

City of West Linn Building Permit Application Checklist

One & Two Family Dwelling

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Inspection Line: 1-888-299-2821 E-mail: bldg@westlinnoregon.gov

Forms available at <http://westlinnoregon.gov/building>



THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	Yes	No	N/A
1. Land use actions completed. See jurisdiction criteria for concurrent reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Verification of approved plat/lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fire district _____ approval required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Septic system permit or authorization for remodel. Existing system capacity _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Sewer permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Water district approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Soils report. Must carry original applicable stamp and signature on file or with application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Erosion control plan permit required. Include drainage-way protection, silt fence design and location of catch –basin protection, gravel driveway entrance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Two complete sets of legible plans, Must be drawn to scale, showing conformance to 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 exist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Two site/plot plan drawn to scale. The plan must show lot and building setback dimensions; show all existing trees and mark all trees proposed for removal; location of easements and driveway; footprint of structure (including decks); location of wells/septic systems; utility locations; direction indicator; lot area; building coverage area; percentage of coverage; impervious area; existing structures on site; and surface drainage. (See Environmental Protection Guide)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Foundation plan. Show dimensions, anchor bolts, and hold-downs and reinforcing pads, connection details, vent size and location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Floor plans.. Show all dimensions, rood identification, and window size. Location of smoke detectors, water heater, furnace, ventilation fans, plumbing, fixtures, balconies and decks 30 inches above grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. 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, side material, footing and foundation, stairs, fireplace construction, thermal insulating,..etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. 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 four foot at building envelope. Full-size sheet addendums showing foundation elevations with cross references are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Wall bracing (prescriptive path) and/or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provides specification elevations with cross references are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Floor/roof framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Basement and retaining walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 22, "Engineer's calculations".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Beam calculations. Provide two sets of calculations using current code design values for all beam and multiple joists over 10 feet long and /or any beam/joist carrying a non-uniform load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Manufactured floor/roof truss design details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Energy Code compliance with Prescriptive envelope requirements. Identify the prescriptive path or provide calculations along with additional measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Engineer's calculations. When required or provided, (i.e., shear wall, roof truss) shall be stamped by an engineer licensed in Oregon and shall be shown to be applicable to the project under review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Irrigation System Plan JURISDISTION SPECIFIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Rain Garden (when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>