



## Building Permit Submittal Checklist

*\*Plans should be stamped by an Architect or Engineer registered and licensed to practice in the State of Oregon if the building is over 4000 square feet in ground area or more than 20 feet in height; measured from the lowest finished floor to the highest overhead ceiling or work that I determined to be of a highly technical nature.*

### Required Information

- Completed Building Permit Application with clear description of work, valuation and contractor information;
- Completed Deferred Submittal Form (if applicable);
- Responses to the Land Use Decision's conditions of approval;
- Structural calculations stamped by the engineer (if applicable);
- Soils report stamped by a registered geotechnical engineer for foundation designs using soil bearing design value exceeding 1500 psf;
- Specifications or additional details necessary to identify materials or methods of construction;
- Completed State of Oregon COMCheck Forms – available at <http://www.energycodes.gov/comcheck>;
- Fire and Life Safety (FLS) Code Summary, which should indicate the following:
  - ✓ The number of stories of the building
  - ✓ Type of construction
  - ✓ Occupancy classifications, existing and proposed
  - ✓ Building area calculations
  - ✓ Fire sprinklers/fire alarms, existing and proposed
  - ✓ Exit analysis indicating occupant loads, exit path, travel distance
  - ✓ Hazardous Material Inventory Statements (HMIS) if chemical storage or use is anticipated
  - ✓ Mixed use and occupancy information (incidental use areas, accessory occupancies, non-separated or separated occupancies)
  - ✓ Drawing depicting type and location of fire-resistive-rated and smoke control assemblies (OSSC Chapter 7); provide appropriate design data, e.g., UL Listing, Gypsum Manual Number, or OSSC Chapter 7 prescriptive tables by item number
- Plans should include OSSC Chapter 11 Accessibility information such as:
  - ✓ Parking stall(s) location, dimensions, signage and slope
  - ✓ Route from the accessible parking stall(s) to building entrance and public way including slope of route
  - ✓ Restroom elevations providing dimensions, details for grab bars, lavatories, dispensers, etc.
  - ✓ Drinking fountains (if applicable)
  - ✓ Door, window and hardware schedules
  - ✓ Route to public way for accessible exits

### Development Services & Permitting Center

Email [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) Phone 503-681-6153 Fax 503-681-5250 Web [Hillsboro-Oregon.gov/Permits](http://Hillsboro-Oregon.gov/Permits)



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- A scalable site plan with a scale bar on each sheet that includes the following:
  - ✓ Title Block (project name, name of design professional with contact information, stamp and owner)
  - ✓ Direction indicator
  - ✓ Easements (location, type and size)
  - ✓ Location of new construction, existing structures and all other impervious surfaces on the site
  - ✓ Distance from property lines (real and assumed)
  - ✓ Established street grades and proposed finished grades
  - ✓ Flood hazard areas, floodways and design flood elevation
  - ✓ Drawn in accordance with an accurate boundary line survey
  - ✓ Site plan may not be applicable for alterations, repairs and tenant improvements
- Foundation, floor and roof framing, elevations, door and window schedules and detail plans;
- Wall cross sections showing all components of construction;
- Each room or space labeled for its proposed use (e.g., "Office", "Storage", "Corridor", etc.);
- Reflected ceiling plan indicating location of all lighting, type of emergency egress lighting, exit signage and location;
- Details for seismic bracing of the ceiling grid, suspended lights and mechanical services. See State of Oregon interpretation at: [www.oregon.gov/bcd/codes-stand/Documents/interp-10-01-suspendedceilings.pdf](http://www.oregon.gov/bcd/codes-stand/Documents/interp-10-01-suspendedceilings.pdf)
- Where special inspection(s) are required per Chapter 17 of the OSSC, the inspections should be called for on the plans indicating whether inspections will be periodic or continuous.

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