



CITY OF TALENT • COMMUNITY DEVELOPMENT

PO Box 445, Talent, Oregon 97540

Phone: (541) 535-7401 Fax: (541) 535-7423 www.cityoftalent.org

SINGLE FAMILY RESIDENCE INTAKE CHECKLIST

The following items must be included with residential plans to be accepted for review

MINIMUM PLAN REQUIREMENTS		YES	NO	N/A
1	3 COMPLETE SETS OF LEGIBLE PLANS: Must be drawn to scale, showing conformance to applicable local & state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full-sized attached sheet with cross section references between plan location & details. Project name, location, design professional, architect and/or engineer names, phone numbers & official engineer or architect stamp with signature & date. Conditions imposed as part of an approved planning action shall be shown. <i>Note: Plan review can NOT be completed if copyright violations exist.</i>			
2	SITE-PLOT PLAN DRAWN TO SCALE (either on plans or separate 8.5 x 11 paper): The plan must show: lot and building setback dimensions, property corner elevations (if there is more than 4 ft elevation difference the site plan must show contour lines at 2 ft intervals) location of easements (public and private) driveway, footprint of proposed and existing structure(s), including decks, location of wells-septic systems (if applicable), utility locations proposed and/or existing (water-sanitary sewer-storm drain-water-electric meter-power lines), direction indicator (show north), lot area, and indicators showing surface drainage. If in Floodplain: show delineation of flood hazard area, floodway boundary, zones & design flood elevation. <i>Certificates of Elevation (pre-construction, construction & final) are required for buildings located in floodplain per FEMA.</i>			
3	FOUNDATION PLANS: Show dimensions, anchor bolts, any hold-downs & reinforcing pads, connection details, vent size & location.			
4	FLOOR PLANS: Show each floor, dimensions, identify all rooms, door & window sizes & locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, gas fixtures & appliances, porches, balconies & decks 30 inches or more above grade, square footage of residence, garage, carport, covered & uncovered decks. Show existing floor plan for remodels or additions.			
5	CROSS SECTION(S) & DETAILS: 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 construction, thermal insulations, etc. More than 1 cross section may be required to clearly portray construction method(s).			
6	ELEVATION VIEWS: 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.			
7	WALL BRACING (prescriptive path) or LATERAL ANALYSIS PLANS: Must indicate details & locations. For non-prescriptive path analysis provide specifications & calculations to engineering standards.			
8	FLOOR-ROOF FRAMING: Provide plans for all floors-roof assemblies indicating member sizing, spacing, bearing locations, nailing & connection details. Show location & method of attic ventilation.			
9	BASEMENT & RETAINING WALLS (where applicable): Provide cross sections & details showing placement of reinforcing steel, drains & waterproofing. For engineered systems see #13 "Engineer's Calculations"			
10	BEAM CALCULATIONS: Provide 2 sets of calculations using current code design values for all beams & multiple joists exceeding prescriptive code provisions, and/or any beam-joists carrying a non-uniform load.			
11	PROVIDE MANUFACTURED ROOF TRUSS & FLOOR TRUSS DESIGN CRITERIA & DETAILS			
12	ENERGY CODE COMPLIANCE: Clearly identify the prescriptive path or provide calculations. A gas piping schematic is required for 4+ appliances.			
13	ENGINEER'S CALCULATIONS: When required or provided (i.e. non-prescriptive lateral loading, shear walls, roof trusses, retaining wall exceeding 4 ft) shall be stamped by an engineer or architect licensed in Oregon & shall be shown to be applicable to the project under review.			
14	MISC. REQUIRED FORMS: Building Construction Review, Misc. Construction, Encroachment, Fencing and/or Grading Permits - Moisture Sensitive Wood Framing and/or High Efficiency Interior Lighting Forms. Construction Responsibilities Notice.			
15	ROGUE VALLEY SEWER SERVICES: Provide Storm Drain protection permit and proof of payment/copy of sewer connection permit, or a waiver statement from RVSS (connection permit required prior to issuance of building permit)			
16	ALMEDA FIRE REBUILDS ONLY: Debris removal permit closeout (Landfill acceptance letter, lab results, asbestos survey info) -or- evidence of FEMA/ODOT remediation complete; OHA benzene test required prior to connection to City water			

ACKNOWLEDGMENT

Applicant's Signature:

Date:

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