



PERMIT APPLICATION CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT

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EXISTING DWELLING UNIT ATTIC, GARAGE, OR BASEMENT CONVERSIONS

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW (R106.1)

The construction documents for the project shall include the following plan pages, details, calculations, and/or specifications. All plan pages shall be legible and drawn to scale. Plan pages shall be fully dimensioned to verify compliance with the [Albany Development Code \(ADC\)](#), [Albany Municipal Code \(AMC\)](#), and the [Oregon Residential Specialty Code \(ORSC\)](#). Application cannot be considered complete unless the following items have been submitted and plan review fees have been paid. (OAR 918-020-0090(2)(c))

1. Site Plan- Required Details: (ORSC R106.2)

- Property lines with all property line dimensions.
- Footprint of all existing and proposed structures on the site with dimensions from each structure to the property lines and the dimensions between each structure demonstrating required setbacks from ORSC Table R302.1 and ADC Table 3.190-1

Additional Site Plan information required when exterior work is occurring and when applicable on your site:

- Delineation of wetland, riparian, or floodplain areas.
- Locations of private or public easements.
- Location of site utility connections, including sewer, water, and storm drains, when those services are changing.

2. Elevations:

- Elevations showing all sides of the building, including windows, doors, decks, and patios (ADC 8.130, ORSC R308, R310)
- The existing and proposed grade and the structure's height to the proposed grade (ADC 3.340, ORSC R301.2.2.3 R404, R408.6)

3. Floor Plan:

- Plan page illustrating the entire existing structures floor plan and proposed floor plan including all dimensions and rooms labeled. (ADC 8.130, ORSC R106.1.1, R310.1)
- Exterior attached elements are shown (patio covers, porches, balconies, and decks) (ORSC R106.1.1)
- Window and doors are shown, and sizes are labeled. (ORSC R303, R308, R310, R311)
- Plumbing fixture locations are shown. (ORSC R307, Oregon Plumbing Specialty Code 408.6)
- Appliance locations are shown on the plan pages. (ORSC M1305, G2407) Where gas fired, details on combustion air is provided. (G2408)

4. Cross Section(s) and Details.

- Proposed ceiling height(s) (ORSC R305.1)
- Details on wall framing-member sizes, spacing, wall sheathing, siding materials and headers (ORSC R602.3, R602.10, R703, R602.7)
- Details in the method of construction of stairs, including the rise and run (ORSC R311.7, R312.1)
- For basement and garage conversions, damp proofing and/or waterproofing and subsurface drainage (ORSC R405, R406)

5. Roof Framing. (Required for attic conversions; when altering the roof system; or alteration to load bearing walls)

- Plan page illustrating the location and method of construction of the existing and proposed roof system(s)
- Rafter and ceiling joist size, spacing on center, and span (ORSC R802.4, R802.5)
- Location and size of beams (ORSC R802.3, R802.4, R802.5)
- Bearing details, including connections, of joists, rafters, and beams. Load transfers of beams to supporting structure (ORSC R801.2, R802.6)
- Details in roofing, roof slope, and roof sheathing (ORSC R903, R904, R905)
- Supporting calculations for engineered wood products and non-prescriptive beam loads or spans (Truss layouts and reaction loads are needed at review for any proposed trusses.) (ORSC R802.10)

6. Energy Code Compliance: Provide details to show compliance with ORSC Table N1101.2 for existing elements, Table N1101.1(1) for proposed elements, and the additional measures of N1101.3

THE FOLLOWING ADDITIONAL ITEMS ARE REQUIRED FOR PLAN REVIEW WITH EXTERIOR ALTERATIONS WHEN ENCLOSING, ENLARGING, OR CREATING OPENINGS (R106.1)

7. Wall Bracing: (ORSC R602.10)

- Labeling of the wall bracing method proposed.
- The location of existing and proposed braced wall lines.
- The location and length of existing and proposed braced wall panels.
- Summary of the amount of wall bracing required based on the wall bracing method proposed.

*Alternatively, a stamped engineered lateral design and calculations can be submitted from a registered design professional. Lateral design details and connections must be incorporated into the plans or on a separate full-size sheet attached to the plans.

THE FOLLOWING ADDITIONAL ITEMS ARE REQUIRED FOR PLAN REVIEW WITH
INTERIOR ALTERATION THAT ALTERS THE LOAD PATH OF THE STRUCTURE (R106.1)

8. Foundation Plan: *(Required when altering the foundation system, alteration of roof and/or floor load transfers)*

- Plan page illustrating the existing and proposed foundation including dimensions (ORSC R401)
- Details showing the width, thickness, and reinforcement of footings (ORSC R403, R403.1.3.5)
- Details showing the size, thickness, and reinforcement of stem walls (ORSC R403/R404, R403.1.3.5)
- Transfer points for loads above (ORSC R401.2)
- Hold-down locations and reinforcing, when applicable. (ORSC R602.10)

9. Floor Framing: *(Required when adding or altering the floor system, alteration to load bearing walls, or for altered roof load transfers)*

- Plan page illustrating the location and method of construction of the existing and proposed floor system(s)
- Joist size and spacing on center (ORSC R502.3)
- Spans of the joists (ORSC R502.3)
- Location and size of beams (ORSC R502.5)
- Bearing details, including connections, of joists and beams (ORSC R502.6)
- Load transfers of beams (ORSC R301.1)
- Details on proposed floor sheathing (ORSC R503.1, R503.2)
- Supporting calculations for engineered wood products and non-prescriptive beam loads or spans (ORSC R301.1.3)

Additional information required based on your specific project:

- Septic System.** For locations not serviced with the City's sewer system, a copy of the approved septic system permit or authorization from the county health department is required at time of application where additional bedrooms are added.

Important Notices:

- *All construction documents will need to be submitted electronically in PDF format. (AMC 18.06.030)*
- *Incomplete applications will be voided after 30-days, if we have not received a complete application, with construction documents, and the plan review fees have been paid. (AMC 18.06.020)*
- *The initial plan review timeline is up to two weeks from the date the application is deemed complete. Plan review responses are generally completed within one week from receiving the comprehensive plan review response. (ORS 455.467)*
- *Applications expire after 180 days from the date of application. (AMC 18.06.080)*

**TABLE N1101.2
EXISTING BUILDING COMPONENT REQUIREMENTS**

BUILDING COMPONENTS	REQUIRED PERFORMANCE	EQUIVALENT VALUE
Wall insulation	U-0.083	R-15
Flat ceiling	U-0.025	R-49
Vaulted ceiling > 10 inches nominal rafter depth	U-0.040	R-25
Vaulted ceiling ≤ 10 inches nominal rafter depth	U-0.047	R-21
Underfloor > 10 inches nominal joist depth	U-0.028	R-30
Underfloor ≤ 10 inches nominal joist depth	U-0.039	R-25
Slab-edge perimeter	N/A	N/A
Windows and glazed doors	U-0.30	U-0.30
Skylights	U-0.50	U-0.50
Exterior doors	U-0.20	R-5

For SI: 1 inch = 25.4 mm, 1 square foot = 0.0929 m².
N/A = Not Applicable.

**TABLE N1101.1(1)
PRESCRIPTIVE ENVELOPE REQUIREMENTS^a**

BUILDING COMPONENT	STANDARD BASE CASE		LOG HOMES ONLY	
	Required Performance	Equivalent Value ^b	Required Performance	Equivalent Value ^b
Wall insulation—above grade	U-0.059 ^c	R-21 Intermediate ^c	Note d	Note d
Wall insulation—below grade ^c	C-0.063	R-15 c.i. / R-21	C-0.063	R-15/R-21
Flat ceilings ^f	U-0.021	R-49	U-0.020	R-49A ^h
Vaulted ceilings ^e	U-0.033	R-30 Rafter or R-30A ^{g, h} Scissor Truss	U-0.027	R-38A ^h
Underfloors	U-0.033	R-30	U-0.033	R-30
Slab-edge perimeter ⁱ	F-0.520	R-15	F-0.520	R-15
Heated slab interior ⁱ	N/A	R-10	N/A	R-10
Windows ^j	U-0.27	U-0.27	U-0.27	U-0.27
Skylights	U-0.50	U-0.50	U-0.50	U-0.50
Exterior doors ^k	U-0.20	U-0.20	U-0.54	U-0.54

**TABLE N1101.3
SMALL ADDITION ADDITIONAL MEASURES (select one)**

MEASURE NUMBER	MEASURE DESCRIPTION
1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
2	Replace all existing single-pane wood or aluminum windows to the <i>U</i> -factor as specified in Table N1101.2.
3	Insulate the existing floor, crawl space or basement wall systems as specified in Table N1101.2 and install 100 percent of permanently installed lighting fixtures as CFL, LED or linear fluorescent, or a minimum efficacy of 40 lumens per watt as specified in Section N1107.2.
4	Test the entire dwelling with a blower door and exhibit not more than 4.5 air changes per hour @ 50 Pascals.
5	Seal and performance test the duct system.
6	Replace existing 80-percent AFUE or less gas furnace with a 94-percent AFUE or greater system.
7	Replace existing electric radiant space heaters with a ductless mini split system with a minimum HSPF of 10.0 or HSPF2 of 9.0.
8	Replace existing electric forced-air furnace with an air source heat pump with a minimum HSPF of 9.5 or HSPF2 of 8.1.
9	Replace existing water heater with one of the following: a. Natural gas/propane water heater with minimum UEF 0.90, or b. Electric heat pump water heater with minimum 3.45 UEF.