

Columbia County Building Division
One & Two Family Dwelling
Building Permit Application Checklist

The Planning, Septic, Road and Fire must be signed off prior to beginning plan review.

The following items are required for plan review and shall be used by the jurisdiction to determine a complete set of plans and compliance with OAR 918-020-0090(3)(a)(C) and (4).

		Yes	No	N/A
1.	Building Plans. Two (2) complete sets of legible plans drawn to scale showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-reference between plan location and details. Plan review cannot be completed if copyright violations are evident.			
2.	Site/Plot Plan. The plan must be drawn to scale and show: lot and building setback dimensions; property corner elevations (if there is more than 4-ft. elevation differential; contour lines at 2-ft. intervals for 50' away from the building location to show compliance with OTFDC Section 401); location of easements and driveway; footprint of structure (including decks); location of well(s) and septic system(s); utility locations; any known fill sites or landslide hazard areas; directional indicator; lot area; impervious area; existing structures on site; and surface drainage.			
3.	Foundation Plan and Cross Section. Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connections details, foundation vent size and location, and soil type.			
4.	Floor Plans. Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
5.	Cross Section(s) and Details. Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof 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 height, siding material, footings and foundations, stairs, fireplace construction, thermal insulation, etc.			

		Yes	No	N/A
6.	Elevation Views. Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than 4-ft. at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7.	Wall Bracing (Prescriptive Path) and/or Lateral Analysis Plans. Building plans must show construction details and locations of lateral brace panels. For non-prescriptive path and analysis, provide specifications and calculations to engineering standards.			
8.	Floor/Roof Framing Plans. Floor/roof framing plans are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9.	Basements and Retaining Walls. Basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and water-proofing shall be provided. Engineered plans are required for retaining walls exceeding 4-ft. in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13, for Engineer's calculations.			
10.	Beam Calculations. Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.			
11.	Manufactured Floor Truss Design Details. Floor truss designs are required when they are intended to be used, before review will begin. Manufactured Roof Truss Design Details. Roof truss design details are required unless your project has a single ridge and there are no more than 2 bearing points and they bear on the exterior wall, before review will begin. Additional plan review fees will be assessed if the plans are approved and then are changed. \$70.00 per hour / (min-one half hour)			
12.	Energy Code Compliance. Identify the prescriptive path or provide calculations.			
13.	Engineer's Calculations. Engineer's calculations when required or provided, (i.e. shear wall, roof truss, retaining walls exceeding 4-ft.) shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review by cross-reference to the applicable plan location.			
14.	All Engineering Must Be Wet Stamped.			

15.	Required Information. In addition to required owner information, your application must contain the following information: property tax account number, contractor's name, address, phone and Oregon CCB#.			
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Owner/Applicant Signature

Date Signed