

# RESIDENTIAL ADDITION APPLICATION CHECKLIST

## PLAN SUBMITTAL & PLAN CHECK MINIMUM REQUIREMENTS

\*\*\*\*\*CITY OF GRANTS PASS---541-450-6060\*\*\*\*\*

**SUBMITTAL TIMES: MON-FRI: 8-10 am & 2-4:00 pm**

### **SUBMITTAL REQUIREMENTS:**

- \*Two COMPLETE, LEGIBLE & DRAWN 'TO SCALE' sets of SITE & BUILDING PLANS (8 ½ X 11 MIN). PLUS: A written SCOPE OF WORK outlining the work to be done*
- Two separate 8 ½ X 11 SITE PLANS (reductions acceptable).*
- Completed & signed 'APPLICATION FORM' with Contractor CCB# plus the APPLICATION FEE.*
- Two sets of TRUSS SHEETS w/LAYOUT and any required STRUCTURAL CALCS.*
- Completed 1) 'PERMIT AUTHORIZATION FORM' (for permits to be issued to anyone other than the property owner), 2) 'ENERGY ADDITIONAL MEASURES SELECTION' FORM and 3) Section 'A' of the 'MOISTURE CONTENT' FORM.*
- Completed SUBCONTRACTOR LIST (on back of application form) PLUS the signature of the Owner or the Supervising Electrician on the 'ELECTRICAL PERMIT APPLICATION' form for any electrical work.*

*\*ALL DRAWINGS / DETAILS SHALL BE DRAWN TO SCALE & THE SCALE NOTED BY EACH DRAWING / DETAIL.*

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### **PLANCHECK REQUIREMENTS:**

#### **\*THE FIRST SHEET OF THE PLANS SHALL INCLUDE:**

- NAME, ADDRESS & PHONE NUMBER OF APPLICANT, PERSON WHO PREPARED PLANS & PROPERTY OWNER.
- A WRITTEN DESCRIPTION OF THE SCOPE OF WORK OF THE PROPOSED PROJECT (including how new rooms are to be heated).
- THE ADDRESS OF PROPERTY OR MAP & TAX LOT NUMBER.
- THE SITE PLAN (DRAWN TO SCALE—SEE 'SITE PLAN' BELOW) *NOTE: A SITE PLAN IS REQUIRED TO SHOW THE CHANGE IN THE FOOTPRINT OR HEIGHT OF THE EXISTING HOUSE OR CHANGING THE USE OF A GARAGE, CARPORT OR PATIO.*

#### **\*THE SITE PLAN SHALL INCLUDE:**

- ALL PROPERTY LINES, DIMENSIONS AND SETBACKS
- NORTH ARROW
- SCALE (e.g.: ENGINEER'S SCALE---1:10, 1:20 ...ETC. OR A COMMONLY USED SCALE.) SITE PLAN MUST BE DRAWN TO SCALE.
- NAMES OF ADJACENT STREETS

- ❑ **FOOTPRINTS OF ALL EXISTING & PROPOSED STRUCTURES** SHOWING THEIR SIZE AND THEIR DISTANCE FROM PROPERTY LINES & OTHER STRUCTURES.
- ❑ **INDICATE AREA ON BUILDING FOOTPRINT TO BE ALTERED.**
- ❑ INDICATE ALL PROJECTIONS THAT EXCEED 24" FROM EXTERIOR WALLS, INCLUDING OVERHANGS, BAY WINDOWS, PORCHES, PATIO COVERS, ETC.
- ❑ LOCATION OF EXISTING OR PROPOSED **SEWER & WATER LINES** (WELL & SEPTIC TANK/DRAINFIELD IF APPLICABLE).
- ❑ LOCATION OF ALL EASEMENTS (UTILITY, DRIVEWAY, ETC.)
- ❑ LOCATION, SURFACE TYPE & DIMENSIONS OF DRIVEWAY AND SIDEWALKS.
- ❑ INDICATE **DRAINAGE** OF NEW ROOF AREAS & SURFACE WATER FROM BUILDING TO STREET OR APPROVED LOCATION.
- ❑ INDICATE HEIGHT OF STRUCTURES INCLUDING PITCH OF ROOF.
- ❑ INDICATE ANY WATER WAYS & WET LANDS AREAS ON PROPERTY.
- ❑ INDICATE **PROPOSED SPOT ELEVATIONS** OR 2FT CONTOURS EXTENDING MINIMUM 5FT OUT FROM THE 4 MAIN CORNERS OF BLDG.
- ❑ FOR LOTS IN THE **STEEP SLOPE DISTRICT**: PROVIDE EXISTING & PROPOSED CONTOURS AT 2FT INCREMENTS FOR ENTIRE AREA AROUND ADDITION (PLUS AND ANY NEW DRIVEWAY AREA) EXTENDING AT LEAST 5FT BEYOND PROPERTY LINES. (A STEEP SLOPE REPORT, EROSION CONTROL PLAN & GRADING PLAN SPECIFIC FOR THIS LOT WITH **FOUNDATION RECOMMENDATIONS** FROM AN ENGINEER MUST ACCOMPANY THE PLAN SUBMITTAL.)

**\*THE BUILDING PLANS SHALL INCLUDE:**

**A) FOUNDATION PLAN...**

- ❑ INDICATE SIZE & LOCATION OF ALL NEW FOOTINGS (TYPES, POSTS, GIRDERS, HOLD-DOWNS & STRAPS).
- ❑ INCLUDE DETAILS (WITH SCALE INDICATED) OF EACH NEW FOOTING TYPE & RETAINING WALL TO BE USED SHOWING: SIZE, REINFORCING, WALL HEIGHT & FRAMING CONNECTIONS.
- ❑ PROVIDE DESIGN CALCULATIONS FOR NEW BASEMENT WALLS AND/OR SPECIAL FOOTINGS.
- ❑ THE 1<sup>ST</sup> FLOOR FRAMING LAYOUT OF THE ADDED AREA MAY BE INDICATED ON THE FOUNDATION PLAN.

**B) FLOOR PLAN...**

- ❑ SHOW **ENTIRE FLOOR PLAN LAYOUT** OF EXISTING RESIDENCE WITH DETAILED & DIMENTIONED LAYOUT OF ADDITION OR REMODELED AREA (1/4" SCALE PREFERRED).
- ❑ INDICATE NEW ROOM SQUARE FOOTAGES.
- ❑ **IDENTIFY & LABEL USE & SIZE OF EACH NEW ROOM PLUS ALL ADJACENT EXISTING ROOMS.**
- ❑ INDICATE DIMENSION OF ALL NEW BUILDING SIDES & INTERIOR WALL LOCATIONS.
- ❑ **INDICATE ALL NEW WINDOW & DOOR SIZES PLUS ALL WINDOWS & DOORS REMOVED FROM EXISTING WALLS TO ACCOMMODATE REMODEL/ADDITION.**
- ❑ SHOW LOCATIONS OF ALL REQUIRED **SMOKE DETECTORS.**
- ❑ SHOW LOCATIONS OF ALL NEW APPLIANCES, MECHANICAL EQUIPMENT, FIREPLACE OR WOOD STOVE AND **INDICATE IF ELECTRIC OR GAS.**
- ❑ SHOW NEW ROOM LIGHTING, OUTLETS, FANS & EXHAUST VENTS.

**C) BUILDING ELEVATIONS...**

- ❑ SHOW ALL THREE NEW BUILDING ELEVATIONS (DRAWN TO SCALE) INDICATING ACCURATE DOOR AND WINDOW LOCATIONS, ROOF HEIGHT AND PITCH, ARCHITECTURAL DETAIL / MATERIALS, ROOF AND BUILDING PROJECTIONS AND SIZES, CHIMNEY / FLUE, ETC. (INCLUDE EXISTING BUILDING ELEVATION FOR A MINIMUM OF 10FT TO SHOW HOW ADDITION TIES INTO EXISTING STRUCTURE.)

- ❑ SHOW FINISHED GRADE LINE AT FOUNDATION FOR EACH BUILDING ELEVATION, EXTENDING A MIN OF 5FT FROM BUILDING.
- ❑ FOR STEEP SLOPE LOTS SHOW EXISTING & PROPOSED CONTOURS EXTENDING MIN OF 5FT FROM BUILDING.
- ❑ LABEL EACH ELEVATION (FRONT, REAR, LEFT, RIGHT, NORTH, EAST, ETC).

**D) FLOOR FRAMING LAYOUT...**

- ❑ PROVIDE A PLAN FOR NEW OR ALTERED FRAMED FLOOR AREA.
- ❑ INDICATE LOCATION & SIZES OF ALL NEW POSTS & BEAMS AND SHOW NEW JOIST SIZES & SPACING.
- ❑ INDICATE ALL NEW POST & BEAM CONNECTIONS.

**E) ROOF/CEILING FRAMING LAYOUT...**

- ❑ INDICATE LOCATION, SPACING & SIZES OF ALL NEW RAFTERS & CEILING JOISTS OR ROOF TRUSSES. (PROVIDE TRUSS CALCS OR NOTE ON PLANS THAT TRUSS CALCULATIONS WILL BE SUPPLIED AT TIME OF ROOF FRAMING INSPECTION)
- ❑ INDICATE HEADERS SIZES FOR ALL NEW DOOR & WINDOW LOCATIONS.

**F) BUILDING SECTIONS...**

- ❑ PROVIDE A BUILDING SECTION OF ALL ADDITION AREAS SHOWING ALL NEW FOUNDATION & FRAMING COMPONENTS INCLUDING, BUT NOT LIMITED TO: FLOORS, WALLS AND ROOF SYSTEM, PLUS WALL & CEILING HEIGHT, INSULATION IN FLOOR, WALLS & CEILING, MAIN STRUCTURAL MEMBERS, SHEATHING, SIDING, ROOFING AND BRACING.
- ❑ FOR TWO STORY STRUCTURES: INCLUDE A COMPLETE STAIR SECTION INDICATING STAIR RISE & RUN, HEADROOM CLEARANCE, FRAMING & SUPPORT MEMBERS AND HANDRAIL/GUARDRAIL DETAILS.
- ❑ INCLUDE ANY ADDITIONAL FRAMING SECTION OR DETAIL NEEDED TO DEMONSTRATE ANY UNIQUE FRAMING CONDITION OF THE REMODEL OR ADDITION.

**G) ENGINEERING WILL BE REQUIRED FOR:**

**Any structural changes and a lateral plan may be required (refer to 2011 ORSC sections R301.2.2.2.5 and R602.10.**

- ❑ **PLEASE NOTE: ALL CALCULATIONS, ENGINEERED SHEETS / DETAILS MUST BE WET SIGNED BY THE ENGINEER OR DESIGN PROFESSIONAL OF RECORD.**

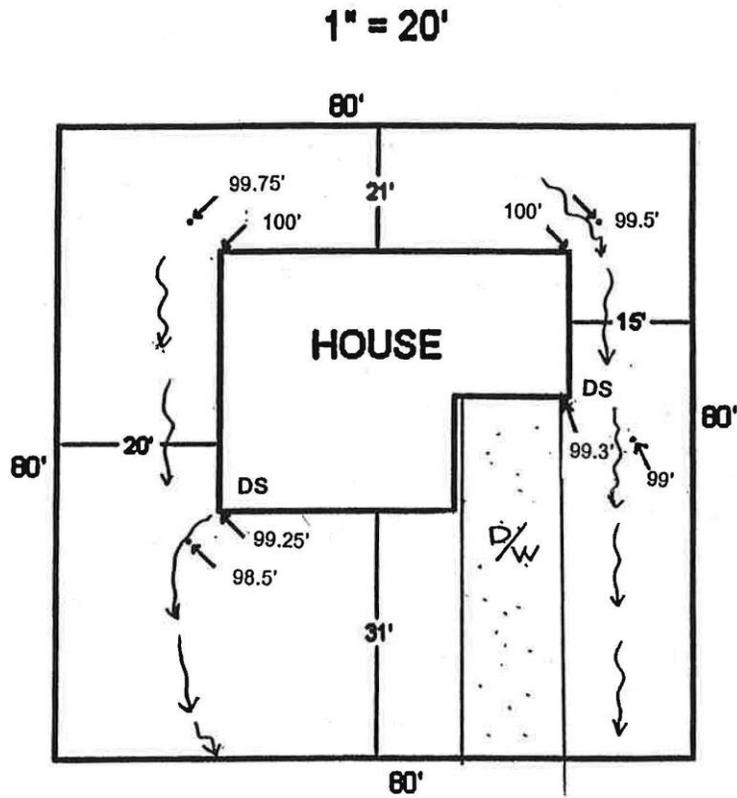
***THE PLANS MUST BE COMPLETE ACCORDING TO THIS CHECKLIST IN ORDER TO BE ACCEPTED & REVIEWED. PLEASE FOLLOW THIS CHECKLIST AS A GUIDE WHEN PERPARING YOUR PLANS. ONLY COMPLETE PLANS WILL BE ACCEPTED.***

***PLEASE NOTE: ALL CONSTRUCTION WORK DONE ON RESIDENCES THAT ARE NOT THE PRIMARY RESIDENCE OF THE PROPERTY OWNER MUST BE DONE BY A LICENSED OREGON CONTRACTOR WITH A CURRENT CITY OF GRANTS PASS BUSINESS TAX.***

**ALL BUILDING PLANS & CALCULATIONS MUST COMPLY WITH THE LATEST EDITIONS OF THE OREGON STATE RESIDENTIAL CODES.**

## EXAMPLE: SITE DRAINAGE & SPOT ELEVATIONS

(THIS INFORMATION IS TO BE ADDED TO THE SUBMITTED SITE PLAN)



DS = DOWNSPOUT

→ = SURFACE WATER DIRECTION

99.5' = SPOT ELEVATION