



SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PLAN REVIEW

The City of Cottage Grove Building Division requires two (2) complete sets of plans and two (2) sets of specifications and structural calculations to be submitted at the time of permit application. The City also requires a reproducible (8½" x 11" or 11" x 17") site plan that incorporates all relevant site information. Please see the "**Residential Plan Intake Checklist**" that has been developed to help you understand the basic information that must usually accompany your construction documents. There are also various "**Example Plans**" available for your perusal to include a:

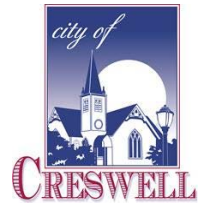
- Site plan;
- Foundation plan;
- Floor framing plan;
- Floor plan;
- Roof framing plan;
- Building elevations; and,
- Cross section details.

Please complete the "**Permit Application**" that guides an applicant through the typical questions that if known in advance, will greatly reduce or expedite the overall review time of your construction project, as well as help ensure accurate building permit and plan review fees.

Once a complete set of residential plans is received, the review is generally completed within two weeks. The applicant will be contacted by staff when the plan review is complete and the permits are ready to be issued.

Submittal Requirements:

- ☐ One (1) completed copy of the "**Residential Plan Intake Checklist**"
- ☐ Completed Energy Additional Measure Selection form, and Exterior Wall Enhanced Drainage form
- ☐ One (1) completed copy of the "**Permit Application**"
- ☐ One (1) copy of a photo reproducible (8 ½ " x 11" or 11" x 17") **Site Plan**
- ☐ Two (2) sets of complete **Building Plans** with two (2) sets of Building Specifications and Calculations required]



RESIDENTIAL PLAN INTAKE CHECKLIST

Reviewing and providing all necessary information noted below at the time of submittal will help ensure an accurate and timely review and approval of your plans. Incomplete submittals may be rejected and re-submittal required.

		Yes	No	n/a
1	Two (2) sets of legible plans drawn to scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.			
2	Site/Plot plan drawn to scale - the plans must show lot dimensions and building setback dimensions, property corner elevations (if there is more than 4 ft. elevation differential, the site plan must show contour lines at 2 ft. intervals), locations of easements and driveway, footprint of structure (including porch and decks), location of wells/septic systems (if applicable), utility locations, any known fill sites or landslide hazard areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage.			
3	Foundation plan and cross section - show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location, type of underfloor framing, and soil type.			
4	Floor plans - show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, fireplaces, BBQ outlets, balconies and decks 30 inches above grade. Indicate the type of fuel each appliance utilizes such as gas, electric, etc.			
5	Cross section(s) and details - show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing material, roof slope, ceiling height, siding material, footings and foundations, stairs, fireplace construction, thermal insulation, etc.			
6	Elevation views - provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than 4 ft. at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7	Wall bracing (prescriptive path) and/or engineered plans - building plans must show construction details, location of lateral brace panels and bracing method used; for non-prescriptive path provide engineered specifications and calculations.			
8	Floor/roof framing plans are required for all floors/roof assemblies indicating beam and member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9	Basement and retaining wall - provide cross sections and details showing placement of reinforcing steel, drains and waterproofing. Engineered plans are required for retaining walls exceeding 4 ft. in height and basement walls not complying with the prescriptive code requirements.			
10	Beam calculations - provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.			
11	Manufactured floor/roof truss layouts with reactions and design details.			
12	Residential Energy Checklist - Identify the prescriptive path or provide energy calculations.			
13	Engineer's calculations when required or provided, (i.e., shear wall, roof truss, retaining walls exceeding 4') shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review by cross-reference to the applicable plan location.			
14	Geotechnical Report - indicate assumed soil bearing. Consult building official for any unusual site, soil, or topography conditions.			

Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red is reserved for department use only.



BUILDING PERMIT APPLICATION

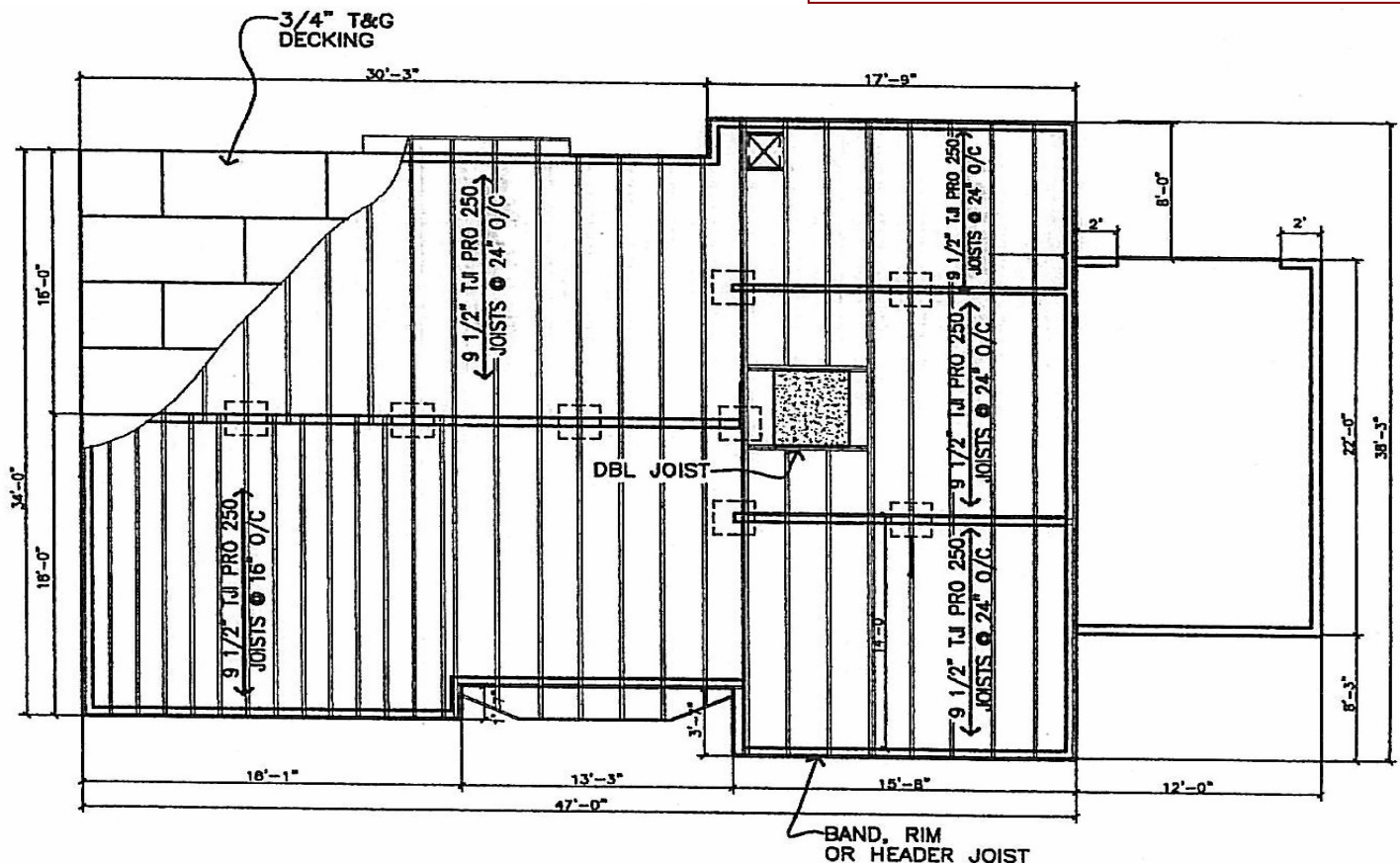
CATEGORY		JOB SITE INFORMATION
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial / Industrial	Project Name:
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Multi-family	Job Site Address:
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:	Map / Parcel No.:
TYPE OF WORK		DESCRIPTION OF WORK – PLEASE BE SPECIFIC
<input type="checkbox"/> New construction	<input type="checkbox"/> Hood Suppression	
<input type="checkbox"/> Add / Alter / Replace	<input type="checkbox"/> Fire Alarm	
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Fire Sprinkler	
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	
<input type="checkbox"/> Other:		
PROPERTY OWNER INFORMATION		NOTICE
Business Name:		TIME LIMITATION OF APPLICATION. AN APPLICATION FOR A PERMIT FOR ANY PROPOSED WORK SHALL BE DEEMED TO HAVE BEEN ABANDONED 180 DAYS AFTER THE DATE OF FILING, UNLESS SUCH APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR A PERMIT HAS BEEN ISSUED; EXCEPT THAT THE BUILDING OFFICIAL IS AUTHORIZED TO GRANT ONE OR MORE EXTENSION OF TIME FOR ADDITIONAL PERIODS NOT EXCEEDING 180 DAYS EACH. THE EXTENSION SHALL BE REQUESTED IN WRITING AND JUSTIFIABLE CAUSE DEMONSTRATED
Contact Name:		
Address:		
City/State/Zip:		
Phone:		
Email:		
APPLICANT/ PRIMARY CONTACT INFORMATION		RESIDENTIAL / COMMERCIAL / INDUSTRIAL
Business Name:		PERMIT FEES ARE BASED ON THE VALUE OF THE WORK PERFORMED. INDICATE THE VALUE (ROUNDED TO THE NEAREST DOLLAR) OF ALL EQUIPMENT, MATERIALS, LABOR, OVERHEAD, AND THE PROFIT FOR THE WORK INDICATED ON THIS APPLICATION.
Contact Name:		
Address:		
City/State/Zip:		
Phone:		TOTAL VALUATION
Email:		
CONTRACTOR INFORMATION		BUILDING DEPARTMENT COMMENTS
Business Name:		
Contact Name:		
Address:		
City/State/Zip:		
Phone:		
Email:		
CCB:		

APPLY ONLINE AT WWW.BUILDINGPERMITS.OREGON.GOV

THE FLOOR FRAMING PLAN SHOULD INCLUDE

- The size, type, location and orientation of all members such as beams, girders and joists. Include their spans and bearing points;
- The sizes and locations of any pony walls, posts and expanded footings;
- Type of decking;
- Indicate grades of lumber and whether or not pressure treated material is to be utilized;
- Show all blocking, bracing and/or hardware required;
- Indicated under-floor access to all sub-divided areas as needed to include sizes and clearances; and
- Specify vapor barrier installation.

The floor-framing plans is generated to show the sizes, type and spacing of all floor-framing members such as joists, girders, beams and headers to include manufacturer's specific installation requirements for pre-engineered products.



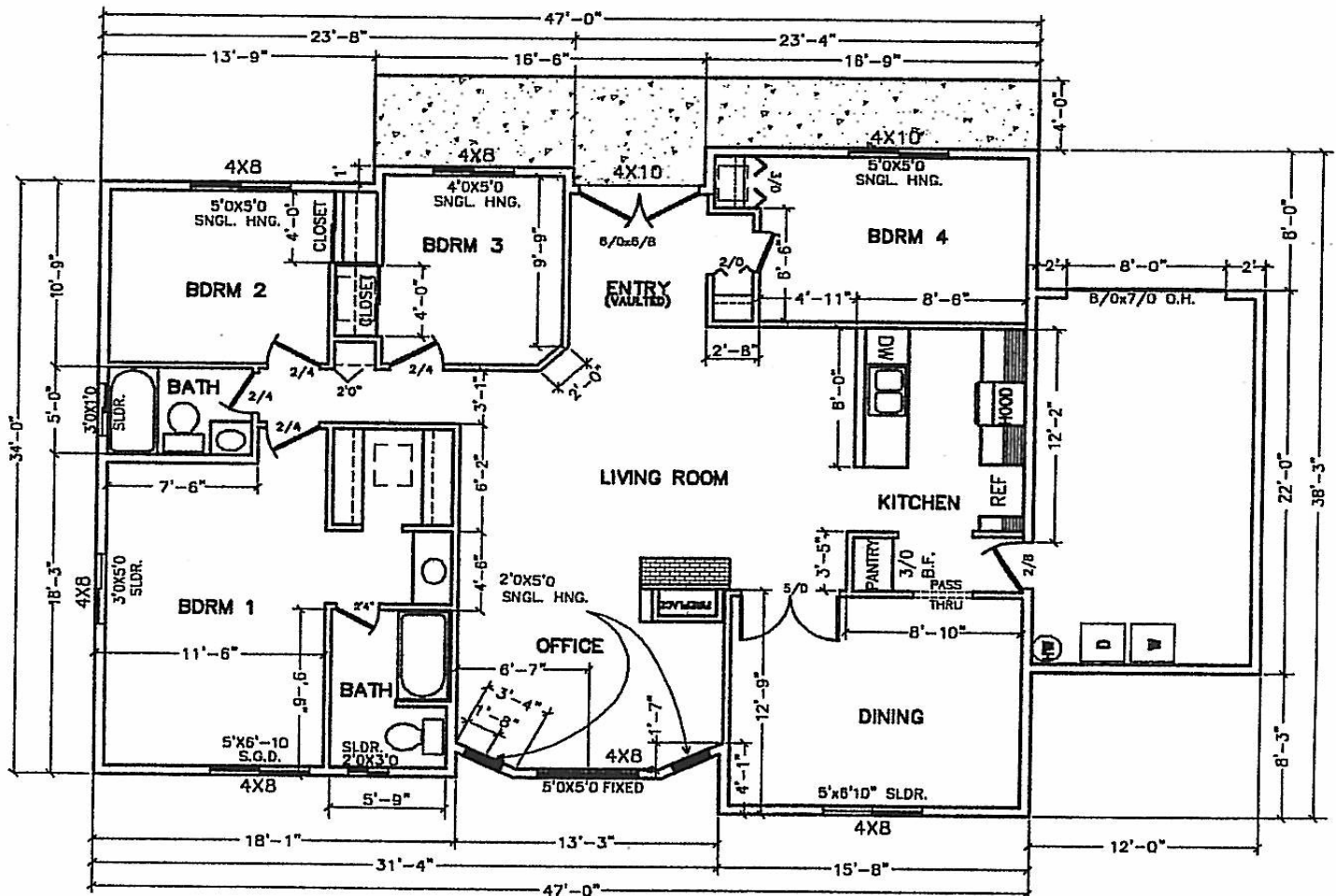
FLOOR FRAMING PLAN

SCALE: 1" = 8'

THE FLOOR PLAN SHOULD INCLUDE:

- Proper scale;
- Arrangement of walls & rooms, their end use and all dimensions;
- Location, type & size of windows & doors to include their opening direction or size;
- Location of all appliances such as water heater, stove, washer/dryer & furnace - include fuel requirements;
- Indicate any fireplaces, wood stoves or inserts;
- Location of all plumbing fixtures including hose-bibbs, garbage disposal & dishwasher;
- Specify location of exhaust fans;
- Location of smoke detectors; and
- Specify tempered/safety glass in hazardous locations.

The floor plan is a drawing indicating permanent structural or non-structural elements of the construction project. It should include room configurations, doors, windows, appliances. All areas shall be designated as to their use.



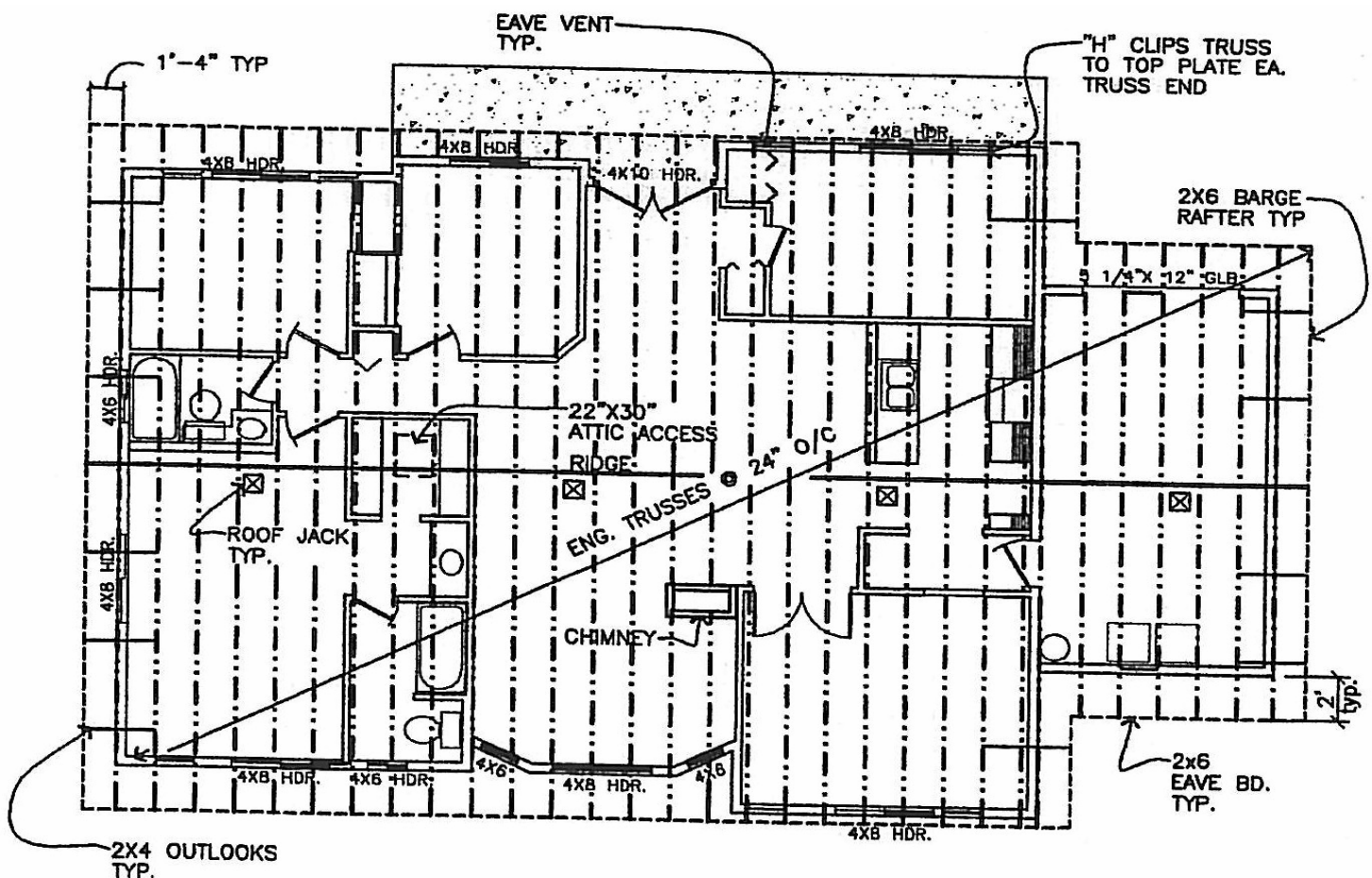
FLOOR PLAN

SCALE: 1" = 8"

THE ROOF FRAMING PLAN SHOULD INCLUDE:

- Size, type, orientation and span/spacing of all structural members;
- Indicate whether or not the roof systems is composed of engineered trusses, stick frame or a combination thereof;
- Specify sizes and locations of any porch beams and wall headers throughout the structure;
- Show all hips, valley's, split-levels, overhangs, crickets, etc.;
- Indicate all various slopes/pitches and any interior vaults;
- Stipulate roofing material, ventilation and any required flashing;
- Indicate attic access size and location(s);
- Show roof drainage procedures; and,
- Indicate bearing points and uplift resistance methods.

The roof-framing plan is used in part to verify all imposed loads associated with the climate / location the structure is built in. It should indicate roof slopes, hips, valleys and structural members.



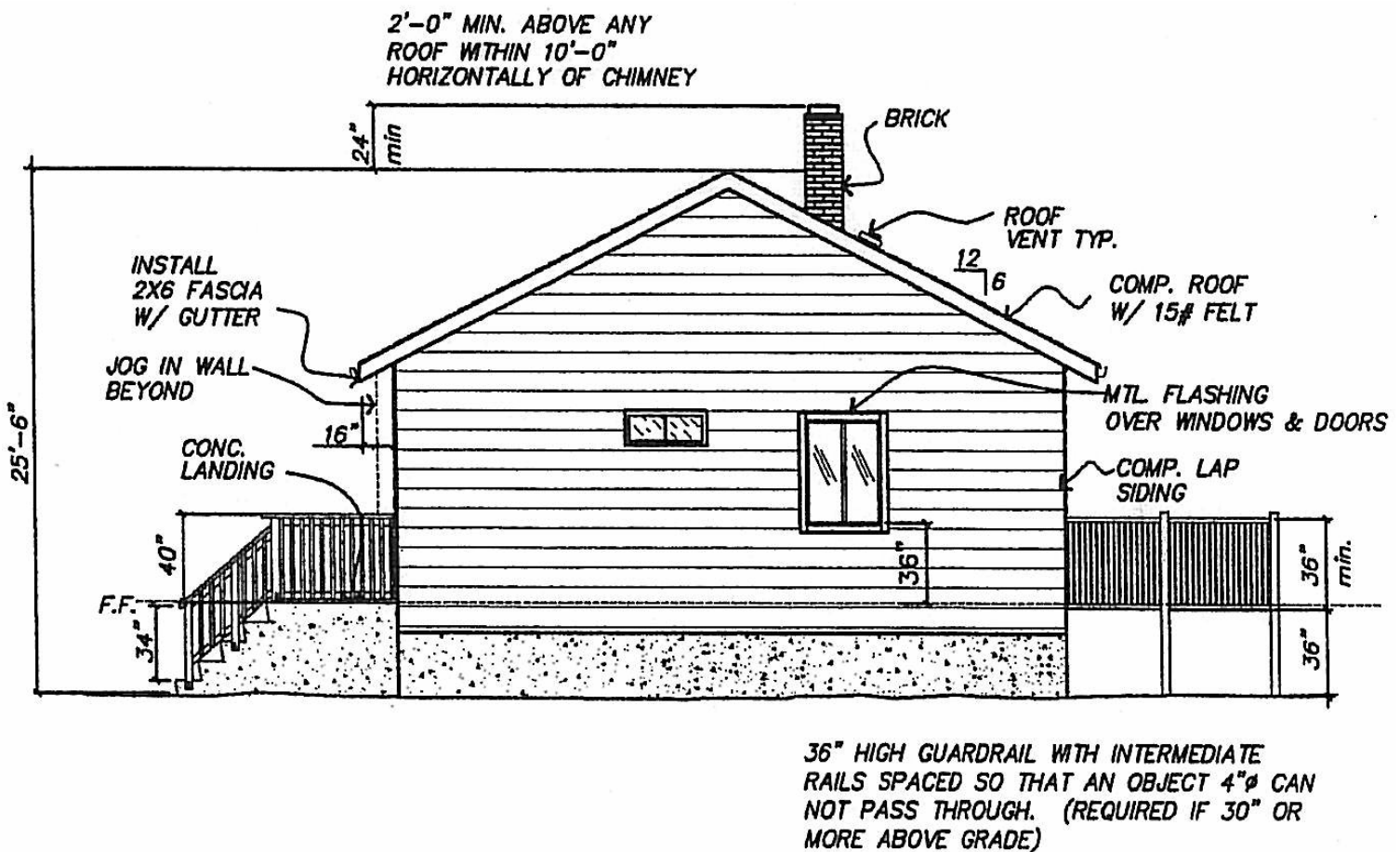
ROOF FRAMING PLAN

SCALE: 1" = 8'

ELEVATIONS SHOULD INCLUDE:

- Scale and compass point;
- Location, size, and height of windows & doors;
- Roof slopes and material;
- Relationship of additions or alterations as applicable;
- Height of landings, decks, stairs and guardrails;
- Siding materials and clearance to grade;
- Indicate any changes in elevations and/or setbacks to ascending or descending grade;
- Flashing specifications;
- Gutters and downspouts;
- Gas meter, heat pumps and other utility entrances; and
- Physical address.

Elevations show roughly what the exterior of the structure will look like when finished. They should include all four directions unless they are very similar in nature.



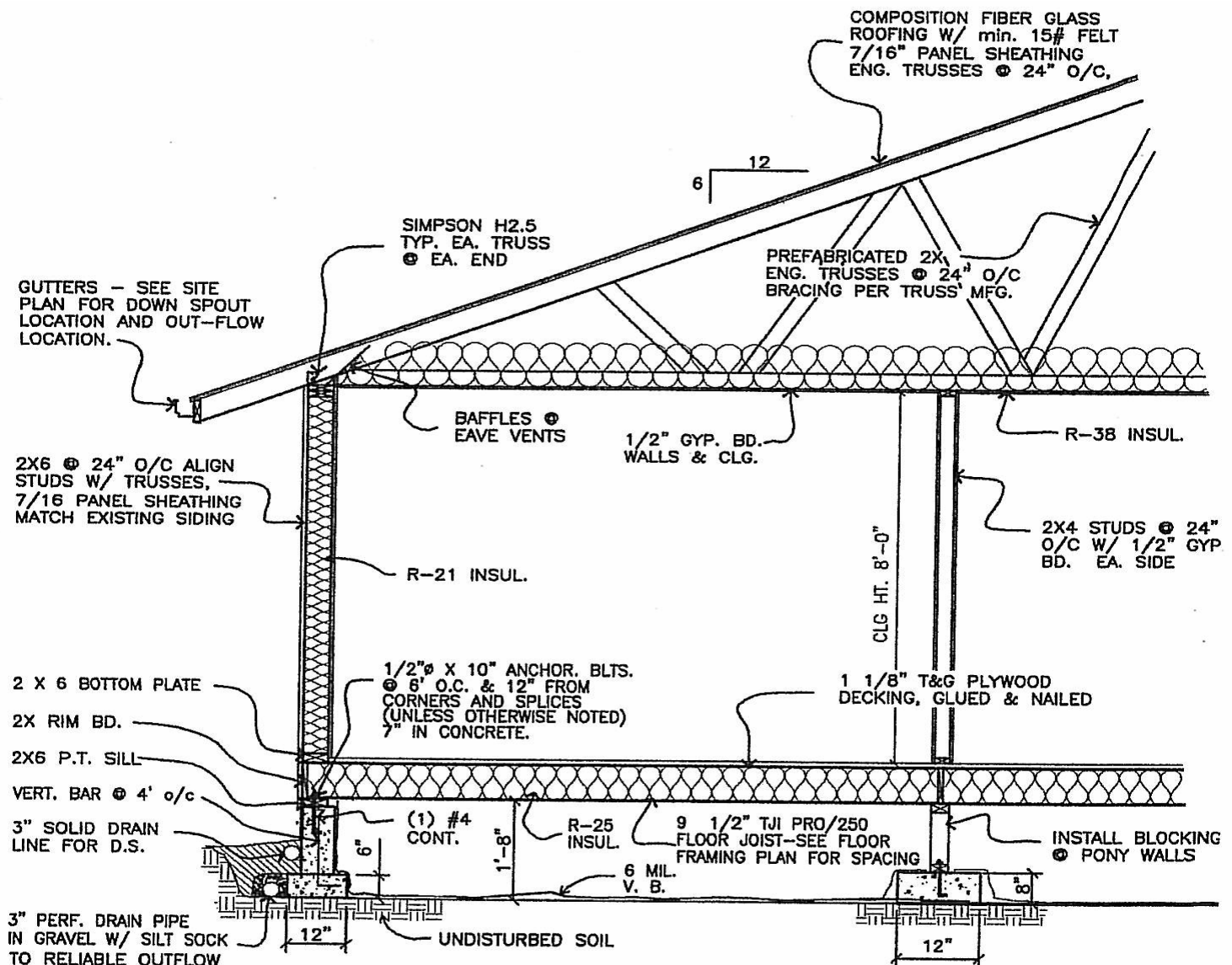
SIDE ELEVATION

SCALE: 1/8" = 1'

BUILDING SECTIONS SHOULD INCLUDE:

- Structural connection details between the foundations, floors, walls and roof/ceilings;
- Insulation details and "R"-values, vapor barriers and ventilation specifics;
- Walls, foundation, floors and roof construction details;
- Roof, site and foundation drainage specifics;
- Specific hardware installation details;
- Roofing and siding materials;
- Under-floor clearances;
- Attic details;

Sections are no more than an inside view of a slice out of your project. Building sections are a great way to enter a lot of additional required information and can also be used for more specific details in conjunction with the other examples.



WALL SECTION
SCALE: 3/8" = 1'