



Residential Building Permit Checklist

Building Division | 10699 SW Herman Rd Tualatin, OR 97062 | Phone: 503-691-3044 | building@tualatin.gov

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. 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. Drawing pages and site plans need to be uploaded in landscape format, labeled in sequential order starting with 001, 002, 003,... etc. and have page title. Example: 001 Site Plan, 002 Cover Sheet, 003 Elevations. All supporting documents (engineering, calculations, truss packets, etc.) must be uploaded in eTrakit as full documents.			
3. Site/plot plans drawn to scale (11"x17") 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, including decks, heat pumps, air conditioners and accessory structures; property corner elevations (with contour lines at 2-ft intervals); location of easements; entire footprint of structure (including decks, exterior stairs, cantilevered floors and eave dimensions); retaining walls and fences; location of wells/septic systems and utilities; frontage improvements curb/sidewalk/planter strip/street trees/storm drains/driveways); Architectural Review application number; tax map parcel number; plat name and lot; site address; zoning and list of minimum setbacks. For a complete detailed list of requirements contact the Planning Division at 503-691-3026			
4. 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.			
4a. Foundation plans. Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, vent size and location.			
4b. 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.			
4c. 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.			
4d. Elevation views. Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade.			
4e. 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.			
4f. Floor/roof framing. Provide plans for all floor/roof assemblies, member sizing, spacing, and bearing locations. Show attic ventilation.			
4g. Basement and retaining walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 8, "Engineer's calculations"			
4h. Energy Code compliance. Identify the two 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			