



Residential Plan Submittal Intake Checklist

City of Cottage Grove

400 East Main Street, Cottage Grove, OR 97424

(541) 942-3340, Fax: (541) 942-1267

Web: www.cottagegrove.org, Email: permit@cottagegrove.org

FOR DEPARTMENT USE ONLY

Plan review no.:

Permit no.:

Office staff:

JOB INFORMATION

OWNER

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Phone: () _____ Valuation \$ _____	Phone: () _____ Fax: () _____
E-mail: _____	

ARCHITECT / ENGINEER

APPLICANT / CONTRACTOR

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Phone: () _____ Fax: () _____	Phone: () _____ Fax: () _____

LOCAL GOVERNMENT

☐ Zoning ☐ DEQ ☐ Other: _____

MINIMAL PLAN REQUIREMENTS CHECKLIST

Need	OK or N/A	
1. <input type="checkbox"/>	<input type="checkbox"/>	Plan Requirements — All Structures:
2. <input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of plans; photocopy or blueprint (no pencil)
		Plans drawn to scale (minimum 1/8" per foot, minimum 8.5" x 11")
		Site plan — All structures:
3. <input type="checkbox"/>	<input type="checkbox"/>	North arrow, lot dimensions, setbacks (existing and proposed), all public and/or private easements
4. <input type="checkbox"/>	<input type="checkbox"/>	Structure dimensions
5. <input type="checkbox"/>	<input type="checkbox"/>	Site elevation at corners or contour information (for drainage review)
6. <input type="checkbox"/>	<input type="checkbox"/>	Existing public and private utilities located on property
7. <input type="checkbox"/>	<input type="checkbox"/>	Names of all adjacent streets
		Structural plans — housing:
8. <input type="checkbox"/>	<input type="checkbox"/>	Floor plan: <input type="checkbox"/> first (lower) level <input type="checkbox"/> second (upper) level
9. <input type="checkbox"/>	<input type="checkbox"/>	Foundation plans (with square footage including garage) for additional increase
10. <input type="checkbox"/>	<input type="checkbox"/>	Floor framing: <input type="checkbox"/> first (lower) level <input type="checkbox"/> second (upper) level
11. <input type="checkbox"/>	<input type="checkbox"/>	Roof framing or truss layout
12. <input type="checkbox"/>	<input type="checkbox"/>	Cross sections, exterior elevations
13. <input type="checkbox"/>	<input type="checkbox"/>	Plumbing fixture and HVAC layout
14. <input type="checkbox"/>	<input type="checkbox"/>	Type of heat: Gas F/A: _____ Electrical (type): _____ A/C: _____
15. <input type="checkbox"/>	<input type="checkbox"/>	Insulation — energy conservation path: _____
		If applicable:
16. <input type="checkbox"/>	<input type="checkbox"/>	Soils information: 1000 psf: _____ Other: _____
17. <input type="checkbox"/>	<input type="checkbox"/>	Structural details
18. <input type="checkbox"/>	<input type="checkbox"/>	Structural calculations
19. <input type="checkbox"/>	<input type="checkbox"/>	Wind load calculations
		Garage/carport:
20. <input type="checkbox"/>	<input type="checkbox"/>	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
21. <input type="checkbox"/>	<input type="checkbox"/>	Ceiling/roof framing plan or truss layout with reactions
22. <input type="checkbox"/>	<input type="checkbox"/>	Window sizes, header sizes
23. <input type="checkbox"/>	<input type="checkbox"/>	Electrical, plumbing, and gas layout
24. <input type="checkbox"/>	<input type="checkbox"/>	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section, and elevations)
		Deck — 30 inches or more above grade and/or over 200 square feet:
25. <input type="checkbox"/>	<input type="checkbox"/>	Foundation plan for view
26. <input type="checkbox"/>	<input type="checkbox"/>	Cross sections with connections
27. <input type="checkbox"/>	<input type="checkbox"/>	Stair, guardrail, handrail detail
		Awnings/patio covers — over 200 square feet:
28. <input type="checkbox"/>	<input type="checkbox"/>	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
29. <input type="checkbox"/>	<input type="checkbox"/>	Ceiling/roof framing plan or truss layout with reactions
30. <input type="checkbox"/>	<input type="checkbox"/>	Header sizes
31. <input type="checkbox"/>	<input type="checkbox"/>	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section, and elevations)

Applicant name: _____

Applicant signature: _____ Date: _____