



One- and Two-Family Dwelling Building Permit Application Checklist

Jurisdiction: City of Canby
Address: PO Box 930, 170 NW 2nd Avenue, Canby OR 97013
Phone: 503-266-9404 Fax: 503-266-1574

Application No.: _____
Structural Permit: _____
Mechanical: _____
Plumbing: _____

TYPE OF PERMIT	Yes	No	N/A
1. Land-use actions completed. See jurisdiction criteria for concurrent reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Verification of approved plat/lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Fire district approval required. Name of district: <u>Canby District # 62</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Septic system permit or authorization for remodel. Existing system capacity: ____.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Sewer permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Water district approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Soils report. Must carry original applicable stamp and signature on file or with application.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Erosion control <input type="checkbox"/> plan <input type="checkbox"/> permit required. Include drainage-way protection, silt fence design and location of catch-basin protection, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Two (2) complete sets of legible plans. Must drawn to scale, showing conformance to applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full-sized sheet attached to the plans with cross references between plan location and details. <i>Plan review cannot be completed if copyright violations exist.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Site/plot plan drawn to scale. Must show lot and building setback dimensions; property corner elevations (If there is more than a 4-ft. elevation differential, plan must show contour lines at 2-ft. intervals.); location of easements and driveway; footprint of structure (including decks); location of wells/septic systems; utility locations; direction indicator; lot area; building coverage area; percentage of coverage; impervious area; existing structures on site; and surface drainage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Foundation plan. Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, vent size and location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Floor plans. Show dimensions, identify all rooms, include window sizes, locations of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Cross section(s) and details. Show all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to portray construction clearly. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Elevation views. Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than four feet at building envelope. Full-sized sheet addendums showing foundation elevations with cross references are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Wall bracing (prescriptive path) or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provide, specifications and calculations to engineering standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Floor/roof framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Basement and retaining walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 22, "Engineer's calculations."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Beam calculations. Provide two sets of calculations using current code design values for all beams and multiple joists over 10 feet long or any beam/joist carrying a non-uniform load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Manufactured floor/roof truss design details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Energy Code compliance. Identify the prescriptive path or provide calculations. A gas-piping schematic is required for four or more appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Engineer's calculations. When required or provided, (i.e., shear wall, roof truss) shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JURISDICTIONAL SPECIFICS			Yes No N/A
23. Information for Certificate of Residential Occupancy (See required information below), must be received <u>for new construction</u> before final occupancy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information required for Certificate of Residential Occupancy

Structural Permit No:		Mechanical Permit No:	
Contractor:		Contractor:	
Address/State/Zip:		Address/State/Zip:	
CCB License #:	Phone:	CCB License #:	Phone:
Plumbing Permit No:		Electrical Permit No:	
Contractor:		Contractor:	
CCB License #:	Phone:	CCB License #:	Phone:
Owner of Structure (if other than structural permit holder):			
Mailing/Street Address:		City/ State/Zip:	

- Description of Project: New Single Family Dwelling
 New Duplex
 New Townhouse

Special Conditions affecting the approval of this certificate

- Structures at this site are located in a Wildfire Hazard Zone, requiring rated roof coverings.
 Structures is located in a Flood Zone requiring elevation of the building and equipment
 Home contains an Automatic Fire Sprinkler System that is required to be maintained.
 Other required conditions applying to this site.

Checklist must be completed before plan-review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use.