



Residential Plan Submittal Intake Checklist

Building & Planning Departments

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Project Type:

- New residence
- Alteration/addition to existing residence
- Accessory structure

Minimum Submittal Requirements Checklist

- Site Plan** – Show the size and location of new construction and existing structures on the site and distances to property lines and between structures. Plan must be to scale (ex. 1"= 20')
- Foundation Plan** – Provide plan dimensions, footing sizes, anchor bolts, hold-downs, and associated details showing reinforcement requirements.
- Floor Plans** – Provide dimensions, room identification, door size, window size, location of smoke and carbon monoxide alarms, water heater, HVAC, plumbing fixtures, etc.
- Cross Section** – Show framing members, wall and roof construction, including insulation, etc.
- Elevations** – Provide dimensions including floor to eave, and finish grade to ridge elevations.
- Wall Bracing** – Provide prescriptive calculations and plans showing braced wall line, bracing method, location and length of braced wall panels, or provide engineering.
- Framing Plans** – Provide a plan for the floor joist layout, ceiling joist and roof framing. Plans shall show the member size, spacing, grade, bearing locations, purlins, etc. Provide truss layout and designs in lieu of ceiling joist and rafter framing, truss plans must have engineer's stamp.
- Calculations** – Provide calculations for structural load carrying members that are not sized per prescriptive span tables.
- Energy Code Compliance** – Plans shall show the required insulation for floor/slab, walls, ceiling, window U-value, and the required additional measure that will be installed.
- Whole House Ventilation** – Indicate on plans the method to be used to provide ventilation.

<https://www.oregon.gov/bcd/codes-stand/Documents/res-techb-whole-house-ventilation.pdf>

Additional information and resources can be found at the Building Codes Division website.

<https://www.oregon.gov/bcd/Pages/index.aspx>