



# PERMIT APPLICATION CHECKLIST

## COMMUNITY DEVELOPMENT DEPARTMENT

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## NEW ACCESSORY STRUCTURES

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, and impervious surfaces such as walkways and patios
- 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 3.230-1
- Location and dimensions of existing or proposed driveways not exceeding 24' in width at the back of curb, ADC 12.100 (2)
- Location of site utility connections, including sewer, water, and storm drains discharges
- Lot coverage calculations when lot coverage exceeds 50% of the lot (See ADC Table 3.190-1 for maximum lot coverage allowed)

#### Additional Site Plan information required, when applicable on your site:

- Delineation of wetland, riparian, or floodplain areas.
- Existing and proposed 2' contours on lots that are sloped 4-feet or greater in any direction. (AMC 18.04.040)
- Locations of private or public easements.
- Location of existing or proposed septic systems and location of existing or proposed wells
- Proposed work in the right of way, including sidewalks, driveways approaches, weepholes, driveway approaches, sewer connections

### 2. Elevations:

- Elevations showing all sides of the building, including windows, doors, decks, and patios (ADC 8.130, ORSC R308, R310)
- The structure's height in reference to the existing and proposed grade (ADC 3.340, ORSC R301.2.2.7, R404, R408.6)

### 3. Foundation Plan:

- Plan page illustrating the 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)
- Details on the anchor bolt placement and hold-down locations and reinforcing (ORSC R403.1.6, R602.10)
- Transfer points for loads above (ORSC R401.2)

### 4. Floor Plan:

- Plan page illustrating the proposed rooms including all dimensions (ADC 8.130, ORSC R106.1.1)
- All rooms are labeled with the intended use (ORSC R110.1)
- Window and doors are shown, and sizes are labeled (ORSC R303, R308, R310, R311)
- Exterior attached elements are shown (patio covers, porches, balconies & decks) (ORSC R106.1.1)
- 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)

### 5. Wall Bracing: (ORSC R602.10)

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

### 6. Floor Framing: Plan page illustrating the location and method of construction of the floor system(s) for all floors in the structure showing:

- Joist size, spans, and spacing on center (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)

**7. Roof Framing.** Plan page illustrating the location and method of construction of the roof system(s) for all roofs on the structure showing:

- Rafter and ceiling joist size and spacing on center (ORSC R802.4, R802.5)
- Spans of the rafters and joists (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 (ORSC R802.6)
- Load transfers of beams (ORSC R801.2)
- Supporting calculations for engineered wood products and non-prescriptive beam loads or spans (Truss layouts and reaction loads are needed at review.) (ORSC R802.10)

**8. Cross Section(s) and Details.**

- Proposed ceiling height(s) (ORSC R305.1)
- Details on wall framing-member sizes, spacing, wall sheathing, and siding materials (ORSC R602.3, R602.10, R703)
- Details on proposed headers (ORSC R602.7)
- Details in roofing, roof slope, and roof sheathing (ORSC R903, R904, R905)
- Details in the method of construction of stairs, including the rise and run, and guards (ORSC R311.7, R312.1)

**9. Erosion Control Application:** An EPSC permit is generally required.

Additional information required based on your specific project:

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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)*