

Commercial and Tenant Improvement



Plan Review Application Checklist

Building Department | 211 2nd Street, Hood River, OR 97031

building@cityofhoodriver.gov | (541) 387-5202

This checklist includes the required information to complete a submittal package for most commercial projects. The permitting timeframe will vary depending on the completeness of the submitted documents, and the extent of the project itself. Incomplete submittals will be returned to the applicant, and must become complete before review can begin ([OSSC Section 105](#) and [107](#)). Any unforeseen issues during review may require revised plans or documentation and subsequent re-review. The expected initial review time is between 4 and 8 weeks after a complete permit application is submitted.

Prior to submitting your building permit application packet, contact the City Planning Department (planning@cityofhoodriver.gov or **541-387-5210**). Planning will help you determine if your project requires any Zoning or Land Use approval prior to the submission of building permits, if there are any special use restrictions, or zoning regulations that may impact your development.

Next, contact the Building and Engineering Departments (engineering@cityofhoodriver.gov or **541-387-5201**) prior to application submission for guidance on applicable sections of this list as well as any additional required permits, fees, improvements, or standards. Once complete and submitted, your project will then be reviewed by the Building, Planning, Engineering and Fire Departments.

Additional Useful Information to Review Prior to Application:

- [Starting or Moving a Business in Hood River](#)
- [Systems Development Charges](#)

Other Forms & Permits to be submitted with the Building Permit Application (where applicable):

- Energy Code: Structure must meet 2021 Oregon Zero Energy Ready Commercial Code.** See section in the Supplemental Information.
- Demolition Permit Application:** [Available on the Building Department website](#)
- Mechanical Permit:** [Available on the Building Department website](#)
- ODOT Permits/Traffic Studies:** To be submitted to the City before issuance of this permit. [Visit the ODOT website for further information.](#)
- Sign Permits:** Review the Sign Ordinance and obtain the application through the [City Engineering website](#).
- Construction Site/Right-of-Way Permit:** [See the City Engineering website for details.](#)

*Street cuts require a deposit or bond in the amount determined by the City Engineering Department**

Please submit this completed checklist along with all applicable documents & applications digitally to

Building@cityofhoodriver.gov

(Include in the Subject Line: Your Name and Project Address)

When the submittal is deemed complete, a permit tech will contact you to receive payment for the plan review fee(s). Once approved by the departments involved and all remaining fees are paid, your building permit will be issued. Because applications and plans are reviewed digitally, the Applicant will be responsible to print out ALL APPROVED DOCUMENTS, including signed conditions and stamped, to-scale drawings. These documents are to remain onsite AT ALL TIMES for building reference and for inspectors.

****Please note work is not allowed to start prior to permit issuance.****

Please Submit All Applicable Items from Below

Building Permit

- Complete Building Permit Application [Available on the Building Department website.](#)

Narrative Documents

- Project Narrative:** This can be on your cover sheet or other obvious location. Provide a detailed description of the proposed work in terms of design, construction, and use of the space. Identify how it differs from the existing use.
- Code Summary:** Typically contains a minimum amount of information which includes the following.
- Governing codes and standards used
 - Occupancy group classification
 - Type of construction
 - Actual and allowable area calculations
 - Building height and number of stories.
 - Location on the property (relative to the actual property lines or assumed property lines)
 - Fire suppression and detection information
 - Outside Air (OSA) occupancy ventilation requirements based on use
 - Minimum number of plumbing fixtures required by [OSSC Section 2902](#)
 - Seismic zone
 - Soil bearing pressure
 - Snow load
 - Wind speed
 - Exposure Factor
- Recording of Legal Documents:** All legal documents that pertain to the project are to be recorded in the deed records of Hood River County prior to issuance of the building permit. This includes Temporary Use of Right-of-Way, Easements, Agreement for Improvements, Waiver of Remonstrance, etc.

Site Plan: [See site plan checklist for items required to be shown.](#) Be certain to address and include:

- The number of off-site and on-site parking areas and stalls including accessible stalls for standard cars and vans.
- Location of Fat-Oils-Grease (FOG) separator and sampling location (if required). City Public Works is responsible for installation of all new water services. The sewer lateral is the responsibility of the applicant.
- Trash storage and collection location.

Construction Drawings: Include a North Arrow and Scale on each page of the following sets

- Foundation Plan:** Basement, foundation or retaining walls with more than four (4) feet of backfill (measured from bottom of footings) or with a surcharge will be required to be designed by an Oregon licensed Professional Engineer experienced and competent to practice in the specific disciplines of engineering.
- Footing size, layout location, schedule, and type of construction (i.e. masonry, concrete, or monolithic slab footing).
 - Footing and foundation wall layout location dimensions, grid lines, and references to cross-sections and construction details.
 - Step foundation locations with details and references.
 - Details for footings on or adjacent to slopes or alternative engineered setbacks and clearances to slopes.
 - Top of slab and top of foundation elevations.
 - Locations and details of shear walls, anchors and holdowns, braced frames, moment frames, and embedded base-plates, and references to details for each type.
 - Control joint and expansion joint location and details.

- Floor Plans:** All levels (if basements are to be included, indicate whether area is proposed to be “conditioned space”).
 - Dimensions of each room or area. Show existing and proposed.
 - Location(s) of fire resistive walls.
 - Door and window identification.
 - **For Tenant Improvements (TI’s), additions, or alterations:**
 - Location of work within the building show existing and proposed.
 - Room use identified.

- Roof Plan:**
 - Show property lines.
 - Design and construction of roof. Including roof slope, crickets and parapets.
 - Location of all rooftop equipment (mechanical, intake/exhaust chimneys, etc.).
 - Roof screening elevations and details.
 - Location of all rain drains, overflow drains, scuppers etc.
 - Insulation details, if applicable.
 - Roof access such as stairs or ladders.
 - Attic ventilation calculations to meet the requirements of [OSSC Section 1505.3](#).

- Ceiling/Roof Framing Plan:** (or truss lay-out with reactions from truss manufacturer)
 - **For Engineered Trusses:** Required to be designed and certified by an Oregon licensed Professional Engineer experienced and competent to practice in the specific disciplines of engineering.
 - Truss specification and certifications to be submitted for review and approval prior to fabrication.
 - Beams supporting combined roof and floor loads, or other beams or girder trusses will be required to be designed and certified by a licensed engineer.
 - **If Roof is to be Stick-Framed:** Identify species and grade of proposed framing materials as well as size, spacing and location.
 - Engineered framing material such as wooden I-beams or glu-lam beams to be identified as to size, type, location, grade and brand.
 - Demonstrate support of snow, wind, dead and live loads.
 - Columns, shear walls, support beams, bearing walls, and other framing member locations, with references to types, sizes and roof connections, complete with details and references to matching details.
 - Attic and roof access framing.
 - Draft stop location and construction details.
 - Parapet top elevations, complete with construction details and references to matching details.
 - Elevator penthouse location, complete with details and references to matching details.
 - Seismic and expansion joint locations, complete with details and references to matching details.

- Exterior Elevations:**
 - Door, window locations and sizes.
 - Exterior finish materials.
 - Building height, with dimensions to each floor, eaves, and ridge-line or parapet.
 - Grade elevations. Existing and Proposed.
 - Exterior grade adjacent to project.
 - Highest and lowest original grade within 5 feet of the exterior wall.
 - Special wall framing elevations and references to details.
 - Braced and moment frame elevations, complete with connection details and references to connection details.
 - Shaft framing, complete with details and references to details (to include elevator).
 - Elevation drawing and details of bearing walls, shearwalls, diaphragms, stairs, roof framing, etc.
 - Accessibility signage as required.

- Building Cross Sections and Construction Details:** Cross sections and special sections must be indicated and referenced off of plans and elevations.
- Floor Framing Plan:** Plan for each floor (post and beam or joist with size, spacing and direction of run if applicable). Species and grade information of proposed framing material. Engineered framing materials such as wooden I-beams or glu-lam beams to be identified as to size, type, location, grade brand, and identify the loads they are carrying (if applicable).
- Reflected Ceiling Plan:**
 - Location(s) of exit signs and egress lighting.
 - Location(s) of ceiling lights.
 - Attic access location and size.
 - Details showing seismic bracing requirements for suspended ceilings.
- Furniture Plan:**
 - Furniture layout including fixed seating.
 - Aisle widths and row spacing.
 - Compliance with accessible seating and accessible route requirements.
 - Flame spread rating (where required).
 - Racks and shelving including seismic bracing (where required).
- Interior Elevations:**
 - Door, window locations and sizes.
 - Interior floor, wall and ceiling finishes.
 - Permanently attached items such as plumbing fixtures, cabinets, counters (casework) etc.
 - Chapter 11 accessibility details, including signage.

Interior Schedules and Details:

- Wall Type Schedule and Details:**
 - Wall construction method.
 - Indication if wall type is fire rated or not.
 - Insulation methods to meet building envelope requirements.
 - Insulation methods to meet sound transference control, if required.
- Door Schedule:**
 - Door sizes (height and width) and construction (material).
 - Type of closures and hold opens (if applicable).
 - Size and type of glazing in the door. Note if safety glazing, fire-rated, etc.
 - Gaskets (when required).
 - Exterior door U-Values to meet energy code(when applicable).
 - Special features (such as louvers, grills, undercut, etc.).
- Glazing Schedule:**
 - Size and location of all glazing.
 - Identify tempered or fire-rated glazing.
 - U-values to meet energy code.
- Mechanical Information:** Include location of ventilation fans, hot water heaters, identification of heat source, BTU input rating, method of exhaust ventilation etc. Product information on all equipment must be available for review if requested. Structural calculations for the placement of roof-top mounted units may apply. [COMcheck](#) forms shall be submitted for review regarding the building mechanical system. Site & roof plan showing equipment, intake, and exhaust locations, etc. See supplemental information section below for more detail.

Plumbing and Electrical Detail: Provide plumbing details such as location of fixtures (i.e. hose bibbs, water heaters, kitchen appliances, floor drains and bathroom fixtures). Clearly distinguish existing from new plumbing fixtures. Electrical detail needs to be available.

Backflow Prevention: Approved backflow prevention devices are required on all irrigation systems and services 2” in diameter or larger. Devices must be tested upon installation and annually thereafter.

Fire and Safety

Fire Sprinkler Plan (include locations of smoke detectors and /or dampers): all smoke detectors and dampers must be indicated on plans. Smoke detectors must be hard-wired with battery auxiliary power capability. Fire sprinkler plans must be submitted for review and approval prior to installation and designed by an Oregon licensed engineer. [S.107.2.2 Fire protection system shop drawings](#). Shop drawings for the fire protection system(s) shall be submitted to indicate conformance to this code and the construction documents shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in [Chapter 9](#). Separate permits required for signs and fire protection systems. A separate permit is required for Sprinklers.

Fire and Life-Safety Plan: A fire and life-safety plan is typically required for most projects. See supplemental information below if required. This will need to be complied by a licensed Architect.

ADA Accessibility: An accessible route will be required to be provided from the adjacent public way to an accessible entry and from accessible parking to an accessible entry. Accessible parking shall be in conformance with [ORS 447.233 \(5\) – \(7\) and S.1106.1](#). An accessible route is required within the structure from accessible entry to all areas of primary function. Typically, construction documents contain sufficient details and dimensions to show an accessible route throughout the building and conformance with [Section 1104 “Accessible Route”](#). Accessible information on plans should include, but not be limited to, the following information:

- Reach ranges (forward and side approach).
- Ramps.
- Handrails/Guardrails.
- Doors.
- Aisles.
- Counters for eating, drinking, check-in, payment.
- Toilet and bathing facilities.
- Kitchens and sinks.
- Water fountains and water coolers.
- Storage, shelving and display units.
- Environmental controls and hardware.
- Floor coverings and surface treatments.
- Protruding objects.
- Areas of rescue assistance.

*Note: Alterations to existing buildings require the removal of architectural barriers up to a limit of 25% of the project budget. ([Reference ORS 447.241](#) and [OSSC 3403.4](#))

Special Cases, where applicable:

Special Inspection List and name of Special Inspection Agency: In accordance with 2022 [OSSC Sections 107.1, and 1704.2 through 1704.6](#). The structural observations and on-site special inspections must be identified in a program statement prepared by the registered design professional (RDP) in responsible charge for all work that falls within the categories specifically identified in [OSSC Chapter 17](#). The Building Codes Division recognizes the agency lists published by OBOA and the Washington Association of Building Officials (WABO).

*Note: Special inspections are in addition to, and do not replace, inspections required to be performed by building inspectors. *

Deferred Submittal Summary: The architect or engineer of record must list the deferred submittal items on the plans and submit the deferred submittal documents for review, and approval by the Building Official ([OSSC Section 107.3.4.1](#)).

Note: Deferral of any submittal items must have prior approval of the Building Official

Geotechnical/Soil Engineer Report: Must be prepared by a professional geotechnical engineer, licensed in the State of Oregon (if applicable). [Reference Section 1804 of the OSSC for details.](#)

Traffic Impact Study: (if applicable)

Stormwater Report: (if applicable)

Project Address: _____

Project Description: _____

Checklist completed by: _____

Phone/Email: _____

Supplemental Information

When do I need a Design Professional Stamp and Signature?

Section 107.3.4 of the OSSC directs the Building Official to only accept plans, computations and specifications that are prepared and designed by an architect or engineer licensed by the State of Oregon to practice as such. Section 106.3.4.1 states that the architect or engineer of record be responsible for reviewing and coordinating all submittal items prepared by others, including deferred submittal items, for compatibility with the design of the building.

Fire and Life Safety plan review is required for the following occupancies:

1. Group A occupancies
2. Group B occupancies over 4,000sf or more than 20 ft in height, or with a basement
3. Group E occupancies
4. Group F occupancies over 4,000sf or more than 20 ft in height, or with a basement
5. Group H occupancies of 1,500sf or more than 20 ft in height, or with a basement
6. Group I occupancies
7. Group M occupancies over 4,000sf or more than 20 ft in height, or with a basement
8. Group R, Division 1,2, and 4 occupancies over 4,000sf or more than 20 ft in height, or with a basement over 1,500 sf
9. Group S, Division 1,2, and 3 occupancies over 4,000sf or more than 20 ft in height, or with a basement
10. Group U, Division 1 over 4,000sf or more than 20 ft in height, or with a basement

The minimum required FLS Plan contains, but is not limited to the following:

- Governing codes and standards used
- Location and rating of all vertical and horizontal occupancy separations.
- Location and rating of all area separation walls.
- Location and rating of all rated wall and floor, floor / ceiling, roof/ceiling, and roof assemblies.
- Fire/Smoke damper locations.
- Reference to sheet numbers where fire resistive construction detail(s) can be found.
- Use of each room or area (e.g. office, storage, sales, shop, etc.).
- Occupancy group classification for each room or area.
- Floor area of each room or area.
- Occupant load factor used for each room or area.
- Occupant load of each room or area.
- Exit analyses diagram that clearly indicates the following four exiting criteria.
 - The number of exits required for each room or area.
 - The number of exits provided for each room or area.
 - The longest anticipated exit path in each room or area.
 - The longest anticipated exit path on each floor.
- Exit signage and exit illumination details and backup power where required.
- Locations of all doors that require panic hardware/fire exit hardware.
- Locations of all doors that require special closures or gaskets. Show direction of swing.
- Locations of all areas that require fire suppression.

- Standpipe Class and location(s).
- Locations of all areas that require fire detection/alarms.
- Fire extinguisher types, sizes and locations. Note: fire extinguishers are regulated under the OFC.
- Hazardous Materials Matrix:
 - Indicate if hazardous materials are present.
 - List proposed quantities and containment/separation requirements.
 - Provide Material Safety Data Sheets for all listed materials.

Energy Code for Existing Buildings:

<https://www.oregon.gov/bcd/codes-stand/Documents/2021oeesc.pdf>
<https://www.oregon.gov/bcd/codes-stand/Pages/energy-efficiency.aspx>

Comcheck forms shall be completed and submitted for review to verify that the structure will meet the code in regard to building envelope, mechanical systems, service water heating and electrical power and lighting systems. These forms can be obtained on the Oregon Energy website at <https://energycode.pnl.gov/COMcheckWeb/>

- Mechanical: HVAC
- Lighting: Interior & Exterior

Related IEBC(International Existing Building Codes) Sections:

- **E102.1 Scope.** This code applies to buildings designed and constructed under the *Building Code*.
 - **Exception:** R-2, R-3, and R-4 occupancies, three stories and fewer above finished grade, shall comply with the multi-family energy provisions in Part II of this code.
- **E103.2 Existing structures.** Except as specified in Sections E103.2.1 through E103.2.2.3, this code shall not be used to require the removal, *alteration* or abandonment of, nor prevent the continued use and maintenance of, an existing building or building system lawfully in existence at the time of adoption of this code.
- **E103.2.2 Additions, alterations, renovations or repairs.** Additions, alterations, renovations or repairs to an existing building, building system or portion thereof shall conform to the provisions of this code as they relate to energy provisions for new construction without requiring the unaltered portion(s) of the existing building or building system to comply. Additions, alterations, renovations or repairs shall not create an unsafe or hazardous condition or overload existing building systems. An addition shall be deemed to comply with this code if the addition alone complies or if the existing building and addition comply with this code as a single building.
- **E103.2.2.1 Additions.** Additions to existing buildings shall comply with Section 4.2.1.2 of Standard 90.1.
- **E103.2.2.2 Alterations.** Alterations to existing buildings shall comply with Section 4.2.1.3 of Standard 90.1.
- **E103.2.2.3 Historic buildings.** The exception to Section 4.2.1.3 of Standard 90.1 shall apply to *historic buildings*.

Construction Documents:

- **E104.1 General.** The following provisions are in addition to the requirements of Section 107 of the *Building Code*.
- **E104.2 Energy efficiency information on the construction documents.** Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment as herein governed. Details shall include but are not limited to, as applicable, insulation materials and their *R*-values; fenestration *U*-factors and SHGCs; system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; economizer description; equipment and system controls; fan motor horsepower (hp) and controls; duct sealing, duct and pipe insulation and location; daylight areas on floor plans; lighting fixture schedule with wattage and control narrative; air sealing details; and COMcheck compliance report or equivalent State of Oregon Building Codes Division form. Plans and specifications shall include requirements for submittal information required by Sections 5.7, 6.7, 7.7, 8.7, and 9.7 of Standard 90.1. The *building official* shall not require or expect physical copies of record drawings, manuals, test reports, or energy reporting.

- **Exception:** The *building official* is authorized to waive the requirements for construction documents, COMcheck reports, or other supporting data if the code official determines these are not necessary to confirm compliance with this code.
- **EM102.1 Scope.** This code applies to **Group R-2, R-3, and R-4 buildings, three stories and fewer above the finished grade,** designed and constructed under the *Building Code*.
- **EM102.3.2 Construction provisions.** The commercial energy [CE] provisions of the *2018 International Energy Conservation Code (IECC)* shall serve as the construction provisions for this code, and shall be referred to herein as “the IECC.” The modifications in EM103 and EM104 shall apply.
- **EM103.3 Existing structures.** Except as specified in Sections EM103.3.1 through EM103.3.2, this code shall not be used to require the removal, *alteration* or abandonment of, nor prevent the continued use and maintenance of, an existing building or building system lawfully in existence at the time of adoption of this code.
- **EM103.3.1 Change in space conditioning.** Where unconditioned space or semi-heated space in a building is converted to a conditioned space, such conditioned space shall be brought into compliance with the applicable requirements of the IECC that would apply to the building envelope, heating, ventilating, air-conditioning, service water heating, power lighting, and other systems and equipment of the space as if the building was new.
- **EM103.3.2 Additions, alterations, renovations or repairs.** Additions, alterations, renovations or repairs to an existing building, building system or portion thereof shall conform to the provisions of this code as they relate to energy provisions for new construction without requiring the unaltered portion(s) of the existing building or building system to comply. Additions, alterations, renovations or repairs shall not create an unsafe or hazardous condition or overload existing building systems. An addition shall be deemed to comply with this code if the addition alone complies or if the existing building and addition comply with this code as a single building.

Construction Documents Multifamily 3-stories and less above grade plane:

- **EM104.1 General.** The following provisions are additional to the requirements of Section 107 of the *Building Code*.
- **EM104.2 Energy efficiency information on the construction documents.** Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment as herein governed. Details shall include but are not limited to, as applicable, insulation materials and their *R*-values; fenestration *U*-factors and SHGCs; system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; economizer description; equipment and system controls; fan motor horsepower (hp) and controls; duct sealing, duct and pipe insulation and location; lighting fixture schedule with wattage and control narrative; air sealing details; and COMcheck compliance report or equivalent division form. The *building official* shall not require or expect physical copies of record drawings, manuals, test reports, or energy reporting.
 - **Exception:** The *building official* is authorized to waive the requirements for construction documents, COMcheck reports, or other supporting data if the code official determines these are not necessary to confirm compliance with this code.