



CITY OF WOODBURN
Building Department
270 Montgomery St
Woodburn, Oregon 97071
(503) 982-5250
building@ci.woodburn.or.us

NEW SINGLE-FAMILY DWELLING PERMIT SUBMITTAL COVER LETTER

This packet is an effort to expedite the plan review process. Please review and complete the documents in this packet to complete the permit submittal process.

CONTRACTORS:

Please submit for permit through the [State of Oregon E-Permitting](#) system prior to submitting documents for review. Once you have applied online for your building permit, please submit the following in hard copy to the Building Department located at 270 Montgomery Street, Woodburn, OR 97071 (don't forget to include your permit number with your documents):

- 3 complete sets of construction documents/plans
- 3 copies of site plan
- 2 copies of engineering calculations
- 2 copies of truss packet
- 1 copy of completed New Single Family Dwelling packet

HOME OWNERS:

You can apply online also using [these instructions](#). Once you have applied online, follow the steps outlined above. Be sure to include the following document in addition to the above listed items:

- 1 signed copy of [Owners Responsibility Acknowledgement](#)

Thank you for helping us provide timely residential plan reviews. Please reach out to our building department if you have any questions. We look forward to your permit submittals.

Sincerely,

The City of Woodburn Building Division



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CITY OF WOODBURN RESIDENTIAL PLAN REVIEW CHECKLIST

Applicant Name & Phone: _____

Project Address: _____

Permit Number: 971 - _____ - 000

Lot #: _____ Block: _____ Subdivision: _____

THE FOLLOWING INFORMATION IS REQUIRED BEFORE THE APPLICATION WILL BE ACCEPTED FOR RESIDENTIAL CONSTRUCTION:

1. Square-footage Information:

Basement: _____ First Floor: _____ Second Floor: _____

Garage: _____ Porch: _____ Patio: _____ Deck: _____

2. Mechanical Appliance Information: (please provide the following information and check all that apply)

Force Air Furnace: Gas _____ Electric: _____ Water heater: Gas _____ Electric _____

Air Conditioning or Heat Pump: _____ Clothes Dryer Exhaust: _____

Gas Fireplace / Insert: _____ Gas Piping: _____ Gas BBQ Connection: _____

Range Hood / Microwave Hood: _____ Attic / Crawl Space Fan: _____

of Single Duct Exhaust (Bath and/or laundry fan): _____

Other mechanical appliance: _____



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3. Plan and Document Submittal Checklist:

- 3 Site Plans (See the Residential Site Plan Requirements)
- 3 sets of Construction Plans with the following information:
 - Braced Wall Method and calculations - location of braced wall lines, braced panels and hold-downs
 - Energy Conservation Requirements and Additional Measures
 - Foundation plan including footing size, wall height, foundation vent locations and cross section of footing and stem wall with rebar size and location
 - Show the types of foundation hold-downs are used and their location - show all eaves for utilities and block out openings in stem wall
 - Floor framing plan for each floor (post and beam; joist with size and spacing; TJI joist layout from designer)
 - Floor plan with room use identified - window, door and header sizes; location of smoke/CO detectors; location of equipment (fireplace, woodstove, air conditioner or heat pump, etc.)
 - Framing and attachment for exterior porches and decks, including support footings
 - Ceiling/roof framing plan or truss layout with reactions from truss manufacturer (same scale as floor framing)
 - Building elevations - show siding type, window trim, gable treatments, ceiling height, eave height, grade, etc.
 - Complete building sections - show floor, wall, and ceiling height, radon system, insulation R-value of floors, walls, and ceilings; show sections through stairs including headroom at stairs; handrail/guardrail details for stairs/landings/decks
- 2 copies of the following:
 - Footing calculations for spread or isolated footings for review
 - Beam calculations for review
 - TJI Layout for review (if applicable)
 - Manufactured roof truss packages for review (if applicable)

Applicant's Signature _____ Date _____

2021 ORSC Prescriptive Energy Requirements

TABLE N1101.1(1)
PRESCRIPTIVE ENVELOPE REQUIREMENTS*

BUILDING COMPONENT	STANDARD BASE CASE		LOG HOMES ONLY	
	Required Performance	Equiv. Value ^b	Required Performance	Equiv. Value ^b
Wall insulation—above grade	U-0.059 ^e	R-21 Intermediate ^c	Note d	Note d
Wall insulation—below grade ^e	C-0.063	R-15 <u>c.i.</u> /R-21	C-0.063	R-15/R-21
Flat ceilings ^f	U-0.021	R-49	U-0.020	R-49 A ^h
Vaulted ceilings ^g	U-0.033	R-30 Rafter or R-30A ^{g, h} Scissor Truss	U-0.027	R-38A ^h
Underfloors	U-0.033	R-30	U-0.033	R-30
Slab-edge perimeter ^m	F-0.520	R-15	F-0.520	R-15
Heated slab interior ⁱ	n/a	R-10	n/a	R-10
Windows ^j	<u>U-0.27</u>	<u>U-0.27</u>	<u>U-0.27</u>	<u>U-0.27</u>
Skylights	U-0.50	U-0.50	U-0.50	U-0.50
Exterior doors ^k	U-0.20	U-0.20	U-0.54	U-0.54
Exterior doors with > 2.5 ft ² glazing ^l	U-0.40	U-0.40	U-0.40	U-0.40

For SI: 1 inch = 25.4 mm, 1 square foot = 0.0929 m², 1 degree = 0.0175 rad, n/a = not applicable.

- a. As allowed in Section N1104.1, thermal performance of a component may be adjusted provided that overall heat loss does not exceed the total resulting from conformance to the required U-factor standards. Calculations to document equivalent heat loss shall be performed using the procedure and approved U-factors contained in Table N1104.1(1).
- b. R-values used in this table are nominal for the insulation only in standard wood-framed construction and not for the entire assembly.
- c. Wall insulation requirements apply to all exterior wood-framed, concrete or masonry walls that are above grade. This includes cripple walls and rim joist areas. Nominal compliance with R-21 insulation and Intermediate Framing (N1104.5.2) with insulated headers.
- d. The wall component shall be a minimum solid log or timber wall thickness of 3.5 inches.
- e. Below-grade wood, concrete or masonry walls include all walls that are below grade and do not include those portions of such wall that extend more than 24 inches above grade. R-21 for insulation in framed cavity; R-15 continuous insulation.
- f. Insulation levels for ceilings that have limited attic/rafter depth such as dormers, bay windows or similar architectural features totaling not more than 150 square feet in area may be reduced to not less than R-21. When reduced, the cavity shall be filled (except for required ventilation spaces). R-49 insulation installed to minimum 6-inches depth at top plate at exterior of structure to achieve U-factor.
- g. Vaulted ceiling surface area exceeding 50 percent of the total heated space floor area shall have a U-factor no greater than U-0.026 (equivalent to R-38 rafter or scissor truss with R-38 advanced framing).
- h. A = Advanced frame construction. See Section N1104.6.
- i. Heated slab interior applies to concrete slab floors (both on and below grade) that incorporate a radiant heating system within the slab. Insulation shall be installed underneath the entire slab.
- j. Sliding glass doors shall comply with window performance requirements. Windows exempt from testing in accordance with Section NF1111.2, Item 3 shall comply with window performance requirements if constructed with thermal break aluminum or wood, or vinyl, or fiberglass frames and double-pane glazing with low-emissivity coatings of 0.10 or less. Buildings designed to incorporate passive solar elements may include glazing with a U-factor greater than 0.35 by using Table N1104.1(1) to demonstrate equivalence to building thermal envelope requirements.
- k. A maximum of 28 square feet of exterior door area per dwelling unit can have a U-factor of 0.54 or less.
- l. Glazing that is either double pane with low-e coating on one surface, or triple pane shall be deemed to comply with this requirement.
- m. Minimum 24-inch horizontal or vertical below-grade.

2021 ORSC Additional Energy Measures

**TABLE N1101.1(2)
ADDITIONAL MEASURES**

1	HIGH EFFICIENCY HVAC SYSTEM^a a. Gas-fired furnace or boiler AFUE 94 percent, or b. Air source heat pump HSPF 10.0/14.0 SEER cooling, or c. Ground source heat pump COP 3.5 or Energy Star rated
2	HIGH EFFICIENCY WATER HEATING SYSTEM a. Natural gas/propane water heater with minimum UEF 0.90, or b. Electric heat pump water heater with minimum 2.0 COP, or c. Natural gas/propane tankless/instantaneous heater with minimum 0.80 UEF and Drain Water Heat Recovery Unit installed on minimum of one shower/tub-shower
3	WALL INSULATION UPGRADE Exterior walls—U-0.045/R-21 conventional framing with R-5.0 continuous insulation
4	ADVANCED ENVELOPE Windows—U-0.21 (Area weighted average), and Flat ceiling ^b —U-0.017/R-60, and Framed floors—U-0.026/R-38 or slab edge insulation to F-0.48 or less (R-10 for 48"; R-15 for 36" or R-5 fully insulated slab)
5	DUCTLESS HEAT PUMP For dwelling units with all-electric heat provide: Ductless heat pump of minimum HSPF 10 in primary zone replaces zonal electric heat sources, and Programmable thermostat for all heaters in bedrooms
6	HIGH EFFICIENCY THERMAL ENVELOPE UA^c Proposed UA is 8 percent lower than the code UA
7	GLAZING AREA Glazing area, measured as the total of framed openings is less than 12 percent of conditioned floor area
8	3 ACH AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION Achieve a maximum of 3.0 ACH50 whole-house air leakage when third-party tested and provide a whole-house ventilation system including heat recovery with a minimum sensible heat recovery efficiency of not less than 66 percent.

For SI: 1 square foot = 0.093 m², 1 watt per square foot = 10.8 W/m².

- a. Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- b. The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026.
- c. In accordance with Table N1104.1(1), the Proposed UA total of the Proposed Alternative Design shall be a minimum of 8 percent less than the Code UA total of the Standard Base Case.



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METHOD of FOUNDATION VERIFICATION

Permit Number _____

Date _____

Address _____

_____ I will have string lines installed prior to the requested time of the footing inspection (minimum one at the rear of the lot and one side of the lot). I certify that these string lines are the true property boundaries.

Note: If you choose this option and do not provide the string lines, the inspector will not be able to inspect your footing and/or foundation.

_____ I will provide a certification from a surveyor verifying the buildings location on the property at the time of foundation inspection.

Signature of Applicant



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HIGH-EFFICIENCY LIGHTING SYSTEMS

Site Address: _____

_____ Woodburn, OR 97071 _____

Permit No.: _____

Subdivision: _____ Lot: _____

and/or

Map and Tax Lot: _____

By my signature below, I verify that all permanently installed lighting fixtures are high efficiency light sources, with an exception of two permanently installed lighting fixtures not required to be high-efficiency light sources when controlled by a dimmer or automatic control, (ORSC N1107.2)*.

Signed: _____ Date: _____

Owner / General Contractor / Authorized Agent

Print Name: _____

* ORSC Section N1102. **High-efficiency light source:** Compact fluorescent lamps, T-8 or smaller diameter linear fluorescent lamps, LED lamps, fixture-integrated illumination devices, or other lamp types with an efficacy not less than 65 lumens per watt for each lamp or luminaires with an efficacy not less than 45 lumens per watt for each luminaire.

The building official shall be notified in writing at the final inspection that the permanently installed lighting fixtures have met this requirement.



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MOISTURE-SENSITIVE WOOD FRAMING MOISTURE CONTENT

Permit No.: _____ Jurisdiction _____

Site Address: _____

Subdivision/Lot: _____

and/or

Map And Tax Lot: _____

By my signature below, I certify that all moisture-sensitive wood framing members used in construction of the above mentioned building have been tested and determined to have a moisture content of nineteen (19) percent or less of the weight of dry wood framing members. (Oregon Residential Specialty Code R318.2)¹

Signed: _____ Date: _____
Owner/General Contractor/Authorized Agent

Print Name: _____

¹ ORSC Section R318.2. Moisture Control. Prior to the installation of interior finishes, the building official shall be notified in writing by the general contractor that all moisture-sensitive wood framing members used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.



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Rain Screen Acknowledgement Form

I, _____, am the general contractor or the owner-builder at the following address:

Site Address: _____

_____ Woodburn, OR 97071 _____

Permit No.: _____

Subdivision: _____ Lot: _____ and/or

Map and Tax Lot: _____

To conform to the 2021 Oregon Residential Specialty Code (ORSC), Section 703.1.1, I am notifying the Building Official that I am aware of the requirement of ORSC Section 703.1.1 and will take steps to meet this code requirement. [Section R703.1.1 is provided for reference.]

Section R703.1.1, Exterior Wall Envelope. *The exterior wall envelope shall be installed in a manner that water that enters the assembly can drain to the exterior. The envelope shall consist of an exterior veneer, a water-resistive barrier as required in section R703.2; a space not less than 1/8 inch (3mm) space between the water-resistive barrier and the exterior veneer, and integrated flashings as required in Section R703.4. The required space shall be formed by the use of any noncorrosive furring strip, drainage mat or drainage board. The envelope shall provide proper integration of flashings with the water-resistive barrier, the drainage space provided and the exterior veneer or wall covering. These components combined shall provide a means of draining water entering the assembly to the exterior.*

This Form must be completed at "Submittal".

Signed: _____ Date: _____
Owner / General Contractor / Authorized Agent

Print Name: _____



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Required Contractor / Subcontractor List for Certificate of Occupancy
 One- and Two-Family Dwellings

Permit #: _____ Address: _____

Contractor Performing Work				
	Contractor Name	Address /Phone #	License Number	Work Performed
General Contractor				
Electrical Contractor				
Low Voltage Contractor				
Low Voltage Contractor				
HVAC Contractor				
Plumbing Contractor				
Backflow Contractor				

I signify that the information contained in this list is true and accurate at the time this list was submitted to the City of Woodburn Building Division.

Signature: _____

Date: _____

Print Name: _____

This document is to be maintained in the permanent building file.

City of Woodburn
Application for Water/Sewer Service

SERVICE ADDRESS: _____ Apt/Unit/Suite _____

SERVICE REQUESTED: **STANDARD WATER/SEWER** **CONSTRUCTION – WATER ONLY**

SERVICE START DATE REQUESTED: _____ Applications submitted and approved after 3 pm will be connected the next business day.

APPLICANT'S INFORMATION

Legal Name: _____

Mailing Address if different than service address: _____

Authorized contact, if account is under a business name: _____

Previous Service in Woodburn: Y N If yes, what address: _____

Phone Number: _____ E-mail: _____

CO-APPLICANT'S INFORMATION **AUTHORIZED TO RECEIVE ACCOUNT INFORMATION**

Legal Name: _____

Previously Lived in Woodburn: Y N If yes, what address: _____

Phone Number: _____ E-mail: _____

If applicant is not the owner, please complete the following owner's information:

PROPERTY OWNER'S INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

PROPERTY MANAGEMENT COMPANY INFORMATION (if applicable)

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

I hereby agree to pay all bills for such service when due, and abide by all Ordinances regulating the use of City water and sewer service and any other rules and regulations which may be adopted by the City Council concerning said services. A deposit is required of owner and renters. If service is disconnected for non-payment of the bill, there will be an added charge before reconnection can be made. All delinquent charges must be paid prior to any new applicant receiving water service. Copies of delinquency notices and shut-off notices sent to renter are provided to property owner. Customer and/or property owner are required to maintain valid contact information and notify the City to schedule termination of service.

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____

CITY OF WOODBURN PUBLIC WATER SERVICE APPLICATION

Building Permit Number

Receipt Number

Meter Deposit Number

Date

ADDRESS WHERE STRUCTURE AND / OR SERVICES ARE TO BE LOCATED

Applicant / Owner _____

Phone Number _____

Service Type Single-Family

Commercial

Industrial

Multi-Family _____ (Number of Units)

Other

MFD (In Park)

Type and Size of Water Service Requested

Domestic Size _____

Irrigation Size _____

Fire Sprinkler Size _____

Signature of Applicant _____

Sequence # _____

Account # _____

Meter Reading _____

Week ____ Route _____

Date Water Meter Installed _____

Domestic Meter # _____ ID # _____

Irrigation Meter # _____ ID # _____

Fire Sprinkler Meter # _____ ID # _____



**GENERAL CONDITIONS
FOR
APPLICATION & PERMIT TO CONSTRUCT A PUBLIC IMPROVEMENT**

Division 1. Generals

- ❑ 1. All work under this permit shall comply with the approved plans & special provisions, City of Woodburn Standard Specifications & Drawings, and the General Conditions for Franchise Utility Permits.
- ❑ 2. Plans are approved in general only and do not relieve the applicant from completing the construction improvements to the City's standards and specifications.
- ❑ 3. This permit is being issued ONLY for work performed in the Public Right-of-Way under the jurisdiction of the City of Woodburn and in Public Utility Easements under the jurisdiction of the City of Woodburn. All work performed on private property and/or other jurisdictions will require the applicant to obtain the appropriate permits and/or approvals required.
- ❑ 4. Only Contractors with a current Construction Contractor's Board (CCB) license in the State of Oregon shall perform work within the Public Right-of-Way and/or Utility Easements.
- ❑ 5. Notify the City of Woodburn Public Works Department 48-hours prior to beginning construction, 503-982-5240. Any work done without the proper inspection will be subject to rejection.
- ❑ 6. All underground utilities shall be installed with a minimum vertical separation of at least 1-ft. from existing water, sewer and storm pipes.
- ❑ 7. Applicant shall install a "tracer wire" or other similar conductive marking tape or device, if installing any non-conductive, un-locatable underground facility, to comply with the Oregon Utility Notification Center, one call system (per OAR 952-01-00700).
- ❑ 8. The responsibility of the permit holder to understand the limitation of the UL markings, and to undertake all necessary precautions and diligence to avoid damage and impairment to any private or privately-maintained underground facilities.
- ❑ 9. The Applicant holder or Applicant's authorized representative shall be responsible for all damages related to work done under this permit, including, but not limited to damage to "unlocatable" underground facilities. All construction sites are to be restored to their original or better condition where affected by construction.



CITY OF WOODBURN

PUBLIC WORKS DEPARTMENT

- ❑ 10. Provide a traffic control plan and install traffic control devices in accordance with the current the guidelines set forth in the current edition of the Manual on Uniform Traffic Control Devices (M.U.T.C.D.) and the Oregon Temporary Traffic Control Handbook, as it applies to the project. Use as many traffic control devices as necessary to make a safe work site for the Public and construction crews at all times.
- ❑ 11. Leave work area in a clean condition, free from litter and debris, at the end of each workday, or more frequently if directed by the City Inspector.
- ❑ 12. Any changes to the approved plans shall be approved by Project Engineer and City Engineer prior to making the changes in the field.
- ❑ 13. All residents shall have uninterrupted access to their properties and to public roads. All streets, driveways, and sidewalks shall be open to the public at the end of each work day.
- ❑ 14. Construction work and activity shall be limited to Monday through Friday from 7:00 am to 7:00 pm, excluding legal holidays.

Division 2. Materials

- ❑ 1. The use of materials different from the approved plans, permit specifications, or the City Standard Drawings & Specifications is not allowed, unless they are submitted and approved by the City Engineer prior to their installation/construction.

Division 3. Site work

- ❑ 1. All concrete and asphalt to be removed for installation of replacement structure shall be saw cut vertically to ensure neat vertical face to adjoin new. All damaged concrete sections shall be saw cut to the next joint and the panel replaced in its entirety.
- ❑ 2. Do not trim, cut or in any way disturb any trees, shrubbery, and other vegetation without the approval of the City Engineer.
- ❑ 3. Remove and dispose all waste materials of debris in an approved and "Permitted" landfill.
- ❑ 4. All underground work in the Public Right-of-Way shall be properly covered and/or surrounded with caution tape to protect the Public.
- ❑ 5. The permit holder shall comply with the approved erosion and sediment control plan at all times.
- ❑ 6. All damaged or removed street signs shall be replaced by the applicant. Installation shall be according to the current MUTCD standards and shall be completed no later than the end of the work shift.



CITY OF WOODBURN

PUBLIC WORKS DEPARTMENT

- 7. Street Closures are issued through the Woodburn Public Works Department, 503-982-5240.
- 8. Existing property pins and survey monuments shall be preserved. When disturbed by construction activities, they shall be replaced/reinstalled by a Licensed Professional Land Surveyor.
- 9. “Sidewalk Closed” signs shall be placed at all intersections leading to the sidewalk where work is being performed.

Division 4. Streets

- 1. Pavement cutting is allowed only in areas specifically approved by the City Engineer or Field Representative.
- 2. Open cutting of pavement will be allowed in areas approved by the City, under the following conditions:
 - a) Trench backfill shall be 1”-minus gravel or crushed rock compacted in 8” lifts to 95% AASHTO T-180.
 - b) The asphaltic concrete replacement shall be full depth thickness, as per existing level 3, ½” Dense graded asphaltic concrete mix in accordance with the 2015 Oregon Standard Specifications for Construction. The edges must be saw cut, properly prepared, and sealed upon completion. The trench shall be temporarily patched with cold patch material if the surface repair is not to be immediately completed. Surface restoration shall be done in accordance with the City of Woodburn “*Trench Cap*” detail No. 3800-5.
 - c) Width of trenches in which pipe is to be laid shall be twenty-four-inches (24”) greater than the diameter of the pipe, unless permission is obtained from the City Engineer.
 - d) Open trenching length shall not exceed one-half of the street width.
 - e) Before paving, proof of passing compaction tests on the compacted rock must be provided to the City Inspector.
 - f) No trench shall be left in an open condition overnight. When approved, underground work in the area of paved surfaces shall be covered by steel plates that are capable of supporting traffic loads, with hot or cold mix along all edges, and pinned to prevent displacement of the steel plates. Steel plates shall be daily inspected, any necessary repairs completed on a timely basis, and shall not remain for over 48-hours without written permission from the City. A “SLOW” and “BUMP” sign shall be placed at each side of the steel plating.
- 3. The staging of materials on the Streets is not allowed. This includes but is not limited to, rock, backfill materials, spoils, construction supplies, etc.



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- 4. Existing roadway traffic markings are to be replaced to original or better condition where damaged by construction.

Division 5. Water

- 1. Only City staff can operate live water valves and Fire Hydrants. Notify the City of Woodburn prior to the need for the operation of live water valves.
- 2. The minimum vertical separation between the water line and any conduit shall be at least one-foot.

Division 6. Sanitary Sewer

- 1. The minimum vertical separation between the Sanitary Sewer line and any conduit shall be at least one-foot.

Division 7. Storm Sewers

- 1. The minimum vertical separation between the Storm Sewer line and any conduit shall be at least one-foot.