## 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.

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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Two (2) sets of legible plans</strong> 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.</td>
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<td>2</td>
<td><strong>Site/Plot plan drawn to scale</strong> - 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.</td>
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<td>3</td>
<td><strong>Foundation plan and cross section</strong> - 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.</td>
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<td>4</td>
<td><strong>Floor plans</strong> - 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.</td>
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<td>5</td>
<td><strong>Cross section(s) and details</strong> - 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.</td>
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<td>6</td>
<td><strong>Elevation views</strong> - 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.</td>
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<td>7</td>
<td><strong>Wall bracing (prescriptive path) and/or engineered plans</strong> - building plans must show construction details, location of lateral brace panels and bracing method used; for non-prescriptive path provide engineered specifications and calculations.</td>
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<td>8</td>
<td><strong>Floor/roof framing plans</strong> 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.</td>
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<td>9</td>
<td><strong>Basement and retaining wall</strong> - 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.</td>
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<td>10</td>
<td><strong>Beam calculations</strong> - 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.</td>
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<td>11</td>
<td><strong>Manufactured floor/roof truss layouts with reactions and design details.</strong></td>
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<td>12</td>
<td><strong>Residential Energy Checklist</strong> - Identify the prescriptive path or provide energy calculations.</td>
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<td>13</td>
<td><strong>Engineer’s calculations</strong> 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.</td>
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<td>14</td>
<td><strong>Geotechnical Report</strong> - indicate assumed soil bearing. Consult building official for any unusual site, soil, or topography conditions.</td>
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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.