

DATE: 1-1-09

BUILDING PERMIT APPLICATION CHECKLIST FOR:

MAJOR COMMERCIAL & INDUSTRIAL PROJECTS

*****City of Grants Pass*****

PLEASE NOTE: ALL MAJOR PROJECTS MUST HAVE A 'DEVELOPMENT PERMIT' PRIOR TO SUBMITTING PLANS FOR A BUILDING PERMIT.

BUILDING PLAN SUBMITTAL TIMES: MOM-FRI: 8-10am & 2-4:30pm

MINIMUM SUBMITTAL REQUIREMENTS:

- TWO COMPLETE SETS OF SUBMITTAL DOCUMENTS INCLUDING:
 - ___ A COPY OF THE DEVELOPMENT PERMIT
 - ___ PRE APPROVED SITE PLANS**
 - ___ PRE APPROVED CIVIL DRAWINGS**
 - ___ PRE APPROVED LANDSCAPE PLANS**
 - ___ BUILDING PLANS FOR REVIEW
 - ___ STRUCTURAL CALCULATIONS
 - ___ ENERGY CALCULATIONS

- TWO SEPERATE 8 ½ X 11 REDUCED COPIES OF ONLY THE SITE PLAN.

- COMPLETED 'COMMERCIAL BUILDING PERMIT APPLICATION' & 'PERMIT AUTHORIZATION' FORMS *PLUS* THE APPLICATION FEE.

**THESE PRE APPROVED PLANS MUST BE STAMPED BY City of Grants Pass STAFF....PLEASE INDICATE IF ANY REVISIONS HAVE BEEN MADE TO THESE APPROVED PLANS—THIS MAY REQUIRE AN ADDITIONAL PLANNING REVIEW PROCESS.

PLAN REVIEW REQUIREMENTS:

The following list of plan review requirements is meant as a guide and represents the *minimum* information required for the Building Division to review the project plan documents.

MAJOR COMMERCIAL & INDUSTRIAL CHECKLIST

Effective 1-01-09

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

- NAME, ADDRESS & PHONE NUMBER OF THE APPLICANT, THE CONTACT PERSON, THE PLANS DOCUMENT PREPARER AND THE PROPERTY OWNER.
- THE **ADDRESS** OF PROPERTY AND **THE MAP & TAX LOT NUMBER**.
- A DRAWN TO SCALE **VICINITY MAP**.
- THE **CONSTRUCTION TYPE**, THE **DESIGN CRITERIA** & THE **OCCUPANCY CLASSIFICATION**.

****THE SITE PLAN(S) SHALL INCLUDE:***

- ALL PROPERTY LINES, DIMENSIONS AND SETBACKS
- NORTH ARROW AND SCALE.
- PARKING LOT LAYOUT WITH REQUIRED SPACES (INCLUDING HANDICAPPED).
- NAMES OF ADJACENT STREETS.
- FOOTPRINTS OF ALL EXISTING & PROPOSED STRUCTURES SHOWING THEIR SIZE AND THEIR DISTANCE FROM PROPERTY LINES & OTHER STRUCTURES.
- ALL PROJECTIONS THAT EXCEED 24" FROM EXTERIOR WALLS, INCLUDING OVERHANGS, AWINGS, ETC.
- LOCATION OF EXISTING OR PROPOSED SEWER LATERALS & WATER LINES (DOMESTIC & IRRIGATION—OR INDICATE ON UTILITY PLANS).
- LOCATION OF ALL EASEMENTS (UTILITY, DRIVEWAY, ETC.)
- LOCATION, SURFACE TYPE & DIMENSIONS OF DRIVEWAYS, SIDEWALKS & PLANTER AREAS.
- ALL REQUIRED LANDSCAPING
- ANY WATER WAYS & WET LANDS AREAS ON PROPERTY.
- EXISTING & PROPOSED CONTOURS FOR ENTIRE SITE. (A SOILS REPORT, EROSION CONTROL PLAN & GRADING PLAN SPECIFIC FOR THIS SITE MAY BE REQUIRED.)

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

A) FOUNDATION PLAN...

- INDICATE SIZE & LOCATION OF ALL FOOTING TYPES, POSTS, GIRDERS, HOLD-DOWNS & STRAPS AND UNDER FLOOR ACCESS OPENING & VENTS.
- INCLUDE DETAILS (WITH SCALE INDICATED) OF EACH FOOTING TYPE & RETAINING WALL TO BE USED SHOWING: SIZE, REINFORCING, WALL HEIGHT & FRAMING CONNECTIONS.
- PROVIDE DESIGN CALCULATIONS FOR RETAINING WALLS AND/OR SPECIAL FOOTINGS.

B) FLOOR PLANS / SYSTEMS LAYOUT SHEETS...

- SHOW ENTIRE FLOOR PLAN OF NEW CONSTRUCTION (1/4" SCALE PREFERRED)
- INDICATE EXISTING AND/OR NEW SQUARE FOOTAGES.
- IDENTIFY & LABEL USE OF EACH ROOM, SPACE OR AREA.
- INDICATE DIMENSION OF ALL BUILDING SIDES & INTERIOR WALL LOCATIONS.
- INDICATE ALL WINDOW & DOOR SIZES & LOCATIONS.
- **SHOW SYSTEM LAYOUT FOR ALL PLUMBING, HEATING & AIR CONDITIONING, MECHANICAL EQUIPMENT, ETC. (INDICATE IF ELECTRIC OR GAS).
- **SHOW ELECTRICAL LAYOUT INCLUDING: ROOM LIGHTING, OUTLETS, FANS & EXHAUST VENTS, ETC.

**FOR LARGER PROJECTS PROVIDE AS MANY SHEETS AS NECESSARY FOR EACH LAYOUT TYPE.

C) BUILDING ELEVATIONS...

- ❑ SHOW ALL FOUR SIDES OF BUILDING (DRAWN TO SCALE) INDICATING ALL DOOR & WINDOW LOCATIONS, ROOF HEIGHT & PITCH, ARCHITECTURAL DETAILS / MATERIALS, ROOF & BUILDING PROJECTIONS, ETC.
- ❑ SHOW FINISHED GRADE AT FOUNDATION.
- ❑ LABEL EACH ELEVATION (FRONT, REAR, LEFT, RIGHT OR NORTH, EAST, SOUTH, WEST).

D) FLOOR FRAMING LAYOUT...

- ❑ PROVIDE A PLAN FOR EACH FRAMED FLOOR.
- ❑ INDICATE LOCATION & SIZES OF ALL POSTS & BEAMS, AND SHOW JOIST SIZES & SPACING PLUS TYPE & CONNECTION OF FLOORING MATERIAL.
- ❑ INDICATE POST & BEAM CONNECTIONS.

E) ROOF/CEILING FRAMING LAYOUT...

- ❑ INDICATE LOCATION, SPACING & SIZES OF RAFTERS & CEILING JOISTS OR ROOF TRUSSES. (PROVIDE TRUSS CALCS WITH PLAN SUBMITTAL OR UPON REQUEST OF PLANS EXAMINER)
- ❑ SHOW CARRIER TRUSSES & TYPE OF HURRICANE CLIPS TO BE INSTALLED AT EACH TRUSS.
- ❑ INDICATE SOLID BLOCKING BETWEEN RAFTERS AT POINT OF BEARING.
- ❑ INDICATE HEADERS SIZES FOR DOOR & WINDOW LOCATIONS.

F) BUILDING SECTIONS...

- ❑ THE MAIN SECTION SHALL SHOW ALL 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 NEEDED TO DEMONSTRATE ANY UNIQUE FRAMING CONDITION NOT SHOWN BY THE MAIN SECTION.

G) ENGINEERING MAY BE REQUIRED FOR THE FOLLOWING SPECIAL CONDITIONS:

- ❑ STRUCTURES OVER 4000 SQ FT.
- ❑ BEAMS SUPPORTING COMBINED ROOF & FLOOR LOADS.
- ❑ BEAMS SUPPORTING OTHER BEAMS OR GIRDER TRUSSES.
- ❑ ANY STRUCTURES OR BUILDINGS THAT DO NOT MEET THE BUILDING CODE REQUIREMENTS FOR PRESCRIPTIVE SEISMIC BRACING.
- ❑ BASEMENT & RETAINING WALLS.
- ❑ ANY UNIQUE STRUCTURAL CONDITION OF THE BUILDING.
- ❑ **PLEASE NOTE: ALL CALCULATIONS, ENGINEERED SHEETS / DETAILS MUST BE WET SIGNED BY THE ENGINEER OF RECORD FOR SUBMITTAL.**

YOUR PLAN SUBMITTAL MUST BE COMPLETE ACCORDING TO THIS CHECKLIST IN ORDER TO FACILITATE THE REVIEW PROCESS. PLEASE FOLLOW THIS CHECKLIST AS A GUIDE FOR A COMPLETE PLAN SUBMITTAL. ONLY COMPLETE PLAN SUBMITTALS WILL BE ACCEPTED.

**ALL BUILDING PLANS MUST COMPLY WITH THE LATEST EDITIONS OF THE
OREGON STATE BUILDING CODES**

AND

**BE PREPARED & SIGNED / STAMPED BY A LICENSED ARCHITECT
OR ENGINEER.**

PLEASE NOTE:

***ON COMMERCIAL PROJECTS ALL ELECTRICAL, PLUMBING & MECHANICAL
WORK IS TO BE DONE BY LICENSED OREGON CONTRACTORS*.
ALL OTHER STRUCTURAL WORK ON THE PROJECT MAY BE DONE BY THE
PROPERTY OWNER OR A LICENSED OREGON CONTRACTOR*.***

****ALL CONTRACTORS & SUB CONTRACTORS MUST HAVE PAID THE City of
Grants Pass CONTRACTORS BUSINESS TAX.***