CITY OF
Dundee
OREGON

Building Permit No.

_____

Single-Family Dwelling
Building Permit Application Checklist

The following items are required for plan review and shall be used by the jurisdiction to determine a complete set of plans and compliance with OAR 918-020-0090(3)(a)(C) and (4).	Yes	No	N/A
1	**Two (2) Site / Plot plans drawn to scale.** The plan must show: lot and building setback dimensions, property corner elevations (if there is more than 4-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building necessary to show compliance with OTFDC Sec. 401); location of easements and driveway, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage.			
2	**Two (2) Complete 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-reference between plan location and details. Plan review cannot be completed if copyright violations are evident.			
3	**Foundation plan and Cross Section.** Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location, 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 30 inches above grade, 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, 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 addendum(s) 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 specifications and calculations to engineering standards.			
8	**Floor / roof framing plans** are required for all floors / roof assemblies indicating 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-ft. 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 exceeding 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-ft.) 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.			

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