One and Two Family Dwelling
Building Permit Application Checklist

Lausmann Annex
Building Safety Department
200 South Ivy Street Room 277
Medford, Oregon 97501
Phone: 774-2350 Fax: 774-2575

Associated Permits_____Elec_____Plmb_____Mech_____Other

The following items are required for plan review and may be used by the jurisdiction to determine a complete set of plans and compliance with OAR 918-020-0090(3)(a)(C) and (4)

		Yes	No	N/A
1.	**3 Complete Sets of Legible Plans** 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. Minimum size is 18" x 24", min. scale 1"=10'.			
2.	**Site/Plot Plan Drawn to Scale.** The plan must show: lot and building setback dimensions; property corner elevations (if there is more than 4' elevation differential, the site plan must show contour lines at 2' intervals for a distance away from the building necessary to show compliance with OTFDC Sec. 401); location of easements and driveway, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, North direction indicator, lot area, impervious area, existing structures on site, and surface drainage.			
3.	**Foundation Plan and Cross Section.** Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, construction details, foundation vent size and location, soil type, and ground-floor elevation. Also show location of each storm drain, sanitary sewer, and water service connection.			
4.	**Floor Plans.** Show for each floor, including basements, all dimensions, room identification, door and window sizes and locations, stairs, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30" above grade, etc.			
5.	**Cross Section(s) and Details.** Show all framing member sizes and spacing 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 foundations, stairs, fireplace construction, thermal insulation, etc.			
6.	**Elevation Views.** 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' at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7.	**Wall Bracing (Prescriptive Path) and/or Lateral Analysis Plans.** Building plans must show construction details and locations of exterior and interior lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			
8.	**Floor/Roof Framing Plans** are required for all floor/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9.	**Basement and Retaining Wall** cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered plans are required for retaining walls exceeding 4' in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13, for "Engineer's calculations".			
10.	**Beam Calculations.** 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.*			
11.	**Roof Truss/Manufactured Floor Design Details.** Or stick-framing details			
12.	**Electrical Plans.** Required when house is *over 10,000 sq. ft.* and/or panel is *more than 400 Amps.* This consists of load calculations and line drawing of service.			
13.	**Paved Driveway, Sidewalk, and Culvert.** If applicable, include location, width, and other specifications as required. Collector or arterial street access requires a turn-around driveway per Medford Code Section 10.746(11). Questions can be answered by contacting the Engineering Department @ 774-2100			

14.	**Grading and Drainage Plan.** Required for all residential permits *except single-family residences.* If the development is either in the Elk Creek or Midway Creek drainage basins, the drainage plan must include detention facilities designed to restrict runoff to 0.25 CFS or less per acre of development. Detention facilities shall be designed and certified by an Engineer registered in the State of Oregon. Questions can be answered by contacting the Engineering Department at 774-2100.			
15.	**Flood Plain Information.** Buildings shall not be constructed within the floodway of 100-year flood zones. Structures may be constructed within the 100-year flood plain if the finished floor and all electrical and mechanical systems are not less than one (1) foot above the base flood elevation. For flood plain map information, please check with the Building Safety Department.			
16.	**Energy Code Compliance.** Identify the prescriptive path or provide calculations.			
17.	**Engineer's Calculations** when required or provided, (i.e., foundation, sheer wall, roof truss, retaining walls exceeding 4', etc.) shall be stamped by and 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.			
18.	**Manufactured Housing.** In addition to all previous requirements, the following standards must be met: A. It must be multi-sectional and enclose at least 1000 sq. ft. B. It must be located not more than 12" above grade on an excavated and back-filled foundation which is enclosed at the perimeter. C. A minimum roof slope of 3:12 with either a composition, wood (shake or shingle), or tile roof. D. It must have either exterior siding consisting of painted or stained wood, aluminum, or fiberglass, with lapped siding, board and batt, or board and board motif applications. E. It must be manufacturer certified to have an exterior thermal envelope meeting performance standards which reduce heat loss levels equivalent to the performance standards required of single-family dwellings constructed under the State Building Code as defined in ORS 455.010. F. It must have a garage or carport constructed of like materials and must be constructed within six (6) months of Building Permit issuance.			

Approved Checklist For Compliance With OAR 918-090-0320

Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only.

APPLYING FOR A BUILDING PERMIT

To obtain a permit, in addition to the above requirements, the applicant must complete a Building Permit Application form with the following information and supporting documentation:

- **Work Description**. Identify and describe the work to be covered by the permit applied for.
- **Location.** Describe the land on which the proposed work is to be done by legal description, street address, and similar description that will readily identify and definitely locate the proposed building.
- **Estimated Cost.** State the valuation of remodeling or alteration to an existing building. New construction and room additions will be computed with State approved cost data calculations.
- **Who** will be performing the work? Information must be given about the General Contractor and Plumbing, Mechanical, and Electrical sub-contractors.

Additional Notes:

Permit must be signed by owner, or authorized agent who may be required to submit evidence to indicate such authority.

If development is proposed on a recent land partition, then a final plat must be recorded; however, if development is proposed on a recent subdivision (four or more tax lots), then a final plat must be recorded and a walk-thru inspection completed prior to initiating a Building Permit application.

When the building permit is ready, the Building Safety Department will contact the applicant. Please remember that Plan Review is scheduled on a first-come, first served basis. The average review time is 2 weeks and may vary.