

## **SINGLE-FAMILY ADDITIONS / ALTERATIONS PLANS SUBMITTAL AND REVIEW PROCESS**

### INITIAL SUBMITTAL

#### Applicant's Responsibility:

The permit applicant submits to the Building Division three sets of plans, including three site plans and applicable information outlined in the *Tri-County One- and Two-Family Dwelling Permit Application Checklist*; two sets of structural calculations (where applicable); a completed building permit application; and a completed *Erosion Control General Information* form where the project will require disturbance of soil. (Links to forms are below.)

If the general contractor has not been determined at the time of submittal, "TBD" may be entered for the business name. The general contractor's information will be required before the building permit can be issued.

The initial permit application submittal requires payment of the plan review fees. The building permit and plan review fees are determined using the project valuation. For building additions, the value of the project is determined by multiplying the square footage being added by the cost per square foot factor outlined in the *How are Building Permit Fees Calculated* web link below. For remodels, the fair market value for the project is used. More information is available on the web at the *How are Building Permit Fees Calculated* web link below. Building permits for decks, carports, covered porches, and patio covers are based on the valuation as determined by multiplying the building/structure area by \$21.24.

Building, Mechanical, Electrical and Plumbing Permit Forms:

<http://www.beavertonoregon.gov/index.aspx?NID=440>

Plan Submittal Requirements:

<http://www.beavertonoregon.gov/DocumentView.aspx?DID=565>

One- and Two-Family Dwelling Permit Application Checklist:

<http://www.beavertonoregon.gov/DocumentView.aspx?DID=557>

Erosion Control General Information Form:

<http://www.beavertonoregon.gov/DocumentView.aspx?DID=554>

How are Building Permit Fees Calculated:

<http://www.beavertonoregon.gov/DocumentView.aspx?DID=1685>

All additions or alterations that involve construction on or over previously undeveloped ground or involve the disturbance of previously undeveloped ground require a Clean Water Services (CWS) *Sensitive Area Pre-screening Site Assessment* (see link to form below). The form is completed by the applicant and submitted directly to CWS for processing. Once CWS has processed the form and returned the determination to the applicant, the applicant must forward a copy to the Building Division. The CWS determination must provide an approval for the proposed project.

Clean Water Services Sensitive Area Pre-Screening Site Assessment:  
<http://www.cleanwaterservices.org/PermitCenter/PreScreen>

City's Responsibility:

The plans and permit are logged into a tracking system and assigned to a building plans examiner. The plan assignment is made on the Monday morning following the initial submittal. An internal routing slip is prepared by City staff, attached to a set of the plans, and routed through the following City programs: Planning Division (checks the site plan for setbacks, solar access, building height and any related conditions or requirements for the land use zone and/or subdivision); Site Development Division (checks for public easements, utility locations, etc.); and Erosion Control program (verifies the proposed erosion control methods meet the minimum requirements). Through this process some System Development Charges (SDC) are determined and added to the permit system for collection with the building permit.

Related SDCs that are paid when the building permit is issued can be found with the SDC link below. The typical SDCs for single-family additions and/or alterations are the Metro Construction Excise Tax and the School District Construction Excise Tax.

System Development Charges (SDC):

<http://www.beavertonoregon.gov/DocumentView.aspx?DID=605>

If issues arise with the Planning Division, Site Development Division, or Erosion Control program reviews, the applicant is contacted directly by staff in that division or program for the needed information. A routing slip is forwarded through each division or program and then back to the Building plans examiner identifying which program has approved or not approved the information. The Building plans examiner reviews the plans in the order they are received and sends a letter to the applicant outlining any issues that need correction and/or additional information. The building plans review runs concurrently with the routing.

RESUBMITALS, PLAN REVIEW RESPONSES, ADDITIONAL INFORMATION

Applicant's Responsibility:

If the applicant has been contacted by the Planning Division, Site Development Division, and/or Erosion Control program for corrections or additional information, the applicant must respond directly to the staff person for that division or program.

The applicant's written response to the building plans review items must be submitted to the Building Division with a completed *Building Division Transmittal Letter* which is used for document tracking; two sets of revised plans or plan pages (if applicable); and two sets of calculations (if applicable). The most efficient method for responding is to use the plans review letter and respond to each item. (Example: Item 3. "Information provided on sheet XX", or "See revised calculations", etc.)

The applicant must return a copy of the *CWS Sensitive Area Pre-Screening Site Assessment* approval.

Responses to minor requests for information may be made electronically by emailing the information in PDF to [mailboxcddplanssubmit@beavertonoregon.gov](mailto:mailboxcddplanssubmit@beavertonoregon.gov) as well as directly to the plans examiner's email. The electronic submittal must be to both mailboxes so it can be

available to others if the primary plans examiner is not available. As with any response or additional information, a completed *Building Division Transmittal Letter* must be included.

Building Division Transmittal Letter:

<http://www.beavertonoregon.gov/bsdtransmittal>

City's Responsibility:

Resubmittals are logged into a tracking system and assigned to a building plans examiner for review. Any requested information submitted by the applicant to the Planning Division, Site Development Division, or Erosion Control program is processed by that division or program. When approved, the Building plans examiner is notified and the internal routing is updated to reflect that division's or program's approval.

If the building permit resubmittal review results in the need for further clarification or information, the plans examiner will send another plans review letter. If the information needed is minor in nature, the plans examiner will typically call and/or email the contact person to help expedite the transfer of information, and depending on the magnitude of the additional information required, may follow with a letter.

Once the plan review items and internal routing process items have been satisfied, and the CWS sensitive area pre-screening site assessment approval has been provided, the plans examiner prepares the plans, attachments, approval stamps, and fee worksheet and forwards them to the permit technician for final data/fee entry into the permit system. The permit technician contacts (typically by telephone) the applicant (contact person identified on the permit application) to notify that the permit is ready and can be picked up at the applicant's convenience.

## INQUIRIES

Inquiries as to the status of a plan review and/or routing process can be made directly to the program responsible for the review:

Building Division:	(503) 526-2407
Planning Division:	(503) 526-2420
Site Development Division:	(503) 526-2552
Erosion Control:	(503) 526-2591

General Building Division Web Page:

<http://www.beavertonoregon.gov/index.aspx?nid=176>