



THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	Yes	No	N/A
1. Land use actions completed. See jurisdiction criteria for concurrent reviews.			
2 Zoning. Flood plain, solar balance points , seismic soils designation, historic district, etc			
3 Verification of approved plat/lot.			
4 Fire district _____ approval required.			
5 Septic system permit or authorization for remodel. Existing system capacity _____.			
6 Sewer permit.			
7 Water district approval.			
8 Soils report. Must carry original applicable stamp and signature on file or with application.			
9 Erosion control plan permit required. Include drainage-way protection, silt fence design and location of catch -basin protection, gravel driveway entrance, etc.			
10 2 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 copy right violations exist.			
11 2 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)			
12 Foundation plan. Show dimensions, anchor bolts, and hold-downs and reinforcing pads, connection details, vent size and location.			
13 Floor plans.. Show all dimensions, rood identification, window size. Location of smoke detectors, water heater, furnace, ventilation fans, plumbing, fixtures, balconies and decks 30 inches above grade.			
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 sectin may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roofslope, ceiling height, side material, footing and foundation, stairs, fire place construction, thermal insulating,..etc.			
15 Elevation views. Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations, must reflect the actual frade if the change in grade is greater than four foot at building envelope. Full-size sheet addendums showing foundation elecvations with cross references are acceptable.			
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.			
17 Floor/roof framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation..			
18 Basement and retaining walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 22, "Engineer's calculations".			
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.			
20 Manufactured floor/roof truss design details.			
21 Energy Code compliance with Prescriptive envelope requirements. Identify the prescriptive path or provide calculations along with additional measures.			
22 Engineer's calculations. When required or provided, (i.e., shear wall, roof truss) shall be stamped by an engineer li censed in Oregon and shall be shown to be applicable to the project under review.			
23 Irrigation System Plan JURISDISTION SPECIFIC			
24 Rain Garden (when applicable)			

Check list 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. (last updated 7/01)