LAND MANAGEMENT DIVISION

PERMIT REVIEW MEETING

PUBLIC WORKS DEPARTMENT 3050 NORTH DELTA HIGHWAY, EUGENE OR 97408
PLANNING: 541-682-3577 BUILDING: 541-682-4651 SANITATION: 541-682-3754

PERMIT REVIEW MEETING

A preliminary completeness check and a permit review meeting is required to submit most applications for building or sanitation permits.

The first step is to visit our office and meet with the Planner-On-Duty. The planner will research the property and determine if the development proposal requires a separate land use application. If so, a permit review meeting will not be scheduled until the project has received a final land use decision. If the need for a land use permit is discovered during the permit review meeting, the building/sanitation permit cannot be submitted until land use approval has been obtained. If it is determined that your proposal does not require a separate land use application, you may proceed with the preliminary completeness check.

The second step is the preliminary completeness check. The completeness check is required prior to the permit review meeting. You must meet with a representative from the Planning, Sanitation, and Building department and bring a complete set of building documents during this visit. Service is on a first come, first serve basis from 9am to 4pm, Monday through Friday. Please be aware that a permit review meeting will not be scheduled if you do not have a site plan and a complete set of building documents at the time of your visit.

Permit review meetings are scheduled only if each division representative has signed off on the application as 'complete'. Permit review meetings cannot be scheduled on the same day as the preliminary completeness check. Two sets of building documents and all application forms must be completely filled out and are required at the permit review meeting. The building and sanitation programs will verify that all required materials are submitted, a plans examiner will also take the square footage of the structure and provide a valuation of permit fees. The planning department will give final land use approval. If plans are complete and have received the land use sign off, the permit will be initialized.

BRING THE FOLLOWING ITEMS TO THE PERMIT REVIEW MEETING

FORMS:

- ❑ Completed permit application forms
- ❑ Construction Excise Tax (C.E.T.) form (if applicable)
- ❑ Property Owner Authorization Form. (Required only when the person applying for permits is not the owner.)
- ❑ Contractor Responsibility Form. (Required when the owner is acting as the contractor)
- ❑ Intake Fee. Cash, check, Visa of MasterCard. You can calculate an estimate of your application intake fee using the permit fee calculator available online on our website through: lanecounty.org >> How Do I >> Apply >> Building permits >> Permit fee calculator. Division staff can provide assistance on using the permit fee calculator and guide upon request

BUILDING DOCUMENTS:

- ❑ Site plan. The site plan must contain the info listed on the "How to Prepare Your Site Plan" handout. THE SITE PLAN MUST BE 11" X 17" and drawn to a standard engineer's scale (see handout for examples). Bring 2 copies of the site plan to the meeting.
- ❑ Building Plans. See attached Plan Requirements list. (Two sets).
- ❑ Engineering calculations when applicable. (Two sets) *The engineer's notes must also be included on the building plans.*
- ❑ Truss specifications when applicable. These must have an engineer's stamp. (Two sets)
- ❑ Geotechnical Report. (Two sets)

ADDITIONAL INFORMATION:

- ❑ Exterior Wall Enhanced Drainage Form
- ❑ 2017 ORSC Residential Energy Efficiency Form
- ❑ Fire District Certification
- ❑ Concurrent Review Form (if applicable)
- ❑ Facility permit
- ❑ Proof of ownership/trustee documents

PLAN REQUIREMENTS

Lane County Building Program
Building Permits 682-4651
3050 N. Delta Hwy, Eugene, Oregon 97408

The following items are required for complete submittal for a building permit with the Lane County Building Program.

- **Site Plan**
- **Foundation Plan**
- **Floor Plans**
- **Cross-Section & Details**
- **Elevation Views**
- **Roof & Floor Framing**
- **Wall Bracing Details**
- **Calculations/Engineering (if required)**

2 SETS OF PLANS ARE REQUIRED

INCLUDE **2** SETS OF ENGINEERING CALCULATIONS IF APPLICABLE.

HOW TO PREPARE YOUR SITE PLAN

(Needed for new construction, additions and floodplain sites)

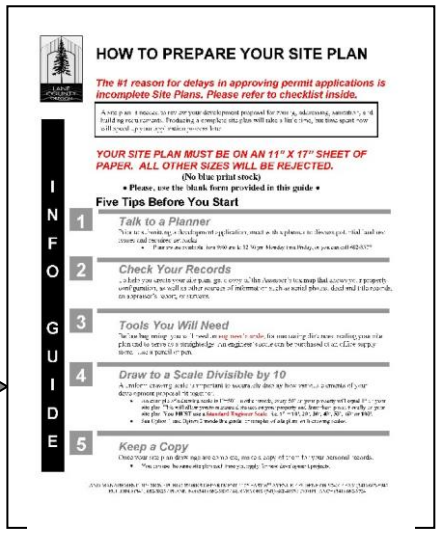
____ **1. SITE PLAN** (Drawn to scale)
- ___ a. Show property dimensions
- ___ b. Location of driveway & easements
- ___ c. Natural/physical features (rivers, lakes, power lines, utility locations, septic tank, drain field, sewer li water line, well etc...)
- ___ d. Other existing structures.
- ___ e. Footprint of proposed structure (including; decks, setback dimensions, and separation between structures.)
- ___ f. Indicate owner, legal description, area of lot, North arrow.

*(See handout **HOW TO PREPARE YOUR SITE PLAN** for more details to create a site/plot plan)*

A site plan is needed to review your development proposal for zoning, addressing, sanitation, and building requirements. Producing a complete site plan will take a little time, but time spent now will help expedite your permit process.

You MUST use a Standard Engineering Scale
example: 1" =10', 20', 40', etc…

Site Plan Handout



HOW TO PREPARE YOUR SITE PLAN

The #1 reason for delays in approving permit applications is incomplete Site Plans. Please refer to checklist inside.

YOUR SITE PLAN MUST BE ON AN 11" X 17" SHEET OF PAPER. ALL OTHER SIZES WILL BE REJECTED.
(No blue print stock)
• Please, use the blank form provided in this guide •

INFO GUIDE

Five Tips Before You Start

1 Talk to a Planner

2 Check Your Records

3 Tools You Will Need

4 Draw to a Scale Divisible by 10

5 Keep a Copy

All Plans Must be to Scale (Architectural Scale)

___ **2. FOUNDATION PLAN** (1/4" Scale)
- ___ a. Show dimensions of foundation.
- ___ b. All locations of foundation bolts/hold downs, reinforcing pads, strip footings, connection details, foundation vent size & locations.
- ___ c. Show basement walls, retaining walls that retain more than 4 feet of unbalanced fill.

___ **3. FLOOR PLANS**
- ___ a. Show all room dimensions and identify the room type (ex: bedroom, laundry, living room, bath, etc…)
- ___ b. Show window and door sizes.
- ___ c. Indicate placement of smoke alarms,
- ___ d. Show location of water heater, furnace, ventilation fans, and plumbing fixtures.

___ **4. CROSS SECTION(S) AND DETAILS**
- ___ a. A minimum of one cross section is required for each framing system.
- ___ b. Show all framing member sizes, spacing for beams, joists, headers, rafters, sub-floor, wall & roof construction. (Wood members must be GRADED lumber)
- ___ c. Indicate wall, roof & floor sheathing (lay-up with nail type & patterns).
- ___ d. Show details of footing/foundation.
- ___ e. Show details of fireplace, stairways, floor, wall, & roof assemblies (indicate all materials to be used and include thermal insulation)
- ___ f. Indicate all vertical dimension heights of walls, roofs, decks & balconies.

___ **5. ELEVATION VIEWS**
- ___ a. *For New Construction*: provide North, South, East & West elevations of building exterior.
- ___ b. *For Additions & Alterations:* provide a minimum of two elevations.
- ___ c. All elevations shall accurately indicate roof slope, materials used at exterior of structure, height of decks, and balconies.
- ___ d. Indicate all finished slope minimum of 10 feet away from structure in all directions.

___ **6. FLOOR & ROOF FRAMING PLANS**
- ___ a. Accurately indicate all structural member types for floor & roof assemblies, include; size, spacing, column location and bearing wall location.
- ___ b. Truss layout plan & truss details for each type of truss shall be submitted at time of permit application. Manufactured roof/floor systems shall be designed by an Oregon licensed Architect or Engineer to accurately show location and requirements for all engineered components/assemblies.
- ___ c. All designs shall clearly indicate bearing points, allowable loads and have minimum bearing requirements clearly stated on plans.
- ___ d. Non-standard stud construction of roof/floor components for bearing supports shall be specified by the architect or engineer on the submitted plans.
- ___ e. All designed roof systems shall support all imposed & required design loads (including snow-drift loading if applicable).

___ **7. WALL BRACING**
- ___ a. Provide location and type of prescriptive path for all wall bracing.
- ___ b. Alternate designs require calculated lateral analysis & details drawn by an Oregon licensed Architect or Engineer.

___ **8. CALCULATIONS**
- ___ a. You might be asked to provide additional calculation stamped by a licensed Engineer for footings, beams, joists, rafters & columns; you must provide two sets of calculations.