



## Submittal Guidelines: Residential Additions

This provides guidelines for contractors and homeowners that will make plan submittal and permit issuance a more streamline process. Listed below are the types of permit that may be required depending upon the complexity of the project:

- A **building permit** is required for the construction of the structural elements.
- An **electrical permit** is required for all electrical installations.
- A **mechanical permit** is required for installations of all elements and appliances associated with heating and air conditioning.
- A **plumbing permit** is required for the installation of all elements and appliances associated with plumbing.

### HOW TO APPLY FOR PERMITS

Apply for permits at the Building Safety Department. Office hours are Monday through Friday, 7:30 a.m. to 4:30 p.m., or go on-line at [www.ci.medford.or.us](http://www.ci.medford.or.us). You will find the link to the application request forms on the right hand side of the screen. Once you have completed the application, save it to your desktop before emailing it to the Building Department at [building@cityofmedford.org](mailto:building@cityofmedford.org). If you have any questions, please contact us at (541) 774-2350.

### ITEMS NEEDED FOR THE PERMIT APPLICATION

- Site Plan**
- Floor plan** Show dimensions, header sizes, electrical outlets, lighting, etc.
- Elevations (front, sides and rear)** Indicate window and door dimensions.
- Foundation Detail & Wall Section**
- Roof Plan or Truss Plan and Calculations.** Calculations must have an engineer's seal on each truss design. Plans shall show roof to wall connections.
- Residential Energy Additional Measure Selection Form**
- Moisture Content Form**
- Indicate which wall bracing method and code is being used. 2008 ORSC Wall Bracing, show on plans; 2014 ORSC Wall Bracing, provide separate plan and calculations. Indicate method, Continuously Sheathed or Segmental method of bracing.**

### SEE THE ATTACHED DETAIL AND INFORMATION

Completed applications must be submitted first. Once we have processed this, you will receive a link from our ePlan program that will allow you to upload your drawings and supporting documentation. Format drawing to 11" x 17" or 22" x 34". All structural and architectural elements must be completely detailed and included on a comprehensive set of plans. The drawings must be to scale showing all dimensions. The minimum acceptable scale is 1/8 inch = 1 foot.

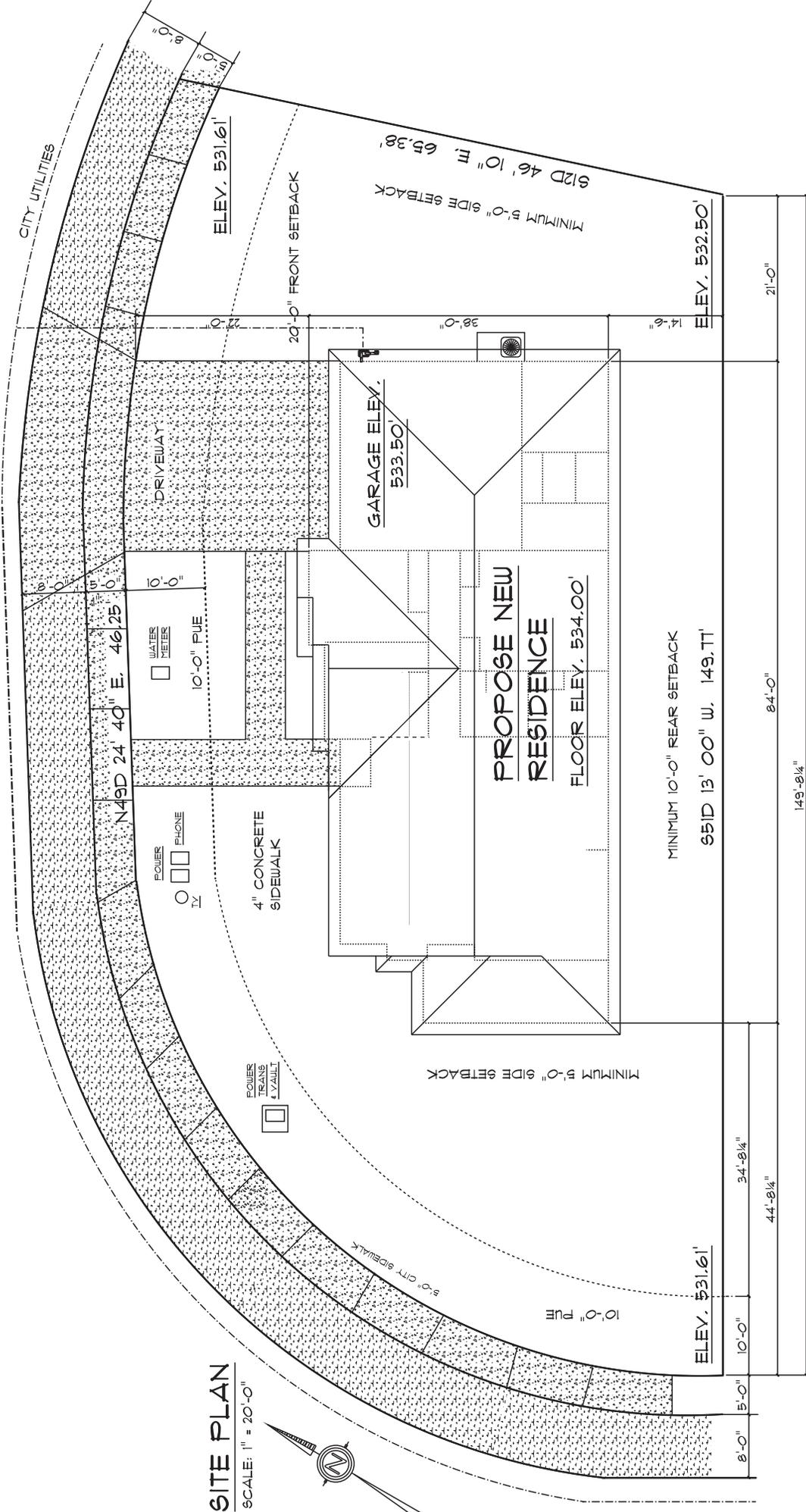
## WHEN AND WHERE TO CALL FOR INSPECTIONS

It is the responsibility of the permit holder or the permit holder's representative to notify the City of Medford Building Safety Department when the stages of construction are reached that requires inspections. The automated inspection request telephone number is (541) 774-2350, Option 1. This number can be reached 24 hours a day, 7 days a week. Inspection requests may also be made online at [http://www.ci.medford.or.us/SIB/files/Residential%20Additions\\_Submittal%20Guidelines\(1\).pdf](http://www.ci.medford.or.us/SIB/files/Residential%20Additions_Submittal%20Guidelines(1).pdf).

## TYPICAL REQUIRED INSPECTIONS

- FOUNDATION INSPECTION (before concrete is poured)
- FLOOR JOIST INSPECTION
- ROUGH PLUMBING INSPECTION
- BELOW DUCT INSPECTION
- FRAME INSPECTION
- ROUGH ELECTRICAL WIRE INSPECTION
- TOPOUT PLUMBING INSPECTION
- ABOVE DUCT INSPECTION
- INSULATION INSPECTION
- SHEET ROCK NAILING INSPECTION
- FINAL ELECTRICAL INSPECTION
- FINAL PLUMBING INSPECTION
- FINAL MECHANICAL INSPECTION
- FINAL BUILDING INSPECTION

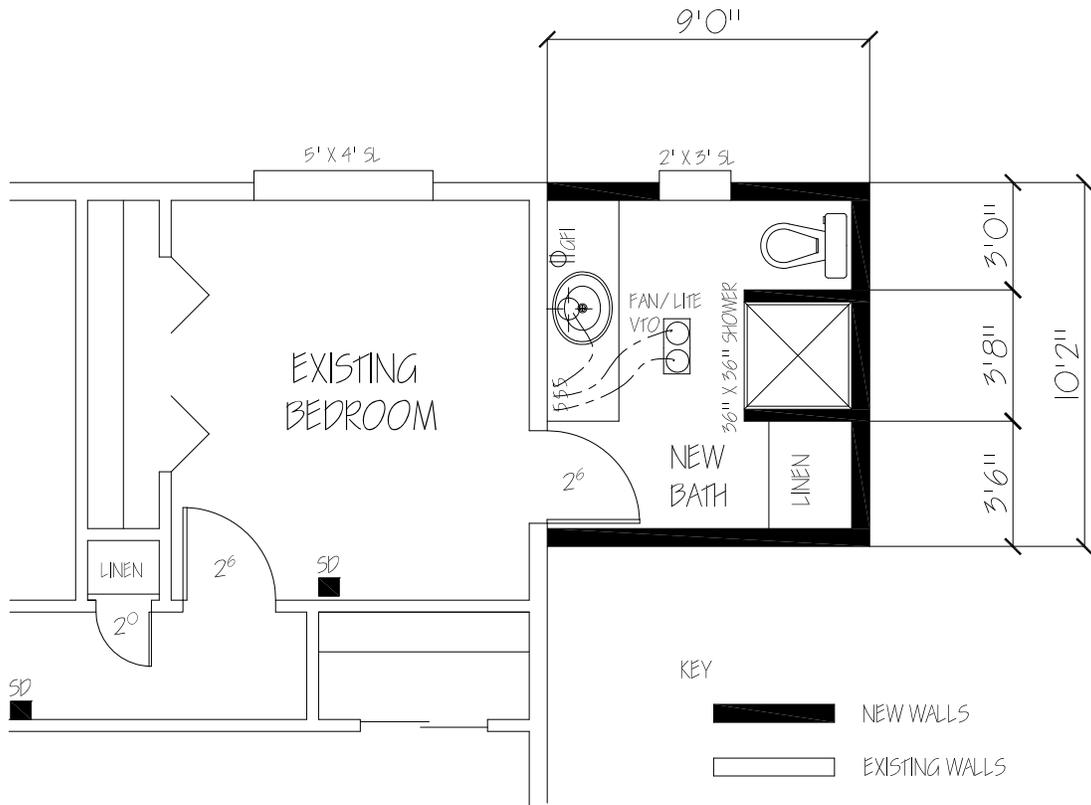
# ST. AUGUSTINE DRIVE



## SITE PLAN

SCALE: 1" = 20'-0"





## FLOOR PLAN

SCALE 1/4" = 1' 0"

### NOTE:

SHOW ADJACENT ROOM TO THE ADDITION AND DO NOT BLOCK REQUIRED WINDOWS USED FOR EGRESS OR LIGHT AND VENTILATION.

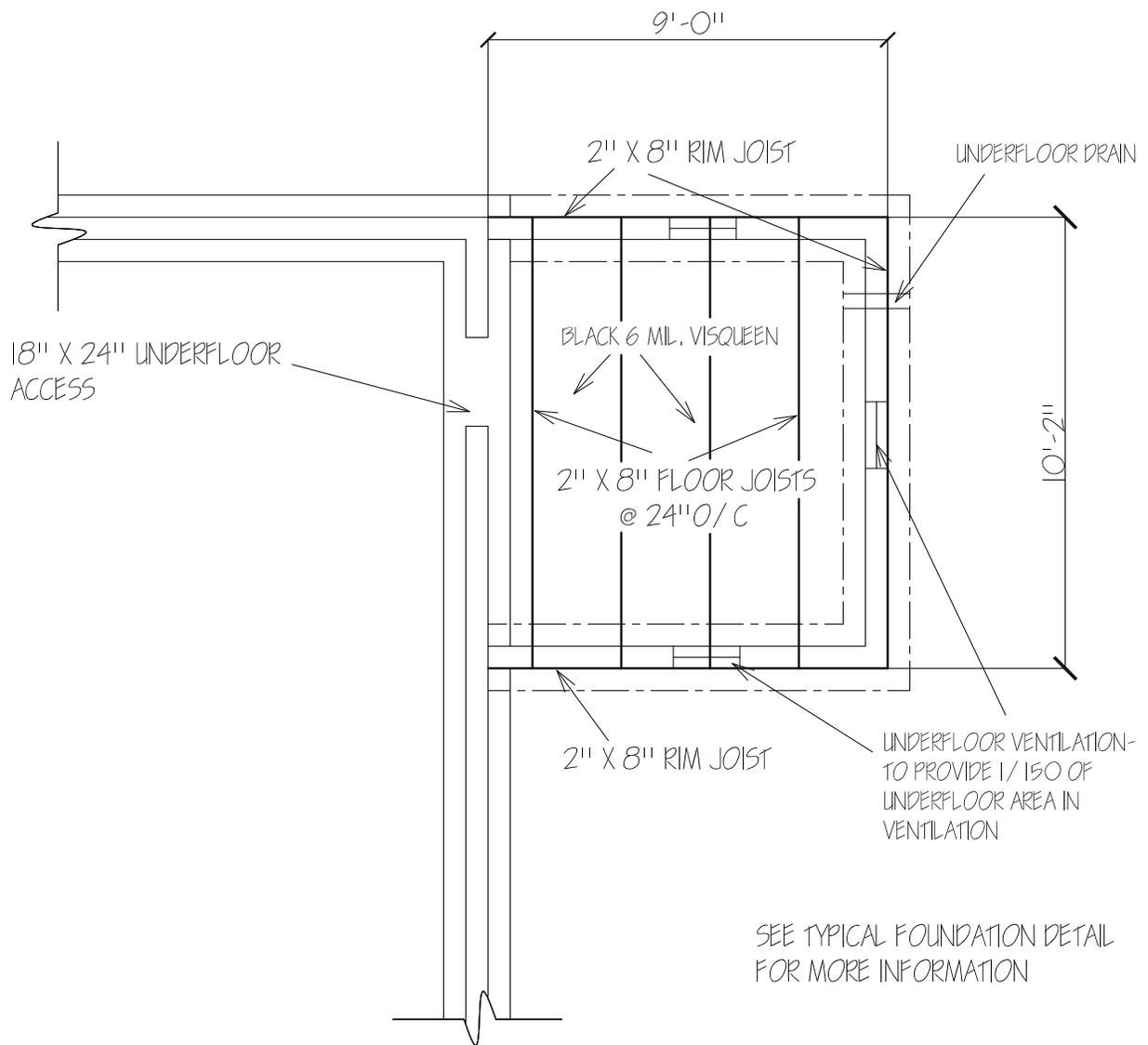
### REQUIRED DETAIL FOR ADDITIONS

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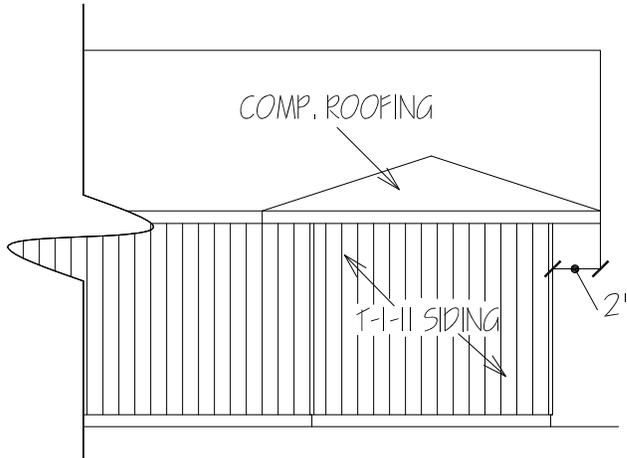
## FOUNDATION PLAN

SCALE 1/4" = 1' 0"

REQUIRED DETAIL FOR ADDITIONS

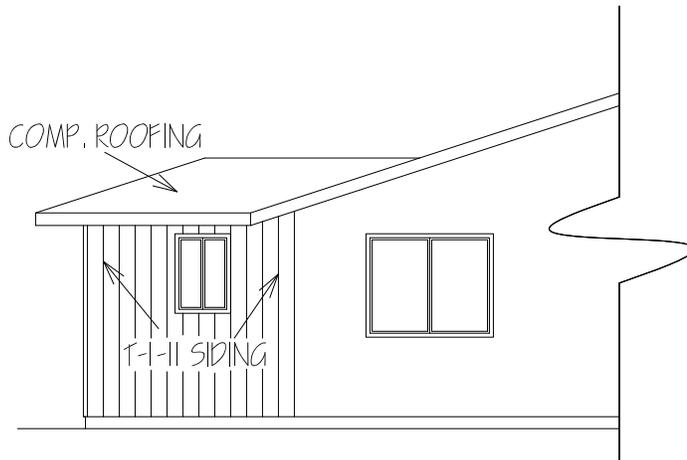
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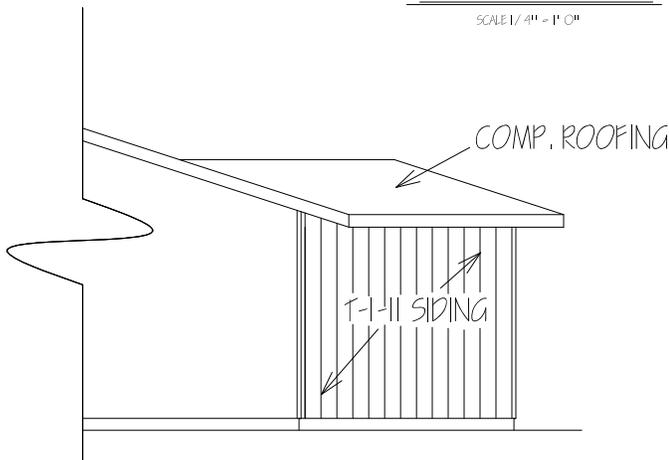
SIDE ELEVATION

SCALE 1/4" = 1' 0"



FRONT ELEVATION

SCALE 1/4" = 1' 0"



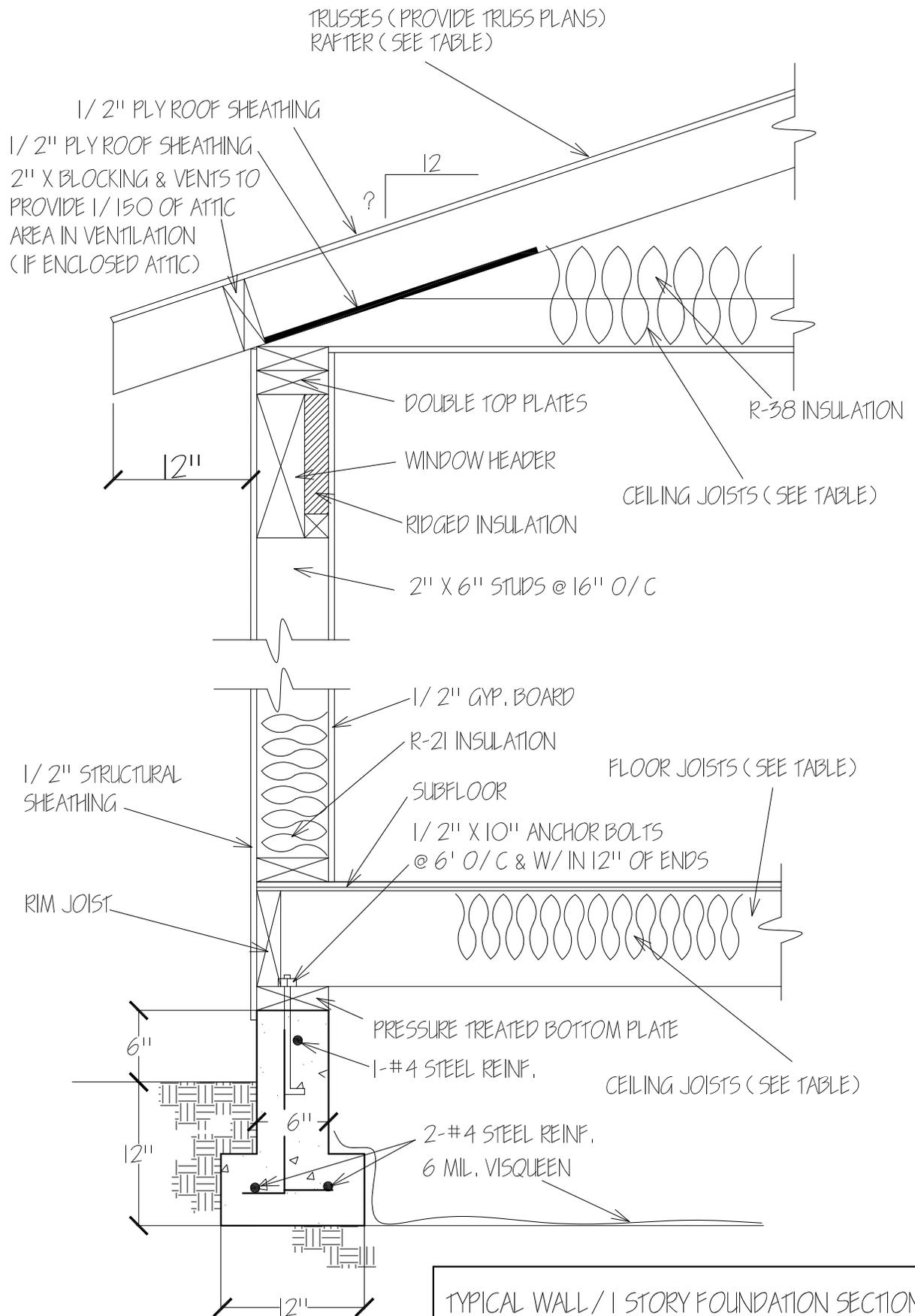
REAR ELEVATION

SCALE 1/4" = 1' 0"

REQUIRED DETAIL FOR ADDITIONS

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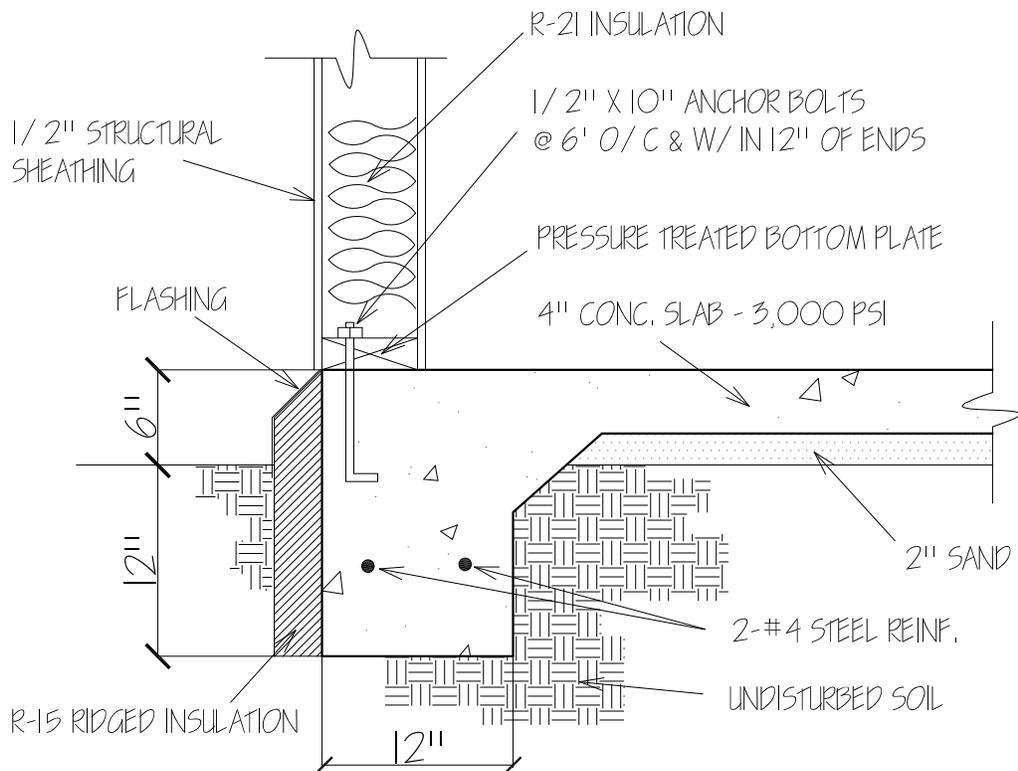
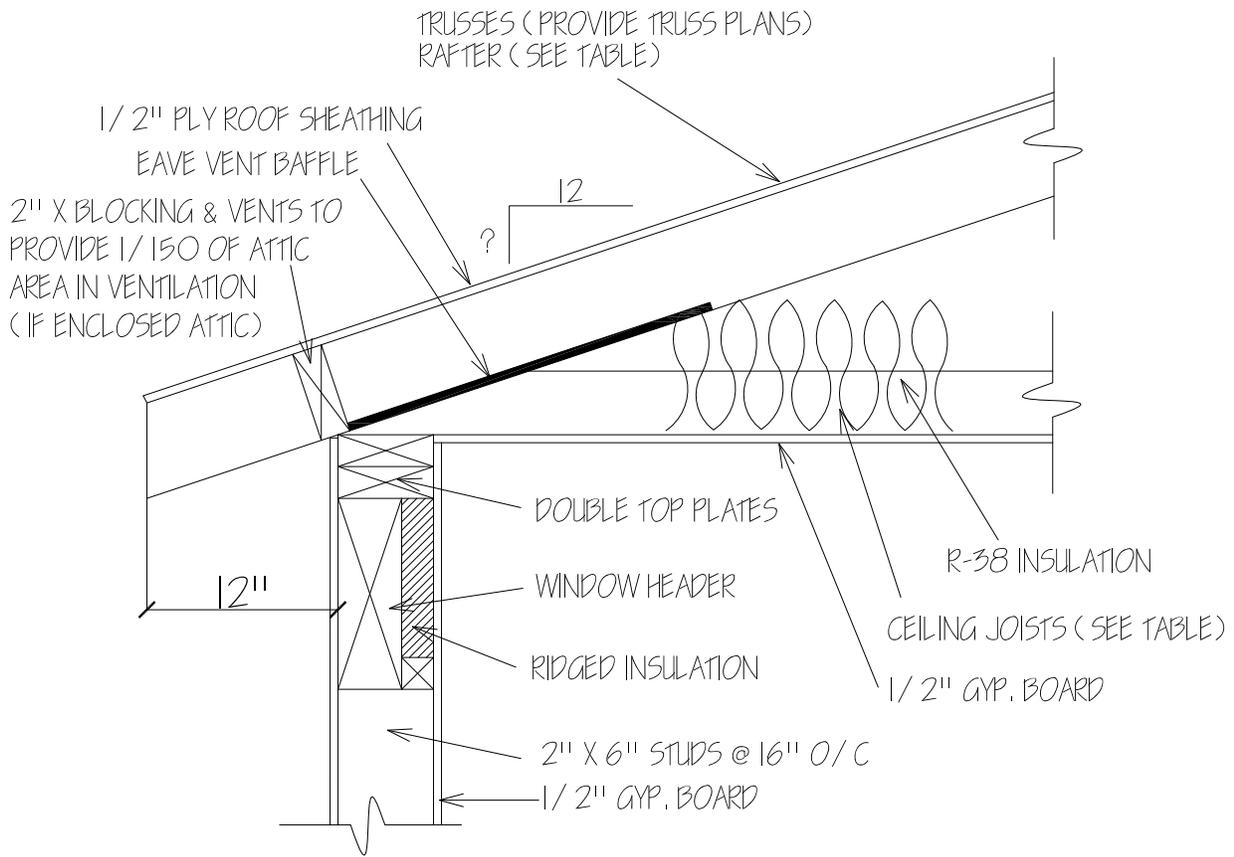
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TYPICAL WALL / 1 STORY FOUNDATION SECTION

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TYPICAL WALL / 1 STORY FOUNDATION SECTION

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# Max. Allowable Spans for #2 Douglas Fir-Larch<sup>1 2 3 4 5</sup>

City of Medford Building Department December 1, 2014

Member Size	O/C Spacing	Floor Joists	Ceiling Joists Storage Above?		Rafters >3/12 <sup>7</sup>	Combined Ceiling Joist/Rafter
			No	Yes <sup>6</sup>		
2" x 4"	12"	n/a	12' 5"	9' 10"	n/a	n/a
	16"	n/a	11' 3"	8' 11"	n/a	n/a
	19.2"	n/a	10' 7"	8' 2"	n/a	n/a
	24"	n/a	9' 10"	7' 3"	n/a	n/a
2" x 6"	12"	10' 9"	19' 6"	15' 0"	14' 0"	12' 6"
	16"	9' 9"	17' 8"	13' 0"	12' 1"	10' 10"
	19.2"	9' 2"	16' 8"	11' 11"	11' 0"	9' 10"
	24"	8' 3"	15' 0"	10' 8"	9' 10"	8' 10"
2" x 8"	12"	14' 2"	25' 8"	19' 1"	17' 8"	15' 10"
	16"	12' 9"	23' 4"	16' 6"	15' 4"	13' 8"
	19.2"	11' 8"	21' 4"	15' 1"	14' 0"	12' 6"
	24"	10' 5"	19' 1"	13' 6"	12' 6"	11' 2"
2" x 10"	12"	18' 0"	32' 9"	23' 3"	21' 7"	19' 4"
	16"	15' 7"	28' 6"	20' 2"	18' 9"	16' 9"
	19.2"	14' 3"	26' 0"	18' 5"	17' 1"	15' 3"
	24"	12' 9"	23' 3"	16' 5"	15' 3"	13' 8"
2" x 12"	12"	20' 11"	n/a	n/a	25' 1"	22' 5"
	16"	18' 1"	n/a	n/a	21' 8"	19' 5"
	19.2"	16' 6"	n/a	n/a	19' 10"	17' 9"
	24"	14' 9"	n/a	n/a	17' 9"	15' 6"

<sup>1</sup> Deflection Criteria: Oregon One and Two Family Dwelling Code

Roof, no ceiling, Rafters=L/180; Floors=L/360; Ceilings=L/240 (Drywall).

<sup>2</sup> Rafter loading is for light roof covering (3-tab, metal, shakes, shingles) plus live load. For heavier roof covering, see Building Department.

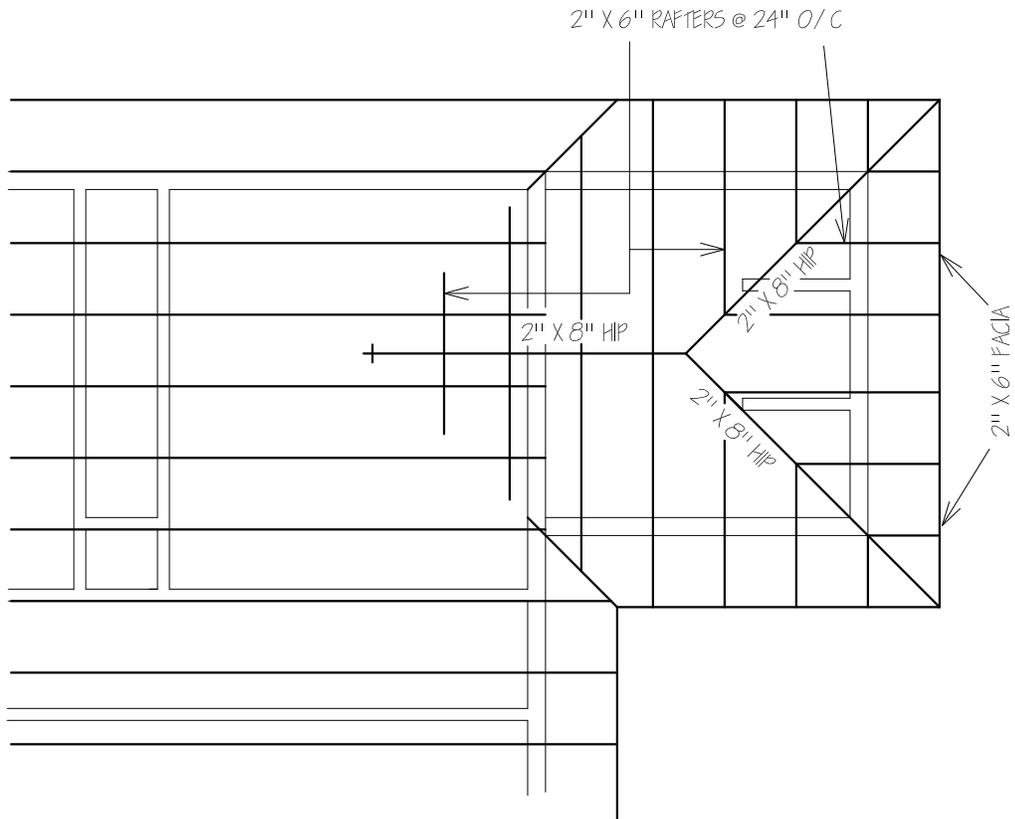
<sup>3</sup> Strength – Floor Joist Live Loads 40# psf, Dead Loads 10# psf; Ceiling Joist (no storage) Live Loads 10# psf, Dead Loads 5# psf; Ceiling Joist (with light storage) Live Loads 20# psf, Dead Loads 10#psf; Roof Rafters Snow Loads 25# psf, Dead Loads 15# psf.

<sup>4</sup> For load conditions or deflection limit settings outside the scope of this chart, use the WWPALumber Design Suite located at the Association's web site at [www.wwpa.org](http://www.wwpa.org)

<sup>5</sup> Span table based on WWPALumber Western Lumber Span Tables, 572 Edition Rev. 7-04.

<sup>6</sup> Attics spaces served by a fixed stair shall be designed to support the minimum live load specified for sleeping rooms. Table R301.5. This table uses 20#LL; 10#DL

<sup>7</sup> Where the roof pitch is less than 3:12, structural members that support rafters and ceiling joists, such as ridge beams, hips and valleys, shall be designed as beams. R802.3



ROOF PLAN

SCALE 1/4" = 1' 0"

REQUIRED DETAIL FOR ADDITIONS

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