



NEW SINGLE FAMILY DWELLING & NEW ADU APPLICATION CHECKLIST

**The following items are required for plan review:
(missing information will delay the review process)**

Check off each box to verify item is included:

- Land and Drainage Alterations Permit - LDAP
- Complete set of plans and application. Must be drawn to scale on min. 11x17 paper

Site Plan Drawn to 1 : 20 scale (with scale indicated)

- North arrow
- Map/Tax lot number listed
- Adjacent street names and street elevations shown
- Building setback dimensions (distances from all property lines)
- Location of all private/public easements and driveways
- Location of utilities and how they are connected
- Footprint of structure (including decks, porches, roof covers)
- Location of septic system and wells with measurements from structures
- Lot dimensions and property lines
- Building coverage area and percentage of impervious surface
- Show all existing structures on site; indicating height of all structures
- Site Topography in 2'-0" increments including surface drainage
- Show how stormwater and wastewater connect to the public system, septic or drywell
- Show the orientation of new structure

Foundation Plan

- Dimensions
- Footing sizes, Isolated footings, Step foundations and Retaining walls
- Hold downs and reinforcing type, size and spacing
- Connection details
- Vent size and location
- Cripple walls
- Girder sizes and locations
- Joists or post and beam type, sizes and spacing

Floor Plans

- Show dimensions and Identify all rooms
- Include window and door sizes
- Show locations of: smoke and carbon monoxide alarms, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, porches, stairs, etc....

Cross Section(s) and Details

- Show all framing member type, sizes and spacing such as floor beams, headers, joists, sub-floor, cripple wall and wall construction, roof construction and metal connectors
- Show details of all cripple walls, wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc....

Elevation Views - all sides of the new building North/South/East/West

- Exterior elevations must reflect the existing and proposed grade if the change in grade is greater than two feet at building footprint

Floor / Roof Framing

- Beam calculations, especially for engineered wood products and non-uniform loads
- Provide plans for all floors/roof assemblies indicating member sizing, spacing and bearing locations, including decks, porches, roof covers
- Metal connectors and tie straps clearly shown
- Show headers and beams supporting floor or roof

Prescriptive lateral bracing and/or engineered shear walls

- Provide all calculations and adjustment factors used (available on BCD website)

Pre-Engineered Trusses

- Stamped truss calculations from manufacturer

Engineers Calculations

- Stamped engineering calculations, specifications and details

Geo Tech Report

- Geo tech report is required for hydric soils or on a hillside before footings.
(If both; hydric soils and on a hillside geo tech report required at submittal)

If on **septic** - a copy of the **approval** from Lane County Sanitarian is required

If this is a **replacement** - previous impervious surface, home sq ft & fixture count required

If this is an **ADU** - planning approval required prior to submitting for building permit

If in the **flood zone**, flood plain review required by the Planning Dept

If total structure is **over 3500 sqft** (including covered porch/patio) needs fire review

If house is **over 100 ft from the street** needs fire intake review

If on a **flag lot** needs fire intake review

If on a **hillside** needs fire intake review