



**CITY OF TALENT - COMMUNITY DEVELOPMENT**

110 East Main Street, Talent, Oregon 97540

Phone: (541) 535-7401 Fax: (541) 535-7423 [www.cityoftalent.org](http://www.cityoftalent.org)

**INTAKE CHECKLIST – TYPE 1 PERMIT**

All of the following items must be included for the application to be accepted for review.

<b>ADDRESS:</b>	<b>PERMIT #:</b>
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<b>MINIMUM REQUIREMENTS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>STAFF</b>
<b>1</b>	<b>VERIFICATION OF PROPERTY OWNER APPROVAL</b> <input type="checkbox"/> Property owner signature _____ <input checked="" type="checkbox"/> <input type="checkbox"/> OR, Letter of Authorization from property owner.				
<b>2</b>	<b>CITY BUSINESS LICENSE</b> <input type="checkbox"/> If Contractor, has a current business license before permit issuance.				
<b>3</b>	<b>FLOODPLAIN / FLOODWAY CHECK</b> If property is in a floodplain, all the following are required: <input type="checkbox"/> Floodplain Management Application, <input type="checkbox"/> Elevation Certificate ( <i>pre-construction, construction &amp; final</i> ) prior to foundation inspection and final building inspection, <input type="checkbox"/> Site plans must show all existing: Floodplain boundaries, Floodway boundaries, base floor elevation for elevation and 35-foot buffer from Floodway (if applicable) <input type="checkbox"/> Plot and Foundation plans must show requirements listed below (5.B, 5.C).				
<b>4</b>	<b>DEBRIS REMOVAL FOR FIRE-DAMAGED PROPERTIES</b> If property was damaged by fire, all the following must be completed or underway before building permit issued: <input type="checkbox"/> FEMA/ODOT remediation complete prior to permit issuance. -OR- <input type="checkbox"/> Private Contractor has current Asbestos, Testing & Abatement License. <input type="checkbox"/> Storm drain protection permit signed. <input type="checkbox"/> Permit closeout: Landfill acceptance letter, lab results [pre-cleanup required, post required for those tested positive for hazardous material], & asbestos surveyor info.				
<b>5</b>	<b>THREE (3) SETS OF LEGIBLE PLANS for SHEETS 5.A. – 5.K. (below)</b> All plans must: <input type="checkbox"/> Be drawn to scale. <input type="checkbox"/> Show conformance to applicable local & state building codes. <input type="checkbox"/> Include: project name, location, design professional (architect / engineer) name and phone numbers, official engineer/architect stamp with signature and date. <input type="checkbox"/> Conditions imposed as part of an approved planning action shall be shown. <input type="checkbox"/> <i>Verify no copyright violations exist on plans.</i>				
	<b>A. SITE PLAN (Minimum 8.5" X 11")</b> <input type="checkbox"/> Utility locations proposed/existing (sanitary sewer and water lines and storm drain)				
	<b>B. PLOT PLAN (Minimum 24" X 36")</b> <input type="checkbox"/> Show lot and building setback dimensions. <input type="checkbox"/> Show property corner elevations (if more than 4 ft elevation difference, the site plan must show contour lines at 2 ft intervals). <input type="checkbox"/> Show location of easements (public and private). <input type="checkbox"/> Show driveway. <input type="checkbox"/> Show footprint of proposed and existing structure(s), including decks. <input type="checkbox"/> Show lateral design details and connections (in plans or on separate full-sized attached sheet with cross section references between plan location & details). <input type="checkbox"/> Show location of wells-septic systems (if applicable). <input type="checkbox"/> Show direction indicator (show north), lot area, and surface drainage indicators. <input type="checkbox"/> <b>If in Floodplain:</b> show flood hazard area, floodway boundary, zones & design flood elevation, flood vents with dimensions, base flood elevation.				
	<b>C. FOUNDATION PLAN (Minimum 24" X 36")</b> <input type="checkbox"/> Show dimensions, anchor bolts, any hold-downs & reinforcing pads, connection details, vent size & location & openings. <input type="checkbox"/> <b>If in Floodplain:</b> show floodplain vents, vent openings and lowest floor elevation.				
	<b>D. FLOOR PLAN (Minimum 24" X 36")</b> <input type="checkbox"/> Show each floor, dimensions, identify all rooms, door & window sizes & locations. <input type="checkbox"/> Show location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, gas fixtures & appliances.				

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

*The City of Talent is an Equal Opportunity Provider*



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	<input type="checkbox"/> Show porches, balconies & decks, square footage of residence, garage, carport, covered & uncovered decks. <input type="checkbox"/> Show existing floor plan for remodels or additions.				
	<b>E. CROSS SECTION &amp; DETAILS (Minimum 24" X 36")</b> <input type="checkbox"/> Show all framing-member sizes & spacing such as floor-roof beams, headers, joists, sub-floor, wall construction, roof construction, wall & roof sheathing, roofing, roof slope, ceiling heights, siding material, footings, foundations, stairs, fireplace & venting, thermal insulations, etc. <i>More than 1 cross section may be required to clearly portray construction method(s).</i>				
	<b>F. ELEVATION VIEW (Minimum 24" X 36")</b> <input type="checkbox"/> Show elevation views for all sides of new construction - minimum of 2 elevations for additions & remodels. Exterior elevation views must reflect actual grade if grade change is greater than 4 ft at building envelope or in floodplain.				
	<b>G. WALL BRACING (prescriptive path) or LATERAL ANALYSIS PLANS (Min. 24" X 36")</b> <input type="checkbox"/> Must indicate details & locations. For non-prescriptive path analysis provide specifications & calculations to engineering standards.				
	<b>H. FLOOR-ROOF FRAMING (Minimum 24" X 36")</b> <input type="checkbox"/> Provide plans for all floors-roof assemblies indicating member sizing, spacing, bearing locations, nailing & connection details. <input type="checkbox"/> Show location & method of attic ventilation.				
	<b>I. BASEMENT &amp; RETAINING WALLS (where applicable) (Minimum 24" X 36")</b> <input type="checkbox"/> Provide cross sections & details showing placement of reinforcing steel, drains & waterproofing. For engineered systems see "Engineering Calculations"				
	<b>J. LANDSCAPE PLANS (Minimum 11" x 17")</b> <input type="checkbox"/> Provide landscape plan or show compliance with Talent Municipal Code 18.105. <input type="checkbox"/> Landscaping must be installed prior to issuance of Final Certificate of Occupancy.				
	<b>K. ENERGY CODE COMPLIANCE</b> <input type="checkbox"/> Clearly identify the prescriptive path or provide calculations and heat source type, water heater, insulation at exterior envelope and select additional measures per ORSC table 1101.1(2). A gas piping schematic plan is required for 4+ gas appliances.				
6	<b>TWO SETS OF LEGIBLE PLANS for SHEETS 6.A. – 6.C. (below)</b> <input type="checkbox"/> All plans must meet basic requirements (see 5).				
	<b>A. ROOF TRUSS &amp; FLOOR TRUSS DESIGN CRITERIA &amp; DETAILS (Minimum 8.5" X 11")</b>				
	<b>B. BEAM CALCULATIONS (Minimum 8.5" X 11")</b> <input type="checkbox"/> Provide calculations using current code design values for all beams & multiple joists exceeding prescriptive code provisions, and/or beam-joists carrying a non-uniform load.				
	<b>C. ENGINEER'S CALCULATIONS</b> <input type="checkbox"/> When required or provided (e.g. non-prescriptive lateral loading, shear walls, roof trusses, retaining wall exceeding 4 ft) shall be stamped by engineer or architect licensed in Oregon & shall be shown to be applicable to the project under review.				
7	<b>ADDITIONAL REQUIRED FORMS:</b> <input type="checkbox"/> Building Construction Review Form <input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Encroachment Permit <input type="checkbox"/> Moisture Sensitive Wood Framing Form <input type="checkbox"/> Structural Permit <input type="checkbox"/> High Efficiency Interior Lighting Form <input type="checkbox"/> Electrical Permit <input type="checkbox"/> Storm Drain protection permit. <input type="checkbox"/> Mechanical Permit <input type="checkbox"/> Debris Removal Permit Checklist				
	<b>CONDITIONAL FORMS</b> <input type="checkbox"/> Miscellaneous Construction Permit and/or Right of Way Permit <input type="checkbox"/> Floodplain Management Application <input type="checkbox"/> Valid Elevation Certificate <input type="checkbox"/> Fencing and/or Grading Permits <input type="checkbox"/> Owner Responsibility Notice <input type="checkbox"/> Architectural Review required if in Old Town District and may be in a PUD				
8	<b>REQUIRED PRIOR TO WATER RECONNECT</b> <input type="checkbox"/> VOC/Benzene Test & proof of no-detect results per OHA <input type="checkbox"/> RVSS Sewer Proof of Payment -or- Copy of Sewer Connection Permit				
9	<b>APPLICANT (required)</b> Name: _____ Signature: _____ Phone: _____ Date: _____				

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