



One- and Two-Family Dwelling Building Permit Application Checklist

City of Hillsboro

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OFFICE USE ONLY

Reference no.: _____

Associated permits:

Electrical Plumbing Mechanical

Other: _____

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW				Yes	No	N/A
1	Land use actions completed. See jurisdiction criteria for concurrent reviews.					
2	Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc.					
3	Verification of approved plat/lot.					
4	Soils report. Must carry original applicable stamp and signature on file or with application.					
5	Erosion control <input type="checkbox"/> plan <input type="checkbox"/> permit required. Include drainage-way protection, silt fence design and location of catch-basin protection, etc.					
6	3 Complete sets of legible plans. Must be drawn to scale, showing conformance to 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 references between plan location and details. Plan review cannot be completed if copyright violations exist.					
7	Site/plot plan drawn to scale. The plan must show lot and building setback dimensions.; property corner elevations (if more than a 4-ft. elevation differential, plan must show contour lines at 2-ft. intervals); location of easements and drive-way; footprint of structure (incl. decks); location of wells/septic systems; utility locations; direction indicator; lot area; building coverage area; percentage of coverage; impervious area; existing structures on-site; and surface drainage.					
8	Foundation plan. Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, vent size and location.					
9	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.					
10	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 foundation, stairs, fireplace construction, thermal insulation, etc.					
11	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 four foot at building envelope. Full-size sheet addendums showing foundation elevations with cross references are acceptable.					
12	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.					
13	Floor/roof framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.					
14	Basement and retaining walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 22, "Engineer's calculations."					
15	Beam calculations. Provide two sets 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.					
16	Manufactured floor/roof truss design details.					
17	Energy Code compliance. Identify the prescriptive path or provide calculations. A gas-piping schematic is required for four or more appliances.					
18	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						
19	CWS Site Assessment Pre-Screening required before plan submittal to COH. (if applicable)					
20	Application filled out completely.					
21	Identify if plan is a reissue under the current code cycle and provide reissue address.					
22	See additional site plan requirements in addition to the items listed in item 7 above.					
23	Copy of geotech final report required for each new single-family submittal in a new subdivision. (per City Ordinance)					
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I ACKNOWLEDGE THAT THE TEN DAY PLAN REVIEW PERIOD COMMENCES ONLY AFTER RECEIPT OF ALL REQUIRED ITEMS.

SIGNED _____

DATE _____

Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink.

Red ink is reserved for department use only.

updated (3/09)