

SUBMITTAL GUIDELINES



CITY OF MEDFORD
Building Safety Department
Lausmann Annex
200 South Ivy Street
Medford, OR 97501

CONTACT INFORMATION
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File Formatting Requirements

This document provides guidelines to documents uploaded to ePlans. Following these guidelines will streamline plan submittal, plan review by all departments, and permit issuance.

Example Drawing Index

Sheet	Title
CS	Cover Sheet
G-1.10	Code Analysis
D-1.0	Demolition Plan
B-1.10	Site Plan
B-2.10	Floor Plan
B-11.10	Interior Details
S-1.10	Notes and Foundation Plan
S-2.10	Floor and Roof Framing Plan

Correct File Naming Format Example (PDF Example)

- **0** CS - Cover Sheet **SHEET INDEX**.pdf
- **0** G-01.10 - Code Analysis.pdf
- D-**0**1.0 - Demolition Plan.pdf
- B-**0**1.10 - Site Plan.pdf
- B-**0**2.10 - Floor Plan.pdf
- A-11.10 - Interior Details.pdf
- S-**0**1.10 – Notes and Foundation Plan.pdf
- S-**0**2.10 - Floor Framing Plan.pdf

File Formatting Checklist:

Review will not begin until files are uploaded to ePlans and meet these requirements. Please review the checklist below to ensure uploaded files match the requirements:

- Plan sheet files are to include **only one (1) sheet per file** (not multiple sheets in one file).
- Supporting documents such as **specifications, calculations, etc. are to each be in combined file** (all specs in one file, structural calculations in one file, etc.)
- Include “0” in front of Cover, Title, General and/or Code Analysis sheets so that they are ordered first** in list of files in ePlans (see example above).
- Include “SHEET INDEX” or “DRAWING INDEX” in description of sheet where index is located** (see example above).
- File name to contain the sheet designation (number) and sheet description only; no other information to be included.**
- Correct orientation – typically landscape** for plans (see below for rotating PDF's).
- PDF Rotation - Please rotate any PDF's to be oriented such that they can easily be reviewed (plans should typically be landscape). Rotate PDF's by using “Ctrl” + “Shift” + “R” on the keyboard. After rotating the PDF, save the current orientation by SAVING the document.
- Projects with 8 sheets or less** – file name may include only the sheet description.
- Projects with 30 sheets or more** – file name may include only the sheet designation. **HOWEVER** - include a “0” in front of general and cover sheets and include a description with “SHEET INDEX” or “DRAWING INDEX” for the sheet where the index is located.
- Although not required, applicants may add a digit in front of sheet designation to force files to be ordered to match sheet index. This will make printing off the plans in order easier. For example, a “1” could be added in front of the D sheets to force them to be filed ahead of the A sheets.



CITY OF MEDFORD **BUILDING SAFETY DEPARTMENT** **INFORMATION HANDOUT**

COMMERCIAL – Is an Architect or Engineer Required on a Project?

When required, the licensed design professional shall provide stamped and signed plans specifications, calculations, diagrams and any other applicable data.

An Engineer is Required for:

- Existing buildings being altered or repaired and include modifications to the structure (OSSC 107.1 and ORS 671.030).

An Engineer or Architect is Required for:

- When deemed necessary by the building official per OSSC 107.1.
- Any building with a ground area that is greater than 4,000 square feet (OSSC 107.1 and ORS 671.030).
- Any building greater than 20' in height from the top surface of the lowest flooring to the highest interior overhead finish (OSSC 107.1 and ORS 671.030).
- Alterations or repairs to an existing building when there is a change of occupancy to any portion of the building (OSSC 107.1 and ORS 671.030).
- Alterations or repairs to an existing building when there is a change to the Type of Construction (OSSC 107.1 and ORS 671.030).

Geological and Geological Investigation Required:

- The City of Medford Hillside Ordinance shall be referenced to determine if Geotechnical and Geology reports are required in accordance with The City of Medford Municipal Code, Sections 10.929 to 10.933.

Geotechnical Investigation is Required for:

- All development within the city limits East of Foothills Road and N. Phoenix Road. For additional information, see the *Building Safety Department Policy Requiring Geotechnical Investigation* (see additional information below).

Engineering Calculations are Required for:

Calculations do not need to be stamped and signed by an Engineer unless the project requires review by a licensed design professional as stated above. Calculations must be clear and concise, must include drawings and figures, and must provide logical steps, and must clearly show results and conclusions.

- Existing buildings being altered or repaired AND have a change of Type of Construction (OSSC 107.1 and ORS 671.030).
- Walls greater than 4' in height from bottom of footing to top of wall, or supporting a backslope and/or surcharge (OSSC 105.2).
- Existing buildings when seismic evaluation is required in accordance with the City of Medford Municipal Code based on Change of Occupancy (9.620), Additions (9.625), Damage (9.630), Alterations or Repairs (9.635).
- Construction within a floodway.
- Buildings where construction will exceed limitations described in Section 2308 of the 2014 OSSC (see Section 2308 for all Limitations not listed below). Design by an Engineer is required when ANY of the following limitations are exceeded:
 - In Seismic Design Category A or B:
 - four (4) or more stories
 - braced wall lines spaced greater than 35'-0"
 - In Seismic Design Category C
 - three (3) or more stories
 - braced wall lines spaced greater than 35'-0"
 - In Seismic Design Category D or E
 - two (2) or more stories
 - braced wall line spaced greater than 25'-0"
 - Floor to floor height greater than 11 feet, 7 inches.
 - Exterior bearing wall and interior brace walls greater than 10 feet high.
 - Dead loads greater than 15 psf.
 - Live loads greater than 40psf.
 - Roof span greater than 40' between vertical supports (a ridge is not a vertical support).

Building Safety Department Policy Requiring Geotechnical Investigation: go to www.ci.medford.or.us; click on "City Departments" at top of page; click on "Building"; click on "Policy Requiring Geotechnical Investigation" on left side of page.

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Plans: Residential
and Commercial

This document provides guidelines for applicants submitting residential or commercial plans. Following these guidelines will streamline plan submittal, plan review, and permit issuance.

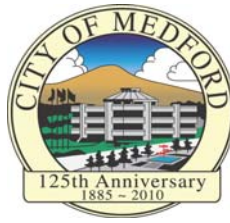
PLANS AND DETAILS TO BE IN THE FOLLOWING FORMAT:

- **11 x17 or 22 x 34 paper size** (22 x 34 prints at half scale on 11 x 17 paper) min.
 - Details and supplemental information may be provided on 8.5 x 11. Floor plans, Site Plans, etc. will not be accepted on 8.5x11.
 - **Please note: After August 1, 2015, no other sizes will be accepted.**
- **Drawn to scale**
- **Minimum Scale for Site Plans is 1" = 50'**
- **Minimum Scale for Architectural and Structural Drawings is 1/8 inch = 1 foot**, drawn on an 11x17

PLANS AND DETAILS TO INCLUDE THE FOLLOWING INFORMATION:

- **Scale** – written scale must be included for each sheet and detail in the following format:
 - 1/8" = 1'-0", 1" = 10', etc.
- **A scale bar is required on scanned plans** (scanned plans often are not to scale).
- **Dimensions** – all plans must include dimensions.
- **North Arrow** – required for all site plans and site drawings.
- **All structural and architectural elements must be completely detailed and included on a comprehensive set of plans to include the following** (if applicable, site plan and floor plan at minimum)
- **See other submittal guidelines for more specific information regarding required plans and information to be included on plans.**

NOTE: CONTACT PUBLIC WORKS ENGINEERING FOR PUBLIC IMPROVEMENT PLAN SUBMITTALS



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INFORMATION TO BE PROVIDED ON SITE PLANS

1. Site plans must be drawn on 11" X 17" or 22" x 34" sheet of paper, and must be drawn to scale.
2. Township, range, section and tax lot number, address, north arrow, and the map scale (1" = 20', 1" = 100' etc.)
3. Locations of proposed and existing buildings and their distance to property lines.
4. Lot dimensions (ft) and size (square ft. or acres)
5. Contour lines (1 ft contours, when applicable).
6. Building and lot square footage.
7. Locations of drainage ways, easements and 100 year and/or 500 year flood plain location, if applicable.
8. The minimum setbacks from property line to a single story residential structure is;

<u>Overhang</u>	<u>Side Yard Setback</u> ^{a,b}	<u>Rear Yard Setback</u> ^{a,b}	<u>Front Yard Setback</u> ^{a,b}
1'	4'	4'	20'
2'	5'	5'	21'

^a These setbacks are based on a 15' building height.

^b Add 0.5' setback for each 1' in building height over 15'.

For split-level, two story and taller buildings, contact the Planning Department for proper setbacks by calling (541) 774-2380.

Building height: *Shall mean the vertical distance from the average contact ground level at the front wall of the building to the highest point of the roof surface for flat roofs; to the deck line for mansard roofs, and to the average height between eave and ridge for gable, hip, and gambrel roofs.*

SEE THE SITE PLAN EXAMPLE ON THE NEXT PAGE



CITY OF MEDFORD BUILDING SAFETY DEPARTMENT INFORMATION HANDOUT

COMMERCIAL

Design Criteria and Current Codes Effective as of 9/12/2014

General Design Criteria:

- **Earthquake Loads** (seismic) – Section 1613.
- **Wind Loads** - Section 1609 (revised in 2014).
 - Most areas of Medford can be classified as wind exposure category B. However, some areas may meet the criteria for exposure C. The design professional is responsible for justifying the exposure selected for the specific area of construction.
- **Soils and Foundations**
 - Geotechnical investigation is required for all development within the city limits East of Foothills Road and N. Phoenix Road. For additional information, see the *Building Safety Department Policy Requiring Geotechnical Investigation* (see additional information below).
 - Soil bearing pressure - 1,500 pounds per square foot (psf), unless justified by a soils report. A lesser bearing pressure may be required in specific locations.
 - The frost depth below 2,500 feet is 12”.
- **Live Loads** - Roof snow load in Medford City Limits is 20 PSF; no drifting requirements.
- **Rainfall** - design is based on two inches per hour.

Current Codes:

2011 Boiler & Pressure Vessel Safety Code (State Enforced)
2014 Oregon Electrical Specialty Code (ORSC)
2011 Oregon Elevator Specialty Code (State Enforced)
2014 Oregon Energy Efficiency Specialty Code (OEESC)
2014 Oregon Fire Code (OFC)
2014 Oregon Mechanical Specialty Code (OMSC)
2011 Oregon Plumbing Specialty Code (OPSC)
2011 Oregon Reach Code (ORC)
2010 Oregon Solar Installation Specialty Code (OSISC)
2014 Oregon Structural Specialty Code (OSSC)
1997 Uniform Code for the Abatement of Dangerous Building

Oregon codes are available to *view for Free* online! <http://www.cbs.state.or.us/bcd/>

Building Safety Department Policy Requiring Geotechnical Investigation: go to www.ci.medford.or.us; click on “City Departments” at top of page; click on “Building”; click on “Policy Requiring Geotechnical Investigation” on left side of page.



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BUILDING SAFETY DEPARTMENT POLICY **REQUIRING GEOTECHNICAL INVESTIGATION**

September 11, 2014

Background:

In 1991, due to recurring problems with foundations in areas of moderate slopes and expansive clay soils, the City of Medford Building Safety Department, based on the Oregon One and Two Family Dwelling Code began requiring a geotechnical (soil) investigation for every new residence or addition to an existing residence in certain areas.

Due to changes in zoning, commercial development has increased necessitating the inclusion of commercial developments in this policy in accordance with ORS 455.440 and Section 1803.5 of the Oregon Structural Specialty Code.

Policy:

In those locations designated below, every application for a permit to construct a new building or new addition to an existing building must include with its permit application a geotechnical report prepared by an Oregon-licensed geotechnical engineer. The report shall include provisions to safeguard damage due to soil expansion if expansive soils are present. Foundations shall be installed in accordance with recommendations provided in the geotechnical report.

The City of Medford Hillside Ordinance shall be referenced to determine if Geotechnical and Geology reports are required in accordance with The City of Medford Municipal Code, Sections 10.929 to 10.933.

Location:

Presently, this policy applies to all development within the city limits, located ***East of Foothills Road and N. Phoenix Road***. However, this policy may be expanded to include any other locations within the city when the building official has determined that it is warranted, based on scientific or historic data.

Recording:

Oregon Revised Statue (ORS) 455.440 requires recording with County Clerk, of a report that identifies the presence of "highly expansive soil"; ORS 455.440 is reprinted below:

455.440 When site soil analysis required; filing and notice; duty of transferor of property; effect of failure to comply.

(1) If a city, county or government agency requires a site soil analysis and site recommendation report as a condition of approval for issuance of a building permit for a

residence for human habitation, and the analysis and report identify the presence of highly expansive soils, then prior to issuance of the building permit the city, county or government agency shall:

- a) Include a copy of that report with the construction plans filed with the building permit issuing agency; and
- b) Record, with the County Clerk Lien Record in the county in which the property is located, a notice containing:
 - A) The legal description of the property; and
 - B) An informational notice in substantially the following form:

This property has been identified as having highly expansive soils. This condition may create special maintenance requirements. Before signing or accepting any instrument transferring title, person acquiring title should check with the appropriate planning or building department.

(2) No action may be maintained against a city, county or government agency for failing to meet the requirements of subsections (1) and (2) of this section.

(3) If a report described in subsections (1) and (2) of this section identifies the presence of highly expansive soils, the first transferor shall supply to the first transferee written suggestions for care and maintenance of the residence to address problems associated with highly expansive soils.

(4) If the first transferor violates the provisions of subsection (3) of this section, the first transferee shall have a cause of action to recover damages of \$750 from the first transferor. The court may award reasonable attorney fees to be prevailing party in an action under this section. [1989 c.1026 ss. 1,2,3; 1995 c.618 s. 71]

Note: 455.440 and 455.445 were enacted into law by the Legislative Assembly but were not added to or made part of ORS chapter 455 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.



*Working with Oregonians
to ensure safe building
construction while
supporting a positive
business climate.*

Prefab Plan Review Submittal Checklist

Department of Consumer & Business Services
Building Codes Division/State Inspection Services
1535 Edgewater St. NW, Salem, Oregon
Mailing address: P.O. Box 14470, Salem, OR 97309-0404
Phone: (503)378-3080/Fax: (503)373-0228
Web: bcd.oregon.gov

Requirements for a *Custom Plan Review* or a *Design Master Plan (DMP)* submittal:

- **Oregon:** two sets of plans
- **Idaho and/or Washington:** four sets of plans
- Prefabricated Structure Application for Plan Approval or Renewal (form #2557)
- Application for Official Insignia of Approval for Prefabricated Structure (form #2619)
- State Inspection Services Prefabricated Structures Plan Review and Permits Fee Worksheet, *fee schedule attached* (form #2961)
- Notification to Local Enforcement Agency (NLEA) – if applicable (form #2556)
- Appropriate fees

Note: All forms must be completed if area is not applicable, write N/A). Forms must have signature of authorized agent where requested.

List for MINIMAL *Custom Plan Review* or *Design Master Plan (DMP)* submittal:

PLUMBING (if unit will be plumbed):

- Potable water demand calculations
- Type, weight and/or schedule of approved piping to be installed
- Fixture legend show fixtures to be installed, include total number of fixtures, type, make and model
- Isometric drawing of the drain-waste, vent and water system
- Identify what areas will be installed/completed on site

ELECTRICAL:

- Feeder riser diagram showing panel location and circuit schedules
- Size of wire feeding the panel
- Feeder riser diagram showing panel location and circuit schedules
- A one line riser diagram showing bonding, grounding and conductor sizes
- Type, location and layout of all equipment

STRUCTURAL:

- Floor plan including all dimensions, windows and doors
 - Floor and roof framing details
 - Structure elevations (minimum of two views)
 - Structure cross sections
 - Structural calculations
 - Energy documentation
 - Complete specifications (material and fastening schedules)
 - Architect/engineer stamp (wet stamp/signature on at least one complete set of plans)
 - Mechanical details including: equipment location, size, type and layout
-



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Electrical Plan Review
Required Submittal Items when Electrical Plan Review is NOT Required

Commercial Projects:

1. Lighting Energy Budget on approved forms. This may be included with entire building energy budget. 2 copies. Forms available @ <http://www.energy.state.or.us/code/cdpub.htm>
2. Panel schedule(s) for permit computation with main service size noted on schedule or on electrical blue print pages.

Residential Projects:

1. If house is less than 10,000 square feet, no information is required (unless the Service is over 400 A.).
2. If 3 units or less apartment building, no information is required.
3. Service is less than 400 Amps. (320 A. residential or less)

Residential Projects Which Require Electrical Plan Review, Please Provide:

(This includes multi unit apartment buildings as well as single-family dwellings.)

1. Load calculation for 400 Amp main service or greater. Include individual sub panel calculations.
2. Main service 1-line drawing, which shows sub feeder conductor size, and grounding and bonding.
3. Pacific Power AFC calculation, and equipment AIC ratings.
4. If multiple buildings (out buildings, etc.) a Plan view for distribution layout with distances.



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ELECTRICAL PLAN REVIEW REQUIREMENTS

Pursuant to Oregon Electrical Administrative rules, #918-311-0000 thru 918-311-0060, the City of Medford Building Safety Department requires electrical plan review for installations, which involve one or more of the following.

Effective: Jan. 1, 2005

- 1) A **“Complex Structure”** : An Electrical installations consisting of **one or more** of the following:
- 2) **AMPACITY:**
 - A) A Service or Feeder beginning at **400 Amps** where the available fault current **exceeds 10,000 Amps** at 150 volts to ground , or **exceeds 14,000 Amps** for all other installations or
 - B) Installation of a **75 KVA or larger** separately derived system as defined in Article 100 of the National Electrical Code (NEC) (Oregon Electrical Specialty Code)
 - C) Addition of any motor of **100 HP or more**; or
 - D) **Fire Pump** installations as defined in Article 695 of the NEC; or
 - E) **Emergency systems** installations as defined in Article 700 of the NEC; or
 - F) A Service or Feeder rated at **600 Amps or over**.
- 3) **VOLTAGE** more than **600 supply volts nominal**;
- 4) **BUILDING HEIGHT** of 3 or more stories above finish grade.
- 5) **OCCUPANCY**
 - A) **Six or more** residential units in one structure; or
 - B) An **“A”** (Assembly) occupancy, **“E”** (Educational) occupancy, or **“I-2”** or **“I-3”** (Industrial) occupancy as defined in the adopted **Oregon Structural Specialty Code**; or
 - C) Any of these occupancies as described in **Chapter 5** of the NEC adopted by the board in OAR 918-305-0100:
 - 1) Hazardous (Classified) locations as described in **Article 500 to 516**; or
 - 2) Installations in patient care areas of health care facilities as defined in **Article 517**; or
 - 3) Agricultural buildings used for **commercial** purposes; or
 - 4) Floating buildings as defined in **Article 553**; or
 - 5) Marinas and boat yards as defined in **Article 555**.
 - D) **Recreational Vehicle Park**. A new recreational vehicle park, or **any addition or alteration** to an existing park.
- 6) **OTHER ELECTRICAL WORK**- Plan check will be required for any other project where authority having jurisdiction believes it necessary.

STANDARDIZED FORMAT FOR PLAN REVIEW

(Per OAR 918-305-0100)

When electrical plan review is required, the plan shall meet the following requirements:

- 1) **COPIES:** Two sets of the electrical plan are required.
- 2) **READABILITY:** The plans must be drawn to scale, contain definitions for legends used, 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 applicable electrical code requirements, laws, ordinances, rules and regulations.
- 3) **CONTENTS:** The plans shall contain the following minimum requirement:
 - A) Feeder riser diagram showing location and circuit schedules.
 - B) One line riser diagram showing bonding and grounding and conductor sizes.
 - C) Available fault current at the line side of the service disconnect, with the Interrupting Capacity of the equipment.
 - D) Complete load calculations, or provide applicable load records, for all new installations and for additions to existing installations.
 - E) Fixture schedule, showing type, and layout or locations of fixtures.
 - F) Address of the installation and name of owner and address.
 - G) Identification of the employer, identification and signature of person who prepared the plan, General Supervising Electricians license or Registered Professional Electrical Engineer license number or stamp.
 - H) Location of emergency systems, identifying the power source and the system on plan.
 - I) A Lighting Energy Budget submitted on State approved forms.
Available @ <http://www.energy.state.or.us/code/cdpub.htm>
- 4.) **LIMITED ENERGY SYSTEMS:** Provisions as applicable from the above. No voltage limitations (FO included).
 - A.) A One-Line diagram of the system from the point of entrance or the demarcation line (from the Utility) for the Premises Wiring. This diagram is to include Cable (type & size, devices (typical) and equipment connections). Show the number of panels, enclosures, or terminations boards.
 - B.) A ladder Diagram if applicable.
 - C.) Vd calculations to furthest device if appropriate.
 - D.) Codes and Standards used.
 - E.) Alternate Power Source (size and rated duration) if applicable.



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PANEL: 3C
VOLTAGE: 120/208 3Ø 4W
TYPE: BOLT-ON
MOUNTING: FLUSH

MAIN BUS TYPE AND SIZE: 100A CU
W/GND. BUS
MAIN BREAKER: MLO
MINIMUM A.I.C.: 10,000

CKT. No.	CIRCUIT USE OR DESCRIPTION	WIRE SIZE	CKT. BRKR.	KVA	PHASE	KVA	CKT. BRKR.	WIRE SIZE	CIRCUIT USE OR DESCRIPTION	CKT. No.
1	ROPTS - CLASS 115	12	1P20	0.9	A		1P20		SPARE	2
3	ROPTS - CLASS 109	12	1P20	0.6	B		1P20		SPARE	4
5	ROPTS - CLASS 109	12	1P20	1.2	C		1P20		SPARE	6
7	ROPTS - CLASS 110	12	1P20	0.6	A		1P20		SPARE	8
9	ROPTS - CLASS 110	12	1P20	0.9	B		1P20		SPARE	10
11	SPARE		1P20		C		1P20		SPARE	12
13	SPARE		1P20		A		1P20		SPARE	14
15	SPARE		1P20		B		1P20		SPARE	16
17	SPARE		1P20		C		1P20		SPARE	18
19	SPARE		1P20		A		3P30	10	TVSS	20
21	SPARE		1P20		B			10		22
23	SPARE		1P20		C			10		24
25					A					26
27					B					28
29					C					30
31					A					32
33					B					34
35					C					36
37					A					38
39					B					40
41					C					42

DEMAND FACTOR 0.8
TOTAL KVA: 4.2
DEMAND KVA: 3.3

PHASE TOTALS: A B C
TOTAL AMPS: 11.6
DEMAND AMPS: 9.3

NOTES:
PROVIDE ISOLATED GROUND BUS

SYMBOL LIST

SYMBOL	DESCRIPTION
	TROFFER FLUORESCENT FIXTURE
	SURFACE FLUORESCENT FIXTURE
	EMERGENCY BATTERY BALLAST FIXTURE
	CEILING MOUNT EXIT LIGHT
	WALL MOUNT EXIT LIGHT
	RECESSED FIXTURE
	RECESSED WALL WASHER FIXTURE
	WALL BRACKET FIXTURE
	RECEPTACLE
	230 V 1Ø WELDER RECEPT.
	QUADPLEX RECEPTACLE
	1 POLE, 3 WAY SWITCH
	LOW VOLTAGE SWITCH
	SIX GANG LOW VOLTAGE SWITCH
	FAN
	MOTOR STARTER
	WEATHERPROOF MOTOR DISCONNECT
	EQUIPMENT CONNECTION
	FLOOR TELEPHONE
	TELEPHONE
	GROUND FAULT INTERRUPTER
	WEATHER PROOF
	PHOTO ELECTRIC CELL
	FLUSH FLOOR DUPLEX RECEPTABLE
	THERMOSTAT BOX & CHASE

SYM	DESCRIPTION	CIRCUIT	FEEDER	VOLTS/Ø	DISCONNECT	STARTER	HP/WATTS	FLA
AC 1	SPLIT SYSTEM AIR CONDITIONER	'A'-1,3	1" C. (2-#6,1-#10)	230V 1Ø	2-50AF/60-2P NEMA 3R	N/A		37.9
AC 2	SPLIT SYSTEM AIR CONDITIONER	'A'-5,7 'A'-9,11	3/4" C. (2-#8,1-#10)	230V 1Ø	2-50AF/60-2P NEMA 3R	N/A		23.8
F 1	GAS FURNACE	'A'-13	1/2" C. (3-#12)	120V 1Ø	MOTOR RATED SWITCH	N/A		6.3
F 2	GAS FURNACE	'A'-15 'A'-17	1/2" C. (3-#12)	120V 1Ø	MOTOR RATED SWITCH	N/A		6.3
EF 1	EXHAUST FAN	'A'-11	1/2" C. (3-#12)	120V 1Ø	MOTOR RATED SWITCH	N/A	80W	.1
P 5	WATER HEATER	'A'-19,21	1/2" C. (3-#10)	230V 1Ø	DIRECT CONNECT	N/A	4,500W	19.6
P 6	CIRCULATING PUMP	'A'-23	1/2" C. (3-#12)	120V 1Ø	MOTOR RATED SWITCH	N/A		6.3
P 7	HOT WATER DISPENSER	'A'-25 'A'-27	1/2" C. (3-#10)	120V 1Ø	CORD CONNECT	N/A	900W	7.5
P 8	SUMP PUMP	'A'-29 'A'-31	1/2" C. (3-#12)	120V 1Ø	MOTOR RATED SWITCH	N/A		3.0

** MAXIMUM VALUES INDICATED.
* ALL FUSES SHALL BE DUAL-ELEMENT TIME DELAY TYPE. FINAL BREAKER/FUSE SIZE SHALL BE DETERMINED BY MANUFACTURERS RECOMMENDATION FOR ACTUAL EQUIPMENT INSTALLED.



Michael Grubbs, Electrical Inspector
BUILDING SAFETY DEPARTMENT
ROOM 277

CITY OF MEDFORD
LAUSMANN ANNEX
200 SOUTH IVY STREET
MEDFORD, OREGON 97501

DESK (541) 774-2365
OFFICE (541) 774-2350
FAX (541) 774-2575
E-MAIL: mike.grubbs@ci.medford.or.us

0519/06

Building Safety Memo

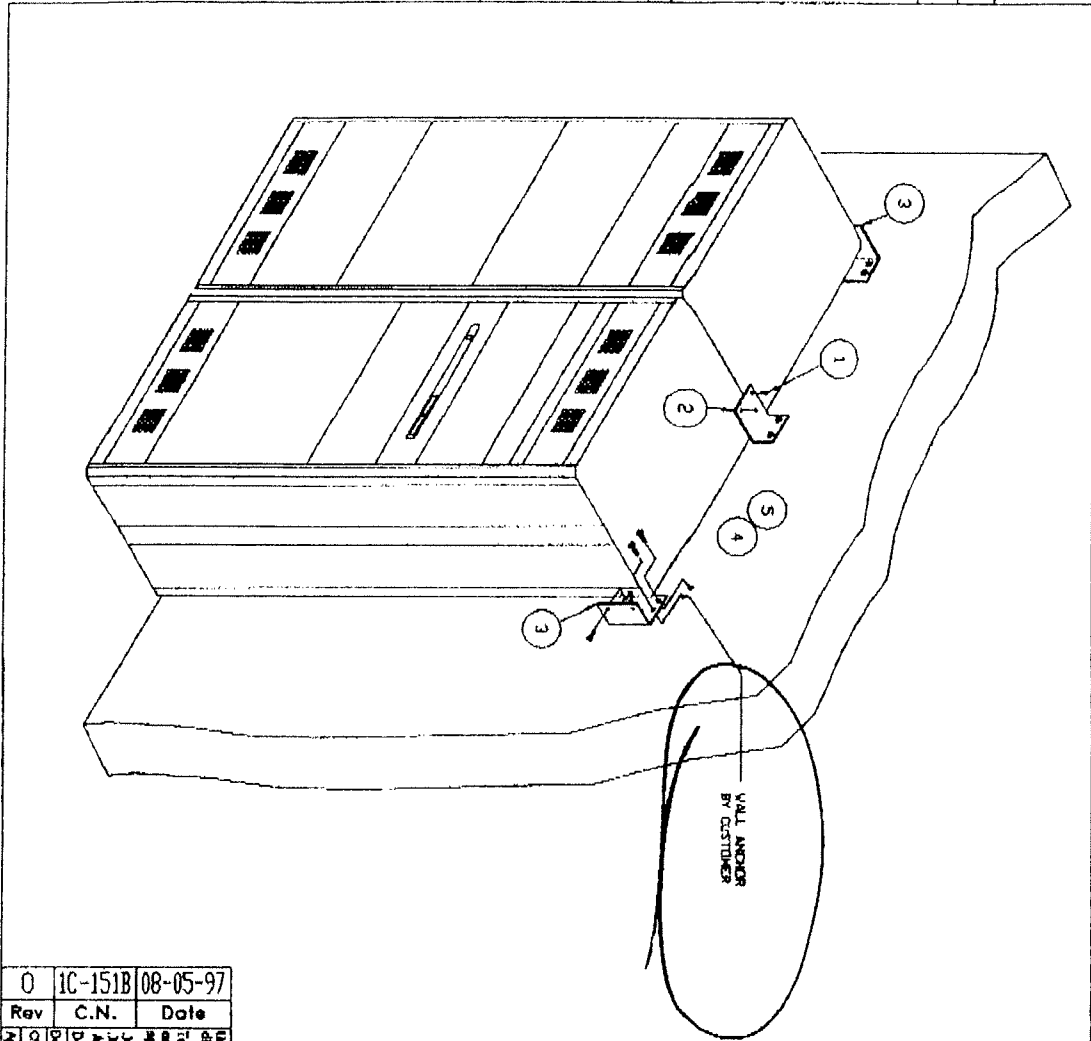
RE: Seismic Bracing for electrical equipment

Nonstructural components of a building such as free standing electrical service equipment and mechanical equipment shall be required to be designed and installed to meet the requirements in accordance with the 2005 Oregon Structural Specialty Code, (2003 IBC) for Seismic Zone D-1.

This may include Architectural design, Engineered supports or anchors, and installation according to the manufactures instructions.

Any questions may be directed to this office c/o:
Don Taylor, Commercial Plans Examiner,
Chris Riesing, Building Official
City of Medford Building Safety Dept
200 S Ivy, Rm. 277
Medford Oregon, 97501
541-774-2350

Autocad Item No. 12A-A-5724-00 1 0



NOTE:
1. SEE 11-A-1036 FOR SWITCHBOARD LINEUP INSTRUCTIONS.

Rev	C.N.	Date	Unless otherwise specified dimensions are in inches and are for non-constructive tolerances are non-cumulative and are as follows unless specified otherwise.	Confidential - Property of Siemens Energy & Automation, Inc. Electrical Apparatus Division
0	1C-151B	08-05-97	Do not scale drawing. XX ± .030 XXX ± .015 Angular ± 2°	CBC ZONE 4 WALL SWAY BRACE ASSEMBLY
Drn	DKC	Date 08-05-97	Draw No. 12-A-5724-00 Scale NONE	
Chk	JAJ	Date 08-05-97	Draw No. 12-A-5724-00 Scale NONE	Sheet 1 of 1



BUILDING SAFETY DEPARTMENT

Lausmann Annex
Medford, OR 97501
200 South Ivy Street
(541) 774-2350
building@cityofmedford.org

STATEMENT OF SPECIAL INSPECTION AGREEMENT

This agreement shall be submitted by permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the State of Oregon Structural Specialty Code (OSSC).

PROJECT NAME: _____

PROJECT ADDRESS: _____

BUILDING PERMIT NUMBER: _____ Date Issued: _____

BEFORE A PERMIT CAN BE ISSUED: The registered design professional in responsible charge, or qualified person approved by the building official for construction not designed by a registered design professional, shall complete: this agreement, including the Statement of Special Inspections, and a Statement of Special Inspection Schedule. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Special inspectors shall have no financial interest in projects for which they provide special inspection. Each special inspector shall submit their qualifications to the building official. The building official shall approve each special inspector prior to permit issuance and prior to performing any duties. Special inspectors shall display identification, as stipulated by the building official, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of OSSC Chapter 17. The following conditions are also applicable:

A. Duties and responsibilities of the Special Inspector

1. Observe work

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the OSSC. Architect/engineer reviewed shop drawings and/or placing drawings may be used only as an aid to inspection. Special inspections are to be periodic or continuous as identified in the Statement of Special Inspections.

2. Reporting (1704.2.4)

The special inspector shall keep records of inspections and shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the building department by

telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish daily reports

On request, each special inspector shall complete and sign both the special inspection record and the daily report for each day's inspection to remain at the job-site with the contractor for review by the building department's inspector.

4. Furnish weekly reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building department, architect and engineer of record, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and building department if not included in non-conforming items.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final report to the building department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the OSSC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

B. Contractor's Responsibilities

1. Notify the special inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections as identified in the statement of special inspection. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. Provide access to work and approved plans (1704.2.2)

The contractor is responsible for providing the special inspector access to approved plans at the job-site.

3. Retain special inspection records

The contractor is also responsible for retaining at the job-site all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request.

4. Statement of Responsibility for Construction of Force-Resisting System (1704.5)

Construction of a wind- or seismic-resisting component listed in the statement of special inspections requires submittal of a written statement of responsibility by the Contractor.

5. Records

The contractor is also responsible for retaining at the job-site all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request.

C. Building Department Responsibilities

1. Approve special inspection

The building department shall approve all special inspection and special inspection requirements.

2. Monitor special inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the building department's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The building department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

D. Owner Responsibilities (or Owners Agent)

The owner or the Registered Design Professional in Responsible Charge acting as the owner's agent shall:

1. Obtain and fund special inspection services by contract with an *agency* approved by the Building Official.
2. Submit the signed Special Inspection and Testing Agreement to the building official prior to permit issuance.
3. Submit the Statement of Special Inspection to the building official prior to permit issuance.
4. Obtain and fund structural observation by engineer of record if required by Chapter 17 of the OSSC.

E. Engineer or Architect of Record Responsibilities (design may be by a qualified person approved by the building official for construction not designed by a registered design professional):

1. Provide a Statement of Special Inspection per 1704.3.
2. The engineer or architect of record shall include special inspection requirements on the plans and specifications.

ACKNOWLEDGEMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Owner: _____ By _____ Date _____

Contractor: _____ By _____ Date _____

Special

Inspection Agency: _____ By _____ Date _____

Project Engineer/

Architect: _____ By _____ Date _____

RECEIVED FOR THE CITY OF MEDFORD BUILDING SAFETY DEPARTMENT

By _____ Date _____

SUMMARY OF SPECIAL INSPECTION, TESTING, CONTRACTOR STATEMENT OF RESPONSIBILITY, AND STRUCTURAL OBSERVATION

(Per the 2014 Oregon Structural Specialty Code)

NOTE: Fill out and attach Schedule of Inspection Form

General:

- Contractor's Statement of Responsibility for Seismic Resistance –1704.2.5 & 1704.2.5.1**
Construction of a Main Wind or Seismic Force- Resisting System component listed in statement of Special Inspection requires Contractors Statement of Responsibility.
- Structural Observation for Seismic Resistance – 1704.5.2**

Special Inspections:

- Shop Fabrication of Load Bearing Members –1704.2.5 & 1704.2.5.1**
- Steel Construction – 1705.2**
- Concrete Construction – 1705.3**
- Masonry Construction – 1705.4**
- Wood Construction – 1705.5**
- Soils – 1705.6**
- Deep Driven Foundation – 1705.7**
- Cast-in-Place Deep Foundation – 1705.8**
- Special Inspection for Seismic Resistance – 1705.11**
 - Structural Steel – 1705.11.1**
 - Structural Wood – 1705.11.2**
 - Cold-formed Steel Light-frame Construction – 1705.11.3**
 - Designated – 1705.11.4**
 - Architectural Components – 1705.11.5**
 - Access Floors – 1705.11.6**
 - Mechanical and Electrical Components – 1705.11.1**
 - Storage Racks – 1705.11.7**
 - Isolation Systems – 1705.11.8**
- Structural Testing for Seismic Resistance – 1705.12**
- Spray Fire-Resistant Materials – 1705.13**

Miscellaneous Special Inspections:

- Mastic and Intumescent Fire-Resistant Coatings – 1705.14**
- Exterior Insulation and Finish Systems (EIFS) – 1705.15**
- Fire-resistant Penetrations and Joints – 1705.16**
- Special Inspection for Smoke Control – 1705.17**
- Random Mitigation Inspections – 1705.18**