**City of Hood River, Oregon**
**Building Department**
211 2nd Street
Hood River, OR 97031
541-387-5202
Building@cityofhoodriver.gov

## Single Family/Duplex Residential Plan Review Application Checklist

This checklist includes the information required to create a complete submittal package required for most projects. The permitting timeframe will vary depending on the extent and completeness of the submitted documents. Incomplete submittals or unforeseen issues may require revised plans or documentation and subsequent re-review.

Your project will be reviewed by the Building, Planning, Engineering and Fire Departments. We strongly recommended checking with these departments prior to permit submission for additional required permits, fees, improvements, or applicable standards. The expected review time is between 2 to 4 weeks after a complete permit application is submitted.

**In order for the Building Department to fully process your Building Permit, all applicable items below must be provided by the Applicant to ensure a complete submittal. Submit completed Checklist along with Documents & Permit Application digitally at:**
**Building@cityofhoodriver.gov**

**Planning Department reviews, if applicable, required PRIOR to submitting a building permit application:**

- Accessory Dwelling Unit (ADU) Application requires land use approval from the Planning Department
- Landmarks Board Review for exterior changes to historic buildings
- Land Use Approval (e.g. change of use, subdivision or partition, site plan review, conditional use permit)

**Forms & Permits, if applicable. Please submit with Building Permit Application.**

- Energy Code Compliance checklist (available online and at building department)
- Demolition Permit Application (available online and at building department)
- Construction Site Permit/Right of Way Permit required for construction site preparation or any work in the public right-of-way (available online or at Public Works/Engineering Department)

### Review Fee must be paid at permit intake

❑ **Level 1 or Level 2 Site plan (Please refer to the City of Hood River Site Plan Checklist)**

❑ **Architectural elevation views** (¼- inch scale preferred)
- ❑ Exterior elevations must include the existing AND proposed grade elevations, Above Sea Level (ASL)

❑ **Foundation plan** (¼-inch scale preferred)
- ❑ Footing & foundation dimensions, frost depth, hold-downs, vents, & type of underfloor framing

❑ **Floor framing plans, beam and joist engineering**
- ❑ Beam & member sizing, spacing & bearing locations, nailing & connection details
- ❑ I-joist (or other floor framing) layout plan with any beams, posts

❑ **Floor plan** (Must be dimensioned, ¼-inch scale preferred)

- ❑ Room identification
- ❑ Door sizes and locations
- ❑ Balconies & decks
- ❑ Window sizes & locations (including egress and tempered)
- ❑ Smoke & carbon monoxide alarms
- ❑ Plumbing fixtures
- ❑ Ventilation fans
- ❑ Mech. Equip (type & fuel source)
- ❑ Crawl space & attic access
- ❑ Header sizes
- ❑ Radon prevention

❑ **Wall bracing**

- ❑ Braced wall lines shall be identified on the construction documents. Seismic & wind calculations with all pertinent information including, but not limited to, bracing methods, location & length of braced wall panels, foundation requirements & connections shall be provided.
- ❑ Where engineered lateral designs are submitted, the design (specifications and calculation) shall be signed & stamped by the engineer of record. Details & connections shall be incorporated in the plans or provided on full size sheets attached to the plans.

❑ **Roof framing plans, engineering for beams**

- ❑ Beam & member sizing, spacing & bearing locations, nailing and connection details
- ❑ Location of attic ventilation plan
- ❑ Truss details (stamped)
- ❑ Truss layout

❑ **Cross section(s) and details**

- ❑ Framing member sizes & spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction (more than one cross section may be required to clearly portray construction)
- ❑ Details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, thermal insulation, ventilation for attic and/or vaulted ceiling area, etc.
- ❑ Cross section detail of footing/stemwall construction with dimensions, rebar size and placement, vapor barrier, sill plate, grade, and perimeter drain
- ❑ Stair construction
- ❑ Fireplace construction

❑ **Basement and retaining wall**

- ❑ Cross sections and details showing placement of reinforcing steel, drains, and waterproofing
- ❑ Engineered systems to include design specifications & calculations, stamped & signed by Engineer

❑ **Geotechnical Report**, if applicable, prepared by a professional geotechnical engineer, licensed in the State of Oregon

Project Address:_____ Project Description: _____

Checklist completed by:_____ Phone/Email: _____

Applicant Signature:_____ Date: _____

Electronic Signatures and Similar Markings are Recognized as a Legal Binding Signature by the City of Hood River and the State of Oregon. ORS 84.0001 to ORS84.061