RESIDENTIAL INTERIOR REMODEL
APPLICATION CHECKLIST

PLAN SUBMITTAL & PLAN CHECK MINIMUM REQUIREMENTS

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

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

SUBMITTAL REQUIREMENTS:

- *THREE COMPLETE, LEGIBLE & DRAWN ‘TO SCALE’ SETS OF BUILDING PLANS (8 ½ X 11 MIN) PLUS: Engineering as required...see Section ‘G’ below.
- UP TO TWO SEPARATE 8 ½ X 11 SITE PLANS (aerials or reductions acceptable)
- COMPLETED & SIGNED APPLICATION FORM WITH CONTRACTOR CCB# PLUS THE APPLICATION FEE.
- A WRITTEN ‘SCOPE OF WORK’ OUTLINING THE INTERIOR WORK TO BE DONE.
- 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 CONTRACTOR LIST WITH CCB#’S (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.
- THE ADDRESS OF PROPERTY OR MAP & TAX LOT NUMBER.
- THE SITE PLAN (DRAWN TO SCALE—SEE ‘SITE PLAN’ BELOW OR AN AERIAL MAY BE USED)

*THE SITE PLAN SHALL INCLUDE:
- ALL PROPERTY LINES, NORTH ARROW & RESIDENTIAL FOOTPRINT (AERIALS ARE ACCEPTABLE)
- SCALE (e.g.: ENGINEER’S SCALE---1:10, 1:20 …ETC. OR A COMMONLY USED SCALE.)
- NAMES OF ADJACENT STREETS
- INDICATE AREA ON BUILDING FOOTPRINT TO BE ALTERED.
THE BUILDING PLANS SHALL INCLUDE:

A) FOUNDATION PLAN…
   - Indicate size & location of any foundation changes.

B) FLOOR PLAN…
   - Show simple floor plan layout of existing residence with detailed & dimensioned layout of remodeled area (1/4” scale preferred).
   - Indicate room square footage changes.
   - Indicate dimension of all new interior wall locations.
   - Indicate all new window & door sizes plus all windows & doors removed from existing walls to accommodate remodel.
   - 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, exhaust vents & heating.

C) BUILDING ELEVATIONS…
   - New building elevations (drawn to scale) are only required if door and window locations have changed.
   - Label each elevation (front, rear, left, right, north, east, etc).

D) FLOOR FRAMING LAYOUT…
   - Provide a plan for altered or repaired framed floor area.
   - Indicate location & sizes of all new posts & beams and show new joist sizes & spacing.
   - Indicate all new post & beam connections.

E) CEILING FRAMING LAYOUT…
   - Indicate location, spacing & sizes of all new ceiling joists, headers or beams. (Calculations may be required)

F) BUILDING SECTIONS…
   - Provide a building section only if major interior structural alterations are to take place.
   - Include any additional framing section or detail needed to demonstrate any unique framing condition of the remodel.

G) ENGINEERING WILL BE REQUIRED FOR:
   Any structural changes and a lateral plan may be required (refer to 2014 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 PREPARING 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.