



New 1 & 2 Family Dwelling PERMIT APPLICATION

Community Development – Building Division
333 Broadalbin Street SW • Albany, OR 97321
(541) 917-7553

cd.customerservice@cityofalbanynet.net

Obtain applications online at: cd.cityofalbanynet/forms

Job Site Location (where the work is taking place):

Job Site Address: _____

Project Description:

Property Owner:

Name of Owner: _____

Owner Mailing Address: _____

City/State/Zip: _____

E-mail: _____

Applicant (permit owner):

Name of Applicant: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

E-mail: _____

Owner Installation: Please complete form on the reverse side.

Contractor Company Information:

Name of Contractor: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

E-mail: _____

Oregon CCB # (required): _____

NSFR Contractor Information (required) LICENSING: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701.

Plumbing: _____

CCB # _____ Phone # _____

PB # _____

Email: _____

Mechanical: _____

CCB # _____ Phone # _____

Email _____

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Authorized Signature: _____

Print Name: _____ Date: _____

Office Use Only:

Permit #:

Intake by:

CATEGORY OF CONSTRUCTION

- Single Family Duplex
 Townhouse Accessory Structure

REQUIRED DATA

Is the property in a Floodplain or Natural Resource Overlay District? Yes No

Is the property serviced with a septic system? Yes No

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. See Construction Valuation Table in Fee schedule for minimum valuation.

Valuation: _____

BUILDING PERMIT*

No. of Bedrooms: _____ No. of Bathrooms: _____

First Floor: _____ (sqft) Second Floor: _____ (sqft)

Third Floor: _____ (sqft) Basement: _____ (sqft)

Garage: _____ (sqft) Carport: _____ (sqft)

Decks/Patios: _____ (sqft) Unfinished: _____ (sqft)

PLUMBING PERMIT*

(Select if requesting as part of this permit)

Kitchens: _____ (ea) Water Service: _____ (lf)

Sewer Lateral: _____ (lf) Stormwater: _____ (lf)

Backflow Device: _____ (ea) Fire Sprinkler: _____ (sqft)

MECHANICAL PERMIT*

(Select if requesting as part of this permit)

Gas Connections: _____ (ea) Appliances: _____ (ea)

Venting: _____ (ea) Fireplace: _____ (ea)

Other: _____

*See the associated fee tables at cd.cityofalbanynet/fees

NOTICES

PERMITS BECOME VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITH 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

INSPECTION RESULTS

AS PART OF OUR EFFORT TO BE SUSTAINABLE AND TO BE EFFICIENT GOVERNMENT, INSPECTION RESULTS ARE EMAILED TO THE APPLICANT LISTED ON THE APPLICATION. IF YOU WOULD LIKE TO RECEIVE PAPER NOTICES AT THE JOBSITE, PLEASE CHECK HERE

Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. (ORS 701.325 (2))

This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.

Please check the appropriate box:

I own, reside in, or will reside in the completed structure and my general contractor is:

Name

CCB#

Expiration Date

I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.

Print Name of Permit Applicant

Signature of Permit Applicant

Date

Permit #: _____

Address: _____

Issued by: _____ Date: _____





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.	Site Plan. 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.	Elevation Views. The plans must provide elevations showing the building, grade, windows, building height, decks and patios.
3.	Foundation Plan. 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.	Floor Plans. 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.	Wall Bracing (R602.10) and/or Lateral Analysis. 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.	Floor Framing. Provide plans and calculations for all floor assemblies, indicating member sizing, spacing, bearing locations, load transfers, and connections.
7.	Roof Framing. 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.	Cross Section(s) and Details. 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.	Energy Code Compliance. 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.	Beam Calculations. 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.	Albany Development Code Compliance. Provide the appropriate Planning Division forms for the specific project.
12.	Erosion Control Application. This application is required for all work disturbing 2,000 sq. ft. of ground surface area.
13.	Soils Report. 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.	Septic System. 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.	Wells. 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 _____

DESIGN CHECKLIST - NEW HOME

The design standards for single-family homes are intended to create pedestrian-friendly, sociable, safe and attractive neighborhoods through human-scale design. These standards emphasize the functional relationship between the home and the street. Compatibility standards protect the architectural character of existing neighborhoods. These design standards are adaptable to many different architectural styles.

These standards apply to all new houses, manufactured homes, duplexes, and attached houses on individual lots in all zones that allow single-family housing. They do not apply to existing structures, new additions on existing structures, or manufactured home parks. Development on flag lots or on lots that slope up or down from the street with an average slope of 20 percent or more is exempt from these standards.

Attachments required:

- Plot plan showing the proposed home on the subject property.
- Scale drawing of the front elevation of the home.

Front Door Orientation

- At least one main entrance of the home is located within eight feet of the longest street-facing wall of the dwelling unit (excluding the garage), AND

Distance from main entrance to longest street-facing façade = _____ feet

Either:

- Faces the street; OR
- Is at an angle of up to 45 degrees from the street; OR
- Opens onto a porch that meets all of the following standards:
 - ◆ The porch is at least 25 square feet in area; *Dimensions: _____ x _____ Area = _____ s.f.*
 - ◆ The porch has at least one entrance facing the street; AND
 - ◆ The porch has a roof that is:
 - No more than 12 feet above the floor of the porch; and *Porch roof height = _____ feet*
 - At least 30 percent solid. This standard may be met by having 30 percent of the porch area covered with a solid roof, or by having the entire area covered with a trellis or other open material if no more than 70 percent of the area of the material is open.
Porch roof coverage = _____ % solid

Street-Facing Windows

- At least 15 percent of the area of each façade that faces a street lot line must be windows and/or main entrance doors.

Windows in garage doors do not count toward meeting this standard, but windows in garage walls do count toward meeting this standard.

To count toward meeting this standard, a door must be at the main entrance and facing a street lot line. For a corner lot, only one side of the home must meet this standard.

The area of the street-facing façade is determined by adding the square footage of surface area of each section of wall visible from that perspective. For buildings with more than one wall along one façade (for example, rooms jutting out from the main building or a building where each floor is set back from the floor below), all of the walls are included in the total area. The total area does not include any roof area.

ENVELOPE ENHANCEMENT MEASURES - TABLE N1101.1(2) Revised

Envelope Enhancement Measure (Select One)	1	High efficiency walls & windows Exterior walls – U-0.045/R-21 cavity insulation + R-5 Continuous
	2	Upgraded features Exterior walls – U-0.057/R-23 intermediate or R-21 advanced, Framed floors – U-0.026/R-38, and Windows – U-0.28 (average UA)
	3	Upgraded features Exterior walls – U-0.055/R-23 intermediate or R-21 advanced, Flat ceiling ^e – U-0.017/R-60, and Framed floors – U-0.026/R-38
	4	Super Insulated Windows and Attic OR Framed Floors Windows – U-0.22 (Triple Pane Low-e), and Flat ceiling ^e – U-0.017/R-60 or Framed floors – U-0.026/R-38
	5	Air sealing home and ducts Mandatory air sealing of all wall coverings at top plate and air sealing checklist ^f , and Mechanical whole-building ventilation system with rates meeting M1503 or ASHRAE 62.2, and All ducts and air handlers contained within building envelope ^d or All ducts sealed with mastic ^b
	6	High efficiency thermal envelope UA^g Proposed UA is 8% lower than the code UA
Conservation Measure (Select One)	A	High efficiency HVAC system Gas-fired furnace or boiler AFUE 94%, or Air source heat pump HSPF 9.5/15.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy Star rated
	B	Ducted HVAC systems within conditioned space All ducts and air handler are contained within building envelope ^d <i>Cannot be combined with Measure 5</i>
	C	Ductless heat pump Ductless heat pump HSPF 10.0 in primary zone of dwelling
	D	High efficiency water heater Natural gas/propane with UEF 0.85 OR Electric heat pump water heater Tier 1 Northern Climate Specification Product

For SI: 1 square foot = 0.093 m, 1 watt per square foot = 10.8 W/m.

- Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- All duct joints and seams sealed with listed mastic; tape is only allowed at appliance or equipment connections (for service and replacement). Meet sealing criteria of Performance Tested Comfort Systems program administered by the Bonneville Power Administration (BPA)
- Residential water heaters less than 55-gallon storage volume.
- A total of 5 percent of an HVAC system's ductwork shall be permitted to be located outside of the conditioned space. Ducts located outside the conditioned space shall have insulation installed as required in this code.
- The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026.
- Continuous air barrier. Additional requirement for sealing of all interior vertical wall covering to top plate framing. Sealing with foam gasket, caulk, or other approved sealant listed for sealing wall covering material to structural material (example: gypsum board to wood stud framing).
- Table N1104.1(1) Standard base case design, Code UA shall be at least 8 percent less than the Proposed UA. Buildings with fenestration less than 15 percent of the total vertical wall area may adjust the Code UA to have 15 percent of the wall area as fenestration.



CITY OF ALBANY
 Public Works Department
 333 Broadalbin St. SW
 Albany, OR 97321
 (541) 917-7676 Phone
 (541) 917-7573 Fax
 (541) 791-0116 EPSC Hotline
 epsc@cityofalbany.net

PERMIT APPLICATION

EROSION PREVENTION AND SEDIMENT CONTROL (EPSC)

- MINOR LAND DISTURBING ACTIVITY
- MAJOR LAND DISTURBING ACTIVITY
- PERMIT TRANSFER - OWNERSHIP TRANSFER

JOB SITE LOCATION	DESCRIPTION OF WORK
Address:	Lot Size (sq. feet): _____
Map Lot No.:	Size of disturbed area (sq. feet): _____
Subdivision: _____ Lot: _____	Description: _____
OWNER INFORMATION	
Name:	
Home Address:	
City/State/Zip:	
Phone: _____ Cell: _____	
email:	
24-HOUR EMERGENCY CONTACT	
Contact Name:	
24 - hr Phone No.:	
GENERAL CONTRACTOR - IF APPLICABLE	
Contact Name:	
Company:	
Address:	
City/State/Zip:	
Phone: _____ Cell: _____	
email: _____ CCB#: _____	
EPSC PLAN PREPARATION - IF APPLICABLE	
Person Preparing Plan:	
Company Name:	
Address:	
City/State/Zip:	
email: _____ Phone: _____	
DEPARTMENT USE ONLY	
Date Application Received:	<input type="checkbox"/> Plan Submitted
Date of Plan Review: _____ By: _____	
Date of Site Inspection: _____ By: _____	
EPSC Permit No.:	
SI Project No.:	
Building Permit No.:	
SI PROJECT NAME IF APPLICABLE	

By my signature below I swear or affirm that the information provided above is true and correct to the best of my knowledge and belief. I understand that failure to comply, on the part of myself or any other persons or entities performing work under this permit, with the requirements of the City of Albany EPSC program, this and any other applicable permit, the Albany Municipal Code, and any other applicable laws, codes, and covenants, can cause delays in the permitting process, result in a stoppage of work, and/or incur fines and other penalties. I understand that I assume full legal and financial responsibility for all activities performed under this permit which cause damages to rights-of-way, storm drains, swales, drainage ways, wetlands, and/or Waters of the State.

Signature of Property Owner

Date

Printed Name of Property Owner