



# One & Two Family Dwelling Building Permit Application Checklist

City of Woodburn, Building Division  
270 Montgomery Street, Woodburn, Oregon 97071  
www.woodburn-or.gov

Phone: (503) 982-5250 Fax: (503) 982-5244 Inspection Requests: (503) 980-2443

<b>Permit No:</b>
<b>Address:</b>

TYPE OF PERMIT	Yes	No	N/A
<b>1. (3) Complete sets of legible plans.</b> 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-sized sheet attached to the plans with cross references between plan location and details. <i>Plan review cannot be completed if copyright violations exist.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. (3) Site/plot plan drawn to scale.</b> Must show lot and building setback dimensions; property corner elevations (If there is more than a 4-ft. elevation differential, plan must show contour lines at 2-ft. intervals.); location of easements and driveway; footprint of structure (including 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. (3) Foundation plans.</b> Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, vent size and location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. (3) Floor plans.</b> Show dimensions, identify all rooms, include window sizes, locations of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. (3) Cross section(s) and details.</b> 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 portray construction clearly. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. (3) Elevation views.</b> 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 feet at building envelope. Full-sized sheet addendums showing foundation elevations with cross references are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. (3) Wall bracing (prescriptive path) or lateral analysis plans.</b> Must indicate details and locations; for non-prescriptive path analysis provide, specifications and calculations to engineering standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. (3) Floor/roof framing.</b> Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. (3) Basement and retaining walls.</b> Provide cross sections and details showing placement of rebar. For engineered systems, see item 22, "Engineer's calculations."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. (3) Beam calculations.</b> Provide two sets of calculations using current code design values for all beams and multiple joists over 10 feet long or any beam/joist carrying a non-uniform load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. (3) Manufactured floor/roof truss design details.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. (3) Energy Code compliance.</b> Identify the prescriptive path and additional measure(s). A gas-piping schematic is required for four or more appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. (3) Engineer's calculations.</b> 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFICS	Yes	No	N/A
<b>14 Soils report.</b> Required when located near wetlands. Must carry original applicable stamp and signature on file or with application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>