



One- and Two-Family Dwelling Building Permit Application Checklist

City of Beaverton

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OFFICE USE ONLY

Reference No.:

Associated permits:

- Electrical Plumbing Mechanical
 Other: _____

| THE FOLLOWING ITEMS ARE REQUIRED FOR PLANS REVIEW | YES | NO | N/A |
|---|-----|----|-----|
| 1. Land-use actions completed. See jurisdiction criteria for concurrent reviews. <i>(Permits cannot be issued until completed.)</i> | | | |
| 2. Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc. <i>(Verified with plans review.)</i> | | | |
| 3. Verification of approved plat/lot. <i>(Permits cannot be issued until completed.)</i> | | | |
| 4. Fire district approval required. Name of district: _____ | | | |
| 5. Septic system permit or authorization for remodel. Existing system capacity: _____ | | | |
| 6. Sewer permit. <i>(Issued with building permit.)</i> | | | |
| 7. Water district approval. | | | |
| 8. Soils report. Must carry original applicable stamp and signature on file or with application. | | | |
| 9. Erosion control <input checked="" type="checkbox"/> plan <input type="checkbox"/> permit required. Include drainage-way protection, silt fence design, location of catch-basin protection, etc. | | | |
| 10. Three (3) 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. | | | |
| 11. Site/plot plan drawn to scale. Must show lot and building setback dimensions, property corner elevations (If there is more than a 4-foot elevation differential, plan must show contour lines at 2-foot intervals.), 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. | | | |
| 12. Foundation plan. Show dimensions, anchor bolts, any holdowns and reinforcing pads, connection details, and vent size(s) and location(s). | | | |
| 13. Floor plans. Show dimensions, identify all rooms, include window sizes, locations of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc. | | | |
| 14. Cross section(s) and details. Show all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, and roof construction. More than one cross section may be required to portray construction clearly. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc. | | | |
| 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 feet at building envelope. Full-size sheet addendums showing foundation elevations with cross references are acceptable. | | | |
| 16. Wall bracing (prescriptive path) or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis, provide specifications and calculations to engineering standards. | | | |
| 17. Floor/roof framing. Provide plans for all floor/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 beams and multiple joists over ten feet long or any beam/joist carrying a nonuniform load. | | | |
| 20. Manufactured floor/roof truss design details. | | | |
| 21. Energy Code compliance. Identify the prescriptive path, or provide calculations. A gas-piping schematic is required for four or more appliances. | | | |
| 22. Engineer's calculations. When required or provided, (i.e., shear wall, roof truss) shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review. | | | |
| 23. Driveway grade (maximum 20 percent). | | | |
| 24. Show roofline on site with setbacks. Show finished floor elevations (garage and main floor). | | | |
| 25. Foundation plans corresponding to lot (elevations, steps, sloping lot, pony walls, etc.). | | | |
| 26. Reissue of building permit no. _____ (copy of approved plan required). | | | |
| 27. Identify: Number of fireplaces, wood or pellet stoves, if air conditioning/heat pump is included, and if a landscape irrigation system is to be provided. | | | |

Checklist must be completed before plans review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use.