City of Florence
Community Development Department

Building Permit Application Checklist

City of Florence

250 Hwy.101 Florence, Oregon 97439

BUILDING DEPARTMENT 541-997-2141 ext 1 - INSPECTION LINE 541-997-2141 ext 3

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW

1.☐ **Zoning: Flood plain elevations, historic preservation commission application, etc. If Required**

2.☐ **Complete Set of Electronic plans on a Thumb Drive or in PDF format. 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. Plan review cannot be completed if copyright violations exist.

3.☐ **Site/plot plan drawn to scale:** The plan must show lot and building setback dimensions; property corner elevations (if there is more than a 10-ft. elevation differential); location of easements and driveway; footprint of structure (including decks); location of wells or septic systems; direction indicator (true North); lot area; building coverage area; existing structures on site; and drainage ditches, sq/ft Impervious Surface area

4.☐ **Foundation plan:** Show dimensions, anchor bolts, hold-downs, spread footings for point loads, connection details, and vent size and location.

5.☐ **Floor plans:** Show all dimensions, identify all rooms, show window sizes, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks, etc.

6.☐ **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.

7.☐ **Elevation views:** Provide four 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 4 feet at building perimeter. Full-size sheet addendums showing foundation elevations with cross references are acceptable.

8.☐ **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.

9.☐ **Floor/roof Framing:** Provide plans for all floor and roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.

10.☐ **Exterior Wall Enhanced Drainage (House Wrap Type & Type of Siding)**

11.☐ **Residential Energy Additional Measure Selection. Pick 1 from table 1 & 1 From Table 2**

12.☐ **Basement and retaining walls:** Provide cross sections and details showing placement of rebar. For engineered systems, see item 15, "Engineer's calculations."

13.☐ **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.

14.☐ **Manufactured floor/roof lay-out and truss design details. (2 Copies of Stamped Truss Drawings)**

15.☐ **Energy Code compliance:** Identify the prescriptive path or provide calculations.

16.☐ **Gas piping:** A gas-piping schematic is required for four or more appliances.

17.☐ **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.

18.☐ **Sand Management plan is required with all ground disturbing activity**

19.☐ **Moisture Content Acknowledgement From (give to Inspector at the Framing Inspection)**

20.☐ **Residential Certificate of Lighting Fixtures (Give to the Inspector at the Final Inspection)**

21.☐ **Grading Plans:** (if applicable)

Checklist must be completed before Plan Review Will Start