



PERMIT APPLICATION CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT- BUILDING DIVISION

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ONE- & TWO-FAMILY ATTIC, GARAGE, OR BASEMENT CONVERSIONS

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW (R106.1)

The construction documents for the project shall include the following plan pages, details, calculations, and/or specifications. All plan pages shall be legible and drawn to scale. Plan pages shall be fully dimensioned to verify compliance with the [Albany Development Code](#) (ADC), [Albany Municipal Code](#), (AMC), and the [Oregon Residential Specialty Code](#) (ORSC). Application cannot be considered complete unless the following items have been submitted and plan review fees have been paid. (OAR 918-020-0090(2)(c))

1. Site Plan- Required Details: (ORSC R106.2)

- Property lines with all property line dimensions.
- Footprint of all existing and proposed structures on the site.
- Dimensions from each structure to the property lines and the dimensions between each structure demonstrating required setbacks from ORSC Table R302.1 and ADC Table 3.190-1 (Table 3.230-1 for Accessory structures)
- Location and dimensions of existing or proposed driveways demonstrating the location of parking required in ADC Table 9.020-1 (Maximum driveway width is 24 feet at back of curb, ADC 12.100)

Additional Site Plan information required when exterior work is occurring and when applicable on your site:

- Delineation of wetland, riparian, or floodplain areas.
- Existing and proposed 2' contours on lots that are sloped 4-feet or greater in any direction. (AMC 18.04.040)
- Locations of private or public easements.
- Tree protection plan when 5 or more 8" diameter trees are planned to be removed on a 20,000 sq ft lot (ADC 9.204)
- Location of site utility connections, including sewer, water, and storm drains, when those services are changing.

2. Elevations:

- Elevations showing all sides of the building, including windows, doors, decks, and patios (ADC 8.130, ORSC R308, R310)
- The existing and proposed grade and the structure's height to the proposed grade (ADC 3.340, ORSC R301.2.2.3 R404, R408.6)

3. Floor Plan:

- Plan page illustrating the existing and proposed rooms including all dimensions. (ADC 8.130, ORSC R106.1.1)
- Exterior attached elements are shown (patio covers, porches, balconies, and decks) (ORSC R106.1.1)
- All existing and proposed rooms are labeled with the intended use. (ORSC R110.1)
- Window and doors are shown, and sizes are labeled. (ORSC R303, R308, R310, R311)
- Plumbing fixture locations are shown. (ORSC R307, Oregon Plumbing Specialty Code 408.6)
- Appliance locations are shown on the plan pages. (ORSC M1305, G2407) Where gas fired, details on combustion air is provided. (G2408)

4. Cross Section(s) and Details.

- Proposed ceiling height(s) (ORSC R305.1)
- Details on wall framing-member sizes, spacing, wall sheathing, and siding materials (ORSC R602.3, R602.10, R703)
- Details on proposed headers (ORSC R602.7)
- In two-family dwellings, the tested assembly proposed to comply with the dwelling unit separation requirements of ORSC R302.3 and R302.4
- Details in the method of construction of proposed stairs, including the rise and run (ORSC R311.7, R312.1)
- For basement conversions, dampproofing and/or waterproofing and subsurface drainage (ORSC R405, R406)

5. Roof Framing. (Required for attic conversions; when altering the roof system; or alteration to load bearing walls)

- Plan page illustrating the location and method of construction of the existing and proposed roof system(s)
- Rafter and ceiling joist size and spacing on center (ORSC R802.4, R802.5)
- Spans of the rafters and joists (ORSC R802.4, R802.5)
- Location and size of beams (ORSC R802.3, R802.4, R802.5)
- Bearing details, including connections, of joists, rafters, and beams (ORSC R802.6)
- Load transfers of beams (ORSC R801.2)
- Details in roofing, roof slope, and roof sheathing (ORSC R903, R904, R905)
- Supporting calculations for engineered wood products and non-prescriptive beam loads or spans (Truss layouts and reaction loads are needed at review for any proposed trusses.) (ORSC R802.10)

6. Energy Code Compliance: Provide details to show compliance with ORSC Table N1101.2 for existing elements, Table N1101.1(1) for proposed elements, and the additional measures of N1101.3

THE FOLLOWING ADDITIONAL ITEMS ARE REQUIRED FOR PLAN REVIEW WITH INTERIOR ALTERATION THAT ALTERS THE LOAD PATH OF THE STRUCTURE (R106.1)

7. Foundation Plan: (Required when altering the foundation system, alteration of roof and/or floor load transfers)

- Plan page illustrating the existing and proposed foundation including dimensions (ORSC R401)
- Details showing the width, thickness, and reinforcement of footings (ORSC R403, R403.1.3.5)
- Details showing the size, thickness, and reinforcement of stem walls (ORSC R403/R404, R403.1.3.5)
- Transfer points for loads above (ORSC R401.2)
- Hold-down locations and reinforcing, when applicable. (ORSC R602.10)

8. Floor Framing: (Required when adding or altering the floor system, alteration to load bearing walls, or for altered roof load transfers)

- Plan page illustrating the location and method of construction of the existing and proposed floor system(s)
- Joist size and spacing on center (ORSC R502.3)
- Spans of the joists (ORSC R502.3)
- Location and size of beams (ORSC R502.5)
- Bearing details, including connections, of joists and beams (ORSC R502.6)
- Load transfers of beams (ORSC R301.1)
- Details on proposed floor sheathing (ORSC R503.1, R503.2)
- Supporting calculations for engineered wood products and non-prescriptive beam loads or spans (ORSC R301.1.3)

THE FOLLOWING ADDITIONAL ITEMS ARE REQUIRED FOR PLAN REVIEW WITH EXTERIOR ALTERATIONS WHEN ENCLOSING, ENLARGING, OR CREATING OPENINGS (R106.1)

9. Wall Bracing: (ORSC R602.10)

- Labeling of the wall bracing method proposed.
- The location of existing and proposed braced wall lines.
- The location and length of existing and proposed braced wall panels.
- Summary of the amount of wall bracing required based on the wall bracing method proposed.

*Alternatively, a stamped engineered lateral design and calculations can be submitted from a registered design professional. Lateral design details and connections must be incorporated into the plans or on a separate full-size sheet attached to the plans.

Additional information required based on your specific project:

- Septic System.** For locations not serviced with the City's sewer system, a copy of the approved septic system permit or authorization from the county health department is required at time of application where additional bedrooms are added.

Important Notices:

- *All construction documents will need to be submitted electronically in PDF format. (AMC 18.06.030)*
- *Incomplete applications will be voided after 30-days, if we have not received a complete application, with construction documents, and the plan review fees have been paid. (AMC 18.06.020)*
- *The initial plan review timeline is up to two weeks from the date the application is deemed complete. Plan review responses are generally completed within one week from receiving the comprehensive plan review response. (ORS 455.467)*
- *Applications expire after 180 days from the date of application. (AMC 18.06.080)*