



# Residential Plan Submittal Intake Checklist

Department of Consumer & Business Services  
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FOR DEPARTMENT USE ONLY	
Permit No.:	_____
Office:	_____

PROJECT TYPE & APPLICABLE CODE EDITION		
<input type="checkbox"/> New residence	<input type="checkbox"/> Alteration/addition to existing detached <i>accessory structure</i>	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Alteration/addition to existing residence	<input type="checkbox"/> Deck	_____
<input type="checkbox"/> New, detached <i>accessory structure</i>	<input type="checkbox"/> Repair	_____ ORSC Edition

## MINIMAL SUBMITTAL REQUIREMENTS CHECKLIST FOR PLAN REVIEW

Provided	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/> <b>Local Planning/Zoning, water district, erosion control, DEQ/septic/sewer approval.</b>
3.	<input type="checkbox"/>	<input type="checkbox"/> <b>Site/Plot Plan</b> Show the size and location of new construction and existing structures on the site and distances from lot lines. Reference ORSC Section R106.2.
4.	<input type="checkbox"/>	<input type="checkbox"/> <b>Two complete sets of Construction Documents.</b> Construction documents must be of sufficient clarity to indicate the location, site specific design criteria per Table R301.2(1), nature and extent of the work proposed and show in detail conformity to the provisions of the code, relevant laws, ordinances, rules and regulations. Reference ORSC Section R106.1.1.
5.	<input type="checkbox"/>	<input type="checkbox"/> <b>Foundation Plan.</b> Provide plan dimensions, footing sizes, posts, anchor bolts, hold-downs, associated details including reinforcement requirements and foundation vent locations. Reference ORSC Chapter 4.
6.	<input type="checkbox"/>	<input type="checkbox"/> <b>Floor Plans.</b> Provide dimensions, room identification, door size, window size, location of smoke and carbon monoxide alarms, water heater, furnace, ventilation fans, plumbing fixtures and balconies and decks that are 30 inches above grade. Reference ORSC Chapter 5.
7.	<input type="checkbox"/>	<input type="checkbox"/> <b>Cross section(s) and details.</b> Show all framing members such as floor beams, headers, joists, sub-floor, wall construction, and roof construction. More than one cross section may be required to clearly portray construction. Show all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc. Reference ORSC Section R106.1.1.
8.	<input type="checkbox"/>	<input type="checkbox"/> <b>Elevation Views.</b> Provide dimensions including but not limited to floor and roof eave and ridge elevations, opening locations, and finish grade profile. Reference ORSC Section R106.1.1.
9.	<input type="checkbox"/>	<input type="checkbox"/> <b>Wall Bracing.</b> Provide engineered or prescriptive lateral calculations and plans showing braced wall lines, bracing method, location and length of braced wall panels, and associated connections to roof, floor, and foundation. Lateral design details and connections shall be incorporated into the plans. Reference ORSC Sections R106.1.3, R602.10, R301.1.3. See <a href="https://www.oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx">https://www.oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx</a> for prescriptive wall bracing calculators)
10.	<input type="checkbox"/>	<input type="checkbox"/> <b>Floor/Roof Framing Plans.</b> Provide a plan for each roof and floor framing assembly that shows all structural framing members and supports, their sizes, spacing, species, grade, bearing locations, method of attachment (e.g. hardware), roof pitch, and attic ventilation requirements. Reference ORSC Chapter 5 and Chapter 8.
11.	<input type="checkbox"/>	<input type="checkbox"/> <b>Design Calculations.</b> Provide for all structural load carrying members that are not based on prescriptive span tables in the code. Reference ORSC Section R301.1.3.
12.	<input type="checkbox"/>	<input type="checkbox"/> <b>Floor and/or Roof Trusses.</b> Provide the design layout plan with truss details and calculations that have been stamped by an Oregon licensed engineer. Reference ORSC Sections R502.11 and R802.10.
13.	<input type="checkbox"/>	<input type="checkbox"/> <b>Energy Code Compliance.</b> Show compliance with Chapter 11 Energy Efficiency, identifying the additional Envelope Enhancement Measure and Conservation Measure chosen from Table N1101.1(2) (when applicable). Where Envelope Enhancement Measure No. 6 is chosen, provide supporting calculations (see <a href="https://www.oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx">https://www.oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx</a> for thermal performance calculator.). Reference ORSC Chapter 11.

Note: This checklist must be completed in full before the plan review process will begin.



Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Building Codes Division employee (print name): \_\_\_\_\_ Date: \_\_\_\_\_