

NEW SINGLE-FAMILY HOME 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; completed building, mechanical, electrical, and plumbing permit applications; and a completed *Erosion Control General Information* form. (Links to forms are below.)

If the general contractor and subcontractors have not been determined at the time of submittal, "TBD" may be entered for the business name. The general contractor's and subcontractor's information along with the signatures from the electrical and plumbing contractors 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. The value of the project is determined by multiplying the building area by \$110.29; the garage area by \$42.48; any deck, porch, and/or carport area by \$21.24; and any unfinished area by \$15.00. The total of those amounts is the project valuation. Related System Development Charges (SDCs) that are paid when the building permit is issued can be found with the SDC link below.

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>

System Development Charges (SDC):

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

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 SDCs are determined and added to the permit system for collection with the building permit fees.

If issues arise with the Planning Division, Site Development Division, or Erosion Control program reviews, the applicant is contacted directly by staff in that program for the needed information. A routing slip is forwarded through each 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, AND 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.)

Building Division Transmittal Letter:

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

Responses to minor requests for information may be made electronically by emailing the information in PDF to 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.

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 issues have been satisfied, the plans examiner prepares the plans, attachments, approval stamps, and fee worksheet and forwards 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>