

Building Permit Application

P: 503-682-4960 • Submit documents to: permits@ci.wilsonville.or.us
Online Portal



29799 SW Town Center Loop East
Wilsonville, OR 97070

Type of work	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
Category of construction	
<input type="checkbox"/> Multifamily	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	
Other:	
Job site information and location	
Job address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Description of Work	
List all known deferred submittals associated to this project	
Owner	
Name:	Phone:
Address:	
City/State/ZIP:	
E-mail:	
Contractor	
Business name:	
Address:	
City/State/ZIP:	Phone:
E-mail:	
CCB lic. no.	Exp. Date:
City Business/Metro License No.	Exp. Date:
Applicant	
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone:	
E-mail:	
Owner / Applicant Signature	
Authorized signature:	
Print name:	Date:
<p>This permit application will expire if a permit is not obtained within 180 days after it has been accepted as complete.</p>	

Office Use Only
Permit no:

Required Data: Commercial Use

Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation:	
Existing building area:	square feet
New building area:	square feet
Total number of stories:	
Type of Construction	
Occupancy groups	
Existing	
New	
New impervious area	square feet

Fire Sprinkler System?	Yes	No
New Water Meters:		
Domestic:		
Irrigation:		

Do you want any other permit types reviewed at this time? If yes, submit an application for the appropriate types:

- Mechanical
- Plumbing (Site Utilities, Interior)
- Fire: (Alarm, Sprinkler, Fire Service Line)
- Grading

Submit applications to the appropriate Divisions.
[Erosion Control, Public Works, and Land Use](#)

Notice

All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed.

Statement of Fact: I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit and/or certificate of occupancy, regardless of how or when discovered.

I acknowledge that work related to this Building Permit Application may be subject to regulations governing the handling, removal and/or disposal of asbestos and/or lead-based paint. _____ (initials)

Building Permit Fees*

Please refer to fee schedule

Due at time of submittal:
[Plan Review Fee, Fire/Life/Safety Fee.](#)

Complete this form for any Tenant Improvement application submitted.



ADA - Accessibility to Existing Buildings Tenant Improvement Alterations Compliance Report

ORS, Section 447.241 (OSSC, Section 3411) states that every project for renovation, alteration, or modification to affected buildings and related facilities that affects or could affect the usability of or access to an area containing a **primary function** shall be made to ensure that, to a maximum extent feasible, the paths of travel to an altered area and the rest rooms, telephones and drinking fountains serving the altered area are readily accessible and useable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope. Disproportionate shall mean all monies expended that exceeds 25% of the value of the work under consideration.

Permit Value \$ _____ 25% = : _____

Applicant: _____ Permit No.: BB _____

In choosing which accessible elements to provide under ORS 447.241, **priority shall be given to those elements that will provide the greatest access. Elements shall be provided in the following order:**

1. Parking (requires a site plan at application)
2. An accessible entrance
3. An accessible rout to the altered area
4. At least one accessible restroom for each sex or a single unisex restroom
5. Accessible telephones
6. When possible, additional accessible elements such as storage and alarms

NOTE: The inspector will be field verifying compliance with this section of the code and may identify items that could be different from what was provided by you on this form. You are required under provisions of this code, to spend up to 25% of the value of this work to remove barriers within this structure regardless of the scope of your work, starting with the parking space. Acceptance of this form and the information contained is not an approval only a method of collection information.

Check One

- The altered area is fully compliant. The altered area has been assessed by the applicant to Chapter 11 of the OSSC and found to be compliant (including compliance with items 1-6 noted above).
- The altered area is not compliant and the following barriers will be removed:

1.	3.
2.	4.

Signature:

Phone:

Submit this form if there are Deferred Submittals. All signatures are required.

Deferred Submittal Agreement



**City of Wilsonville
Building Division**
29799 SW Town Center Loop E
Wilsonville, OR 97070
503.682.4960
www.ci.wilsonville.or.us/Building

Oregon Structural Specialty Code allows a permit applicant to defer certain submittals if approved. Wilsonville Building Division Policy BPP 111 provides the procedures for accepting projects with deferred submittals. This form is a deferred submittal agreement for the following project:

Project Name: _____ Permit Number: _____

Project Address: _____

Applicant: _____ Phone: _____

E-Mail: _____

Guidelines:

1. **Approval** - Each deferred submittal shall bear the approval of the design professional in responsible charge (DPRC). Notation shall be included that indicates the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building.
2. **List** - The back of this form is a list of deferred submittals. The design professional of responsible charge must check which submittals are requested to be deferred and indicate an anticipated submittal date.
3. **Fees** - In accordance with OAR 918-050, a deferred submittal plan review fee will be added when the deferred submittal is submitted for review and approval. The fee will be calculated based on the valuation of each deferred submittal.
4. **Timelines** - Every attempt will be made to provide timely reviews within 5 - 10 business days.
5. **Work Without a Permit** - Work that is constructed without having been reviewed and approved by both the DPRC and the Building Division will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties identified in Wilsonville Municipal code.

ACKNOWLEDGMENTS:

Owner Name (Printed)

Owner Signature

General Contractor Name (Printed)

GC Signature

Design Professional in Responsible Charge (Printed)

DPRC Signature

Wilsonville Plans Examiner Acceptance: _____

Project Name: _____ Permit Number: _____

T	Deferred Item	Date	T	Deferred Item	Date
	1. Acoustical ceiling suspension system			19. Post-tensioned concrete structural members or panels	
	2. Auxiliary power systems			20. Pre-cast concrete structural members or panels	
	3. Awnings			21. Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs.	
	4. Bleachers			22. Prefabricated wall panel	
	5. Carports			23. Pre-stressed concrete structural members or panels	
	6. Curtain wall systems			24. Raised floor systems	
	7. Wooden, steel, or composite floor or roof trusses			25. Shelving systems and steel storage racks	
	8. Emergency call system			26. Signs	
	9. Exit Illumination			27. Skylights	
	10. Fire alarm system			28. Smoke and heat vents	
	11. Fire sprinkler			29. Specialty retaining walls	
	12. Fire stopping			30. Stone veneer	
	13. Glass guardrails			31. Terra cotta veneer	
	14. Glazing systems			32. Works of art	
	15. HVAC system			33.	
	16. Intercom system			34.	
	17. Metal guardrails and handrails			35.	
	18. Plumbing system			36.	

Valuation - Each deferred submittal item shall include the valuation of the scope at the time it is submitted for review. Valuation is the sum of labor plus materials.

Work without a Permit - Work that is constructed without having been reviewed and approved by both the Design Professional in Responsible Charge and Building staff, will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties prescribed in Wilsonville Municipal Code.

Complete this form if the application affects the Plumbing.

Plumbing Permit Supplemental Information

Fixture Work:

Are you capping, moving or replacing existing fixtures? If "yes", please indicate work performed by fixture. Failure to accurately report fixtures could result in increased sewer fees.*

***Note: If the fixture work under this permit results in an increase of sewer EDUs, a sewer permit will be issued, and fees assessed for the sewer increase must be paid before the plumbing permit can be issued.**

Fixture Type:	Quantity by (Fixture) Work Performed			
	New	Moved	Existing	Capped
Baptistry/Font				
Bath -Tub/Shower -Jacuzzi/Whirlpool				
Car Wash -Each Stall -Drive Thru				
Cuspidor/Water Aspirator				
Dishwasher -Commercial -Domestic				
Drinking Fountain				
Eye Wash				
Floor Drain/Sink - 2" Car Wash Drain				
Garbage -Domestic Disposal -Commercial -Industrial				
Ice Mach./Refrig. Drains				
Oil Separator (Gas Station)				
Rec. Vehicle Dump Station				
Shower -Gang -Stall				
Sink -Bar/Lavatory -Bradley -Commercial -Service				
Swimming Pool Filter				
Washer - Clothes				
Water Extractor				
Water Closet - Toilet				
Urinal				
Other Fixtures:				

PLAN REVIEW FOR COMPLEX STRUCTURES

A "complex structure" is defined as an installation of a plumbing system that meets any of the following criteria:

- Any new commercial building
 - Any new exterior plumbing site utilities
 - A commercial building with installation, alteration or addition of nine (9) or more new or relocated plumbing fixtures
 - Medical gas and vacuum systems for health care facilities providing services to human beings
 - Plumbing installations, alterations or additions to food service facilities where new plumbing fixtures, including interceptors, are being installed for the food service area.
 - Any new residential building containing three (3) or more dwelling units
 - Any NFPA 13-D multipurpose fire sprinkler system.
- Submit 2 sets of plans with any of the above.

ISOMETRIC OR RISER DIAGRAM

- Isometric or riser diagram is required for new buildings three (3) or more stories in height.

Comments regarding fixture work:

SPECIAL INSPECTION AND TESTING AGREEMENT

Project Name: _____
Project Address: _____
Permit Number: _____



**City of Wilsonville
Building Division**
29799 SW Town Center Loop E
Wilsonville, OR 97070
503.682.4960
www.ci.wilsonville.or.us/building

The City of Wilsonville has adopted the Oregon Building Officials Association (OBOA) Special Inspection Program (SIP) through Building Department Policy BPP 108. In accordance with the Oregon Specialty Structural Code (OSSC) 107.1, the Registered Design Professional (RDP) shall prepare and submit a special inspection and structural observation program. The RDP shall confirm that the special inspection and structural observations noted below are indicated on the approved plans. This agreement is meant to denote areas of construction requiring special inspection. More specific special inspection requirements will be listed in the approved plans.

Per OSSC 1704.2, the Building Official may accept all special inspectors registered with the Oregon Building Officials Association (OBOA) Special Inspection Program for the type of work for which they are certified/qualified to inspect.

The Special Inspector shall observe and document the work for conformance with the building department approved plans and specifications and applicable workmanship provisions of the OSSC. Additionally, the special inspector(s), general contractor, owner and RDP shall comply with the duties and responsibilities outlined in Appendix D of the OBOA Special Inspection Program. Appendix D is available upon request or can be viewed at www.oregonbuildingofficials.com/special-inspection-program-sip

The following special inspections, material testing and structural observations shall be performed according to OSSC Chapter 17 unless a separate program of inspection is submitted by the RDP and approved by the Building Official.

BEFORE A PERMIT CAN BE ISSUED: The RDP shall complete this agreement and verify all the acknowledgements in Part 3 are completed. Signatures are not required – only the company name, representative name, and their email or phone contact.

PRIOR TO RECEIVING FINAL INSPECTION: The Special Inspector or Inspection Agency and the RDP shall submit a final summary report to the Building Official. The summary shall include a statement that all items requiring special inspection, testing or structural observations were fulfilled, reported and, to the best of their knowledge, in conformance with the building department approved plans, specifications, approved change orders and applicable workmanship provisions of the OSSC.

1 - SPECIAL INSPECTION AND TESTING:

- | | |
|--|--|
| <input type="checkbox"/> Inspection of Fabricators (OSSC 1704.2.5) | <input type="checkbox"/> Cast-in-place Deep Foundations (OSSC 1705.8) |
| <input type="checkbox"/> Steel Construction (OSSC 1705.2) | <input type="checkbox"/> Helical Pile Foundations (OSSC 1705.9) |
| <input type="checkbox"/> Concrete Construction (OSSC 1705.3) | <input type="checkbox"/> Sprayed Fire-resistant Materials (OSSC 1705.13) |
| <input type="checkbox"/> Masonry Construction (OSSC 1705.4) | <input type="checkbox"/> Mastic and Intumescent Fire-rest. Coatings (OSSC 1705.14) |
| <input type="checkbox"/> Wood Construction (OSSC 1705.5) | <input type="checkbox"/> EIFS (OSSC 1705.15) |
| <input type="checkbox"/> Soils (OSSC 1705.6) | <input type="checkbox"/> Fire-Resist Penetrations and Joints (OSSC 1705.16) |
| <input type="checkbox"/> Driven Deep Foundations (OSSC 1705.7) | <input type="checkbox"/> Anchors Expansion / Adhesive (OSSC 1705.1.1) |
| <input type="checkbox"/> Special Case (OSSC 1705.1.1) _____ | |

Seismic Resistance – Risk Category III and IV

- | | |
|--|--|
| <input type="checkbox"/> Structural Steel (OSSC 1705.11.1) | <input type="checkbox"/> Architectural Components (OSSC 1705.11.5) |
| <input type="checkbox"/> Structural Wood (OSSC 1705.11.2) | <input type="checkbox"/> Mechanical and Electrical Components (OSSC 1705.11.6) |
| <input type="checkbox"/> Cold-formed Steel Light-frame Construction (OSSC 1705.11.3) | <input type="checkbox"/> Storage Racks and Access Floors (OSSC 1705.11.7) |
| <input type="checkbox"/> Designated Seismic System Verifications (OSSC 1705.11.4) | <input type="checkbox"/> Seismic Isolation Systems (OSSC 1705.11.8) |

2 - STRUCTURAL OBSERVATION (OSSC 1704.5):

- Per Structural Observation Program noted on the Structural Drawings
- Indicate stages at which structural observation is to occur: _____

3 - ACKNOWLEDGEMENTS: (I have read and agree to comply with the terms and conditions of this agreement)

_____ Owner	_____ Owner's Representative	_____ Email
_____ General Contractor	_____ Contractor Representative	_____ Email
_____ Engineering or Architecture Firm	_____ Engineer or Architect Representative	_____ Email
_____ OBOA Registered Agency Name	_____ Special Inspection Agency Representative	_____ Email
ACCEPTED BY THE BUILDING DEPARTMENT:	_____ Building Official or Designee	_____ Email



Energy Code Compliance

2021 Oregon Energy Efficiency Specialty Code (OEESC) Compliance

This form provides the required information to demonstrate compliance with the 2021 Oregon Energy Efficiency Specialty Code (OEESC), Chapter 13 of the 2019 Oregon Structural Specialty Code, and must be provided to the building official at the time of submitting the plan review documents.

Jurisdiction:

BUILDING INFORMATION

Applicant name:

Phone number:

Project name:

Address / location:

City:

State: OR

ZIP:

Primary building use (As indicated on ZERO Code Calculator report):

Number of floors:

Part I COMcheck information

Compliance path:

- Performance path
- Prescriptive path

COMcheck (Standard 90.1-2019) results:

- Pass
- Fail *For performance path, submit the energy model report with this form.

Prepared by or under the supervision of:

Date:

Part II Projected energy use

Enter the ZERO Code 2.0 Calculator results for projected energy use.

Estimated building energy consumption: _____ MBtu/yr

Part III Estimated available renewables for the building

Enter the ZERO Code 2.0 Calculator results for offsets.

Total renewable energy to achieve Net Zero: _____ MBtu/yr

On-site PV generational potential: _____ MBtu/yr

Remaining off-site renewable energy: _____ MBtu/yr

CHECKLIST AND APPLICANT SIGNATURE

COMcheck report and ZERO Code 2.0 Calculator report must be submitted with this form.

- COMcheck report is attached
- Energy model report is attached (if COMcheck failed)
- ZERO Code Calculator report is attached
- 2021 OEESC COMcheck supplement report is attached

Print Name

Signature

Date



COMcheck Supplement

2021 Oregon Energy Efficiency Specialty Code Compliance

Include this supplement with the Oregon Energy Efficiency Specialty Code Compliance Checklist.

Jurisdiction:

BUILDING INFORMATION

Applicant name:

Phone number:

Project name:

Address / location:

City:

State: **OR**

ZIP:

Check here if not applicable and no items apply

COMPLIANCE

DATA CENTERS

ASHRAE 90.4-2019 compliance (Sections 6.2.2, 6.5.11, 8.2.1, and 8.5)

Check if not applicable

Mechanical design – Registered design professional

Power design – Registered design professional

Printed name:

Printed name:

Registration number:

Registration number:

Signature:

Date

Signature:

Date

SECTION 5: ENVELOPE COMPLIANCE

5.1.2.3: Unconditioned space with limited radiant heating

Check if not applicable

(See Oregon amendment 6.5.8.3 HVAC)

Space is identified on plans. Coverage area with limited radiant heating is identified on plans and the lesser of 500 ft² or 10% of floor area per 6.5.8.3

Automatic controls for radiant spot heating per 6.5.8.3.

Plans and specs.:

5.4.3.3: Vestibules: additional exception

Check if not applicable

This project shall furnish a whole-building air leakage report in lieu of providing a vestibule per the following:

Building is less than 25,000 ft².

Reported whole-building air leakage testing per Section 5.4.3.1.1 is less than 0.30 cfm/ft².

Plans and specifications shall identify building entry door(s) meeting this exception.

Responsible party to provide test results:

SECTION 5: ENVELOPE COMPLIANCE...continued

Plans and specs.:

Printed name	Signature	Registration number	Date
Registered design professional			

SECTION 6: HVAC

6.4.3.5.1: Packaged HVAC Equipment with Electric Heat **Check if not applicable**

Packaged HVAC systems with less than 241,000 Btu/h cooling capacity, with electric heating capacity of 21,500 Btu/h or greater have heat pump operation for first stage of heating

Plans and specs.:

6.5.8.3: Radiant Heating for Enclosed Unconditioned Spaces **Check if not applicable**

Overhead radiant heating for occupied areas of the lesser of 500 ft² or 10% of floor area

Automatic control: manual time switch or occupancy sensor

Plans and specs.:

SECTION 8: POWER

8.4.2: Receptacle Control Exception **Check if not applicable**

Building is not providing controlled receptacles required per Section 8.4.2. Additional efficiency provided with the following method (select one)

Performance Compliance report showing minimum 5% better performance than minimum

Section 11 ECB report included **or** Appendix G report included

COMcheck Envelope Compliance report showing minimum 3% passing or higher

ASHRAE 90.1-2019 COMcheck forms included

COMcheck Lighting report showing minimum 5% passing or higher

ASHRAE 90.1-2019 COMcheck forms included

Printed name	Signature	Registration number	Date
Registered design professional			

SECTION 9: LIGHTING

9.4.3: Dwelling units **Check if not applicable**

Dwelling units lighting with 100% high efficacy lamps

Plans and specs.: