

# **RESIDENTIAL APPLICATION CHECKLIST**

## **NEW 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 SITE AND BUILDING PLANS (8 ½ X 11 MINIMUM) ---- no originals---copies only.**
- TWO SEPARATE 8 ½ X 11 SITE PLANS ONLY**
- COMPLETED & SIGNED APPLICATION FORM WITH CONTRACTOR'S CCB#, PLUS THE APPLICATION FEE.**
- COMPLETED: 1) 'PERMIT AUTHORIZATION FORM' (if agent, and not owner, is picking up plans), 2) 'MOISTURE CONTENT & HIGH-EFFICIENCY INTERIOR LIGHTING SYSTEM ACKNOWLEDGMENT FORM' and 3) ENERGY EFFICIENCY FORM 4) IMPERVIOUS SURFACE CALCULATIONS FORM 5) BALANCED MECHANICAL WHOLE HOUSE VENTILATION & INSULATION AND INSTALLATION OF DUCTS INFORMATION**
- LATERAL ANALYSIS (Prescriptive or Engineered), STRUCTURAL CALCS & TRUSS CALCS/LAYOUTS.**
- COMPLETED SUBCONTRACTOR LIST (on back of application form) PLUS the signature of the Owner or Supervising Electrician in section 2A or 2B of the 'ELECTRICAL PERMIT APPLICATION' form.**

**\*ALL DRAWINGS / DETAILS SHALL BE DRAWN TO SCALE & THE SCALE NOTED BY EACH DRAWING / DETAIL.  
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### **PLAN CHECK REQUIREMENTS:**

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

- NAME, ADDRESS & PHONE NUMBER OF APPLICANT, PERSON WHO PREPARED PLANS & *PROPERTY OWNER*.
- THE ADDRESS OF PROPERTY OR MAP & TAX LOT NUMBER.
- THE SITE PLAN (DRAWN TO SCALE—SEE BELOW).

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

- ALL **PROPERTY LINES**, DIMENSIONS, SETBACKS AND NORTH ARROW.
- SCALE** (e.g.; ENGINEER'S SCALE---1: 10 TO 1:50 ...OR ARCHITECT'S SCALE---1/16<sup>TH</sup> TO ¼ INCH.) **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 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).
- LANDSCAPING** AS REQUIRED (SEE SAMPLE SITE PLAN).
- LOCATION OF ALL EASEMENTS (UTILITY, DRIVEWAY, ETC.)
- LOCATION, SURFACE TYPE & DIMENSIONS OF DRIVEWAY AND SIDEWALKS.
- INDICATE **DRAINAGE** OF ROOF & SURFACE WATER FROM BUILDING TO STREET OR APPROVED LOCATION.

- ❑ INDICATE HEIGHT OF STRUCTURES INCLUDING PITCH OF ROOF.
- ❑ INDICATE ANY WATER WAYS & WETLANDS 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 SITE & DRIVEWAY, 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 PLAN SUBMITTAL.)

**\*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 BASEMENT WALLS AND/OR SPECIAL FOOTINGS.
- ❑ THE 1<sup>ST</sup> FLOOR FRAMING LAYOUT MAY BE INDICATED ON THE FNDPLAN.
- ❑ FOR STEEP SLOPE LOTS: FOUNDATION & DETAILS MUST REFLECT ENGINEER'S RECOMENDATIONS.

**B) FLOOR PLAN...**

- ❑ SHOW ENTIRE FLOOR PLAN OF NEW CONSTRUCTION (1/4" SCALE PREFERRED)
- ❑ INDICATE RESIDENCE & GARAGE SQUARE FOOTAGES.
- ❑ IDENTIFY & LABEL SIZE & USE OF EACH ROOM, SPACE OR AREA.
- ❑ INDICATE DIMENSION OF ALL BUILDING EXTERIOR & INTERIOR WALL LOCATIONS.
- ❑ INDICATE ALL WINDOW & DOOR SIZES.
- ❑ SHOW LOCATIONS OF ALL REQUIRED **SMOKE DETECTORS**.
- ❑ SHOW LOCATIONS OF ALL **APPLIANCES**, MECHANICAL EQUIPMENT, FIREPLACE OR WOOD STOVE AND **INDICATE IF ELECTRIC, GAS, WOOD, ETC.**
- ❑ SHOW ROOM LIGHTING, OUTLETS, FANS & EXHAUST VENTS.
- ❑ INDICATE **RESIDENTIAL ENERGY CHECKLIST ENERGY PATH**.
- ❑ SHOW LOCATION OF CONVENTIONAL WALL BRACING PANELS, ALTERNATE BRACE PANELS, PORTAL FRAME BRACING, OR ENGINEERED BRACING.

**C) BUILDING ELEVATIONS...**

- ❑ SHOW **ALL FOUR BUILDING ELEVATIONS** (DRAWN TO SCALE) INDICATING ACCURATE DOOR AND WINDOW LOCATIONS, GRADE TO ROOF HEIGHT AND PITCH, ARCHITECTURAL DETAILS / MATERIALS, ROOF AND BUILDING PROJECTIONS AND SIZES, CHIMNEY / FLUE, ETC.
- ❑ SHOW FINISHED GRADE LINE AT FOUNDATION FOR EACH BUILDING ELEVATION, EXTENDING A MIN OF 5FT FROM BLDG.
- ❑ FOR STEEP SLOPE LOTS SHOW EXISTING & PROPOSED CONTOURS EXTENDING MIN OF 5 FT FROM BUILDING.
- ❑ LABEL EACH ELEVATION (FRONT, REAR, LEFT, RIGHT, NORTH, EAST, SOUTH, WEST, ETC).

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

- ❑ PROVIDE A PLAN FOR EACH FRAMED FLOOR.
- ❑ INDICATE LOCATION & SIZES OF ALL POSTS & BEAMS, AND SHOW JOIST SIZES & SPACING.
- ❑ INDICATE POST & BEAM CONNECTIONS.
- ❑ SPECIFY BRACING TYPE FOR ALL CRIPPLE WALLS.

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

- ❑ INDICATE LOCATION, SPACING & SIZES OF RAFTERS & CEILING JOISTS OR ROOF TRUSSES. **TRUSS CALCS & LAYOUT MUST ACCOMPANY APPLICATION.**
- ❑ SHOW CARRIER TRUSSES & TYPE OF HURRICANE CLIPS TO BE INSTALLED AT EACH TRUSS.
- ❑ 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) LATERAL PLAN per 2014 ORSC section R602.10.**

**H) ENGINEERING WILL BE REQUIRED FOR: Irregular Buildings and Building Elements including but not limited to items noted in the 2011 Oregon Residential Specialty Code section R301.2.2.2.5**

- ❑ **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.**

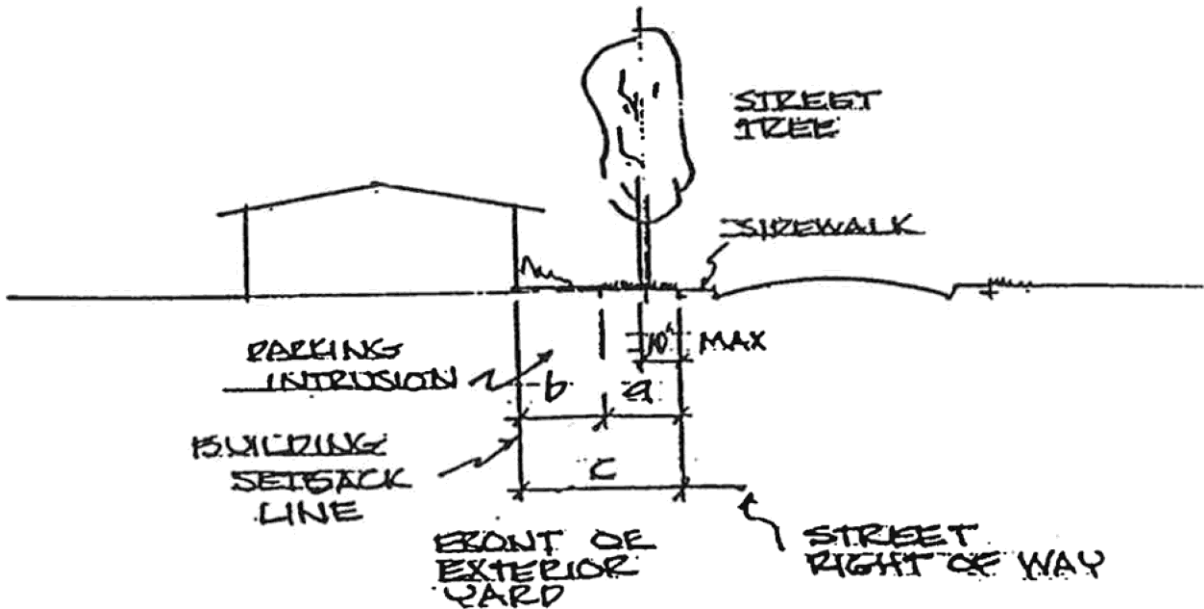
## RESIDENTIAL LANDSCAPE STANDARDS

### 23.31 Type A: Residential Front and Exterior Yards

- <sup>6</sup>(1) The following landscape standards shall apply to residential uses in residential zones:
- (2) Required front and exterior yards shall be landscaped, and building setbacks shall be maintained, according to the Type A Concept Sketch and Schedule 23-1. Minimum landscape requirements per 1000 square feet of required front or exterior yard, or any portion thereof, shall be the following:
  - (a) One tree at least six feet in height, and one inch in caliper measured three feet from the base. Select from street tree list, Section 23.076, and plant within 10' of right-of-way limit as per Type A Concept Sketch.
  - (b) Four one gallon shrubs or accent plants.
  - <sup>6</sup>(c) Remaining area treated with attractive living ground-cover, as defined in Article 30. Coverage with shrubs or living ground cover shall be at least 50% upon installation and 90% after 3 years.
  - (d) If a sidewalk is required, no plant materials shall be installed between the curb and the sidewalk except in accordance with an approved landscape plan.
- (3) No vehicle parking shall be permitted within a required landscaped yard, except the following:
  - (a) For single family and duplex dwellings, two vehicle spaces per dwelling unit, provided that a ten foot width of continuous landscaped area is maintained between the street right-of-way and the vehicle parking area.
  - (b) For all uses in R-3 and R-4 zones, up to five foot depth of continuous parking intrusion, but only when all the following conditions are met:
    - (1) Landscaping equal in area to the parking intrusion is provided elsewhere between the front building line and the street right-of-way.
    - (2) Parking is screened as provided in Section 23.035, Type E.
    - (3) The required front or exterior yard is not also serving as a required buffer strip, as provided in Section 23.034, Type D.
- (4) Approved plant materials installed in the area between the curb and the sidewalk may be used in meeting the landscaping requirements for the front and exterior yards.

Residential Yard, Setback and Parking Intrusion - Schedule 23-1				
Type A Concept Sketch Distance				
Zone	(a) Parking Setback	(b) Parking Intrusion	(c) Required Yard Front/Exterior	
UR	10'	up to 2 vehicles/d.u.	20'	10'
R-1	10'	up to 2 vehicles/d.u.	20'	10'
R-2	10'	up to 2 vehicles/d.u.	20'	10'
R-3	10'	up to 5 ft.	20'	10'
R-4	10'	up to 5 ft.	10'	10'

\* = see 23.031(2) (a)  
d.u. = dwelling unit.  
ft. = linear feet.

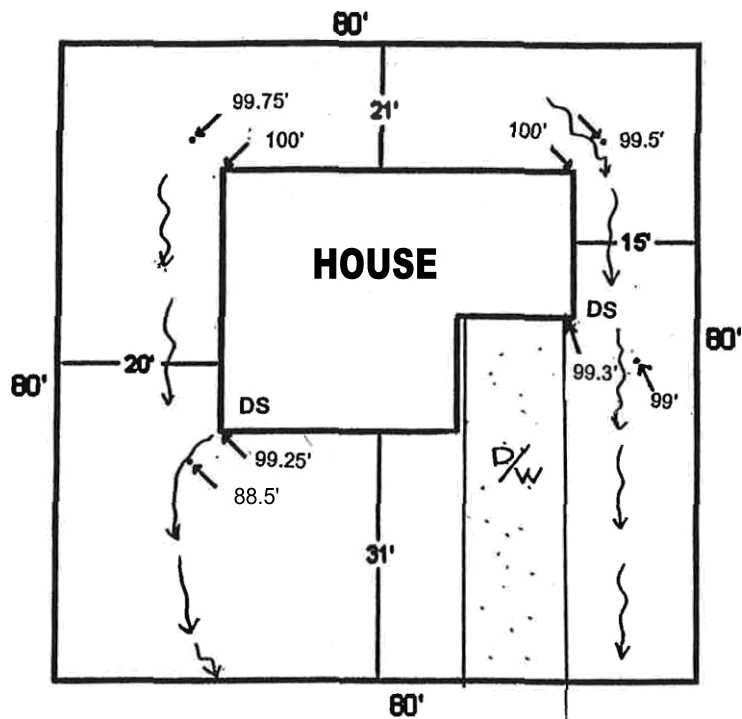


Type A: Concept Sketch  
See Schedule 23-1 for (a), (b) and (c) distances

## EXAMPLE: SITE DRAINAGE & SPOT ELEVATIONS

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

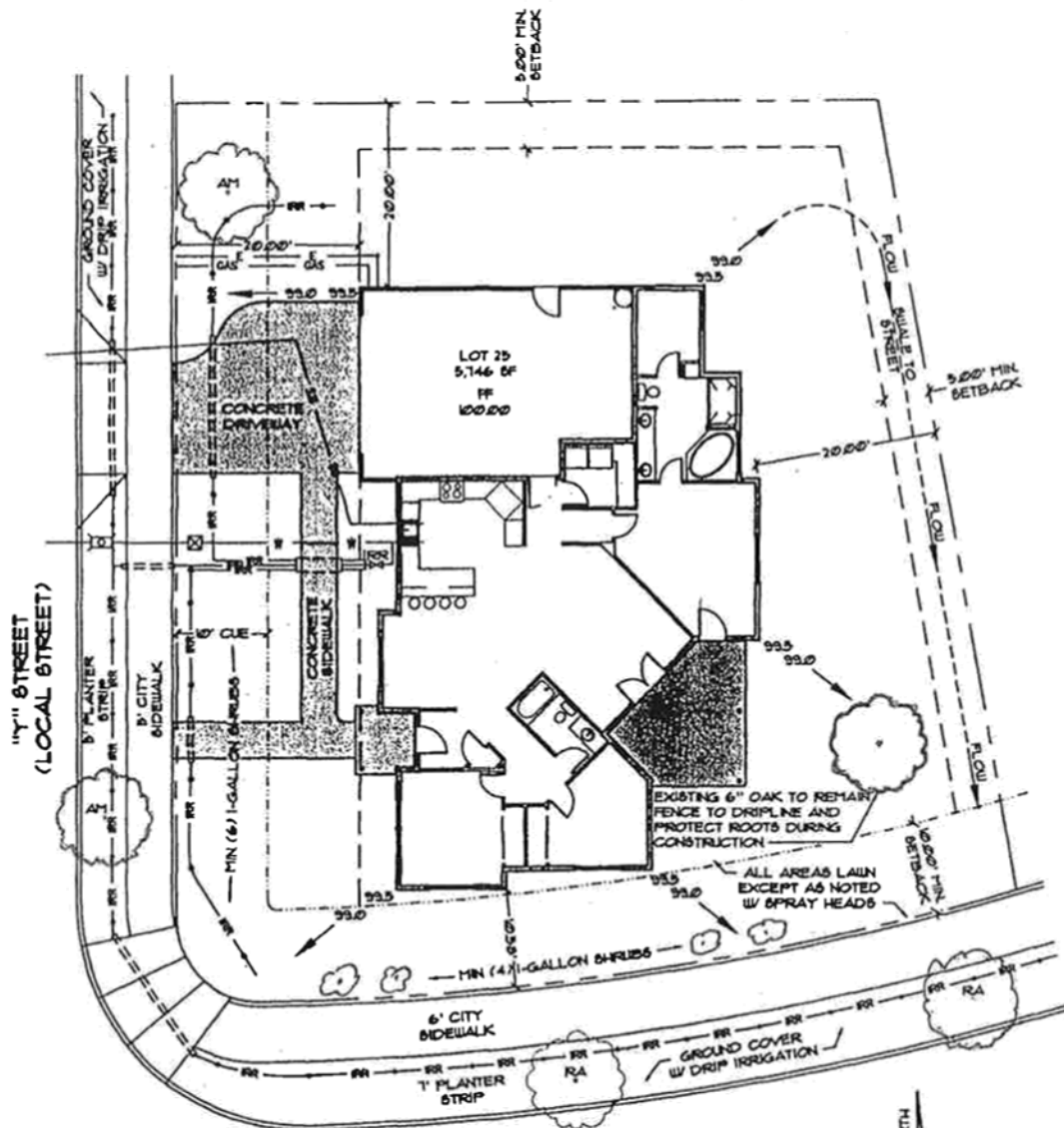
1' = 20'



DS = DOWNSPOUT

- SURFACE WATER DIRECTION

99.5' = SPOT ELEVATION



# SITE PLAN

SCALE: 1"=20'

## LEDGEND:

- WATER METER AND CUSTOM SHUT-OFF VALVE
- BACKFLOW PREVENTION DEVICE
- IRRIGATION SLEEVE
- IRRIGATION CONTROL VALVES
- IRRIGATION LINES
- IRRIGATION SPRAY HEAD SYSTEM - TYPICAL (FOR LAWN)
- IRRIGATION DRIP SYSTEM - TYPICAL (FOR OTHER GROUND COVER)
- 6', 1" CALIPER TREE SELECTED FROM STREET TREE LIST.  
RA = RAYWOOD ASH  
AM = ARMSTRONG MAPLE
- 1 GALLON SHRUB
- GROUND COVER AS NOTED, (ALL GROUND COVER 50% MINIMUM COVERAGE AT INSTALLATION)

## MINIMUM LANDSCAPE REQUIREMENTS:

### "X" STREET

100 FEET OF FRONTAGE x 10 FOOT EXTERIOR YARD = 1000 SQUARE FEET  
(1) 6', 1" CALIPER TREE  
(4) 1 GALLON MINIMUM SHRUBS  
REMAINING AREA TREATED W/ GROUND COVER (50% COVERAGE UPON INSTALLATION AND 90% AFTER 3 YEARS)

### "Y" STREET

50 FEET OF FRONTAGE - 12' DRIVEWAY x 20 FOOT FRONT YARD = 1560 SQUARE FEET  
156x4 = 156 ROUNDED UP TO (7) 6', 1" CALIPER TREES  
156x4 = 624 ROUNDED DOWN TO (6) 1 GALLON MINIMUM SHRUBS  
REMAINING AREA TREATED W/ GROUND COVER (50% COVERAGE UPON INSTALLATION AND 90% AFTER 3 YEARS)

NOTE: THIS LANDSCAPE PLAN MEETS MINIMUM LANDSCAPE STANDARDS.  
ADDITIONAL LANDSCAPING TO BE PROVIDED PER OWNER SPECIFICATIONS

LOT 25  
GRANTS PASSES ESTATES  
1234 Y STREET

GRANTS PASS, OR 97827

SAMPLE SITE  
PLAN