ADDISON / REMODEL
COMMERCIAL & INDUSTRIAL BUILDING PERMIT
APPLICATION CHECKLIST
MINIMUM SUBMITTAL & PLAN CHECK 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.

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 (DOMESTIC & 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.