



Building Permit and Site Development Application Checklist

All Permit Applications shall require a set of Building Plans and a Site Plan for Review purposes. Specific requirements for Building Plan details required and Site plan details required are listed below. The following list is intended to give general information about the plans required for most building permits. An individual project may require more or less detail than described here.

A building permit application can be found on the forms page of the Building department section of the city's website. Fill out application and e-mail a copy with building plans and site plan to abernert@westlinnoregon.gov or abloomfield@westlinnoregon.gov. Applicants with a professional license are expected to apply online at buildingpermits.oregon.gov.

Process following submittals:

- The City typically is able to conduct an initial completeness review (to determine whether all required materials have been submitted) for smaller projects, such as single family homes or small alterations, within 3 business days. Larger applications will require more time.
- After initial review, applicants will receive an email update indicating whether the application is complete or incomplete. If incomplete, the update will indicate what items need to be submitted.
- Applicants are responsible for addressing and re-submitting any incomplete items. Resubmittals will be reviewed as time is available. For this reason, it is strongly suggested that complete applications be submitted initially.
- Following review of plans, applicants will receive an email summarizing the results and indicating which Department to contact if there are questions.

BUILDING PLAN REQUIREMENTS

Building Department: _____ **Reviewed by** _____ **Date** _____

Comprehensive Plans detailing work to be performed	YES	NO	N/A
Foundation Plan - Must include footing/foundation size, vent locations, hold-downs, and connection details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans – Show dimensions, to scale, room identification, window sizes, smoke detectors, all plumbing and mechanical fixtures, balconies, and decks 30 inches above grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation views – Provide exterior elevations for new construction, additions, and remodels. Detail slope of grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor and Roof Framing – plans for floor/roof assemblies, indicating member sizing, spacing, and bearing locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basement and Retaining walls – provide cross section and details showing rebar placement and size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy Code compliance – provide insulation plans for exterior envelope. Provide plan for additional measures required on additions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shear and Wall Bracing – Provide detail for interior and exterior shear walls and nailing details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Engineering and Calculations	YES	NO	N/A
Plans must be accompanied with beam calculations – Provide calculations for all beams, multiple joists over 10 feet, or any beam/joist carrying a non-uniform load. Calculations for new beams in remodels should prove that existing footing/foundation can handle new point loads or provide new footing sizes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils Report – a soils report from a geotechnical engineer may be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope Grading – where significant slope exists, grading details will be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineering – some projects may be required to involve a structural engineer at the determination of the Building Official.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN REQUIREMENTS

Planning Department: _____ Reviewed by _____ Date _____

Site Plan is required with the following information	YES	NO	N/A
Lot Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope Contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot Coverage - the area covered by buildings, expressed as a percentage of the total land area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Height measured per CDC Chapter 41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Area Ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Projections, eaves, porches, cantilevered nook, chimneys, HVAC units, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Sidewall Transitions/modulations per CDC Chapter 43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set Backs - Show where the work is proposed and distances to property lines. If area of work is within ten feet of the setbacks, a Hub and Tack will be required prior to footing inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope of the lot – Shown on site plan where expanding the footprint of an existing home or improving a vacant lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope of the driveway – Shall not exceed 15% shown on site plan- Compliance is reviewed when improving a vacant lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Vision Area – CDC Chapter 42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental overlays – Water Resource Areas, Habitat Conservation Areas, Floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessory Structures, decks, and patios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parks Department: _____ Reviewed by _____ Date _____

Site Plan is required with the following information	YES	NO	N/A
Locations, diameters, and species of trees on the property and indicate which trees will be retained and which trees will be removed. Mark trees to be kept with a small circle "o" for the trunk and "x" for trees to be removed. Please show the approximate size of the tree canopies with an appropriately sized circle drawn around the trunks. Please list the tree species and diameter next to the trunk mark.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Engineering Department: _____ Reviewed by _____ Date _____

Site Plan is required with the following information	YES	NO	N/A
Locations, materials, and sizes of all private service laterals for City utilities (water, sanitary, and storm). Identify if the services are proposed or existing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the project creates 1000 square feet or more of new impervious area, a permanent stormwater treatment facility is required. Submit infiltration testing results and Engineer's recommended stormwater facility. The applicant must record a maintenance agreement for all privately owned stormwater facilities prior to issuance of Certificate of Occupancy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All utility and access easements on the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed driveway access location and width, distance to nearest intersection, property lines, and grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street improvements (curbs, sidewalks, ADA ramps, drainage facilities, and/or pavement widening) and right-of-way dedication if the adjacent right-of-way is not fully improved. Include dimensions of all improvements and design details if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the construction related to the building permit results in the creation of more than 1,000 square feet of disturbed vegetation, the applicant must also show erosion prevention and sediment control methods. The applicant may elect to use the City's "Standard Erosion Prevention and Sediment Control Plan" template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If project is an existing house with a septic tank or drinking water well, provide documentation from DEQ or Oregon WRD of proper decommissioning/abandonment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>