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| **LIFE SAFETY and STRUCTURAL REVIEW** **COMPLETENESS CHECKLIST for RESIDENTIAL ADDITIONS AND ALTERATIONS** |
| **Residential Building Permit** | **Date:** |       |
| **Applicant Name:** |       | **Phone:** |       |
| **E-Mail:** |       |
|  |  |  |  |  |
| PROJECT INFORMATION |
| **Street Address:** |       |
| **Description of Work:** |       |
| Note: Do not use this form for * Construction of new, detached dwelling units, instead refer to [www.portland.gov/bds/residential-permitting/residential-building-permits/new-single-family-residence-permits](https://www.portland.gov/bds/residential-permitting/residential-building-permits/new-single-family-residence-permits)
* Solar installations, instead refer to [www.portland.gov/bds/solar-development/structural-engineering/structural-design-requirements-solar-installations](https://www.portland.gov/bds/solar-development/structural-engineering/structural-design-requirements-solar-installations)
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**Prior to Submittal:**

It is the responsibility of the applicant to verify the completeness of the permit submittal. Please complete the columns on the left side of the checklist below (under the area noted, “Applicant to complete this section") prior to permit submittal.

1. The Life Safety Preliminary Review will only verify completeness. A complete Life Safety review will be performed once it is determined that a complete set of coordinated documents has been submitted.
2. Section 106.1.1 of the Oregon Residential Specialty Code (ORSC) requires that, “construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations.”
3. Additional information on Plan submittal criteria can be found in Brochure #6, “[What Plans Do I Need for a Building Permit?](https://www.portland.gov/bds/documents/what-plans-do-i-need-building-permit-brochure-6)”

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| *For Life Safety Plans Examiner Use Only* |
| *Life Safety Plans Examiner:* |  | *Phone:* |  |
| *Email:* |  |
| *[ ]  Accepted [ ]  Additional Information Required* | *Date:* |

| Applicant to complete this section | Code Section | Information Required | COP Staff |
| --- | --- | --- | --- |
| NA | Prov’d | Sheet | Prov’d | Req’d |
| **General Information** **(*required for all projects*)**       |
| **[ ]**  | **[ ]**  | All | 106.1.1 | Drawings are legible and archivable * Minimum text size 3/32”
* Drawings to scale, fully dimensioned and labeled
* Line quality and contrast must be easy to read and dark enough to scan (black lines and lettering on white background, no color).
* Orientation is correct (no mirrored plans or engineering)

      | **[ ]**  | **[ ]**  |
| **Site Plan** **(*required for all projects*)** |
| **[ ]**  | **[ ]**  |       |  | Site Plan * Property lines and street name(s)
* Footprint of Building and other structures on the site with dimensions between each
* Grade Elevations at corners of structure and property.
* North arrow

      | **[ ]**  | **[ ]**  |
| Architectural Drawings *(required for all projects)* |
| **[ ]**  | **[ ]**  |       |  | Fully dimensioned floor plan of each level affected, showing:* Demolished walls, existing walls to remain, and proposed walls (with legend).
* Proposed configuration must be able to be distinguished from existing conditions.
* Windows (size, sill height, method of operation, safety glazing, window wells)
* Doors (size and swing direction)
* Labels showing use of each room
* Plumbing fixture layout
* Furnace and water heater location
* Electrical light fixtures, exhaust fans, smoke and carbon monoxide detectors

      | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       | 106.1.1401 | Exterior elevations of all sides as affected by the scope of work, showing grade slopes and coordinated with slopes shown on the site plan.      | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       |  | Dimensioned building section* Typical wall, floor, ceiling, roof and foundation construction
* Overall ceiling height and dropped ceilings/soffits

      | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       |  | Stair details with dimensions for risers, treads, headroom clearance, guardrails and handrails, for projects involving stairs.       | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       |  | Energy conservation information:* Insulation R-values for ceiling, walls, floors
* U-values for windows and doors
* “Energy Efficiency Additional Measures” form, with selected measures identified on the plans

      | **[ ]**  | **[ ]**  |
| **Structural Drawings *(required for all projects that involve changes affecting structural load path)*** |
| **[ ]**  | **[ ]**  |       |  | Lateral Bracing Design showing resistance to wind and seismic forces in added or altered areas (identify design path):* Prescriptive Path
	+ Code Edition identified: 2008 or 2017 ([State bracing calculations](https://www.oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx) required for 2017)
	+ Each required panel location and length identified on Plan
	+ Shear wall type legend (CS-WSP, BP, ABP, PF, etc.)
	+ Details and connectors for each shear wall type used
* Engineered Path
	+ Calculations with valid, current Oregon engineer’s stamp
	+ Shear wall schedule and Hold down schedule on plans
	+ All construction details within calcs are included on Plans.
	+ Alternate Method or if bracing is not required, identify reason:

       | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       |  | Gravity Load Design, showing the load transfer from added or altered areas, including:* Roof Framing Plan
* Floor Framing Plan
* Foundation plan
* Hardware, fasteners and nailing patterns shown
* Beams
* Existing, New and/or Removed identified by Schedule or Tags
* Calculations cross referenced to plan (BM-1, BM-2, etc.)
* Roof and Floor Trusses
	+ Layout coordinated with plans or **[ ]** Deferred?
	+ Valid, current Oregon engineer’s stamp
* I-Joists
	+ Layout coordinated with plans or **[ ]** Deferred?
	+ Grade/Series identified (“TJI 110”, “BCI 20”, etc.)
	+ Valid, current Oregon engineer’s stamp

      | **[ ]**  | **[ ]**  |
| Details as Applicable (*as needed for scope of work)*       |
| **[ ]**  | **[ ]**  |       | 302.3 | For projects adding an Accessory Dwelling unit:* Fire separation between dwelling units and its supporting construction, along with construction details.
* Room labels showing use of all spaces: Main, ADU, or Common
* Information on functioning and separation of utilities (plumbing, mechanical and electrical systems) between units

      | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       | 302.3 | For projects converting areas from non-habitable to habitable:* Fire rated construction for exterior walls or eaves that are less than 3’ to a property line.
 | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       |  | For 4 story structures: compliance with applicable Code Guides, see <https://www.portlandoregon.gov/BDS/36820>       | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       |  | For pools: details of compliant barriers       | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       |  | For short term lodging: notations identifying spaces used for stays less than 30 days       | **[ ]**  | **[ ]**  |
| **[ ]**  | **[ ]**  |       |  | For Adult Foster Care: bedrooms identified as for family or for clients. |  |  |
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| *For Life Safety Plans Examiner Use Only* |
| Miscellaneous *(as required for the scope of work)*       |
| *Every project is unique. During the Life Safety Preliminary Review, the Plans Examiner may identify specific information that is required in order to perform a code review for your specific scope of work. The items identified will be required to be provided prior to complete review of the project.**Based on the plans submitted, the items listed below appear to be missing or not in conformance with the Oregon Residential Specialty Code (ORSC) and/or other City requirements.* |
| **Item #** | **Location on plans** | **Code Section** | **Clarification / Correction Required** |
|  |       |       |       |
|  |       |       |       |