



## Building Services Minimum Permit Submittal for Helical Pier and Push Pin Pier Foundation Repair Projects

**General:** The objective of this permitting guideline is to communicate the minimum submittal requirements for Helical Pier/Pile and Push Pin Pier Foundation retrofit or repair systems necessary to obtain a building permit. Helical Pier/Pile and Push Pin or Driven Pile systems are designed to resist compressive loads from the supported structure and transfer the load to capable soil layers below the foundation. This foundation system in some limited capacity may also be used to support tensile and lateral loads.

Helical and Push Pin or Driven pile foundation systems require a structural and geotechnical engineered design. This design includes site-specific documentation including a geotechnical report, structural design, and calculations. A registered design professional shall prepare the plans and the associated structural details proving the adequacy of the proposed system in supporting the minimum loads as required by code under one of the two cases given below:

### **Standard Option:**

#### **Case-A: Helical Pier/Pile system minimum submittal requirements:**

1. Listing report, such as ICC-ES for the pile system proposed or prior approval by Building Services.
2. Site plans/plot map with contour lines that show site slopes when greater than 2:1 and soil test locations.
3. The limited scope of a site-specific geotechnical report per OSSC 1810.3.1.5. At a minimum, the report shall include subsurface boring log/test pit/SPT/CPT soil symbols and/or legends that follow standard geotechnical engineering soil profile material descriptions.
  - o Minimum of **two (2) site-specific** test pit, borehole, SPT, CPT, testing results.
  - o The report shall follow the Unified Standard Soil Classifications System per 2019 OSSC section 1803.6.
4. Structural design calculations that show a clear and complete load path from superstructure including any point loads to the piers and the proposed system layout plans.
5. The plans shall state the minimum pile installation depth, torque, etc. and Special Inspection requirements.

#### **Case-B: "Push Pin Pier" or "Driven Pile" system minimum submittal requirements:**

1. Listing report, such as ICC-ES for the pile system proposed or prior approval by Building Services.
2. Site plans/plot map with contour lines that show site slopes when greater than 2:1 and soil test locations.
3. The limited scope of a site-specific geotechnical report per OSSC 1810.3.1.5. At a minimum, the report shall include Subsurface boring log/test pit/SPT/CPT soil symbols and/or legends that follow standard geotechnical soil profile material descriptions.
  - o Minimum of **three (3) site-specific** test pit, borehole, SPT, CPT, testing results.
  - o The report shall follow the Unified Standard Soil Classifications System per 2019 OSSC section 1803.6.
4. Structural design calculations that show a clear and complete load path from superstructure including any point loads to the piers and the proposed system layout plans.
5. The plans shall state the minimum pile installation depth, torque, etc. and Special Inspection requirements.

**Soil Test Locations shall be on the same parcel/lot and in the proximity the actual installation.**

**Inspection Requirements:** Submission of final special inspection report, and final structural /geotechnical engineering observation report to the inspector prior to or at the final inspection.

- **Note:** Special inspector shall be independent of the contractor and is responsible for the work being inspected. OSSC 1703.1.1

**Performance Based Option:** Case by case option. Make appointment with Sr. Plans Examiner prior to submission. (TBD)

Department of Land Use & Transportation  
Planning and Development Services • Building Services  
155 N First Avenue, Suite 350, MS 12, Hillsboro, OR 97124-3072  
phone: 503-846-3470 • fax: 503-846-3993  
www.co.washington.or.us/lut • [lutbldg@co.washington.or.us](mailto:lutbldg@co.washington.or.us)



Washington County  
 155 N. 1st AV, Suite 350, MS 12, Hillsboro, OR 97124  
 Phone: 503-846-3470 www.co.washington.or.us

### Building Services Permit Submittal Checklist for Helical Pier and Push-Pin Foundation Repair

Project # \_\_\_\_\_ Permit # \_\_\_\_\_

#### Site Information:

Site Address:	Parcel:
Applicant Name:	
Phone:	Email:

#### Section to be Completed by Applicant

A: Proposed Scope of Work and Site Slope	Yes	No
Is the project site slope greater than ten (10) percent grade? (2:1 slope)		
B: Minimum Footing Geometric Requirements	Feet	Inches
Stem Wall Height (24 inches maximum)		
Stem Wall Thickness (8 inches maximum)		
Footing Thickness (8 inches maximum)		
Footing Span between Piers/Piles (7 feet maximum)		
C: Geotechnical Engineering Requirements	Yes	No
Geotechnical Engineering Report Provided		
Minimum Number of Tests Locations Done (2 for Helical; 3 for Push Pin)		
Other Comments:		
D: Structural Engineering Requirements	Yes	No
Stamped Design Calculations		
Point Load Considered		
Concrete Strength Assumed is less than or equal to 2500psi		
Stamped Plans with Details Provided		
E: Applicant Requirements	Yes	No
Information Submitted per Standard		
Special Inspection is Provided as Required		
Other Requirements:		
I acknowledge that the above information provided is complete/correct:		
Applicant's Signature: _____		Date: _____

**\*Important Notice: Normal Plan Review may be required if actual scope of work does not match information provided.**

#### Section to be Completed by Washington County

Violations: Current Planning	Yes	No
Are there any outstanding C.P. or Building permit violations, notes or comments on the parcel?		
Comments:		
Design Information Received		
<input type="checkbox"/> Plans <input type="checkbox"/> Structural Calcs <input type="checkbox"/> Geotech Report <input type="checkbox"/> Statement of Special Inspection		
Plans Examiner Signature: _____		Date: _____

\*\*\*Please provide a copy of this form to the applicant\*\*\*