Malheur County Building Department

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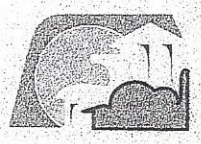
ONE & TWO FAMILY DWELLING BUILDING PERMIT APPLICATION CHECKLIST

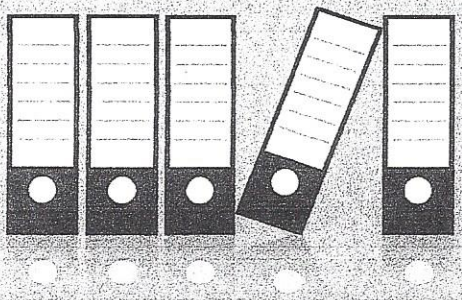
The following items are required for plan review and shall be used by the jurisdiction to determine a complete set of plans and compliance with OAR 918-020-0090 (3) (a) (C) and (4).

		Yes	*No*	*N/A*
1	**Local Zoning/Planning Approval**			
2	**Sanitation Approval**			
3	**Site/plot plan drawn to scale**- The plan must show: lot and building setback dimensions; property corner elevations (if there is more than 4ft. elevation differential, the site plan must show contour lines at 2ft. intervals for a distance away from the building necessary to show compliance with OTFDC Sec. 401); location of easement and driveway, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, direction indicator, lot area, impervious area, existing structures on site and surface drainage.			
4	**Two complete sets of legible plans**- Plans drawn to scale, (24" x 36" for new construction) 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-references between plan location and details. Plan review cannot be completed if copyright violations are evident.			
5	**Foundation plan and cross section**- Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location and soil type.			
6	**Floor plans**- Show all dimensions, room identifications, 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.			
7	**Cross section(s) and details**- Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction and 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.			
8	**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 4ft. at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
9	**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 analysis provide specifications and calculations to engineering standards.			
10	**Floor/roof framing plans**- Required for all floors/roof assemblies indicating member sizing, spacing, bearing locations, nailing and connection details. Show location of attic ventilation.			
11	**Basement and retaining wall**- Cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered plans are required for retaining walls exceeding 4ft in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 15, for "Engineer's calculations"			
12	**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/joists carrying a non-uniform load.			
13	**Manufactured floor/roof truss design details**			
14	**Energy code compliance**- Identify the prescriptive path or provided calculations.			
15	**Engineer's calculations**- When required or provided, (i.e., shear wall, roof truss, retaining walls exceeding 4ft) 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.			

Checklist must be completed before plan review start date. Minor changes or noted on submitted plans may be in blue or black ink. Red ink is reserved for department use only.

How to Prepare Your Site Plan



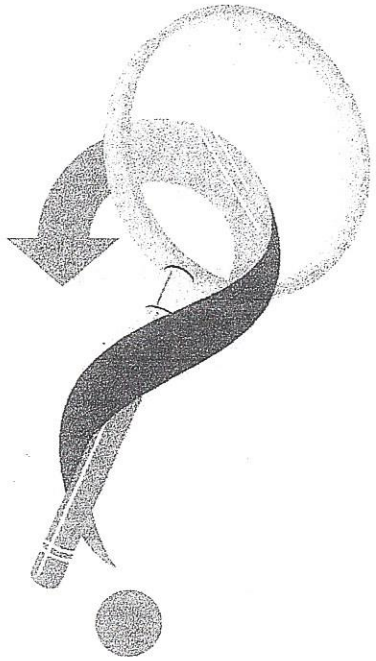


COUNTY OF MALHEUR
Est. 1887
STATE OF OREGON

Introduction

A site plan is needed to review your development proposal for zoning, addressing, sanitation and building requirements. Producing a complete site plan will prevent delays in approving permit applications

Where to Begin



1. Planning & Zoning Department:
    - Meet with a planner to discuss the requirements for setbacks and potential land use.
2. Records:
    - Review records for information needed to create your site plan, such as, Assessor's tax map, aerial photos, title records, appraiser's report or surveys.
3. Draw Plans to Scale:
    - A uniform drawing scale is needed to accurately display how various elements of your development proposal fit together. You will need an engineer's scale for measuring distances, scaling your site plan and to serve as a straightedge.
    - 2 sets of plans are required and we recommend you also keep a copy for your records.

SITE PLAN CHECKLIST

FAILURE TO INCLUDE ALL INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR BUILDING PERMIT.

Your site plan will be reviewed for acceptance using the following requirements. The information on this checklist is REQUIRED to process your permit application. Please verify that your site plan contains all of the elements listed below.

GENERAL INFORMATION

- ☐ Owner's name, address and phone number
- ☐ North Arrow
- ☐ Accurate shape and dimensions of parcel or development site
- ☐ Length of **all** property lines
- ☐ All natural features on the **entire** property and/or within 150' of the development site.
  Natural features: creeks, rivers, ponds, lakes, wetlands, ravines and slopes over 25%
- ☐ Public and private roads or access easement locations, including road names
- ☐ Drive way location and parking areas, including the distance from at least one property line to the intersection of the driveway and the road.
- ☐ Indicate the distance between the existing or proposed driveway to the neighboring driveways.

PROPOSED STRUCTURE(S)

- ☐ Distance of the proposed structure from the centerline of the road (right-of-way)
- ☐ Distance of the proposed structure from two property lines (north/east, south/west)
- ☐ Distance of the proposed structure from the septic system (tank, lines and replacement area)
- ☐ Distance of the proposed structure from adjacent structures
- ☐ Distance of the proposed structure from all natural features described in item 6, above.

EXISTING STRUCTURE(S)

- ☐ Clearly label **all** structures on the property and indicate if structures are proposed or to be removed
  Structures: all commercial and non-commercial buildings, dwellings, shops, barns, equine facilities, sheds, propane tanks, pump house, etc.
- ☐ Location and dimensions of all structures and distances of each to property lines

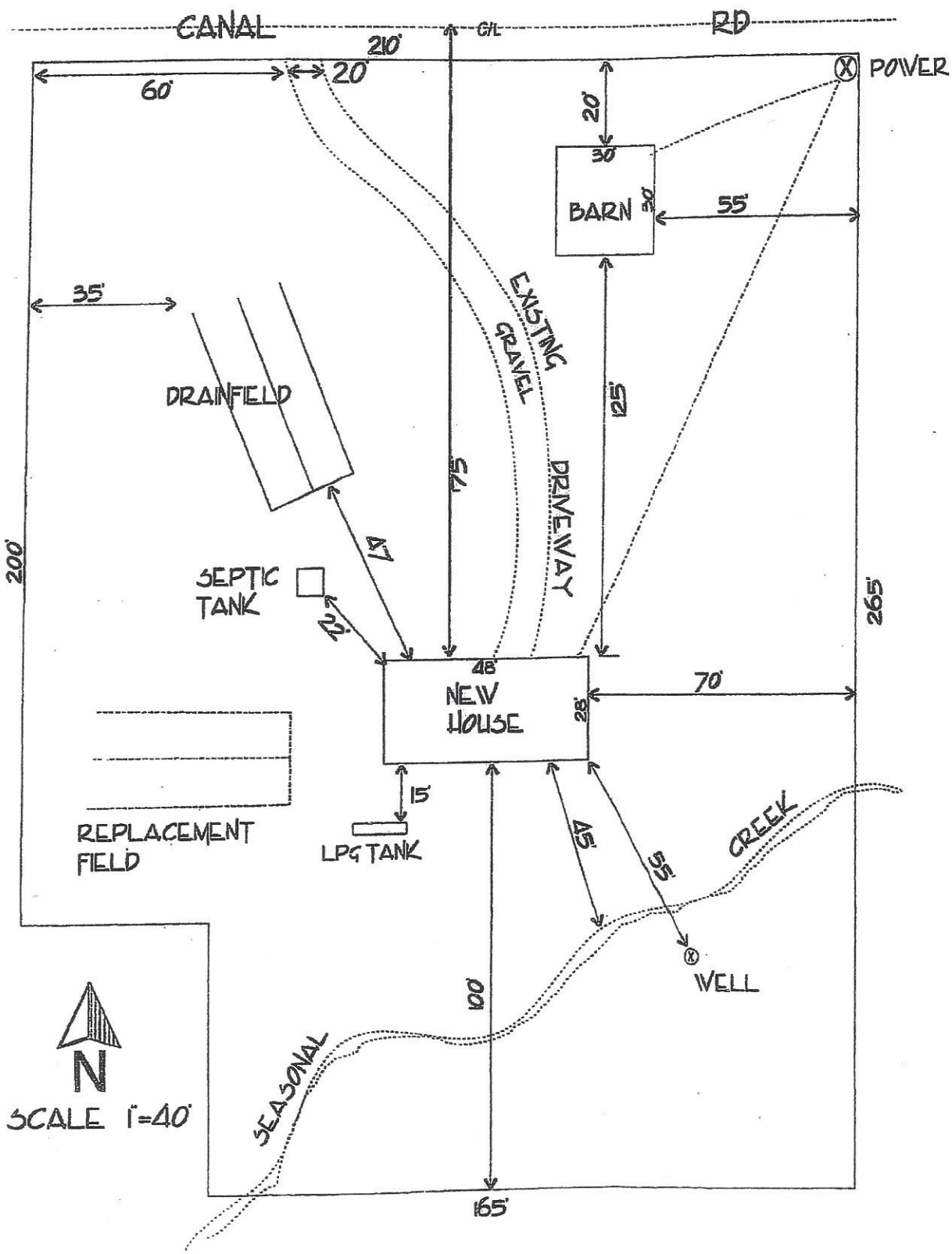
SEPTIC SYSTEM

- ☐ Location of septic tank, drop box, sewer line, drainfield and replacement drainfield
- ☐ Distance of septic tank, drainfield and replacement drainfield from structures and property lines
- ☐ Location of wells (or water source) and distance to drainfield and dwellings

OPTION 1:

For most parcels of land, use the following sample.

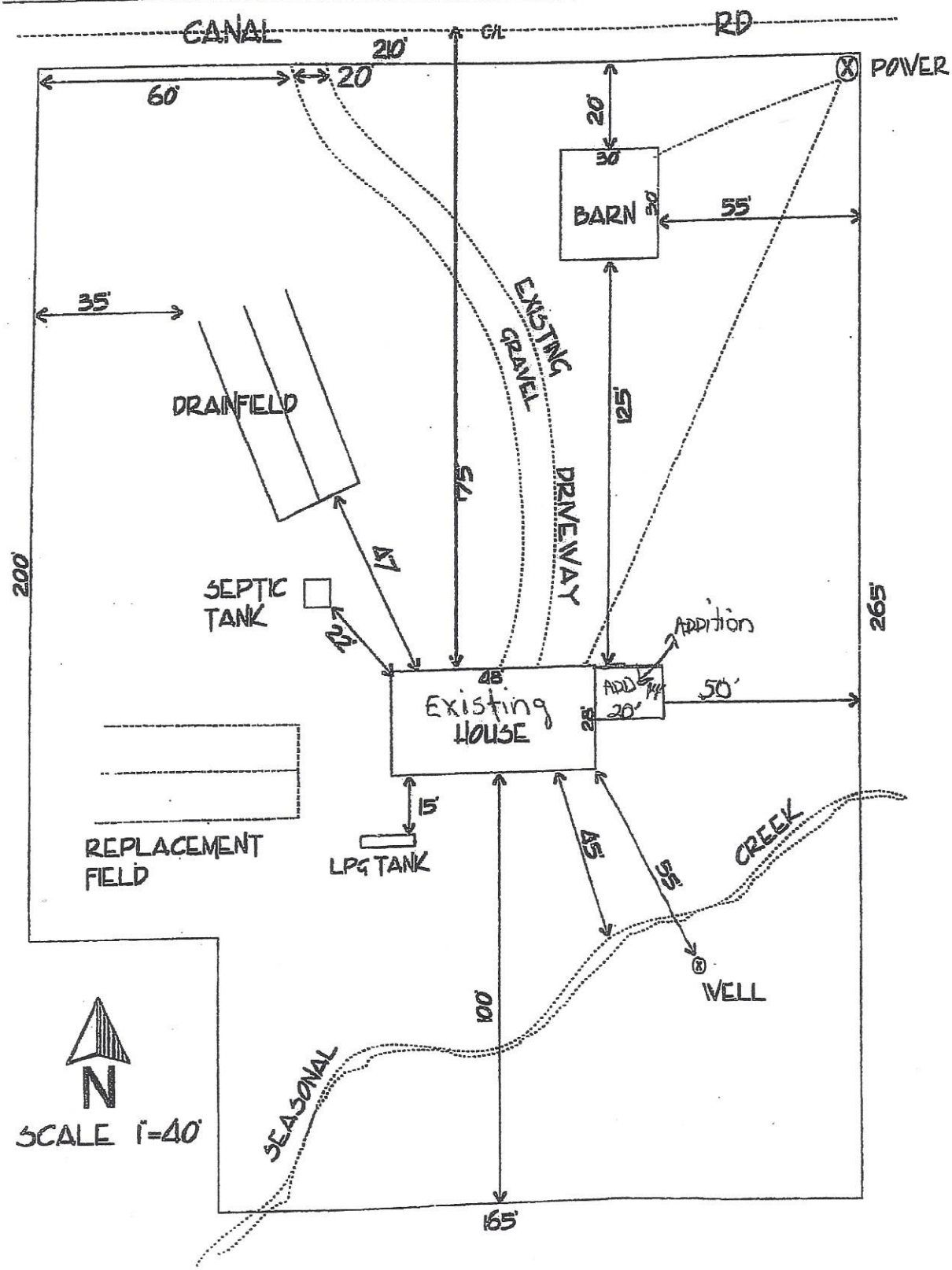
Jon P. Farmer (541) 555-1212
55877 Canal Rd
17-55-20-00-00100



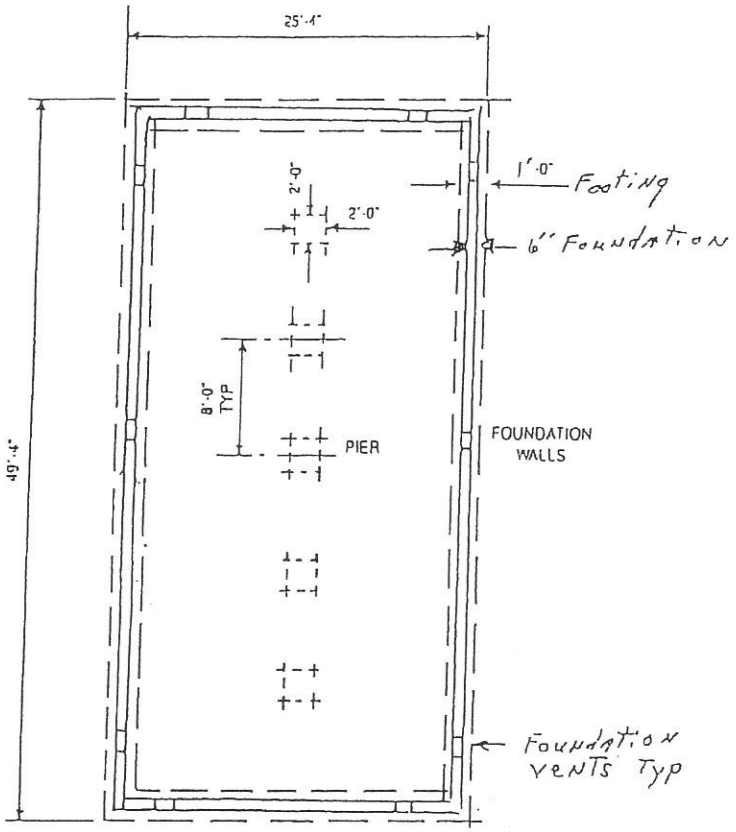
OPTION 2: Addition to Dwelling

For most parcels of land, use the following sample.

Jon P. Farmer (541) 555-1212
55877 Canal Rd
17-55-20-00-00100

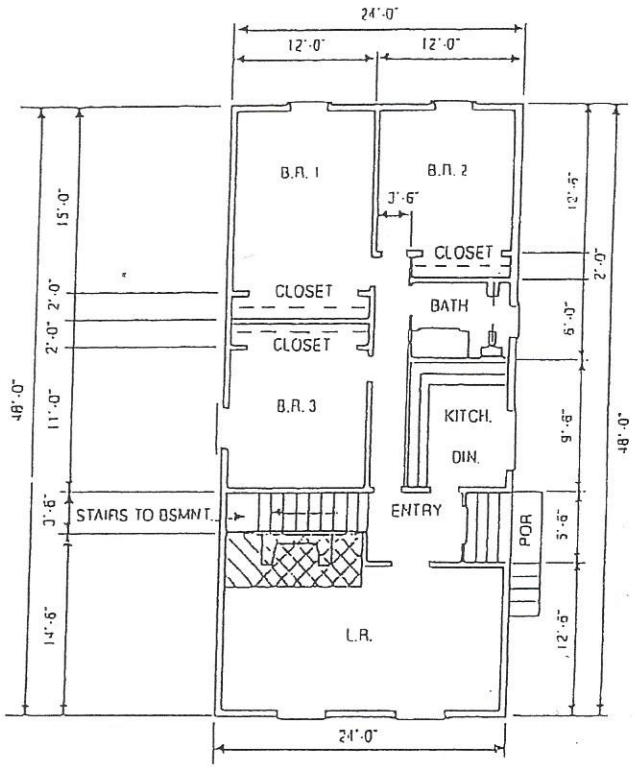


Sample



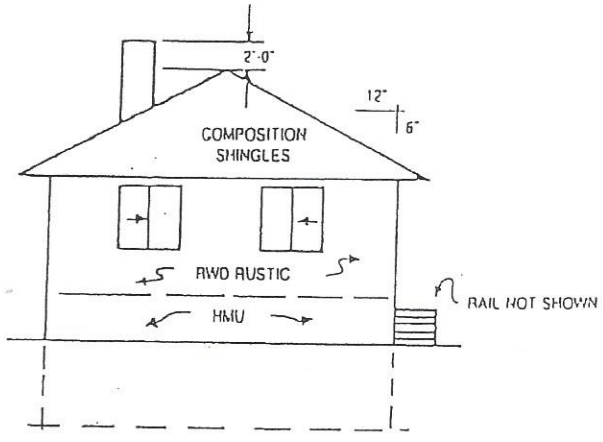
FOUNDATION PLAN

Figure 1-2



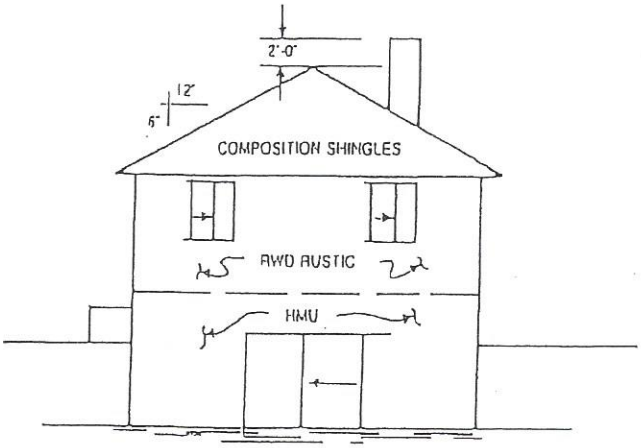
FLOOR PLAN

Figure 1-3



FRONT ELEVATION

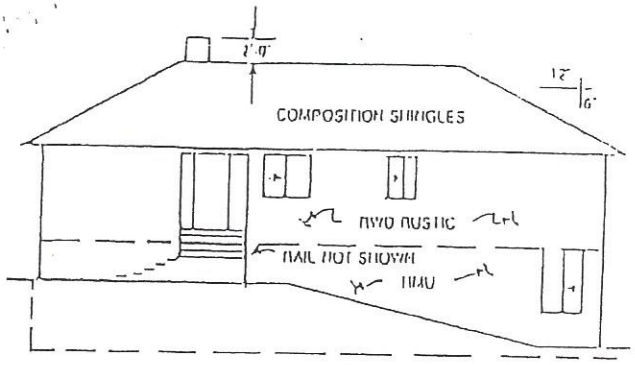
Figure 1-4



REAR ELEVATION

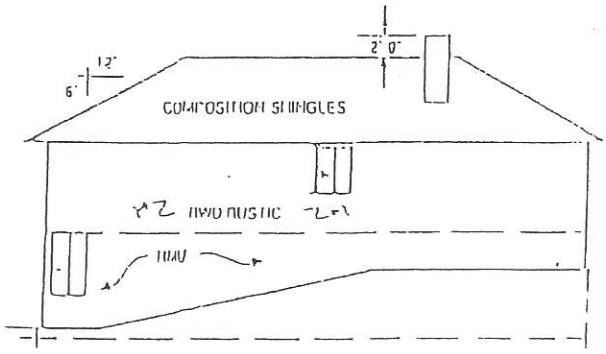
Figure 1-5

Sample



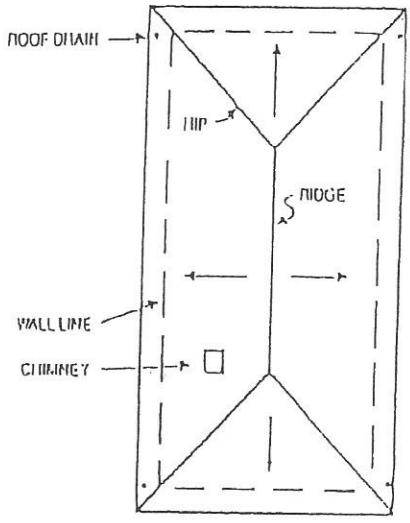
RIGHT ELEVATION

Figure 1-6



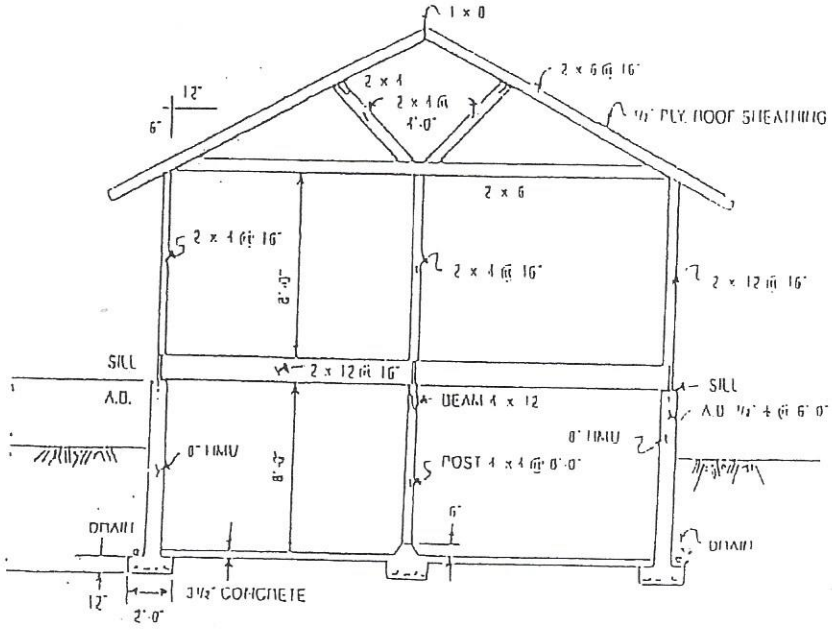
LEFT ELEVATION

Figure 1-7



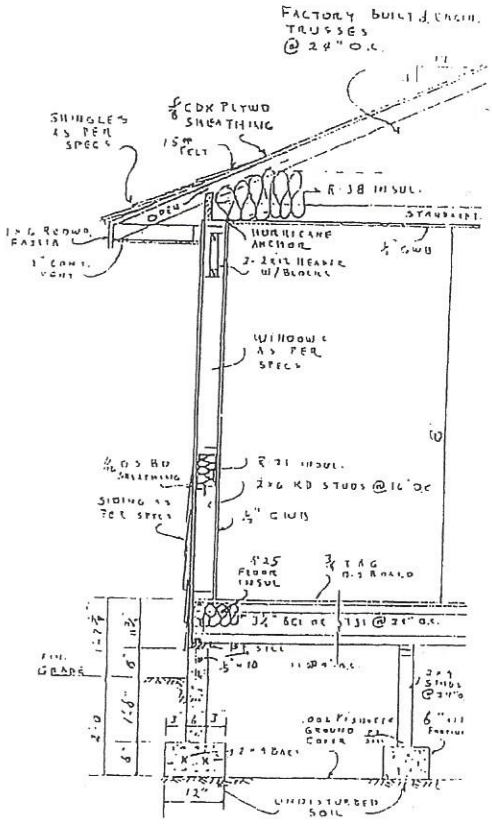
ROOF PLAN

Figure 1-8



TYPICAL SECTION

Figure 1-9



TYPICAL SECTION

Figure 1-9

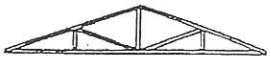
Sample

EXAMPLE FOR MINIMUM
BUILDING REQUIREMENTS

Trusses commonly used include King-post, W-type, and scissors

. Trusses require stress-rated members and must be built from engineered designs.

Show the method of framing, roof pitch, roof braces, ceiling height, bearing partitions, posts, beams, foundation, finish grade, excavation, type of roofing, and lumber size.

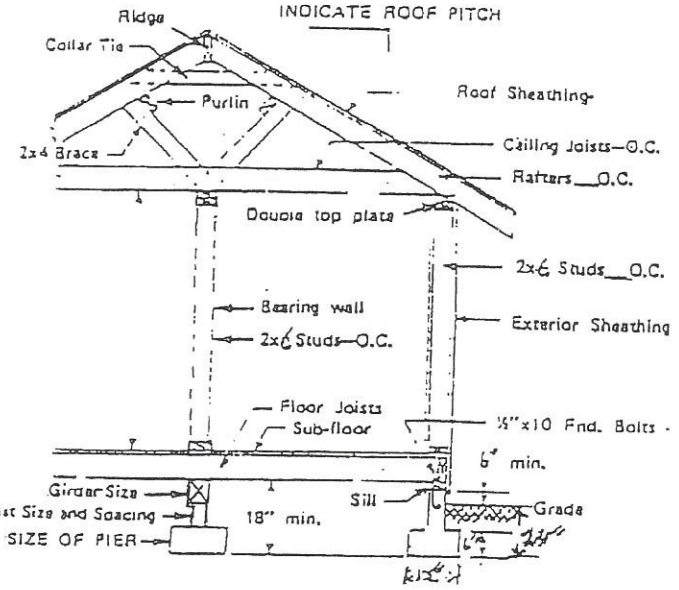


kingpost

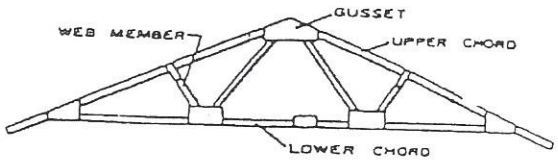
pitched W-type,

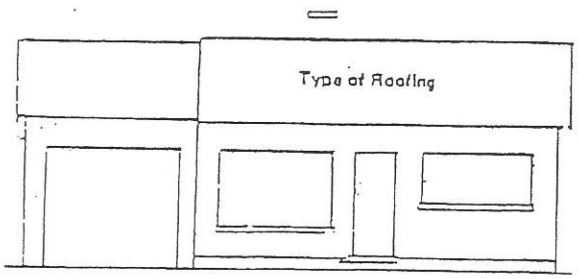
scissors

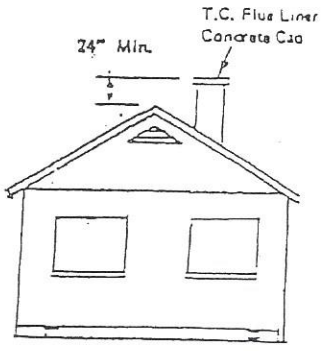
sawtooth



CROSS SECTION







ELEVATIONS

Show at least two or more elevations