



1 & 2 Family Dwelling Plan Submittal Intake Checklist

Department of Consumer & Business Services
Building Codes Division • 1535 Edgewater NW, Salem, OR
Mailing address: PO Box 14470, Salem, OR 97309
(503) 378-4133, Fax: (503) 378-8983 Web: www.oregonbcd.org

FOR DEPARTMENT USE ONLY

Plan review no.:

Permit no.:

Office:

JOB INFORMATION

Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: (____) _____ County: _____

OWNER

Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: (____) _____ Fax: (____) _____

ARCHITECT / ENGINEER

Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: (____) _____ Fax: (____) _____

APPLICANT / CONTRACTOR

Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: (____) _____ Fax: (____) _____

LOCAL GOVERNMENT APPROVALS

Zoning DEQ Other: _____

MINIMAL PLAN REQUIREMENTS CHECKLIST

Need	OK or N/A	Plan requirements — All structures
1. _____	_____	Two complete sets of plans; photocopy or blueprint (no pencil)
2. _____	_____	Plans drawn to scale (minimum 1/8" per foot, minimum 8.5" x 11")
Site plan — All structures		
3. _____	_____	North arrow, lot dimensions, setbacks (existing and proposed), all public and/or private easements
4. _____	_____	Structure dimensions
5. _____	_____	Site elevation at corners or contour information (for drainage review)
6. _____	_____	Existing public and private utilities located on property
7. _____	_____	Names of all adjacent streets
Structural plans — housing		
8. _____	_____	Floor plan: <input type="checkbox"/> first (lower) level <input type="checkbox"/> second (upper) level
9. _____	_____	Foundation plans (with square footage including garage) for additional increase:
10. _____	_____	Floor framing: <input type="checkbox"/> first (lower) level <input type="checkbox"/> second (upper) level
11. _____	_____	Roof framing or truss layout
12. _____	_____	Cross sections, exterior elevations
13. _____	_____	Plumbing fixture & HVAC layout
14. _____	_____	Type of heat: Gas F/A: _____ Electrical (type): _____ A/C: _____
15. _____	_____	Insulation — energy conservation path : _____
If applicable		
16. _____	_____	Soils information: 1000 psf: _____ Other: _____
17. _____	_____	Structural details
18. _____	_____	Structural calculations
19. _____	_____	Wind load calculations
Garage/carport		
20. _____	_____	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
21. _____	_____	Ceiling/roof framing plan or truss layout with reactions
22. _____	_____	Window sizes, header sizes
23. _____	_____	Electrical, plumbing and gas layout
24. _____	_____	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section, and elevations)
Deck — 30 inches or more above grade		
25. _____	_____	Foundation plan for view
26. _____	_____	Cross sections with connections
27. _____	_____	Stair, guardrail, handrail detail
Awnings/patio covers — over 120 square feet		
28. _____	_____	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
29. _____	_____	Ceiling/roof framing plan or truss layout with reactions
30. _____	_____	Header sizes
31. _____	_____	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section, and elevations)

Applicant: _____ Date: _____

Building Codes Division staff: (print name) _____ Date: _____

