Intake Checklist for Residential Combo Permits

LAND MANAGEMENT DIVISION 3050 N DELTA HWY, EUGENE OR 97408

Please review our Required Documents for Permits page for more information on the required forms.

Be sure all forms are completely filled out before submittal.

Include this checklist in the submittal package for intake.

Please put your initials in the "Applicant" section of each box verifying each item is included in your submittal package.

For items that are not applicable to your project, put your initials in the N/A column.

APPLICATION FORMS	Applicant	N/A	OFFICE USE ONLY
Building Permit Application			
CET Form			
Contractor Responsibility Form			
Energy Efficiency Form			
Erosion Permit Application			
Erosion Self Certification Form			
Manufactured Home Installer Responsibility Form			
Property Owner Authorization Form			
Special Inspection Agreement			

SANITATION	Applicant	N/A	OFFICE USE ONLY
Existing System Evaluation Report			
On-Site Wastewater Application			
Pump Receipt			
Septic System Responsibility Form			

IF SUBMITTING IN PERSON, PROVIDE TWO SETS OF DOCUMENTS FOR ALL CONSTRUCTION PLANS AND OTHER DOCUMENTS.

If applying online, only one copy is needed per document.

CONSTRUCTIONS PLANS	Applicant	N/A	OFFICE USE ONLY
Cross Sections/Details			
Elevations			
Floor and Roof Framing Plans			
Floor Plans (with labeled room uses)			
Foundation Plans			
Prescriptive Lateral Bracing and/or Engineered Sheer Walls			

OTHER CONSTRUCTION DOCUMENTS	Applicant	N/A	OFFICE USE ONLY
Engineering Calculations			
Geo Technical Report			
Pre-Engineered Trusses/Truss Layout			
Site Plan			