



Residential Building Permit Checklist

Washington County, 155 N. 1st AV, Suite 350, MS 12, Hillsboro, OR 97124

Phone: 503-846-3470 / <https://www.washingtoncountyor.gov/lut>

THE FOLLOWING ITEMS ARE REQUIRED PRIOR TO PLAN REVIEW	Yes	No	N/A
1. Land Use/Zoning actions completed. Verification of approved plat/lot, property has a valid address, and flood plain or historical district requirements are met.			
THE FOLLOWING ITEMS ARE REQUIRED PRIOR TO ISSUANCE	Yes	No	N/A
2. Septic permit or authorization: If the property is on septic and you are going outside existing footprint or adding bedrooms. Contact Health and Human Services at 503-846-8722			
3. Sewer permit or authorization: If the property is in the CWS district and you are going outside existing footprint. Contact Clean Water Services at 503-681-3600			
THE FOLLOWING ITEMS ARE REQUIRED AT PLAN REVIEW SUBMITTAL	Yes	No	N/A
All submittals must include a sheet index or page numbering system. All Drawings Pages, Engineered Plans, and Site Plans need to be uploaded in the Drawings folder in PDF format and as single pages, in landscape format, and labeled in sequential order STARTING with 001, 002, 003,... etc. and have page title. Example: 001 Index Sheet, 002 Site Plan, 003 Elevations. All supporting documents (engineering, calculations, truss packets, etc.) must be uploaded in the documents folder as full documents. All residential submittals must include this checklist and the Important Notice. A site/plot plan is required for all building permits, even if the scope of work is internal only.			
4. Site/plot plans drawn to scale (11"x17"). REQUIRED FOR ALL BUILDING PERMITS. Site plan must be to a measurable scale on 11"x17" paper with a north arrow. Requirements include, but are not limited to the following: Show the entire lot and setback dimensions for existing and proposed structures; property corner elevations (with contour lines at 2-ft intervals); location of easements; entire footprint of structure (including decks, exterior stairs, cantilevered floors & eave dimensions); retaining walls & fences; location of wells/septic systems & utilities; frontage improvements (curb/sidewalk/planter strip/street trees/storm drains/driveways); land use casefile number; tax map parcel number; plat name & lot; site address; zoning & list of minimum setbacks. For a complete, detailed list of requirements, consult with Current Planning at 503-846-8761 or refer to their Site Plan checklist(s): Urban Site Plan Checklist: https://www.co.washington.or.us/LUT/Divisions/CurrentPlanning/upload/SitePlanUrban2021.pdf Rural Site Plan Guidelines: https://www.co.washington.or.us/LUT/Divisions/CurrentPlanning/upload/SitePlanRural2021.pdf			
5. Complete sets of legible plans Must be drawn to the same scale and show conformance to applicable local and state building codes. Plan pages with engineer's details or shear wall locations <u>must be stamped</u> by the engineer. Lateral designs details must be incorporated into the plans or on a separate full-size sheet attached to the plans. Details must be cross referenced on the plans. Plan review cannot be completed if copyright violations exist. Maximum sheet size 2'x3', minimum sheet size 11"x17".			
5a. Scope of Work. Provide a DETAILED scope of work on the coversheet of the construction drawings.			
5b. Foundation plans. Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, vent size and location.			
5c. Floor plans. Show all dimensions, room identification, window size, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
5d. Cross section(s) and details. Show all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, floor 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 heights, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
5e. Elevation views. Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade.			
5f. Wall bracing (prescriptive path) and/or lateral analysis plans. Must indicate details and locations. For non-prescriptive path analysis, provide specifications and calculations to engineering standards.			
5g. Floor/roof framing. Provide plans for all floor/roof assemblies, member sizing, spacing, and bearing locations. Show attic ventilation.			
5h. Basement and retaining walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 8, "Engineer's calculations"			
5i. Energy Code compliance. Identify the additional measures or provide calculations from ORSC Table 1101.1(2) with proposed options clearly identified on the plans			
6. Beam calculations. Provide a set of calculations using current code design values for all beams and multiple joists over 10 feet long and/or any beam/joist carrying a non-uniform load.			
7. Manufactured floor/roof truss and I Joist design details, layout, and calculations			
8. Engineer's calculations. When required or provided, (i.e. shear wall, roof truss) shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review.			
JURISDICTIONAL SPECIFICS	Yes	No	N/A
9. Radon Mitigation Plan or Method Description			
10. Grading Review. A letter will be mailed to applicant if a grading permit is required or applicant can check with Grading Staff at 503-846-6733 prior to submitting to see if one will be required.			

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.