

**ADDITION / REMODEL**  
**COMMERCIAL & INDUSTRIAL BUILDING PERMIT**  
**APPLICATION CHECKLIST**

MINIMUM SUBMITTAL & PLANCHECK REQUIREMENTS  
\*\*\*\*\*CITY OF GRANTS PASS - 541-450-6060\*\*\*\*\*

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

**SUBMITTAL REQUIREMENTS:**

- \*TWO COMPLETE, LEGIBLE & DRAWN 'TO SCALE' SETS OF SITE & BUILDING PLANS (8 ½ X 11 MIN) NO ORIGINALS...COPIES ONLY PLEASE.**
- \*TWO ADDITIONAL SITE PLANS ...(8-1/2 X 11--- REDUCTIONS ALLOWED)**
- \*COMPLETED APPLICATION FORM & FEE plus PERMIT AUTHORIZATION FORM.**

\*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.
- AN ACCURATE WRITTEN DESCRIPTION OF THE **SCOPE OF WORK** OF THE PROPOSED PROJECT.
- THE **ADDRESS** OF PROPERTY AND THE **MAP & TAX LOT NUMBER**.
- THE **SITE PLAN** (DRAWN TO SCALE) & **VICINITY MAP**.
- THE **CONSTRUCTION TYPE** & THE **OCCUPANCY CLASSIFICATION**.

**\*THE SITE PLAN 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.
- INDICATE ALL PROJECTIONS THAT EXCEED 24" FROM EXTERIOR WALLS, INCLUDING OVERHANGS, AWINGS, ETC.
- LOCATION OF EXISTING OR PROPOSED SEWER LATERALS & WATER LINES (DOMMESTIC & IRRIGATION).
- LOCATION OF ALL EASEMENTS (UTILITY, DRIVEWAY, ETC.)
- LOCATION, SURFACE TYPE & DIMENSIONS OF DRIVEWAYS, SIDEWALKS & PLANTER AREAS.
- INDICATE DRAINAGE OF ROOF & SURFACE WATER FROM BUILDING & LOT TO STREET OR APPROVED LOCATION.
- INDICATE HEIGHT OF STRUCTURES INCLUDING PITCH OF ROOF.
- INDICATE ANY WATER WAYS & WET LANDS AREAS ON PROPERTY.
- PROVIDE 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.***

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**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.**  
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**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 A City of Grants Pass BUSINESS LICENSE.**