



New Single Family Residential Minimum Submittal Checklist and Sample Site Plan

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The information listed below is the minimum information required for a complete submittal package. If items are missing or incomplete, we will not accept your project for review. The completeness and complexity of the plans will determine how quickly they are reviewed.

Documents required for all submittals		staff use
1 Application Form Including applicant contact information, lot owner, contractor, and property identification details (Tax ID Number, R Number, and Legal Description).	<input type="checkbox"/> Provided	
2 This Submittal Checklist Completed with all attachments as needed clearly indicated.	<input type="checkbox"/> Provided	
3 Residential Water Service Application Completed form detailing plumbing fixtures to be installed and authorization to create Water Bureau account.	<input type="checkbox"/> Provided	
4 Erosion Control Plan (4 copies) Provide an erosion control plan or, if eligible, complete and sign the Simple Site Erosion Control Requirement form.	<input type="checkbox"/> Provided	
5 Energy Efficiency Additional Measures Form Check the boxes next to the measures you have selected. Note that the building plans must also indicate the additional measures you have chosen.	<input type="checkbox"/> Provided	
6 Radon Control Method(s) Check the box or boxes next to the radon mitigation method you have selected.	<input type="checkbox"/> Provided	
7 Stormwater Management Simplified Approach (SIM) Form Completed form with stormwater facility, discharge point, and infiltration tests indicated. Please refer to Appendix D3 of the BES Stormwater Management Manual at www.portlandoregon.gov/BES/64040	<input type="checkbox"/> Provided	
8 Systems Development Charge Form One- and Two-Family Residential	<input type="checkbox"/> Provided	
Documents that may be required for your submittal <i>(Text in italics describe the circumstances for which these items are typically required)</i>		
9 If completed and signed mechanical, electrical, and/or plumbing permit applications are provided with this building permit application, these can be issued at the same time. Otherwise, these permits must be obtained separately.	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	
10 Fire Sprinklers (2 copies) <i>if the proposed structure is more than 3 stories OR if required as a condition of applicable Land Use Review.</i> Fire sprinklers must be reviewed by the BDS Plumbing Division. Fire sprinkler submittals must include hydraulic calculations, the manufacturer’s cut sheets for the sprinkler heads, and a floor plan showing the location of all sprinkler equipment. <u>Fire sprinklers may be submitted as a “deferred submittal” item for a \$430 charge. Please advise intake staff if you want to use this option.</u>	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	
11 Townhouse Maintenance Agreement <i>for any applications.</i> Include a completed and signed but unrecorded Building Maintenance Agreement – a sample template can be found on the BDS website at www.portlandoregon.gov/bds	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	
12 Geotechnical/soils report (2 copies) <i>for sites with slopes in excess of 20% or where non-prescriptive foundation designs are proposed.</i> Provide a geotechnical or soils report prepared by a registered design professional licensed in Oregon. Special studies may be required for properties in or near Mapped Landslide Inventory Areas.	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	
13 Manufactured roof truss design details (2 sets) <i>for buildings using manufactured roof trusses.</i> Provide roof truss drawings and layout stamped by an engineer licensed in Oregon. <u>Roof trusses may be submitted as a deferred submittal item for \$430. Please advise intake staff if you want to use this option.</u>	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	

<p>14 Manufactured floor truss design details (2 sets) for buildings using manufactured floor trusses. Provide floor truss drawings and layout stamped by an engineer licensed in Oregon. Manufactured floor system designs/calculations may be submitted as a deferred submittal item for \$123. Please advise intake staff if you want to use this option.</p>	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	
<p>15 Engineer's calculations (2 sets) for buildings using engineered lateral systems. Engineering calculations shall be prepared and stamped by an architect or engineer licensed in Oregon as applicable to the project under review. 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.</p>	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	
<p>16 Beam calculations (2 sets) for buildings with beams and/or multiple joists over ten feet in length and/or any beam/joist carrying a non-uniform load or for cantilever conditions. Calculations stamped by an engineer are required for beams supporting loads from more than one level or beams supporting overturning loads from discontinuous shear walls.</p>	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	
<p>17 Limited Structural Engineering Plan Review Form if this option is selected by the owner and engineer. The exemption form must have original signatures from both the owner and the engineer. Faxes and photocopies are not acceptable. If the structural exemption form is signed, the structural engineering plan review will be of a limited nature and conducted as part of the life safety review. The building owner is responsible for any field corrections that may be necessary as a result of the inspection process; however, this does not exempt a project from other required reviews (Life Safety, Planning, etc).</p>	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	
Plans required for all submittals		
<p>18 Building Plans (4 copies) Plans must be legible, drawn to scale, and show conformance to the applicable local and state building codes. Each set should include the following:</p>	<input type="checkbox"/> Provided	
<p>18a Foundation Plan Show dimensions, anchor bolts, any hold-down types and locations, connection details, vent size and location, location and size of crawl space access.</p>	<input type="checkbox"/> Provided	
<p>18b Floor Plans Show all dimensions, room identification, window type and size, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks, location and construction details for stairs and handrails.</p>	<input type="checkbox"/> Provided	
<p>18c Cross Sections and Details Show sizes and spacing for all framing members, such as floor beams, headers, joists, sub-floor, wall construction, and roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, and thermal insulation.</p>	<input type="checkbox"/> Provided	
<p>18d Building Elevation Views Provide exterior elevations for all sides showing materials, doors, windows, and both existing and proposed finished grades. Building elevations must match the finished grades shown on the site plan. For new detached ADUs proposing to visually match the existing house, front and side elevations of the existing house are required. Building height must be dimensioned from an identifiable base point on the site (see: Zoning Code Measurements Chapter www.portlandoregon.gov/bps/article/53502)</p>	<input type="checkbox"/> Provided	
<p>18e Energy Code Compliance Identify the prescriptive energy path or provide energy calculations.</p>	<input type="checkbox"/> Provided	
<p>18f Bracing/Lateral Load System Details and locations of lateral load resisting elements must be shown on the plans. The lateral system may be prescriptive per requirements of the Oregon Residential Specialty Code OR may be engineered to the requirements of the Oregon Structural Specialty Code. If engineered, all building drawings and calculations must be stamped by an engineer or architect licensed in Oregon. Drawings must be complete with all required engineered details included on full-size sheets attached to every set of plans.</p>	<input type="checkbox"/> Provided	
<p>18g Floor/Roof Framing Plans Show member sizing, spacing, and bearing locations. Show location of attic ventilation, size and location of attic access.</p>	<input type="checkbox"/> Provided	
<p>18h Basement and Retaining Wall Cross-Sections and Details Show reinforcement sizes and locations, footing sizes, etc. Retaining walls greater than 4 ft or basement walls greater than 10 ft in height must be engineered with calculations stamped by an engineer licensed in Oregon. Retaining walls must be shown on the site plan.</p>	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	

18i Deck Plans Deck framing plans, guardrail details, and deck connection details must be included in building plans.	<input type="checkbox"/> N/A <input type="checkbox"/> Provided	
18j Radon Control Method Indicate the method(s) of radon gas mitigation to be installed in the structure.	<input type="checkbox"/> Provided	
19 Site/Plot plans (4 copies) Site plans must be drawn to scale. Minimum scale requirement is 1"=10'. Minimum paper size is 11"x17", with sufficient white space provided for reviewers' notes and stamps. Please note: At the time of the setback inspection you are required to provide exposed property corner pins readily viewable on at least one side of the property from the front to the back of the property with a string line set for reference, or provide a survey that identifies the property lines, for the purpose of measuring the required building setbacks.	<input type="checkbox"/> Provided	
Your site plan must include all of the following elements:		
19a North arrow	<input type="checkbox"/>	
19b Property and building corner elevations [see "J" on sample site plan]	<input type="checkbox"/>	
19c If there is more than a 4 foot elevation differential, the site plan must show existing and proposed elevation contours at 2' intervals [see "L" and "M" on sample site plan]	<input type="checkbox"/>	
19d Footprint of new & existing structures, including decks and retaining walls [see "K" on sample site plan]	<input type="checkbox"/>	
19e Lot & building dimensions, and area in square feet.	<input type="checkbox"/>	
19f Setbacks dimensions for the following - building(s) to property line, building to building, front door to property line, garage door to property line [see "H" and "I" on sample site plan]	<input type="checkbox"/>	
19g Building coverage % (building area minus eaves/lot area = % coverage)	<input type="checkbox"/>	
19h Impervious area (include structures, paving, and roof overhangs)	<input type="checkbox"/>	
19i Stormwater facility - location, type, size, and setbacks from buildings and property lines [see "O" on sample site plan]	<input type="checkbox"/>	
19j Stormwater discharge point - location and type of discharge point (e.g. drywell, trench, storm or combo sewer, drainageway, ditch etc) - a separate discharge point is not needed if the primary stormwater facility is a drywell or soakage trench	<input type="checkbox"/>	
19k Utilities - location, size, and type of pipe for water, sewer, storm, and gas [see "G" on sample site plan]	<input type="checkbox"/>	
19l Septic system and/or well locations, types, and sizes (if applicable)	<input type="checkbox"/>	
19m Driveway location, size, and material	<input type="checkbox"/>	
19n Street & right-of-way configuration, including curb, planting strip, sidewalk, and buffer [see "F" on sample site plan]	<input type="checkbox"/>	
19o Location and dimensions of all easements on property [see "N" on sample site plan]	<input type="checkbox"/>	
19p Tree Plan - show the location, size, and species of all Private Trees on-site at least 12 inches in diameter and all right-of-way Street Trees 3 inches in diameter and greater [see "A" and "D" on sample site plan]. Show proposed tree activity including: <ul style="list-style-type: none"> • protection for existing trees to be preserved lot [see "B" on sample site plan], • trees proposed for removal • location, species, planting size and number of trees proposed to be planted [see "C" and "E" on sample site plan]. 	<input type="checkbox"/> Provided <input type="checkbox"/> No Existing Applicable Private Trees <input type="checkbox"/> No Existing Applicable Street Trees	
19q Landscape Plan - Any additional landscaping that is required City code or prior land use review.	<input type="checkbox"/>	

Applicant name (print) _____

Signature _____ Date _____



A Sample Site Plan

A well prepared site plan is very important to your project submittal. All major review groups need to approve your site plan.

Site plans must be clearly legible and reproducible. A complete and accurate site plan will help to speed your permit application reviews.

Your site plan must be drawn on 11"x17" or larger paper

- drawn to a scale of 1" = 10' or larger such as 1/8" = 1 foot or 1/4" = 1 foot
- Include a North arrow

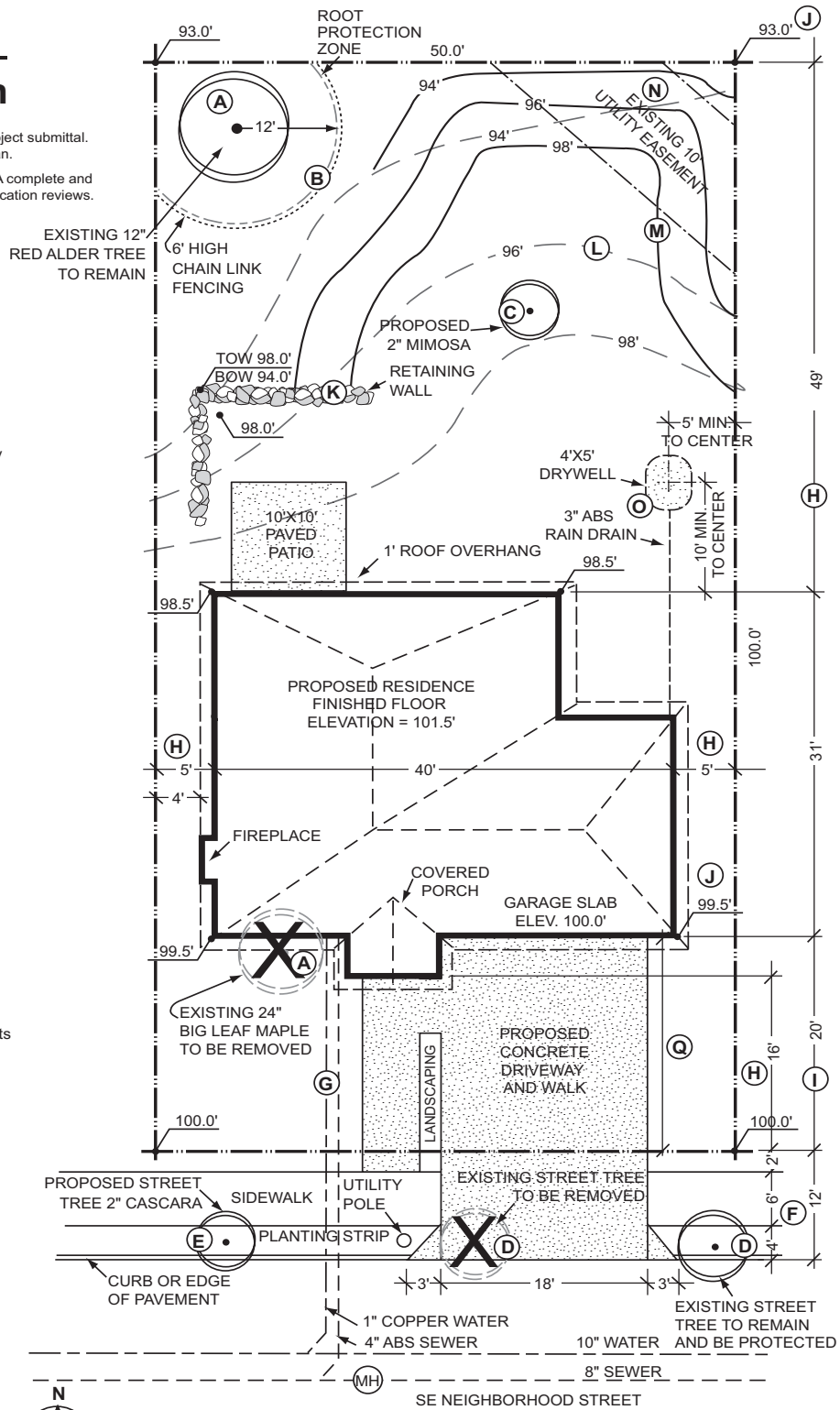
Please be aware that since every project is unique there may be some situations where you will be asked to provide additional information.

- (A)** Existing on-site tree to be retained or removed
- (B)** Root protection zone/fencing - typically 1 foot radius per inch of tree diameter (measured 4 1/2 feet above the ground)
- (C)** Proposed on-site new tree with species and size
- (D)** Existing street tree to be retained or removed
- (E)** Proposed street tree
- (F)** Right-of-way configuration (sidewalk, planting strip, curb and street name)
- (G)** Existing and proposed locations of underground utilities
- (H)** Distance from building to property lines
- (I)** Distance from garage entry to property line
- (J)** Finished grade elevations at property corners and building corners
- (K)** Retaining wall with top of wall (TOW) elevation and bottom of wall (BOW) elevations
- (L)** Two foot grade elevation contours, existing
- (M)** Two foot grade elevation contours, proposed
- (N)** Location and size of existing easements
- (O)** Stormwater disposal type and size
- (P)** White space for City stamps
- (Q)** Distance from garage to property line
- X** Tree to be removed

LOT AREA	5,000 SQ FT
IMPERVIOUS AREA	
DRIVEWAY	360 SQ FT
PATIO	100 SQ FT
WALK	90 SQ FT
ROOF AREA (INCL. OVERHANG)	
TOTAL	1,884 SQ FT
BUILDING COVERAGE	
BUILDING FOOTPRINT	1,196 SQ FT

LEGAL DESCRIPTION
 PARCEL 1,
 PARTITION PLAT 1992-X,
 R-12345X

PROJECT ADDRESS
 3030 SE NEIGHBORHOOD STREET
 PORTLAND, OR 97207



SITE PLAN SCALE 1" = 20' (YOU MUST USE A SCALE OF 1" = 10' FOR YOUR SUBMITTED PLANS)

(P)