



Commercial Building Permit Application Checklist

City of Woodburn, Building Division
270 Montgomery Street, Woodburn, Oregon 97071
www.woodburn-or.gov

Phone: (503) 982-5250 Fax: (503) 982-5244 Inspection Requests: (503) 980-2443

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PROJECT INFORMATION

Project name:		Date:	
Address:	City:	State:	ZIP:
Scope of work:			
Permit no.:		Map and tax-lot no.:	
Contact person name:		Company:	
Phone:		Fax:	
Cellular phone:		E-mail:	

NOTES AND INSTRUCTIONS

- The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted.
- This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements.
- For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book.
- It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.
- In the checklist, “Required” means that the applicant must provide this information for plan review.
- In the checklist, “P” means —
 - *if checked by the applicant* — the information is provided for the plan review.
 - *if checked by the plans reviewer* — this information is required for the plan review.
- In the checklist, “NA” means that the information does not apply.
- Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted.

PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

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SECTION 1.0 — GENERAL PROJECT DATA**Construction documents***Location (sheet number or spec section)*

- 1.1 Required No. of sets of plans: **4** _____
- 1.2 Required Cover sheet title block _____
- 1.3 Required Cover sheet vicinity map _____
- 1.4 Required Cover sheet plan index _____
- 1.5 P NA Code summary _____
- 1.6 P NA Deferred submittal summary _____
- 1.7 P NA Professional stamp and signature _____
- 1.8 P NA Fire-and-life-safety plan _____
- 1.9 P NA Landscape plan _____
- 1.10 P NA Landscape specifications _____

Supporting documents*Notes*

- 1.20 P NA Land-use or planning actions _____
- 1.21 P NA Required fire-flow calculations _____
- 1.22 P NA Fire-hydrant flow-test report _____
- 1.23 P NA Fire department or fire district building survey report _____
- 1.24 P NA Material safety data sheets (MSDS) _____

SECTION 2.0 — CIVIL DATA**Construction documents***Location (sheet number or spec section)*

- 2.1 Required Site plan _____
- 2.2 Required Site utility plan _____
- 2.3 Required Grading plan _____
- 2.4 Required Erosion-control plan _____
- 2.5 P NA Utility-vault location and details _____

Supporting documents*Notes*

- 2.20 P NA Geotechnical/soil engineer report _____
- 2.21 P NA Storm-water calculations _____
- 2.22 P NA Site retaining-wall structural calculations _____
- 2.23 P NA "Assurance of Compliance" with environmental rules _____

SECTION 3.0 — ARCHITECTURAL DATA**Construction documents***Location (sheet number or spec section)*

3.1	<input checked="" type="checkbox"/>	Required	Floor plan(s)	_____
3.2	<input checked="" type="checkbox"/>	Required	Transverse and longitudinal cross sections	_____
3.3	<input checked="" type="checkbox"/>	Required	OSSC Chapter 11 accessibility requirements.....	_____
3.4	<input type="checkbox"/>	P <input type="checkbox"/> NA	Interior elevations.....	_____
3.5	<input type="checkbox"/>	P <input type="checkbox"/> NA	Exterior elevations.....	_____
3.6	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof plan	_____
3.7	<input type="checkbox"/>	P <input type="checkbox"/> NA	Wall type sections and details	_____
3.8	<input type="checkbox"/>	P <input type="checkbox"/> NA	Reflected ceiling plan(s).....	_____
3.9	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire-rated construction details	_____
3.10	<input type="checkbox"/>	P <input type="checkbox"/> NA	Energy code compliant construction details and specifications	_____
3.11	<input type="checkbox"/>	P <input type="checkbox"/> NA	Door schedule.....	_____
3.12	<input type="checkbox"/>	P <input type="checkbox"/> NA	Glazing schedule	_____
3.13	<input type="checkbox"/>	P <input type="checkbox"/> NA	Furniture plan	_____

Supporting documents*Notes*

3.20	<input type="checkbox"/>	P <input type="checkbox"/> NA	Energy code compliance forms/calculations.....	_____
3.21	<input type="checkbox"/>	P <input type="checkbox"/> NA	Material safety data sheets (MSDS).....	_____
3.22	<input type="checkbox"/>	P <input type="checkbox"/> NA	Hazardous materials inventory statement (HMIS).....	_____
3.23	<input type="checkbox"/>	P <input type="checkbox"/> NA	Hazardous materials management plan (HMMP).....	_____
3.24	<input type="checkbox"/>	P <input type="checkbox"/> NA	Written fire-and-life-safety evacuation plan for area of rescue assistance	_____
3.25	<input type="checkbox"/>	P <input type="checkbox"/> NA	Active and passive smoke-control information.....	_____

SECTION 4.0 — STRUCTURAL DATA

Construction documents

Location (sheet number or spec section)

- 4.1 Required Structural cover sheet _____
- 4.2 P NA Foundation plan and details..... _____
- 4.3 P NA Under-slab mechanical plan _____
- 4.4 P NA Under-slab electrical plan..... _____
- 4.5 P NA Under-slab plumbing plan _____
- 4.6 P NA Floor framing plan..... _____
- 4.7 P NA Roof framing plan _____
- 4.8 P NA Structural elevations _____
- 4.9 P NA Structural details and cross sections _____
- 4.10 P NA Standpipe information _____
- 4.11 P NA Special inspector/structural observation matrix _____

Supporting documents

Notes

- 4.20 P NA Geotechnical/soil engineer report..... _____
- 4.21 P NA Site-specific seismic hazard report..... _____
- 4.22 P NA Design narrative _____
- 4.23 P NA Structural calculations _____

SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction documents

Location (sheet number or spec section)

- 5.1 Required Floor plan _____
- 5.2 Required Equipment schedule _____
- 5.3 P NA Site plan _____
- 5.4 P NA Under-slab mechanical plan _____
- 5.5 P NA Roof plan _____
- 5.6 P NA Fuel-gas-piping plan _____
- 5.7 P NA HVAC equipment and duct plan(s) _____
- 5.8 P NA Roof access details _____
- 5.9 P NA Duct smoke-detector plans _____
- 5.10 P NA Fire/smoke damper locations..... _____
- 5.11 P NA Smoke-control plan _____
- 5.12 P NA Outside air (OSA) table _____
- 5.13 P NA Refrigeration equipment and piping plan _____
- 5.14 P NA Kitchen equipment plan..... _____
- 5.15 P NA Type I and/or Type II kitchen hood plan
(see Section 7.0 — Mechanical Data) _____
- 5.16 P NA Fume/vapor hood plan _____
- 5.17 P NA Process piping/product and/or exhaust-conveying
duct plan _____
- 5.18 P NA Fire-rated construction details _____
- 5.19 P NA Equipment hanger/fastener details _____

Supporting documents

Notes

- 5.20 Required Structural calculations for vertical loads _____
- 5.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs. _____
- 5.22 P NA Equipment manufacturers’ catalog “cut sheets”
or specifications..... _____
- 5.23 P NA Outside air (OSA) calculations..... _____
- 5.24 P NA Smoke-control calculations _____
- 5.25 P NA Combustion-air calculations..... _____
- 5.26 P NA Fuel-gas-piping sizing calculations _____
- 5.27 P NA Make-up air calculations _____
- 5.28 P NA Energy-code-compliance forms _____
- 5.29 P NA Boiler information _____

SECTION 6.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)

Construction documents

Location (sheet number or spec section)

- 6.1 Required Roof plan
- 6.2 P NA Roof framing plan
- 6.3 P NA Fuel gas piping plan
- 6.4 P NA Roof access details

Supporting documents

Notes

- 6.20 Required Structural calculations for vertical loads
- 6.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs.
- 6.22 P NA Equipment manufacturers' catalog "cut sheets"
or specifications.....
- 6.23 P NA Fuel gas piping sizing calculations.....
- 6.24 P NA Energy code compliance forms

SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents *Type I plans must be stamped by a licensed engineer/architect*****

Location (sheet number or spec section)

- 7.1 Required Site plan.....
- 7.2 Required Floor plan(s)
- 7.3 Required Kitchen equipment plan.....
- 7.4 Required Kitchen equipment and hood elevations
- 7.5 P NA Roof plan
- 7.6 P NA Cross sections through hoods, ducts and shafts
- 7.7 P NA Fire-rated construction details
- 7.8 P NA Fire suppression details

Supporting documents *Type I plans must be stamped by a licensed engineer/architect*****

Notes

- 7.20 Required Structural calculations for vertical loads
- 7.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs.
- 7.22 Required Make-up air calculations
- 7.23 P NA Equipment manufacturers' catalog "cut sheets"
or specifications.....
- 7.24 P NA Hood/grease extractor listing documentation.....
- 7.25 P NA Hood/grease duct sizing calculations
- 7.26 P NA Fire suppression information.....

SECTION 8.0 & 9.0 — PLUMBING AND ELECTRICAL DATA

Plumbing and electrical permits, inspections and plan reviews are done by Marion County, *not* the City of Woodburn.

**Marion County
Community Development
Building Inspection**

Street Address: Courthouse Square
Building Inspection
555 Court St. NE Room 2260
Salem, Oregon 97301

Mailing Address: Marion County Building Inspection
P.O. Box 14500
Salem, Oregon 97309-5036

Telephone: (503) 588-5147

Fax: (503) 588-7948

Automated Inspection Services: (503) 373-4427

Office Hours: 7:30 am (office opens); 8:00 am (phones open) to 4:30 pm
(Open for the Lunch Hour)

Website <http://www.co.marion.or.us/PW/BuildingInspection/>

SECTION 10.0 — FIRE SUPPRESSION DATA

Construction documents ***Plans must be stamped by a licensed engineer/architect***

Location (sheet number or spec section)

- 10.1 Required Floor plan(s) _____
- 10.2 Required Sprinkler piping plan(s)..... _____
- 10.3 P NA Site plan..... _____
- 10.4 P NA Standpipe information _____
- 10.5 P NA Backflow-prevention information _____
- 10.6 P NA Reflected ceiling plan(s)..... _____
- 10.7 P NA Transverse and longitudinal cross sections _____
- 10.8 P NA Fire-rated construction details _____
- 10.9 P NA Specialty fire suppression system plans
and list of systems _____

Supporting documents ***Plans must be stamped by a licensed engineer/architect***

Notes

- 10.20 Required Structural calculations for vertical loads _____
- 10.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs. _____
- 10.22 Required Equipment manufacturers' catalog "cut sheets" _____
- 10.23 P NA Hydraulic calculations _____
- 10.24 P NA Specialty fire-suppression-system information _____

SECTION 11.0 — FIRE DETECTION AND ALARM DATA

Construction documents ***Plans must be stamped by a licensed engineer/architect***

Location (sheet number or spec section)

- 11.1 Required Floor plan(s) _____
- 11.2 P NA Site plan..... _____
- 11.3 P NA Reflected ceiling plan(s)..... _____
- 11.4 P NA Transverse and longitudinal cross section(s)..... _____
- 11.5 P NA Wiring schematic..... _____
- 11.6 P NA Elevator recall information..... _____
- 11.7 P NA Operational matrix..... _____
- 11.8 P NA Fire-rated construction details _____
- 11.9 P NA Standard electrical notes..... _____

Supporting documents ***Plans must be stamped by a licensed engineer/architect***

Notes

- 11.20 Required Structural calculations for vertical loads _____
- 11.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs. _____
- 11.22 Required Equipment manufacturers' catalog "cut sheets" _____
- 11.23 Required Installer certification information..... _____
- 11.24 P NA Battery calculations _____
- 11.25 P NA Sample fire alarm log book _____
- 11.26 P NA Emergency power system specifications..... _____
- 11.27 P NA Monitoring station information _____
- 11.28 P NA Voltage drop calculations _____

SECTION 12.0 — RE-ROOF INSTALLATION DATA

Construction documents

Location (sheet number or spec section)

12.1* Required Roof plan _____

The site plan typically includes the following:

- North arrow
- A note describing the scope of work, such as tear-off, overlay, etc.
- A note indicating approx. squares of roofing to be applied
- Area in which work is to be performed
- Location of roof access

* The building official may waive submission of plans. Contact jurisdiction for more information.

Supporting documents

Notes

12.20 Required Pre-re-roof inspection report _____

12.21 Required Roofing system listing information _____

12.22 Required Roofing manufacturer's installation instructions _____

12.23 P NA Roof manufacturer's catalog "cut sheets" _____

12.24 P NA Structural engineer's report _____