Multi-Family Building Application Check List

Complete and sign this checklist with each application.

Check the following items that are included with this application, or mark **N/A** if not applicable. If any of the applicable information for each application has not been provided, the application cannot be accepted.

Completed permit applications for:

- Land Use (see Planning Dept.)
- □ Building (Complete Section 1 below)
- □ Plumbing (Complete Section 2 below)
- □ Mechanical (Complete Section 3 below)
- □ Automatic Fire Extinguishing System* (Complete Section 4 below)
- □ Smoke Detection System* (Complete Section 5 below)
- □ Fire Alarm System* (Complete Section 5 below)

*Separate applications for any of these types of work are not necessary, when done in conjunction with a Building Permit Application (contractor name, address, telephone number, contractor's board number, and contact person is still required).

Separate permit applications are required for each apartment building, garage, carport, office building, pool, utility building, and recreation building.

For office buildings, accessory buildings, recreation buildings, see "Commercial Buildings (New and Additions) Application Check List" for requirements.

Applications must include the name, address and telephone number of the owner, tenant, designer, architect and/or engineer. Applications must include the site address and suite number or letter of the building (if no address exists, one will be assigned by the Planning Department). The contractor information (**contractor name, contractor board #, property tax ID #, SH business license**) must be completed, including appropriate signatures, prior to issuance of permits.

The building permit will not be issued prior to the approval and issuance of any land use, plumbing, mechanical, electrical, fire sprinkler, fire alarm, or smoke detection system permits related to the project.

Section 1: Building Permit Applications

The applicant must submit:

- □ Three (3) sets of plans drawn to scale
- □ The plans specify if the building(s) has a:
 - ____Automatic Fire Extinguishing System
 - ____Smoke Detection System
 - ____Fire Alarm System
- □ The plans specify:
 - The number of stories in the building
 - ____Type of construction
 - ____Building area
- □ The plans show how accessibility to persons with disabilities will be provided including, but not limited to:
 - Accessible parking stall(s) Locations, dimensions, signage, slope of the stalls
 - □ An accessible route from the accessible parking (stall(s) to the building entrance, and public way, including slope of route
 - □ An accessible route to the altered area
 - □ Accessible door hardware
 - Accessible ground floor dwelling units of buildings with four or more dwelling units
- □ A site plan showing location of building on the property, property lines, in relationship to other structures, trees, waterway, etc.
- A utility plan showing
 - Topography
 - □ Size, length, type of material, slope of sanitary sewer, rain drains, storm sewer, location and type of catch basins
 - □ Water meter and water service size
 - □ Service vaults showing valves, backflow device(s), etc.
- □ A floor, foundation, elevation, cross section, floor and roof framing, detail plans
- □ A cross section of walls showing all components of the wall construction
- □ The use of each room or space labeled for its proposed use (i.e., Living Room, Kitchen, Bedroom, Storage, etc.)
- Any specification books or additional details that are necessary to identify materials or methods of construction
- The plans identify the State of Oregon Energy Code insulation path to be used
- The plans have been stamped by an Architect or engineer registered and licensed to practice in the State of Oregon, if the building is over 4000 square feet in ground area or more than 20 feet in height, measured from the lowest finished floor to the highest overhead ceiling, and there are structural changes proposed
- □ Structural calculations stamped by the engineer
- Where fire walls or fire resistive construction is involved, the appropriate fire resistive design data is provided (i.e., U.L. Listing, Gypsum Manual Number, SSC Table 43-A, B or C item number).
- Plans show compliance with sound transmission control as required by Appendix chapter 35 of the SSC.
- A soils report stamped by a registered geotechnical engineer for foundation designs using a soil bearing design value exceeding 1500 psf

- Where Special Inspection is required, it is called for on the plans, and the name(s) and qualifications of the individual(s) are provided for approval by this office for:
 - □ Concrete
 - Bolts in concrete
 - Special moment-resisting concrete frame
 - Reinforcing steel
 - Prestressing steel tendons
 - Site Welding
 - Fabrication shop welding
 - High-strength bolting
 - Structural masonry
 - Reinforced gypsum concrete
 - Insulating concrete fill
 - Spray-applied fireproofing
 - Piling, drilled piers and caissons
 - Shotcrete
 - Special grading, excavation and filling

Section 2: Plumbing Permits

The applicant must submit:

- □ Three (3) sets of plans
- Water Meter size _____Number Required
 New plumbing fixtures are shown for additions show any fixtures to be removed (if not shown on the building plans)
- Plumbing plans (if more than three trapped fixtures are connected to the drainage system) that shows:
 - Drain, waste, vent piping diagrams
 - Water supply piping diagrams
 - Distance to the water meter
 - Main supply water pressure
 - _All new pipe sizes and lengths
 - Irrigation plan showing all sprinkler heads and location of backflow devices.
- Plans identify if water closets are:
 - Tank Type
 - Flushometer valve type.

Section 3: Mechanical Permits

The applicant must submit:

- □ Three (3) sets of plans
- Mechanical plans show all the equipment locations
- Equipment specifications (i.e., size, weight, Btu input, tonnage, horsepower, kW, SEER, EER rating of equipment)
- □ Size, cfm and location of all new, moved and/or removed supply and return air diffusers on a reflected ceiling plan
- Plans identify required smoke and fire dampers
- Gas pressure to be used
- Gas piping diagram showing the developed length and size(s) of pipe, all new and existing mechanical equipment served by the line and each of their Btu input demand
- □ How access to the equipment is provided.

- □ The size, spacing, type and span of supporting roof or floor members, and supporting walls or columns
- Structural calculations and drawings stamped by a registered engineer or architect for suspended or roof top mechanical units for any unit(s) that weighs 500 pounds or more
- Details for how suspended units are supported and braced against lateral (seismic) movement. Calculations are required for the bracing for any equipment that weighs 400 pounds or more
- Details for how roof top units are anchored to the roof curb and how the roof curb is attached to the roof structure
- Exhaust Hoods (Type I and II), including hood size, metal gauge, construction, cfm, make-up air, shaft construction details, fire suppression system (see items under 1, 2, 3, and 5 of Section 4 below). Method of support for vertical and lateral (seismic) loads
- □ Location and specifications for detection system providing automatic shut-down of HVAC units over 2000 cfm or serving more than one tenant

Section 4: Automatic Fire Extinguishing System Permits

The applicant must submit:

- 1. ____Three (3) sets of plans
- 2. ____Locations of new, relocated and removed sprinkler heads
- 3. ____Specification ("Cut") sheets for new sprinkler heads, control valves, backflow prevention valves
- 4. ____For hydraulically designed systems, hydraulic calculations
- 5. ____Pipe sizes and schedules
- 6. ____For self-contained chemical systems include the specification ("Cut") sheets for the listed system, including type of chemical and storage container size and location
- 7. ____Hazard designation for the sprinkler system design
- 8. ____Plans are stamped and signed by a professional engineer, or NICET Level III or IV certified person
- 9. ____Plans identify the type of system (i.e., wet, dry, anti-freeze, preaction, etc...)
- 10. ____Details and locations of hangers and sway bracing.
- 11. ____Location, size and type of stand pipes.
- 12. ____Size of fire service main, water pressure at connection, location of double check valve

Section 5: Fire Alarm/Smoke Detection Systems

The applicant must submit:

- □ Three (3) sets of plans
- □ A plan showing the locations of new, relocated and/or removed: detectors, pull stations, visual/audible alarms
- Specification ("Cut") sheets for detectors, pull stations, alarms (Visual and Audible), Annuciator panels, etc.
- □ Wiring and riser diagrams (including wire types, sizes and power connection)
- Battery calculations

Building permit plan reviews are charged on a \$55.00 per hour basis. It is important that the information provided is accurate to expedite the plan review process.

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on date of re-submittal.

Signature of Applicant

Date

Title

Telephone Number

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