



## City of Eagle Point Building Department Residential Plan Review Checklist

### 2017 Edition-Oregon Residential Specialty Code ORSC Minimum Plan Requirements

**PLANS NOT PROVIDING ALL PERTINENT INFORMATION WILL BE DEEMED INCOMPLETE AND RETURNED TO APPLICANT**

- 3 complete sets of legible** plans, drawn to scale, showing conformance to the applicable state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. **Plan review cannot be completed if copyright violations are evident. IT IS THE RESPONSIBILITY OF THE OWNER/CONTRACTOR TO BE INFORMED OF AS-BUILT PLAN FOR DEVELOPMENT, CONDITIONS IN THE FINAL ORDER AND CC&R'S** (if applicable).
- Site/Plot plan drawn to scale on 8 ½ X 11 paper.** The plan must show lot and building **setback dimensions**; property corner elevations (if there is more than 4' elevation differential, contour lines at 2' intervals for a distance away from the building necessary to show compliance with ORSC Sec R 401.3); **location of public and private easements**, footprint of structure (including decks and retaining walls), **fence location if it is a corner lot and fence will exceed 42" in height, utility locations**, any known fill sites or landslide hazard areas, **North direction indicator**, lot area, impervious area, existing structures on site and **arrows surrounding proposed building indicating drainage plan**; clearly indicate a method of collection and flow direction for surface water (not downspouts).
- Sidewalk and Driveways.** The site /plot plan must **indicate dimensions, location and slope of all sidewalks, driveway, planter strip, curb ramps** and any other proposed features within the right of way. Standards can be reviewed on our website.  
<http://www.cityofeaglepoint.org/310/Engineering-Development>  
**ANY VARIANCE MUST BE APPROVED PRIOR TO CONSTRUCTION BY PUBLIC WORKS VIA A REVISED SITE PLAN.**
- Foundation plan and cross section (s).** Show footing and foundation dimensions, anchor bolts, any special hold-downs and reinforcing steel, construction details, foundation vent size and location, soil type, and ground floor elevation. Foundation plans must indicate bearing footings for interior bearing walls and concentrated loads such as loads from beams or trusses. Foundation plan shall indicate location of footings for interior brace wall panels where applicable.
- Floor Plans.** Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water HVAC equipment, ventilation fans, plumbing fixtures, balconies/deck and entry porches. Where roof framing is site built, indicate which walls are

designated as bearing. Where applicable, floor plans shall indicate which wall is designated both exterior and interior brace wall panels.

- **Cross Section (s) and details.** Show all framing members sizes and spacing such as floor/roof beams, headers, joists sub-floor, wall construction, and roof construction. More than one cross section may be required to clearly portray construction method (s). Show details of all wall and roof sheathing, roofing, roof slope, ceiling heights, siding material, footing and foundations, stairs, fireplace construction, thermal insulation, etc.
- **Elevation views.** Provide elevation views for new construction: minimum of two elevations for additions and remodels. Exterior elevation views must reflect actual grade if grade changes is greater than 4' at building envelope.
- **Wall bracing (prescriptive path) and/or lateral analysis plans.** Building plans must show construction details and locations of exterior and interior lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.
- **Floor/Roof framing plans** are required for all floors/roof assemblies indicating member size, span, spacing, direction and bearing locations, nailing and connection details. **GRAVITY LOAD PATH MUST BE SHOWN ON PLANS.** Show location and method of attic ventilation.
- Where applicable basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered design and details are required for retaining walls exceeding 4' of unbalanced fill.
- **Beam calculations.** Provide two sets of calculations using current code design values for all beams and multiple joints exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.
- Provide two sets of calculations of manufactured roof truss and floor truss design criteria and details. **Truss layout and drawings must accompany plans.**
- **Energy Code Compliance.** Identify the prescriptive path or provide calculations. A completed Residential Energy Additional Measure Selection Form is required at submittal.  
<http://www.cityofeaglepoint.org/91/Miscellaneous-Forms>
- **Engineer's calculations** when required or provided (e.g. non-prescriptive lateral, irregular structures, roof trusses, retaining walls exceeding 4' unbalanced fill), shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review by cross-referenced to application plan location.
- **Plans reflect the true slope and grade of the lot.** Where fill is anticipated, an explanation of how fill will be tested for compaction must accompany plans.
- **Plans clearly indicate the final grade of the lot, including cross slope between lots as well as rear to front grade.** Where slope exceeds 1:2, plans must indicate a solution for soil retention.
- **Elevation Certificate required at submittal if property is in a flood hazard area. Structures may be built in the 100 year Floodplain if the finished floor is two (2) feet above base flood elevation and other flood construction requirements are met.**

Building Official-Robert Rice      Planning Director-Mike Upston  
Public Works Director-Rob Miller    Permit Tech-April Strouse

