

BUILDING PERMIT & PLANNING CLEARANCE WORKSHEET

APPLICANT shall provide the following information: (Please Print)

1. _____
 Job Address _____ Lot/Parcel # _____ Size _____

2. _____
 Name of Property Owner _____ Address _____ Phone _____

3. Proposed Improvement: New Addition Alteration Repair Demolition
Explain: (i.e. type of work to be completed and no. of dwelling units) _____

4. Proposed Use of Building: Commercial Residential Industrial Accessory Other
Explain: _____

5. **Property Owner Installation Only** – This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010. _____
 Property Owner signature

6. **Contractors Only** – I certify I am registered with the CCB and my registration is in full force. _____ Initials

7. Name _____ Address _____ Phone _____
 Registration No. _____ Expiration Date _____ (Subcontractors need business license)
 MFH Installers No. _____ City Business License No. _____

8. _____
 Architect/Engineer: _____ Address _____ Phone _____

NOTICE

Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning. This permit becomes null and void if work or construction authorized is not commenced within **180** days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

9. _____
 SIGNATURE - OWNER / AUTHORIZED AGENT _____ DATE _____

10. _____
 PRINT NAME

OFFICE USE ONLY

PLANNING DIVISION	BUILDING DIVISION	PERMIT FEES
Zone: _____ Reviewed by: _____ / _____	Occupancy Group/Div. _____	
APPROVED AS SUBMITTED: Yes <input type="checkbox"/> No <input type="checkbox"/>	Size of Building (Sq. Ft.) _____	VALUATION OF WORK \$ _____
HOLD - CORRECTION ITEM(S): Yes <input type="checkbox"/> No <input type="checkbox"/>	1 st Floor _____ 2 nd Floor _____	PERMIT FEE \$ _____
In 100 Year flood plan Yes <input type="checkbox"/> No <input type="checkbox"/>	Correction Letter: Yes <input type="checkbox"/> No <input type="checkbox"/>	PLAN CHECK FEE \$ _____
MFH letter needs signed Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Plans Approved _____	LAND USE FEE \$ _____
Land Use action required Yes <input type="checkbox"/> No <input type="checkbox"/>	Demolition Time Limit _____	SURCHARGE \$ _____
Hydrant flow needed Yes <input type="checkbox"/> No <input type="checkbox"/>	Plans Check by: _____ / _____	FIRE/LIFE SAFETY \$ _____
Hydrant inadequate Yes <input type="checkbox"/> No <input type="checkbox"/>	DEMOLITION BOND: \$ _____	TOTAL \$ _____
Deed restriction/covenant Yes <input type="checkbox"/> No <input type="checkbox"/>	Cash <input type="checkbox"/> Bond <input type="checkbox"/> Surety <input type="checkbox"/>	
Other deficiencies Yes <input type="checkbox"/> No <input type="checkbox"/>	BOND RELEASED (date) _____	
Correction Letter Yes <input type="checkbox"/> No <input type="checkbox"/>		
Not Reviewed by Planning: <input type="checkbox"/>		
A review by Planning not required		
SEE "ACTIVITIES" FOR INFORMATION <input type="checkbox"/>		

BUILDING AND PLOT PLAN CHECKLIST

Failure to include all applicable information in this checklist will result in a delay and/or denial of your building permit

Plans must include:

- ___ **Residential** – two copies of building plans, four copies of plot plan
- ___ Legal Description
- ___ All plans must be drawn to scale or fully dimensioned
- ___ **Plot Plan** (no larger than 11" x 17")
- ___ **Hydrants** – written verification from the Coos Bay/North Bend Waterboard listing all accessible hydrants, and their respective flows, within 500-feet of the subject property
- ___ **Foundation and underfloor framing plan**
 - Size, shape, & dimension of foundation and/or basement walls
 - Size & location of all footings or pier pads, posts, girders, joints and connectors
 - Access location and footing drain location
 - Anchor bolts
 - Hold-down types and locations
 - Vent size and location
 - Any areas to be filled and indicate depth
 - Grade within 10-feet of building
- ___ **Floor Plan**
 - Show each floor or level, including basements, lofts or mezzanines
 - Show use & size of all rooms or areas
 - Size & type of all doors, windows, stairs, and wall openings
 - Location & type of chimneys, heating systems, plumbing fixtures, fireplaces, skylights, smoke detectors, and appliances
 - Attic access location and size
 - Balconies & decks, if any
- ___ **Heating system type and fuel source**
- ___ **Energy Code Compliance – Identify prescriptive energy path or provide energy calculations**
- ___ **Cross Section/Framing Detail**
 - Size & spacing of all framing members
 - Roof design to include engineered trusses or rafters (truss specification sheets required with plans)
 - Ceiling height, roof pitch, and indicate finish materials to be used
 - Show bearing partitions and foundation footing and/or pier pads
 - Finish grade and call out areas to be excavated
 - Specify amount of reinforcing steel in foundations or retaining walls
 - Indicate finish grade in relation to any retaining walls
 - Indicate excavation slopes & specify height or depth of each
 - Insulation and window values
 - Decks – framing plan, guardrail detail, and connection plans
- ___ **Location and type of braced walls**
- ___ **Elevations (all views)**
 - Show chimneys, windows, doors, pertinent vertical dimensions, exposed structural beam and/or posts
 - Indicate existing and proposed finished grade
- Fireplace detail, if used

Plot Plan – no larger than 11" x 17"

- ___ Location of property
 - Map and tax lot number
 - Street address
- ___ Owner's name and address
- ___ North arrow
- ___ Scale divisible by 10, if not fully dimensioned
- ___ Public & private roads or access easements – including road names
- ___ Property lines – must show accurate shape and dimensions of lot
- ___ Square footage of lot or parcel
- ___ Driveway location
- ___ All existing and proposed structures
 - Type and use (i.e. Garage, Dwelling, Retail Area, Storage, etc.)
 - Location, dimensions, and distance from property lines
 - Square footage
 - Height above grade
 - Number of stories
- ___ Access and type of proposed surfacing. Indicate grade.
- ___ Fencing, if any exists or is proposed
- ___ Set backs from property lines
- ___ Location of existing and proposed water, power, and sewer lines
- ___ Off-Street parking plan
 - Single family and duplex: must show location of two standard (9' x 18') spaces for each dwelling unit. Type of surfacing must also be indicated.

Commercial – 4 copies of building plans, six copies of plot plan

- ___ Location of dumpster/trash
- ___ Trash/storage enclosure
- ___ Parking Plan
 - Lot and stall dimensions
 - Stall lines for parking, handicap, and loading spaces
 - Location of proposed and existing curb cuts
 - Location and description of traffic directional signs (including pavement signs)
 - Location of wheel stops
 - Description of lighting
 - Size and location of storm drain system
- ___ Landscaping (kind, amount, and location)