



PERMIT APPLICATION CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT- BUILDING DIVISION

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NEW ONE- & TWO-FAMILY, ADDITIONS, & ACCESSORY STRUCTURES

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' at back of curb, ADC 12.100)
- Location of site utility connections, including sewer, water, and storm drains.
- Lot coverage calculations when lot coverage exceeds 50% of the lot (20% in an RR Zone) (See ADC Table 3.190-1 for maximum lot coverage allowed)

Additional Site Plan information required, 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)
- Screening and buffering details when required in ADC Table 9.210-1.
- Location of existing or proposed septic systems.
- Location of existing or proposed wells.

2. Elevations:

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

3. Foundation Plan:

- Plan page illustrating the 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)
- Details on the anchor bolt placement (ORSC R403.1.6)
- Transfer points for loads above (ORSC R401.2)
- Hold-down locations and reinforcing (ORSC R602.10)

4. 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 & decks) (ORSC R106.1.1)
- All 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)

5. Wall Bracing: (ORSC R602.10)

- Labeling of the wall bracing method proposed.
- The location of braced wall lines.
- The location and length of 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.

<p>6. Floor Framing: Plan page illustrating the location and method of construction of the floor system(s) for all floors in the structure showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Joist size and spacing on center (ORSC R502.3) <input type="checkbox"/> Spans of the joists (ORSC R502.3) <input type="checkbox"/> Location and size of beams (ORSC R502.5) <input type="checkbox"/> Bearing details, including connections, of joists and beams (ORSC R502.6) <input type="checkbox"/> Load transfers of beams (ORSC R301.1) <input type="checkbox"/> Details on proposed floor sheathing (ORSC R503.1, R503.2) <input type="checkbox"/> Supporting calculations for engineered wood products and non-prescriptive beam loads or spans (ORSC R301.1.3)
<p>7. Roof Framing. Plan page illustrating the location and method of construction of the roof system(s) for all roofs on the structure showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rafter and ceiling joist size and spacing on center (ORSC R802.4, R802.5) <input type="checkbox"/> Spans of the rafters and joists (ORSC R802.4, R802.5) <input type="checkbox"/> Location and size of beams (ORSC R802.3, R802.4, R802.5) <input type="checkbox"/> Bearing details, including connections, of joists, rafters, and beams (ORSC R802.6) <input type="checkbox"/> Load transfers of beams (ORSC R801.2) <input type="checkbox"/> Supporting calculations for engineered wood products and non-prescriptive beam loads or spans (Truss layouts and reaction loads are needed at review.) (ORSC R802.10)
<p>8. Cross Section(s) and Details.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed ceiling height(s) (ORSC R305.1) <input type="checkbox"/> Details on wall framing-member sizes, spacing, wall sheathing, and siding materials (ORSC R602.3, R602.10, R703) <input type="checkbox"/> Details on proposed headers (ORSC R602.7) <input type="checkbox"/> In two-family dwellings, the tested assembly proposed to comply with the dwelling unit separation requirements of ORSC R302.3 and R302.4 <input type="checkbox"/> Details in roofing, roof slope, and roof sheathing (ORSC R903, R904, R905) <input type="checkbox"/> Details in the method of construction of stairs, including the rise and run (ORSC R311.7, R312.1) <input type="checkbox"/> Insulation details (See Energy Code Compliance section) (ORSC N1101)
<p>9. Energy Code Compliance: Provide details to show compliance with ORSC Table N1101.1(1) and the additional measures of Table N1101.1(2)</p>
<p>10. Erosion Control Application: An EPSC permit is generally required. Please see the EPSC application for applicable exceptions.</p>

Additional information required based on your specific project:

- Soils Report. For properties in a mapped high slope area, as defined by the Albany Development Code, shall provide a geotechnical soils report at time of application. For all other new homes, the soils report is required to be submitted and reviewed prior to the foundation inspection.
- 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.
- Wells. For locations not serviced with the City’s water system, the applicant shall provide a copy of the well log from the Water Resources Department, at time of application.

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)*