

# One and Two Family Dwelling Building Permit Application Checklist

**CITY OF FAIRVIEW**  
**1300 NE Village St (PO Box 337)**  
**Fairview, OR 97024**  
**Phone: 503-674-6206 Fax: 503-667-7866**  
**Inspection Request 503 674-6244**

**Job Address** \_\_\_\_\_

Office Use Only	
Reference No.	
Associated Permits	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Other
<input type="checkbox"/> Erosion Control	<input type="checkbox"/> Grading

The Following Items Are Required For Plan Review		Yes	No	N/A
1.	Land use actions completed. See jurisdiction criteria for concurrent reviews			
2.	Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc.			
3.	Verification of approved plat/lot. Conditions of Approval included.			
4.	Septic system permit or authorization for remodel. Existing system capacity.			
5.	Sewer Connection Application.			
6.	Water Connection Application or Approval from Water Provider.			
7.	Stormwater SDC Application.			
8.	Fire-flow verification from water provider. <sup>1</sup> <b>(Required)</b>			
9.	Soils report. Must carry original applicable stamp and signature on file or with application.			
10.	Erosion control permit with <b>legible plans</b> . Include drainage-way protection, silt fence design and location of catch basin protection, etc. Refer to Erosion Control Plan example page 4 of Erosion Control Permit Application. For additional information and requirements refer to the Erosion Control Manual (Appendix C), Gresham Stormwater Management Manual.			
11.	<b>Complete sets of legible plans</b> . Must be 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 fill-size sheet attached to the plans with cross references between plan location and details. Plan review cannot be completed if copyright violations exist.			
12.	<b>Site/plot plan drawn to scale</b> . The plan must show lot and building setback dimensions, property corner elevations (if there is more than a 4-foot elevation differential, plan must show contour lines at 2-foot intervals), location of easements and driveway, footprint of structure (including docks), location of wells/septic systems, utility locations, direction indicator, lot area, building coverage area, percentage of coverage, impervious area, existing structures and surface drainage. Complete, sign and submit <b>Site/Plot Plan Requirements Form</b> .			
13.	Foundation plan. Show dimensions, anchor bolts, hold-downs and reinforcing pads, connection details, vent size and location.			
14.	Floor plans. Show all dimensions, room identification, window size, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
15.	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 clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
16.	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 4-feet at building envelope. Full size sheet addendum's showing foundation elevations with cross-references are acceptable.			
17.	Wall bracing (prescriptive path) and/or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			
18.	Floor/roof framing plans are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations. Show location of attic ventilation.			
19.	Basement and retaining walls cross sections and details showing placement of rebar shall be provided. For engineered systems, see item 22, for "Engineer's calculations."			
20.	Beam calculations. Provide two sets of calculations using current code design values for all beams and multiple joists over ten (10) feet in length and/or any beam/joist carrying a non-uniform load.			
21.	Manufactured roof/floor truss design details.			
22.	Energy Code Compliance. Identify the prescriptive path or provide calculations, heat source, appliance, fans, etc. A gas piping schematic is required for four (4) or more appliances.			
23.	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.			
Jurisdiction Specifics				
24.	Include plans and submittals for all proposed utilities in the ROW, including type of material and connection type to main.			
25.	ROW permit for work in ROW and include Traffic Control Plan.			
26.	In the plans include applicable City of Fairview standard details for work in ROW.			
27.	If disturbed area >1,000SF, include erosion control details from Gresham's latest Stormwater Management Manual.			
28.	If construction area is >1,000SF of impervious area, adhere to the Section 2 in Gresham's latest Stormwater Management Manual.			
29.	Complete operation and maintenance plan forms and have it recorded with the County/DEQ for any stormwater facilities constructed.			

**Checklist must be complete before plan review start date.**

**Permit applications, plans, and required documents are to be submitted electronically.**

<sup>1</sup> City of Fairview – contact Patti Hutchinson, Public Works at 503-674-6222. Rockwood PUD contact [customerservice@rwpud.org](mailto:customerservice@rwpud.org).