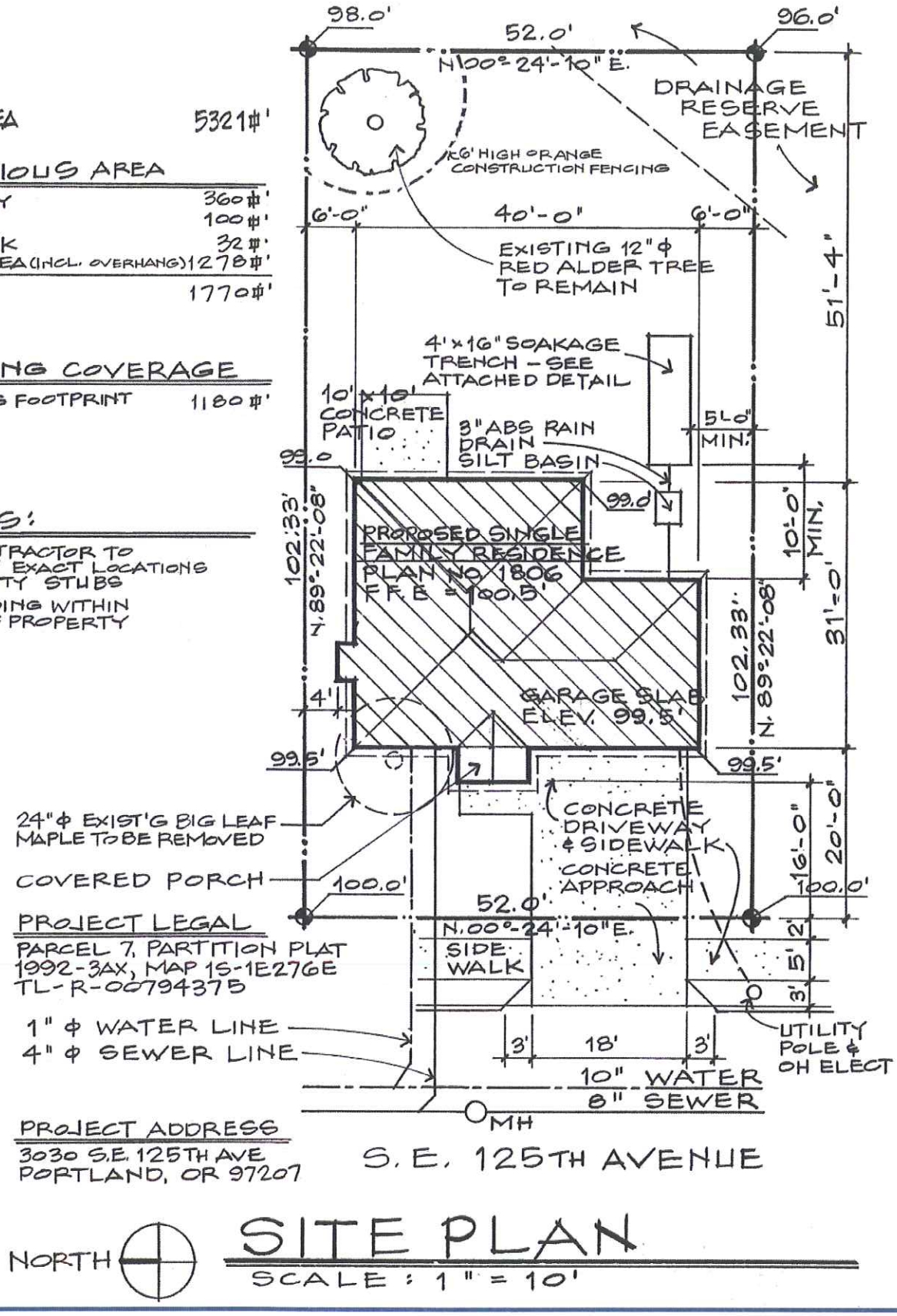
Site plans must be clearly legible and reproducible. A complete and accurate site plan will help to speed your permit application reviews and reduce the need to send you correspondence asking for missing information.

The sample drawing on the next page has been designed to help you prepare complete site plans for your project. Make sure your site plan includes all the information from the Site Plan Checklist.

Site Plan Checklist

- ☐ Lot and Building setback dimensions
- ☐ Dimension distances between structures and property
- ☐ Property corner elevations (If there is more than 4-foot elevation differential, the site plan must show existing and proposed contour lines at 2-foot intervals. A separate grading plan may also be required to legibly show grading changes.)
- ☐ Location and dimensions of easements and driveway
- ☐ Footprint of proposed and existing structures (including decks)
- ☐ Location of wells/septic systems
- ☐ Lot area
- ☐ Building coverage area and percentage of coverage
- ☐ Arrow pointing in the north direction
- ☐ Impervious area (structures, paving, roof overhang, etc.)
- ☐ Location of utilities (storm and sanitary sewers, water, gas, etc., including size of service and street location)
- ☐ Location of stormwater facility
- ☐ Surface drainage
- ☐ Width of adjacent right-of-way and curb height
- ☐ Landscape plans
- ☐ Minimum scale, 1 inch = 10 feet (show scale on plan)
- ☐ Minimum size, 11 x 17 inches
- ☐ White space sufficient for City approval stamps and notes
- ☐ Any additional requirements specific to your site or project.

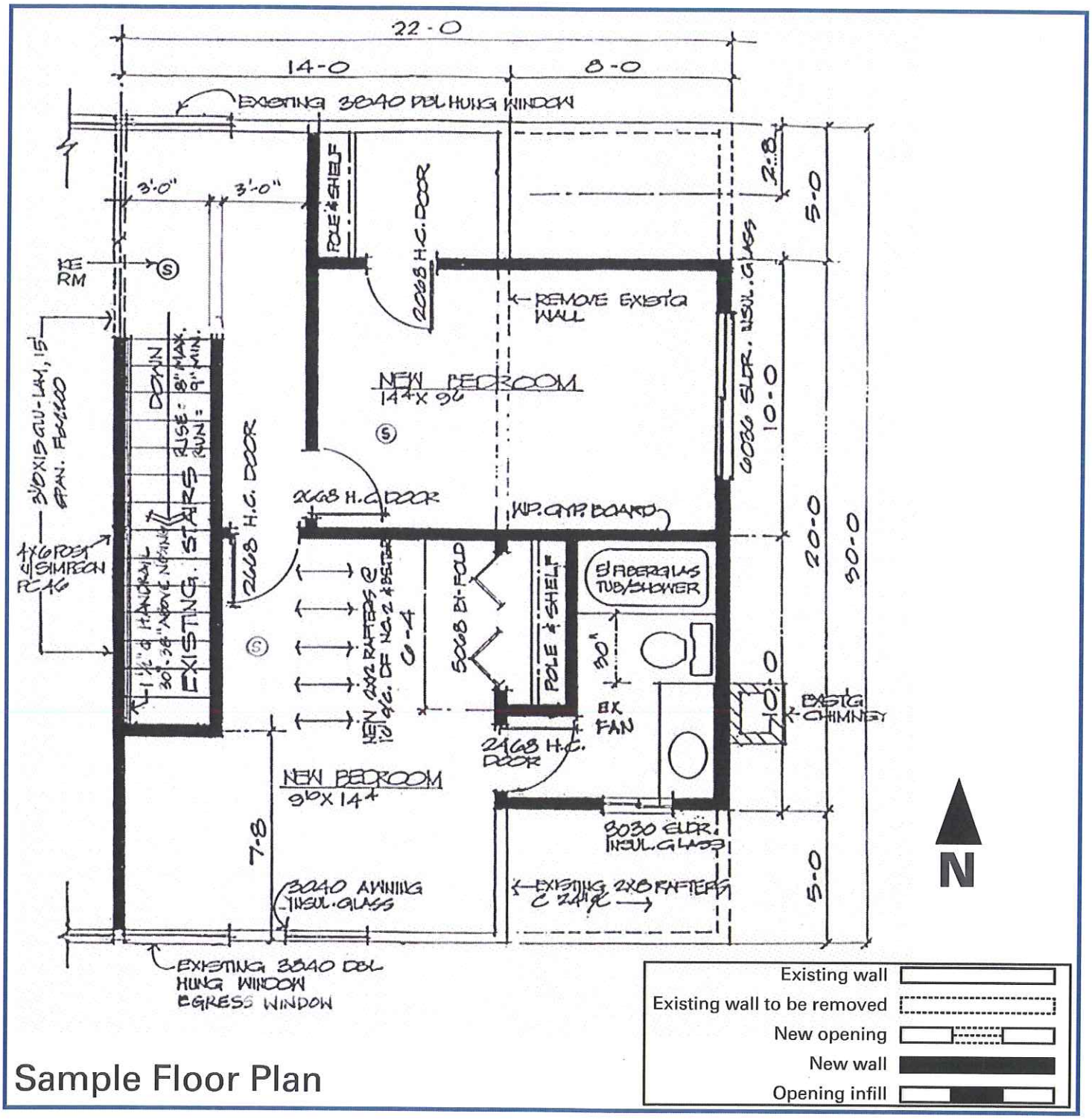
Sample Site Plan



Floor Plans and Foundation Plans

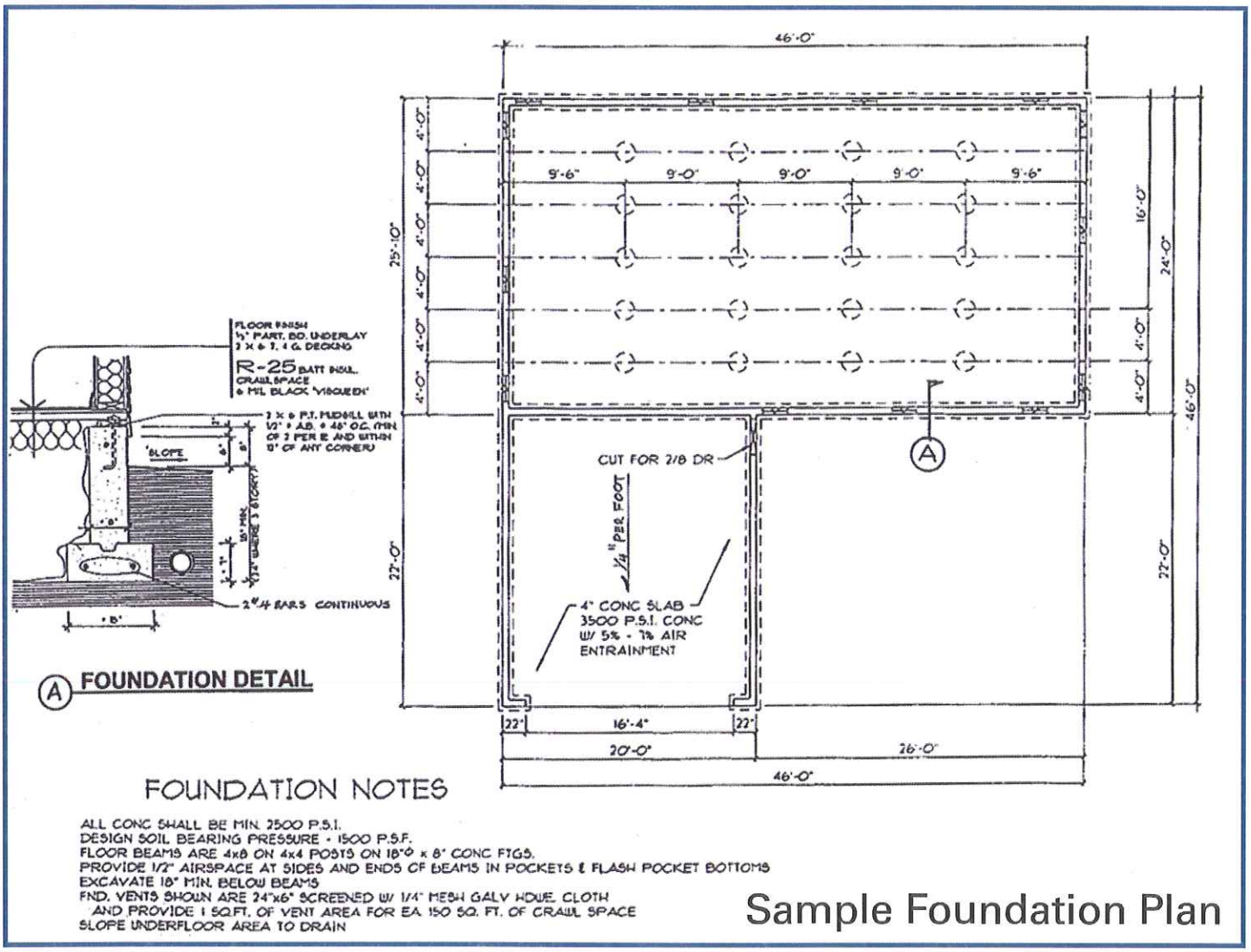
A floor plan, also known as a plan view, is what you would see if you were to look straight down at a floor or basement with the roof or floors above removed. You will need to provide one floor plan for each level of the building on which work is being done.

- If you are constructing a new building or an addition, you will also need to provide us with a foundation plan. This plan should show the layout, dimensions and details of continuous concrete slabs, footings, reinforcing steel, and the strength of the concrete to be used. The location of the crawl space access and the foundation vents must also be shown.



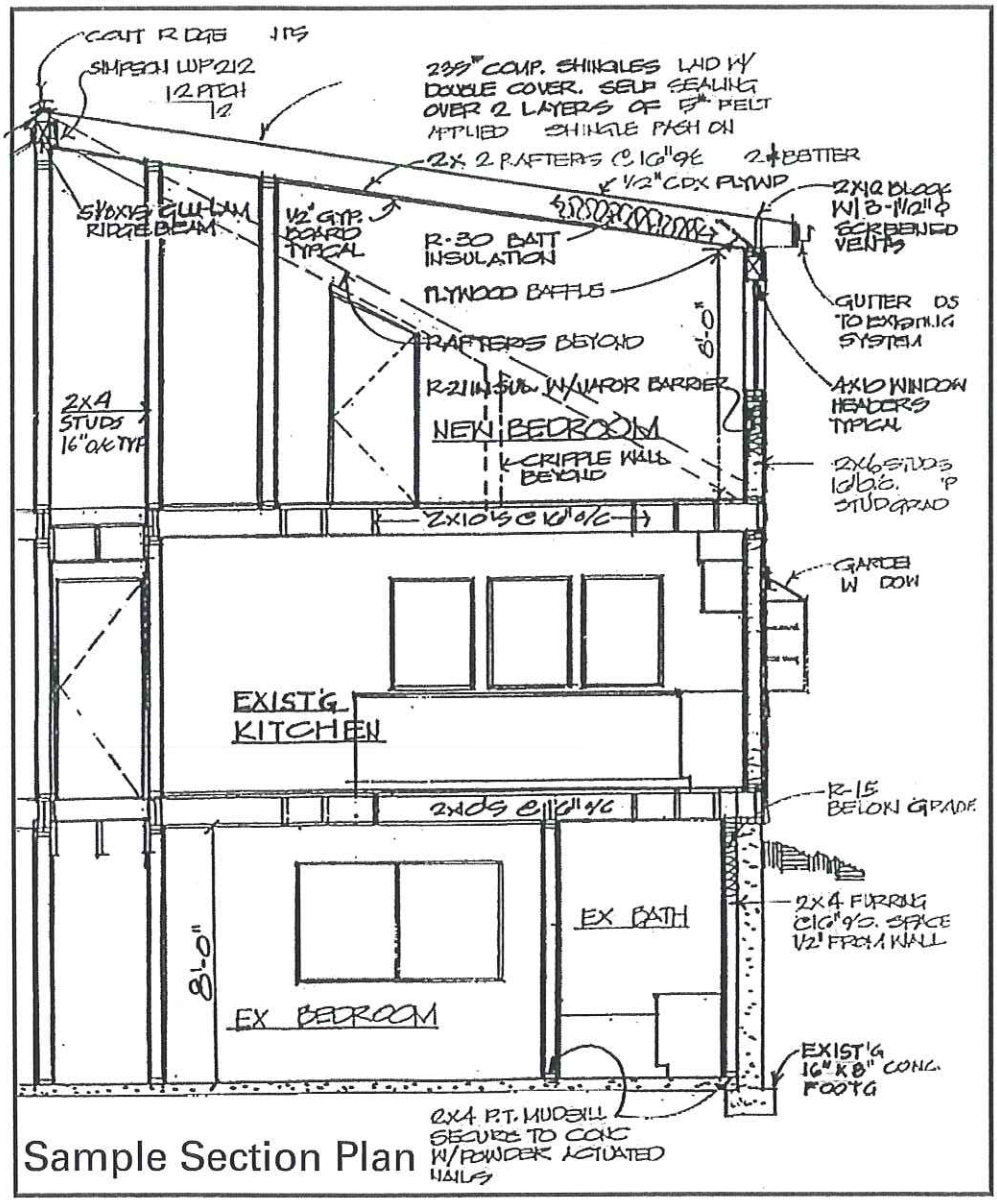
Sample Floor Plan

- A floor plan for each level of the building being constructed or remodeled must show the location of all full and partial height walls, the size and proposed use of all rooms affected by the work and a north arrow.
- The location, size, and type of each window must be shown on the floor plan.
- The location of bearing walls, headers and beams supporting loads from above must also be shown on the floor plans or shown on separate framing plans. Floor plans must show all steps and stairs.
- Plumbing fixtures, heating and cooling equipment, electrical outlets, switches, etc. are typically shown on the floor plan, but can be shown on separate plans.
- The floor plan must also show the location of all smoke detectors.



Section Drawings

- Section drawings, sometimes called cross sections, are what you would see if you cut vertically through a building from the tip of the roof down through the ground, and then looked at what the cut exposed.
- Section drawings are a useful way of displaying structural information and information about construction materials that are needed to do our code review. Full sections for residential construction are usually drawn at a scale of at least ¼ inch = 1-foot and wall section and details at a scale of at least ½-inch = 1-foot. Partial sections may be drawn at a larger scale to show something in detail such as footings, overhangs, and stairs.
- To get a building permit for new construction or an addition, you must provide section drawings that show typical building conditions.
- For simple projects, a single section drawing showing:
  - ☐ The size of the footing and the distance between ground level and the bottom of the footing;
  - ☐ The size of the foundation wall and how high it will rise above the ground;
  - ☐ The size and spacing of structural members such as beams, joists, studs and rafters which are not shown on other drawings;
  - ☐ Wall, ceiling and roof coverings and finishes;
  - ☐ Wall, floor and ceiling insulation;
  - ☐ Ceiling heights;
  - ☐ Eaves, decks, and other projections.



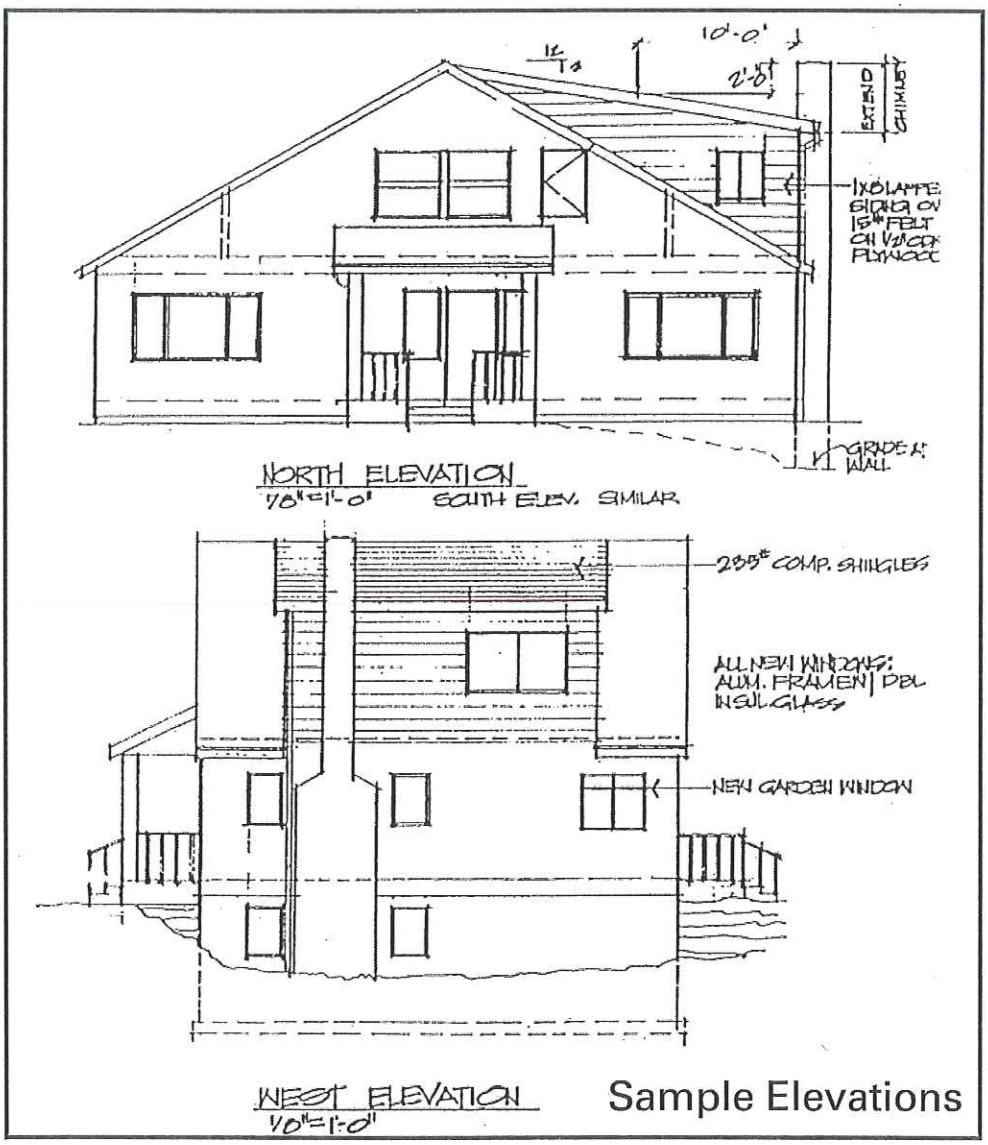
- For more complex buildings or additions, full sections through the work in multiple directions and at different locations may be required to fully explain the work. Separate structural section drawings or details may be required, in addition to building or architectural sections, to show the structural connections.
- For buildings containing new or revised stairways, stair details must be provided which indicate the construction materials, structural support and dimensional relationships to surrounding construction.
- The purpose of building plans is to provide the City of Dundee with a complete and accurate description of your proposed project. If there is something you think you will need to explain when you submit your plans, please put it on the drawings.

Building Elevation Drawings

Building elevation drawings are exterior views of the building, sometimes identified as front, rear, left, right; or north, south, east, west. Any project that requires a change in the exterior of the building must have building elevation drawings.

Elevations must be drawn to scale, ¼-inch = 1 foot is the normal scale.

Elevations show the level at which the ground meets the building, the slope of the ground where it meets the building, the vertical location, size of windows and doors, the type of siding and roofing , the height and configuration of guardrails and similar features on the exterior of the building.



Sample Elevations