



Building Division
City of Eagle Point
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Commercial Plan Review Application Checklist

The purpose of this checklist is to define a complete submittal package for non-residential building permit applications. The plan review will reflect the completeness of the submitted documents. Incomplete plans and construction documents may result in delays for revisions, re-submittals and re-reviews.

- Three complete sets of legible plans**
 - drawn to scale
 - for structures greater than 4,000 square feet in ground area or 20' in height, the plans are required to bear the stamp of an Oregon licensed architect or engineer. All sheets shall be stamped. One set shall bear a wet stamp, signed by the design professional of record.

- Three stamped sets of engineer calculations if required (or provided).**

- Three sets of Non-Residential Energy Code Compliance forms.**
See: <http://oregon.gov/ENERGY/CONS/Codes/codehm.shtml> for instructions and forms.

- Special Inspection and Testing Agreement form OR ...** **Not Applicable**
If required by the scope of work per Chapter 17 of the Oregon Structural Specialty Code (OSSC), the Design Professional in Responsible Charge (DPRC), or the product listing.
 - Back of form completed and signed by the DPRC
 - All required signatures completed and accepted

- Deferred Submittal Agreement Form OR ...** **Not Applicable**
 - Completed Deferred Agreement Form clearly listing deferred items
 - Back of form signed by DPRC
 - All required signatures completed and accepted

- Cover Sheet including:**
 - project name and address
 - proposed occupancy group(s)
 - proposed use(s)
 - allowable area calculations
 - design loading criteria
 - proposed sprinklers/alarm usage
 - design professional contact info
 - proposed construction types
 - drawing index
 - code analysis
 - project description

- Site/plot Plan:** Drawn to scale
 - property lines & dimensions north arrow building setbacks
 - lot coverage percentage easement locations any retaining structures
 - locations & dimensions of vehicular access, sidewalks, standard & accessible parking
 - footprint of all structures, including decks, porches, etc.
 - civil elevations of property corners, structure corners, and finish floor elevations
 - size & location of water, sewer, drainage, power and gas utilities, hydrants, vaults, etc.
 - any known fill sites and/or landslide hazard areas
 - if applicable, location and elevation of **floodway** and 100 year floodplain
 - Fire Department Connection location

- Grading Plan**
 - north arrow general vicinity of proposed site
 - property boundaries, easements, setback requirements and proposed clearing limits
 - existing & proposed contour lines at 2-foot intervals, extending 15' beyond project
 - location of existing and proposed improvements
 - location and size of existing/proposed drainage and detention facilities
 - estimate of the quantity of excavation and fill
 - 2 copies of soils engineering and engineering geology reports

- Erosion Control Plan**
 - all areas of ground disturbance, including areas to be cleared, graded or excavated
 - site entrances with erosion control measures e.g. gravel entrance, tire wash, etc.
 - location, type and dimensions of erosion control measures (e.g. sediment fences)
 - designated concrete wash-out areas
 - erosion control notes
 - copy of NPDES 1200-C permit for projects disturbing 1 acres, or more of land surface
 - plans stamped & signed by Certified Professional

- Landscape and Irrigation Plans**
 - existing significant trees/shrubs
 - proposed planting plan: location & size of all plantings
 - details of irrigation system including location of double-check valve, mainline & valves
 - details of maintenance methodology

- Floor Plans**
 - fully dimensioned room identification occupant load for each room
 - window & door schedules exit & egress lighting wall types & fire ratings
 - accessibility compliance changes in floor elevation

- Exterior Elevations**
 - architectural elevations for proposed construction
 - accurate depiction of finish grades
 - dimensioned heights of proposed construction

- Interior Elevations**
 - changes in floor level
 - finish material references
 - accessible fixture & counter heights
 - stairs, guards, railings

- Structural Sheets**
 - general notes
 - foundation plan & details
 - reflected ceiling plan
 - structural design criteria
 - slab design & details
 - connection details
 - cross sections
 - framing plan & details
 - special inspection notes

- Structural Calculations**
 - design parameters
 - connection adequacy
 - gravity & lateral loads
 - specific element details
 - seismic calculations

- Mechanical Plans**
 - equipment specifications
 - damper locations & ratings
 - supply line sizes & valving
 - mechanical diagrams
 - connection details
 - seismic connection calculations OSSC & ASCE 7
 - air calculations
 - condensation routing

- Electrical Plans**
 - electrical layout
 - manufacture's information
 - panel sizing & locations(s)
 - special devices
 - fixture type & location
 - system loading calcs

- Plumbing Plans**
 - plumbing layout
 - pipe support details
 - plumbing isometrics
 - sizes, slopes, lengths
 - pipe types
 - special devices

- Fire Stopping and Proofing Plans** **OR** **Not Applicable**
 - penetration details, specifications and listing data
 - fire stopping products specifications and listing data
 - listed fire rated walls, floor/ceiling, roof/ceiling and shaft assemblies

- Fire Sprinkler Plans** **OR** **Not Applicable**
 - sprinkler layout
 - hydraulic calculations
 - riser details
 - head type
 - design specifications
 - sprinkler room/vaults
 - pipe sizing
 - manufacturer's cut sheets
 - piping/component details
 - sprinkler spacing

- Fire Alarm Plans**
 - fire alarm layout
 - applicable electrical layout
 - detector layout
 - interconnects if required
 - component specifications

CITY OF EAGLE POINT BUILDING DEPARTMENT

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