



OVER-THE-COUNTER PERMITS

Address: _____

Plans Examiner: _____

The City of Beaverton’s over-the-counter permit policy is intended to expedite small projects that can be reviewed for compliance in 15 minutes **or** less. At the discretion of the plans examiner, if it appears that a project plans review may exceed the 15-minute allotted time frame or if the customer needs to add additional information to their plans in order to obtain their over-the-counter permit, the plans examiner may require the customer to wait or require the plans to be submitted for review in order to provide better customer service to those who have come in for over-the-counter permits.

Our goal is to provide our customers the best service we can, and here at the City of Beaverton we strive to work with you in an attempt to provide an easy process to assist you with obtaining your permits. Please remember that the Oregon Codes are Oregon laws and are strictly enforced by the City’s Building Division; while we cannot waive the code, we do encourage you to ask questions, and we are happy to try working with you to resolve code-related issues and consider alternatives.

Complete code complying plans are required by Section 107.1 of the Oregon Structural Specialty Code (OSSC). This check sheet is intended to address the more common issues that arise when attempting to obtain an over-the-counter permit. It should be noted that while sections of code are referenced in this document, it is not intended to replace the applicable code(s) nor is it complete. Notice should be taken that exceptions may apply which have not been noted in this document. It shall be the user’s responsibility to verify actual code requirements and applicable exceptions. Code books are provided in our lobby for your use. If the code book you need is in use by others, let the receptionist know so we can find you another copy to use. This document is based on the 2010 edition of the Oregon Structural Specialty Code (OSSC).

We encourage your comments. If we can do something better or provide you better service, please let us know by calling (503) 526-2407.

- Criteria:** Over-the-counter plans review must take **no longer than 15 minutes** to review and process (plans examiners time only) and **must not** include the following:
- structural work
 - fire sprinklers
 - fire alarms
 - type one hood or suppression systems
 - suspended ceilings (New or Extensive)
 - any work which will result in a design review (exterior changes)
 - H or I occupancies
 - high-pile storage racks
 - change in use

Chapter 1 - Administration:

Completed
Required
Not Required

Registered Design Professional Required:

Structures where the resulting building has a ground floor area of 4,000 square feet or is more than 20 feet in height from the top surface of the lowest floor to the highest interior overhead finish are required to be prepared by a registered design professional. For the purpose intended by this section, please reference the Oregon Architect/Engineers' Law. See Section 107.1, OSSC. Please note that construction documents sealed by a design professional **cannot** be altered or changed without their approval. This requirement may be waived provided the plans examiner determines the work is not of a highly technical nature, or there is no unreasonable potential risk to life and/or safety of the structure.

Minimum Requirements for Plans:

Plans: Plans shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules, and regulations as determined by the Building Official. See Section 107.2.1, OSSC. The plans shall also indicate the code edition used to design the work on the front cover of the plans.

Means of Egress: The plans shall show in sufficient detail the location, construction, size, and character of all portions of the means of egress system. See Section 107.2.3, OSSC.

Site Plans: The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structure on the site as well as the other information required under this section. See Section 107.2.5, OSSC.

Deferred submittals: Deferral of any submittal items shall have the prior approval of the Building Official. All deferred submittals shall be listed on the front cover of the plans. See Section 107.3.4.2, OSSC.

Chapter 3 - Occupancy Classification:

The plans shall identify the occupancy classification on the front cover of the plans. See Section 302.1, OSSC.

Chapter 5 - Mixed Uses and Occupancy:

Completed
Required
Not Required

Mixed Use and Occupancies: Each portion of a building shall be individually classified in accordance with Section 302.1, OSSC. Where a building contains more than one occupancy group, the building or portion thereof shall comply with the provisions of Sections 508.2, 508.3, and 508.4 or a combination of these sections. See Section 508.1, OSSC.

Plans: Identify on the plans **non-separated** use and comply with the provisions of Sections 508.3, OSSC **OR Separated** use in accordance with the provisions of Section 508.4, OSSC. It is preferred that this information be shown on the front cover of the plans. (Various code provisions are triggered based on separation.)

Chapter 6 - Type of Construction:

Plans: List on the front cover of the plans the type of construction. See Section 602.1, OSSC. (Various code provisions are triggered based on type of construction.)

Chapter 7 - Fire-Resistance Rated Construction:

The fire-resistance ratings of building elements shall be determined in accordance with the test procedures set forth in ASTM E119 or in accordance with Section 703.2, OSSC. Documentation of the design will be required, which lists the fire rating assigned to the assembly.

Fire Walls: Fire walls shall comply with the provisions of Section 706, OSSC. Fire walls shall provide a complete separation. (Fire walls may also be known as area separation walls.)

Fire Barriers: Fire barriers shall comply with the provisions of Section 707, OSSC. Fire barrier walls are commonly used to separate occupancy groups from one another (may also be called occupancy separations walls.). Fire barriers shall extend from the top of the floor ceiling assembly below to the underside of the floor or roof above. Fire barriers shall be continuous through concealed spaces. The construction of the fire barrier shall be protected to afford the required fire-resistance rating of fire barriers supported. Openings shall be protected.

Fire Partitions: Fire partitions shall comply with the provisions of Section 709, OSSC. Fire partitions shall extend from the top of the foundation or floor/ceiling assembly below to the underside of the floor ceiling or roof sheathing above. The supporting construction shall be protected to afford the required fire-resistance rating of the wall supported.

Completed
Required
Not Required

Shaft Enclosures: Where vertical shafts are required to be protected, openings and penetrations through floor/ceilings and roof/ceiling assemblies shall be provided with shaft enclosures as required by Section 708, OSSC.

Penetrations into or through fire walls, fire barrier walls, smoke-barrier walls, and fire partitions shall comply with Section 713, OSSC when through penetrations and membrane penetrations occur in horizontal assemblies and fire-resistance rated wall assemblies.

Chapter 8 - Interior Finishes:

Interior Finishes: Interior finishes shall comply with Section 803.1, OSSC. All occupancies have specific wall and ceiling classifications for finishes based on fire sprinkler protections and types of occupancy. **Also see Bathroom Floors under Chapter 12**

Suspended Acoustical Ceilings: Suspended acoustical ceilings shall comply with the provisions of Section 808, OSSC, or shall be in accordance with Oregon 401 (revised July 1, 2010) for Suspension Systems for Acoustical Lay-In Ceiling. The information must be included in the plans. See Section 808.1.1, OSSC.

Chapter 9 - Fire Protection Systems:

Fire sprinklers required? See Section 903, OSSC for specifics.

Fire alarms required? See Section 907, OSSC for specifics.

Verify Hazard classification in accordance with Chapter 5 of NFPA-13, and check fire sprinkler density for compliance with Chapter 8, Figure 11.2.3.1.1 of NFPA-13.

Chapter 10 - Means of Egress:

Changes in Elevation: Where change in elevation of less than 12 inches exist in the means of egress, sloped surfaces shall be used. See Section 1003.5, OSSC.

Means of Egress Continuity: The path of egress travel along a means of egress shall not be interrupted by any building element other than a means of egress component. See Section 1003.6, OSSC.

Completed

Required

Not Required

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Occupant Load: Occupant load shall be provided for each area on the plans. The occupant load shall be determined as stipulated in Section 1004, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Required Egress Width: The means of egress width shall not be less than required by Section 1005.1, OSSC. The total width of the means of egress in inches shall not be less than the total occupant load served multiplied by the factors in Table 1005.1, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Means of Egress Illumination: The means of egress, including the exit discharge, shall be illuminated at all times the building or space served is occupied. See Section 1006.1, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors: Exit doors shall swing in the direction of egress travel where serving an occupant load of 50 or more. The minimum door width shall be sufficient for the occupant load served but not less than 32 inches in clear width (3'-0"x6'-8" door). See Sections 1008.1.1 & 1008.1.2, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landings: Landing shall be provided on each side of a door. Width of the landing shall be not less than the width of the stair or door, whichever is greater. See Section 1008.1.5, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Panic Hardware: Panic hardware is required in a means of egress from a Group A or E occupancy having an occupant load of 50 or more. See Section 1008.1.10, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stairways: The width of stairways shall be determined as specified in Section 1009.1, OSSC, but such width shall not be less than 44 inches. Exception (1) permits a reduced width of 36 inches where the occupant load served is 50 or less. See Section 1009.1, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landings: There shall be a floor or landing at the top and bottom of each stairway. The width of landings shall not be less than the width of the stairways they serve. See Section 1009.5, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exit Signs: Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. Access to exits shall be marked by readily visible exit signs in cases where the exit or path of egress travel is not immediately visible to the occupants. See Section 1011.1, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Handrails: Handrails shall be adequate in strength and attachment, and mounting height shall not be less than 34 inches or more than 38 inches. Handrail gripping surfaces shall be continuous without interruption by newel post. For handrail extensions, see Section 1012.6, OSSC. For structural requirements, see Sections 1607.7.1 and 1607.7.1.1, OSSC. |

Completed

Required

Not Required

Handrail Extensions: Handrails shall return to a wall, guard, or walking surface or shall be continuous. At stairways where handrails are not continuous between flights, the handrails shall extend horizontally at least 12 inches beyond the top riser and continue to slope for the depth of one tread beyond the bottom riser. See Section 1012.6, OSSC.

Guards (guardrails): Guards shall be located along open-sided walking surfaces and landings located more than 30 inches above the floor or grade below. See Section 1013.1, OSSC. For structural requirements, see Sections 1607.7.1 and 1607.7.1.1, OSSC.

Egress through Intervening Spaces: Egress from a room or space shall not pass through adjoining or intervening rooms or areas except where such adjoining rooms or areas are accessory to the area served, are not a high hazard occupancy, and provide a discernible path of egress travel to an exit. See Section 1014.2, OSSC.

Common Path of Egress Travel: Shall not exceed 75 feet. See Section 1014.3, OSSC.

Number of Required Exits: Not less than two exits shall be provided from any space where the occupant load of the space exceeds the values in Table 10015.1, OSSC or the common path of egress travel exceeds the limitations of Section 1014.3, OSSC. See Section 1015, OSSC.

Exit Access Door Placement: Where two or more exit access doorways are required, the exit doors shall be placed a distance apart equal to not less than one-half the length of the maximum overall diagonal dimension. See Section 1015.2.1, OSSC.

Exit Access Travel Distance: Exit access travel distance is measured from the most remote point to the entrance to an exit along the natural and unobstructed path of egress travel as permitted in Section 1016.1, OSSC.

Corridors: Corridors shall be fire-resistant rated in accordance with Table 1018.1, OSSC. Corridor walls required to be fire-resistive shall comply with Section 709, OSSC for fire partitions. Required width shall be not less than determined in Section 1005.1, OSSC but not less than 44 inches. Dead ends shall not exceed 20 feet. See Section 1018.4, OSSC.

I - Accessibility:

The provisions of Section 1101.1, OSSC require that all new work fully comply **where applicable.**

Completed

Required

Not Required

Alterations to existing buildings shall comply with the provisions of Section 3411, OSSC (i.e., 25 percent of the cost of the work shall be used to remove existing barriers unless the cost is disproportionate to the overall alteration). See TI Alteration Compliance report. This must be justified on the plans to the Building Official's satisfaction. See Section 3411, OSSC.

Parking: Accessible parking required. Accessible parking shall be constructed, striped, signed, and maintained as required by ORS 477.233 and Sections 1106 OSSC.

Curb Ramps: Transitions from ramps to walks, gutters or vehicular ways shall be flush and free of abrupt changes in height. Maximum slope of adjoining gutters and road surface immediately adjacent to the curb ramp or accessible route shall not exceed 1 in 20 units horizontal (5% slope). Minimum width of 36 inches with side slopes of not more than 1 in 12 units horizontal. See ICC/ANSI 117.1 2003 Chapter 4

Separation of Walks from Vehicular Ways: Walks paralleling vehicular ways shall be separated from vehicular ways by curbs, planted areas, railings or other barriers between the pedestrian area and vehicular areas. Walks not separated shall be defined by a continuous detectable warning that is 36 inches wide. See ICC/ANSI 117.1 2003 Chapter 4

Exits: Buildings or facilities or portions of buildings or facilities required by Section Chapter 11 to be accessible shall provide accessible means of egress in the same number as required by Section 1007, OSSC.

Exit Signs: Where not all means of egress are accessible, directional signs shall be provided at non-accessible exits to indicate the route to the nearest accessible exit. See Section 1110 OSSC.

An Accessible Route: An accessible route shall be provided to all portions of the building, to accessible entries, to accessible building facilities and elements, and connecting to exterior accessible route. See Section 1104.3, OSSC.

Water Fountains: On any floor where water fountains are installed, at least 50 percent of the fountains, but not less than one, shall be mounted at a standard height. See Section 1109.5, OSSC. See ICC/ANSI 117.1 2003 Chapter 6 for clear floor space.

Restaurant Kitchens: Restaurant kitchens shall be designed so that individuals with disabilities can approach, enter, and exit. See Section 1103.2.3, OSSC.

Customer Service Facilities

• *Dressing and fitting rooms* provided for use by the public, customers, or employees, at least 5 percent, but not less than one, shall comply with Section 1109.11.1 OSSC.

Completed
Required
Not Required

- **Counters and windows** - At least one window shall be accessible. See Section 1109.11.3, OSSC.
- **Shelving and display** units in retail occupancies shall be located on an accessible route. See Section 1109.8.2, OSSC.
- **Check out aisles** shall be accessible and installed in accordance with Table 1109.11.2, Section 1109.11.2, OSSC.
- **Controls** shall be accessible as required by Section 1108.4.8, OSSC.
- Signage:** International symbol of accessibility signage shall be provided at accessible parking spaces, areas of rescue assistance, means of egress, passenger drop-off zones, accessible toilet and bathing facilities, check-out aisles, dressing rooms, etc. See Section 1110.1, OSSC.
- Employee Work Areas:** Employee work areas shall be located on an accessible route. See Section 1108.4.3.1, OSSC.
- Wheelchair Passing Width:** The minimum clear width for single wheelchair passing shall be 36 inches with the minimum width for two wheelchairs to pass is not less than 60 inches. See ICC/ANSI 117.1 2003 Chapter 3
- Wheelchair Turning Space:** A turning space shall be not less than 60 inches in diameter or T-shaped. See ICC/ANSI 117.1 2003 Chapter 3
- Clear Floor Space for Wheelchairs:** Clear floor space for wheelchairs shall be not less than 30 X 48. See ICC/ANSI 117.1 2003 Chapter 3
- Knee and Toe Clearance at Drinking Fountains:** Clear toe space shall not be less than 9 inches high and may extend a maximum of 6 inches beyond the knee space. See ICC/ANSI 117.1 2003 Chapter 3
- Forward Reach Ranges:** Where the clear floor space allows only forward approach to an object, the maximum high forward reach allowed shall not be higher than 48 inches. See ICC/ANSI 117.1 2003 Chapter 3
- Side Reach:** Where the clear floor space allows parallel approach by persons in a wheelchair, the maximum high side reach allowed shall not be higher than 48 inches. See ICC/ANSI 117.1 2003 Chapter 3.
- Handles:** Handles, pulls, latches, locks, and other operating devices on doors, cabinets, plumbing fixtures, and storage facilities shall have lever or other shaped permitting operation by wrist or arm pressure. See ICC/ANSI 117.1 2003 Chapter 3.
- Stairways:** Stairways required to be accessible shall comply with See ICC/ANSI 117.1 2003 Chapter 5 Open risers are not permitted.

Completed
 Required
 Not Required

Handrails: Stairways shall have handrails on both sides. Handrails shall be continuous along both sides of the stairs. Handrails shall extend at least 12 inches beyond the top riser and at least 12 beyond the bottom riser. Handrails shall be mounted between 34 to 38 inches. See ICC/ANSI 117.1 2003 Chapter 5.

Doors: Doors that are not automatic or power-assisted shall have minimum maneuvering clearances according to ICC/ANSI 117.1 2003 Chapter 4.

Doors in Series: The minimum distance between the doors is 48 inches plus the distance of the door swing. The doors shall swing in the same direction or shall swing away from the opening. See ICC/ANSI 117.1 2003 Chapter 4.

Bathrooms Unobstructed Floor Space: An unobstructed floor space shall be provided in bathrooms of sufficient size to inscribe a circle with a diameter not less than 60 inches or a T-turn. See ICC/ANSI 117.1 2003 Chapter 4.

Grab Bars: Grab bars at bathrooms shall be provided on the wall at one side and at the back of the water closet. The top of the grab bars shall be not less than 33 inches and not more than 36 inches above the floor. Grab bars located at the side of the water closet shall be a minimum of 42 inches in length and located not more than 12 inches from the rear wall. Grab bars located at the back of the water closet shall be a minimum of 36 inches in length and shall extend at least 12 inches beyond the center of the water closet toward the wall and at least 24 inches towards the open side of the water closet. Vertical grab bars shall be provided and be a minimum of 18 inches in length and mounted with the bottom of the bar located between 39 and 41 inches above the floor, and with the center line of the bard located between 39 and 41 inches from the rear wall. See ICC/ANSI 117.1 2003 Chapter 6.

Grab Bars at Bathtubs and Showers: See ICC/ANSI 117.1 2003 Chapter 6.

Knee and Toe Clearance at Lavatories: The total depth of clear space beneath a lavatory shall be not less than 17 inches of which toe clearance shall not be more than 6 inches of the total depth. Knee clearance shall be at least 29 inches at the edge of the rim and 27 inches high measured 8 inches under the rim and 30 inches wide. See ICC/ANSI 117.1 2003 Chapter 3.

Exposed Pipes: All exposed pipes under lavatories shall be insulated or otherwise covered. See ICC/ANSI 117.1 2003 Chapter 6.

Storage and Shelving: Storage, shelving, and display units shall have a clear floor space not less than 30 X 48 inches. Where required to be accessible, at least one of each type shall be within the reach ranges specified. See ICC/ANSI 117.1 2003 Chapter 3.

Chapter 12 - Ventilations Requirements:

- | Completed | Required | Not Required | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Interior: The minimum operable area to the outdoors shall be 4 percent of the floor area being ventilated. See Section 1203.4.1, OSSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bathroom Floors: In other than dwelling units, toilet and bathing room floors shall have a hard nonabsorbent surface to a height of 4 feet above the floor. Walls within 2 feet of urinal and water closets shall have a hard nonabsorbent surface to a height of 4 feet above the floor See Section 1210, OSSC. (For one water closet bathrooms, see State Interpretation dated March 6, 2007.) |

Chapter 13 - Energy Compliance:

- | Completed | Required | Not Required | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans shall show in detail all pertinent information to determine energy compliance within the provisions of 2010 OESC for mechanical systems, walls, floors, ceiling glazing and lighting. Energy compliance forms may be required. |

Chapter 17 - Special Inspections:

- | Completed | Required | Not Required | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special inspections may be required for some work. As an example, the designer/engineer/architect may require it, or it may be required by the product approval. When required, a City of Beaverton Special Inspection Agreement Form will be required to be completed. If you need one, please request one from the permit technician or the plans examiner. See Section 1704, OSSC. |

Chapter 24 - Glazing in Hazardous Locations:

- | Completed | Required | Not Required | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The following shall be considered hazardous locations requiring safety glazing materials: Glazing in doors, fixed or sliding doors assemblies, showers, fixed or operable panels adjacent to a door where the nearest exposed edge is within 24-inch arc of either side of the door. See Section 2406.4, OSSC. |

Chapter 29 - Minimum Plumbing Fixtures:

- | Completed | Required | Not Required | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The number of plumbing fixtures within a building shall not be less than set forth for each type of building occupancy in Table 29-A. |

Sewer Permit:

- Completed
 Required
 Not Required

Addition of plumbing fixtures will result in a new sewer permit and fees associated with it. These fees are calculated based on Clean Water Services criteria. (Example: 16 fixture units equals 1 EDU (1 EDU = \$4,800). See website posted Systems Development Fee Schedule for current fees.

Other:

-

Any exterior change to a building or structure will require approval from the Planning Division. When Design Review is required, no permits can be issued until the planner has signed off. If you have already checked with planning and they are ok with the work, be sure to get the planner's name so the plans examiner can verify sign-off on the project.



ACCESSIBILITY TO EXISTING BUILDINGS
IMPROVEMENT ALTERATIONS COMPLIANCE REPORT

Revised 12/13

ORS, Section 447.241 (OSSC, Section 1113) 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.: B20__ - _____

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 route 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 the provisions of this code, to spend up to 25% of the value of this work to remove barriers affecting the altered area of 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 collecting 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.
2.
3.
4.

Signature: _____ Phone: _____