



# ONE- & TWO-FAMILY DWELLING BUILDING PERMIT APPLICATION CHECKLIST

Permit # \_\_\_\_\_

Checked by \_\_\_\_\_

Application cannot be considered complete unless the following items have been submitted. Please submit this checklist at time of permit application.

Subdivision name and lot, if applicable \_\_\_\_\_

## THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW (R106.1)

***The construction documents for the proposed project shall include the following list of plan pages, details, calculations, and/or specifications. All plan pages shall be legible and drawn to scale. Plan pages shall also be fully dimensioned to verify compliance with the Albany Development Code, Albany Municipal Code, and the Oregon Residential Specialty Code.***

1.	<b>Site Plan.</b> The site plan must show lot and building setback dimensions; property corners; contour lines at 2-ft intervals; location of easements, driveway location and width; footprint of structure (including decks); location of wells/septic systems; utility locations; direction indicator and scale; lot area; building coverage area, percentage of coverage; impervious area; existing structures on site; and landscaping. The plan shall show how stormwater is being directed to an approved system.
2.	<b>Elevation Views.</b> The plans must provide elevations showing the building, grade, windows, building height, decks and patios.
3.	<b>Foundation Plan.</b> The plans must show the foundation dimensions, details on the width and thickness of footings, size and thickness of stem walls, anchor bolt placement, transfer points for loads above, hold-downs and reinforcing pads, connection details, foundation vent size and location.
4.	<b>Floor Plans.</b> The plans must show the proposed rooms with identification of intended use, all dimensions, window size, smoke detectors & carbon monoxide alarms, water heater, furnace, exhaust fans, plumbing fixtures, balconies & decks, etc.
5.	<b>Wall Bracing (R602.10) and/or Lateral Analysis.</b> The plans must show the location of braced wall lines, the location and length of braced wall panels. The construction documents shall provide calculations demonstrating the required bracing based on the requirements of R602.10. Alternatively, an engineered lateral analysis can be submitted by a registered design professional. 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
6.	<b>Floor Framing.</b> Provide plans and calculations for all floor assemblies, indicating member sizing, spacing, bearing locations, load transfers, and connections.
7.	<b>Roof Framing.</b> Provide plans for the roof assembly, indicating member sizing, spacing, bearing locations, load transfers, and connections. The plans need to show attic ventilation calculations. (Truss layouts and reaction loads are needed at review.)
8.	<b>Cross Section(s) and Details.</b> Show framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. Show details of wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, insulation, etc.
9.	<b>Energy Code Compliance.</b> Provide details to show compliance with Table N1101.1(1) and the required additional measures of Table N1101.1(2) for new construction and as required in N1101.2 for existing buildings.
10.	<b>Beam Calculations.</b> Provide two sets of calculations for all beams and joists exceeding prescriptive code requirements, and for any beam/joist carrying a non-uniform load.
11.	<b>Albany Development Code Compliance.</b> Provide the appropriate Planning Division forms for the specific project.
12.	<b>Erosion Control Application.</b> This application is required for all work disturbing 2,000 sq. ft. of ground surface area.
13.	<b>Soils Report.</b> For properties in a mapped high slope area, as defined by the Albany Development Code, shall provide a geotechnical soils report at time of application. For all other new homes, the soils report is required to be submitted and reviewed prior to the foundation inspection.
14.	<b>Septic System.</b> For locations not serviced with the City's sewer system, a copy of the approved septic system permit or authorization from the county health department is required at time of application.
15.	<b>Wells.</b> For locations not serviced with the City's water system, the applicant shall provide a copy of the well log from the Water Resources Department, at time of application.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_