



## Commercial Plumbing Permit Submittal Checklist

### Required Information

- Completed Plumbing Permit Application with selections on the fee schedule and a clear description of work which must be signed by a registered plumbing contractor, residential pump installer, homeowner or the contractor's authorized representative;
- Plumbing plans;
- Isometric plans and riser diagrams;
- Documents for deferred submittal items should be submitted to the registered design professional in responsible charge who will review them and forward them to the Building Official at [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building;
- Plans should indicate plumbing fixture types, locations and drain sizes. Also, identify drain sizes and fixtures to be moved or removed (if not shown on the building plans).
- Plans that indicate types, sizes, and locations of any existing piping, septic tanks, etc.;
- Plumbing plans (if more than three trapped fixtures are connected to the drainage system) indicate:
  - ✓ Drain, waste, vent piping diagrams
  - ✓ Water supply piping diagrams
  - ✓ Distance to the water meter
  - ✓ Main supply water pressure
  - ✓ All new pipe sizes and lengths
  - ✓ Building rain drains size and location
  - ✓ Irrigation plan showing all sprinkler heads and location of backflow devices
- Plans should identify if water closets are:
  - ✓ Tank Type
  - ✓ Flushometer valve type
- Where grease waste systems are required, the size, location and details should be provided;
- Horsepower rang for garbage disposal should be provided;
- Medical Gas plans and specifications.

**Adding or removing fixtures may affect sewer System Development Charges (SDC).**

#### 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)