



CITY OF West Linn

Building Permit and Site Development Application Checklist

All Permit Applications shall require a set of Building Plans and a Site Plan for Review purposes. Specific requirements for Building Plan details required and Site plan details required are listed below. The following list is intended to give general information about the plans required for most building permits. An individual project may require more or less detail than described here.

A building permit application can be found on the forms page of the Building department section of the city's website. Fill out application and e-mail a copy with building plans and site plan to abernert@westlinnoregon.gov or abloomfield@westlinnoregon.gov. Applicants with a professional license are expected to apply online at buildingpermits.oregon.gov.

Process following submittals:

- The City typically is able to conduct an initial completeness review (to determine whether all required materials have been submitted) for smaller projects, such as single family homes or small alterations, within 3 business days. Larger applications will require more time.
- After initial review, applicants will receive an email update indicating whether the application is complete or incomplete. If incomplete, the update will indicate what items need to be submitted.
- Applicants are responsible for addressing and re-submitting any incomplete items. Resubmittals will be reviewed as time is available. For this reason, it is strongly suggested that complete applications be submitted initially.
- Following review of plans, applicants will receive an email summarizing the results and indicating which Department to contact if there are questions.

BUILDING PLAN REQUIREMENTS

Building Department	Reviewed by _____	Date _____			
Comprehensive Plans detailing work to be performed			YES	NO	N/A
Foundation Plan - Must include footing/foundation size, vent locations, hold-downs, and connection details.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans – Show dimensions, to scale, room identification, window sizes, smoke detectors, all plumbing and mechanical fixtures, balconies, and decks 30 inches above grade.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation views – Provide exterior elevations for new construction, additions, and remodels. Detail slope of grade.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor and Roof Framing – plans for floor/roof assemblies, indicating member sizing, spacing, and bearing locations.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineered Roof Trusses – The engineering details and layout package for a project that includes engineered roof trusses shall be submitted with the plans for a project.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basement and Retaining walls – provide cross section and details showing rebar placement and size.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Energy Code compliance – Provide details on all measures of exterior envelope on plans. provide insulation measures, U-value of doors and windows, additional measures as required by code, and any other energy code compliance measures to be utilized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shear and Wall Bracing – Provide detail for interior and exterior shear walls and nailing details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Resistance Rated Construction – Projects that include Fire resistance rated construction shall include an assembly detail for all separations and a reference to source of the assembly. Location of fire rated construction shall be clearly labeled on plans, and a detail shall be provided for any relevant penetrations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan – Provide a site plan showing the location of work on the site. Site plan should detail size and material of all utilities on property serving the project. Site plan should include topography lines for sites with changes in grade on the lot. Site plan shall show any easements on lot and details about that easement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site retaining walls – Site retaining walls shall be shown on plans with height of wall and height of unbalanced backfill. If retaining walls are required to be engineered, the engineering calculations for the walls shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Engineering and Calculations	YES	NO	N/A
Beam Calculations - Plans should be accompanied with Beam calculations for any structural member that is not sized according to the relevant span or sizing table in the current code cycle of the Oregon Residential Specialty Code or Oregon Structural Specialty Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils Report – A soils report from a geotechnical engineer may be required. Projects that assume a bearing value in excess of 1500 PSI bearing pressure shall provide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Engineering – Structures located on lots that have a slope in excess of one unit vertical in three units horizontal will need to meet all code required clearances from slopes or provide a geotechnical analysis to accompany their plans. Geotechnical analysis may be required on other projects at the discretion of the building official.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineering – Projects that do not provide a design that is the equivalent to prescriptive code sizing/design will need to provide structural calculations in accordance with approved engineering practice. <ul style="list-style-type: none"> ▪ Lateral Engineering – Lateral engineering may be asked for to show that work complies with prescriptive wall bracing requirements or approved engineering practice for wind and seismic forces on the structure. Shear and wall bracing on plans shall match details provided in lateral calculations. ▪ Vertical Engineering – Calculations for vertical engineering should show complete load path for vertical load forces including Live, Dead and Snow loads. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Licensing and Professionals	YES	NO	N/A
Provide license information for all professionals on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the property owner will be handling any part of the project on their own, they must submit a property owner statement regarding construction responsibilities (found on our website westlinnoregon.gov/building/building-permit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed sub-contractors are expected to pull their own trade permits on our online portal www.buildingpermits.oregon.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN REQUIREMENTS

Planning Department	Reviewed by _____	Date _____			
Site Plan is required with the following information			YES	NO	N/A
Lot Size			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope Contours			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot Coverage - the area covered by buildings, expressed as a percentage of the total land area			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Size			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Height measured per CDC Chapter 41			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Area Ratio			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Projections, eaves, porches, cantilevered nook, chimneys, HVAC units, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Sidewall Transitions/modulations per CDC Chapter 43			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set Backs - Show where the work is proposed and distances to property lines. If area of work is within ten feet of the setbacks, a Hub and Tack will be required prior to footing inspections.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope of the lot – Shown on site plan where expanding the footprint of an existing home or improving a vacant lot.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope of the driveway – Shall not exceed 15% shown on site plan- Compliance is reviewed when improving a vacant lot.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Vision Area – CDC Chapter 42			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental overlays – Water Resource Areas, Habitat Conservation Areas, Floodplain			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easements			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessory Structures, decks, and patios			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TREE REQUIREMENTS

Parks Department	Reviewed by _____	Date _____			
Site Plan is required with the following information			YES	NO	N/A
Locations, diameters, and species of trees on the property and indicate which trees will be retained and which trees will be removed. Mark trees to be kept with a small circle “o” for the trunk and “x” for trees to be removed. Please show the approximate size of the tree canopies with an appropriately sized circle drawn around the trunks. Please list the tree species and diameter next to the trunk mark.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN REQUIREMENTS

Engineering Department Reviewed by _____ Date _____

Site Plan is required with the following information	YES	NO	N/A
Locations, materials, and sizes of all private service laterals for City utilities (water, sanitary, and storm). Identify if the services are proposed or existing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the project creates 1000 SF or more of new/replaced impervious area, a permanent stormwater treatment facility is required. Submit infiltration testing results and a stormwater management report/design prepared by a licensed engineer. The applicant must record a maintenance agreement for all privately owned stormwater facilities prior to issuance of Certificate of Occupancy. The design engineer must also provide a signed approval of the facility post-construction, prior to issuance of Certificate of Occupancy (approval form to be provided by the City).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All utility and access easements on the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed driveway access location and width, distance to nearest intersection, property lines, and grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street improvements (curbs, sidewalks, ADA ramps, drainage facilities, and/or pavement widening) and right-of-way dedication if the adjacent right-of-way is not fully improved. Include dimensions of all improvements and design details if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the construction related to the building permit results in the creation of more than 1,000 square feet of disturbed vegetation, the applicant must also show erosion prevention and sediment control methods. The applicant may elect to use the City's "Standard Erosion Prevention and Sediment Control Plan" template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If project is an existing house with a septic tank or drinking water well, provide documentation from DEQ or Oregon WRD of proper decommissioning/abandonment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plan shall show existing and proposed grading contours within 50' of the project site, including on adjacent properties if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>