THE BUILDING DEPARTMENT, LLC

Residential Plan Submittal Intake Checklist

JOB INFORMATION			OWNER		
Name:			Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	County		Phone:	Fax:	
E-mail:					

ARCHITECT/ENGINEER			APPLICANT/CONTRACTOR		
Name:			Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Fax:		Phone:	Fax:	

LOCAL GOVERNMENT

□ Zoning □ DEQ □ Other

MINIMAL PLAN REQUIREMENTS CHECKLIST

	Need	OK or N/A	Plan Requirements - *All* Structures
1	□	□	Two complete sets of plans, photocopy or blueprint (no pencil)
2	□	□	Plans drawn to scale (minimum 1/8" per foot, minimum 8.5" x 11")
			Site plan - *All* structures
3	□	□	North arrow, lot dimensions, setbacks (existing and proposed), all public or private easements
4	□	□	Structure dimensions
5	□	□	Site elevation at corners or contour information (for drainage review)
6	□	□	Existing public and private utilities located on property
7	□	□	Names of all adjacent streets
			Structural plans - housing
8	□	□	Floor plan: □ first (lower) level □ second (upper) level
9	□	□	Foundation plans (with square footage including garage) for additional increase
10	□	□	Floor faming: □ first (lower) leve □ second (upper) level
11	□	□	Roof framing or truss layout
12	□	□	Cross sections, exterior elevations
13	□	□	Plumbing fixture and HVAC layout
14	□	□	Type of heat: Gas F/A: Electrical (type): A/C:
15	□	□	Insulation - energy conservation path:
			If applicable
16	□	□	Soils information: 1000 psf Other:
17	□	□	Structural details
18	□	□	Structural calculations
19	□	□	Wind load calculations
20	Y	N	Will you have a temporary service for your new dwelling?
			Garage/carport
21	□	□	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
22	□	□	Ceiling/roof framing plan or truss layout with reactions
23	□	□	Window sizes, header sizes
24	□	□	Electrical, plumbing, and gas layout
25	□	□	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section, and elevations)
			Deck - 30 inches or more above grade
26	□	□	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
27	□	□	Cross section with connections
28	□	□	Stair, guardrail, handrail detail

MINIMAL PLAN REQUIREMENTS CHECKLIST			
	Need	OK or N/A	Plan Requirements - *All* Structures
			Awnings/patio covers - over 200 square feet
29	☐	☐	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
30	☐	☐	Ceiling/roof framing plan or truss layout with reactions, Header sizes
31	☐	☐	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section, and elevations)
			Jurisdictional - Specific Requirements
32	☐	☐	
33	☐	☐	
34	☐	☐	
35	☐	☐	
36	☐	☐	
37	☐	☐	
38	☐	☐	
39	☐	☐	
40	☐	☐	
41	☐	☐	
42	☐	☐	

Applicant: _____ Date: _____

THE BUILDING DEPARTMENT, LLC

144 East 14th Avenue
Eugene, Oregon 97401
P: 541-484-9043 TF: 800-358-8034
E: bldgdept@thebldgdept.com
www.thebldgdept.com

PLAN SET SUBMITTAL REQUIREMENTS

The following is intended to clarify the number of plans required for submittal to the City of _____.

New single-family dwellings or additions to commercial buildings ....

Plans ..... 2 sets
Structural calculations ..... 2 sets

New commercial/multi-family/industrial buildings or additions

Specification Manuals ..... 3 sets
Structural Calculations ..... 2 sets
Fire Flow Calculations and Hydrant Flow Test Worksheets ..... 1 set
State of Oregon Non-Residential Energy Code Compliance/COMCheck forms ..... 2 sets
Soils Reports (if applicable) ..... 2 sets
Civil Drawings ..... 2 sets

Tenant improvement projects

Plans ..... 2 sets
Specifications ..... 2 sets
Structural Calculations ..... 2 sets

Electrical, plumbing, or mechanical plans

Submitted separately from the above plans ..... 2 sets
Calculations/specifications ..... 2 sets

Fire sprinkler or fire alarm

Plans ..... 2 set for alterations, 3 sets for new buildings
Calculations/specifications ..... 2 set for alterations, 3 sets for new buildings

City of Creswell
13 South 1st Street
P.O. Box 276
Creswell, OR 97426
Ph (541) 895-2531 Fax (541) 895-3647
For Inspections Please Call: (541) 484-9043

BUILDING PERMIT APPLICATION

DEPARTMENT USE ONLY	
Permit No.:	
Application Date:	
Date Issued & Paid:	Receipt No.

Job Address:

Assessor's Map No. | Tax Lot(s)

Lot | Block | Subdivision | Acres

CLASS OF WORK:
____New Structure ____Addition ____Alteration ____Garage/Carport ____Accessory Bldg. ____Mfg. Home ____Other_____

Property Owner (print): **Phone:**

Mailing Address: City: State: Zip

Contractor (print): **Phone:**

Mailing Address: City: State: Zip

Contractor Number:

Engineer, Architect or Designer (print): Phone:

DESCRIPTION OF WORK:

ESTIMATED FINISHED VALUE:

NOTICE

This permit is issued under OAR 918-460-0030, 918-780-0060, 918-440-0050. This permit becomes null and void if work is not commenced within 180 days, or if construction or work is suspended for a period of 180 days.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and codes governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating consturction or the performance of construction.

Property Owner Signature: _____ Date:

This installation is being made on residential or farm property owned by me or a member of my immediate family and is exempt from licensing requirements under OAR 701.010.

Contractor Signature: _____ Date:

FOR PLANNING DEPARTMENT USE

Zone: Plan Review No. Required Yard Setbacks: Front Side Front/Side Rear

Flood Hazard: _____Yes _____No Flood Zone Number of Off-street Parking Spaces Required:

Special Conditions: Approved By: Date:

FOR PUBLIC WORKS DEPARTMENT USE

Easements/Row

Wtr. Mtr. Size Tap B'flowX-conn

Sewer Special Permit/Monitoring Tap

Streets/Sidewalks/Curbs:

Storm Drainage:

Comments:

Plans Reviewed By: Date:

FOR FIRE DEPARTMENT USE

Access:

Fire Protection Equip:

Comments:

Plans Approved By: Date:

FOR BUILDING DEPARTMENT USE

Const. Type: Sq. Ft.: Occ. Group: Max. Occ. Load: # of Units: # of Stories: Height:

Other Information:

Plan Checked By: Date: Plans Approved By: Date:

BUILDING	PLUMBING	MECHANICAL	TOTAL
FEES	FEES	FEES	FEES
PLAN ✓	PLAN ✓	PLAN ✓	PLAN ✓
SURCHARGE	SURCHARGE	SURCHARGE	SURCHARGE
TOTAL	TOTAL	TOTAL	TOTAL

Job Address: PERMIT NO.

_____COMMERCIAL _____RESIDENTIAL

☐ Structural Permit

Structure Type	$ per sq. ft.	Total Sq. Ft.	Fee Amount
House	112.65	-	-
Garage	43.33	-	-
Carport/Deck	21.67	-	-
Other			
Total Valuation	$		-

Building Fees	
(a) Permit fee (use valuation table):	
(b) Investigation fee [equal to (a) above]:	
(c) MH Setup Fee ($400)	
(d) Inspect/Reinspect ($82 per hour)	
(e) Total of lines(a) through (d) above	
(f) Enter 12% surcharge (2a thru 2d x .12)	
Other Fees (if applicable)	
Plan review (65% x line a above)	
Fire & life plan review (40% x line a above)	
State Mobile Home Fee ($30)	
Sidewalk Inspection	
Water Permit	
Sewer Permit	
System Development Charges (SDC)	
Other	
Total Fees & Surcharges	
Less Pre-paid Plan Check Fee	
Permit Fee Balance Due	

☐ Plumbing Permit

Minimum fee $80	Qty.	Each	Total
1 Bathroom/1 Kitchen		$375	
2 Bathroom/1 Kitchen		$490	
3 Bathroom/1 Kitchen		$550	
Each additional bathroom over 3 (each fixture)		$20	
Each fixture, appurtenance and piping		$20	
Storm water retention/detention facility		$80	
Irrigation systems		$80	
Sanitary Services first 100'		$80	
Each additional 100' or fraction thereof		$45	
Storm Services first 100'		$80	
Each additional 100' or fraction thereof		$45	
Water Services first 100'		$80	
Each additional 100' or fraction thereof		$45	
Medical gas system		$250	
Inspection/Reinspection ($82 per hour)		$82	
Other			
(a) Subtotal of above fees or $80 whichever is greater			
(b) Investigation fee if applicable (equal to line (a) above)			
(c) Total of lines (a) & (b) above			
(d) Surcharge (12% x lines (a) & (b) above)			
(e) Plan review if applicable (% of line (a) above)		25%	
Total Fees & Surcharges lines (c) through (e) above			
Less Pre-paid Plan Check Fee			
Permit Fee Balance			

☐ Mechanical Permit

Residential

Minimum fee $75	Qty.	Each	Total
Gas furnace including ducts & vents		$50	
Elec. furn or air handling unit w/ducts & vents		$20	
Dryer ducting		$20	
Unit heater		$20	
Wood/pellet/gas/stove/flue		$20	
Repair/alter/add to heating/refrig/cooling & absorption system		$20	
Evaporated cooler / Heat pump		$20	
Vent fan with one duct/appliance vent		$20	
Kitchen Hood with exhaust and duct		$20	
Gas Water Heater		$50	
All others		$20	
Gas piping (any number of outlets)		$20	

Commercial

Total Valuation:			
$1 to $5,000 = $100			
$5,001 to $25,000 = $100 plus $10 for ea. Add'l $100			
$25,001 to $100,000 = $300 plus $9 for each add'l $1,000			
Over $100,000 = $975 plus $8 for ea. Add'l $1,000			
Inspection/Reinspection ($82 per hour)		$82	
(a) Enter subtotal of above fees			
(b) Investigation fee if applicable (= to line a above)			
(c) Total of lines (a) & (b) above			
(d) Surcharge (.12 x lines (a) & (b) above)			
(e) Plan review (if applicable 25% of line (a) above)			
(f) Deferred submittal ($100 if applicable)		$100	
(g) Other			
Total Fees & Surcharges lines (c) through (g) above			
Less Pre-paid Plan Check Fee			
Permit Fee Balance			

BUILDING		PLUMBING		MECHANICAL		TOTAL	
FEES		FEES		FEES		FEES	
PLAN √		PLAN √		PLAN √		PLAN √	
SURCHARGE		SURCHARGE		SURCHARGE		SURCHARGE	
SIDEWALK							
TOTAL		TOTAL		TOTAL		TOTAL	

COPIES TO: City Recorder ____
Applicant ____
City Engineer ____

PERMIT NO. _____

Application Date: _____

****

CITY OF CRESWELL

CONSTRUCTION PERMIT IN PUBLIC RIGHT-OF-WAY PER ORDINANCE NO. 353

Applicant: _____
Address: _____
Phone: _____

Engineer/Contractor: _____
Address: _____

CONSTRUCTION SITE:
Location: _____

Assessor's Map _____
Tax Lot No. _____

TYPE OF CONSTRUCTION:

____Opening Paved Street - DEPOSIT REQUIRED
____Opening Unpaved Street - DEPOSIT REQUIRED
____Curb Cuts - No. of cuts ____ Frontage of Lot ____feet
____Private construction within right-of-way:
  ____Sewer Connection/Tap
  ____Driveway
  ____Sidewalk Construction
____Other

PERMIT REQUIREMENTS:

____Application approved by appropriate department - (attach construction plans)
____DEPOSIT - $ _____
____FEE - $ _____
TOTAL PAID - $ _____

****

CONTRACTOR SHALL PROVIDE:

Contractor's License Number and expiration date: _____
Contractor's Insurance Company and Policy Number: _____
Amount of Insurance carried by Contractor: _____
Amount of Insurance required by City: _____
Amount of Bonding required by the City - if applicable: _____

CONTRACTOR MUST FURNISH PROOF OF THE ABOVE BEFORE THIS PERMIT IS ISSUED

CONTRACTOR WILL GIVE:

1. Notification to Public Works Department of start date of the project.
2. Notification of project inspection during construction.
3. Notification of project completion date.
4. Notification for final inspection and approval.
5. Notification of approval of the project by the City to applicant. This information will be sent by the City Recorder, and any deposits will be returned upon satisfactory completion of the project.
6. A set of as-built plans will be given to the City, if applicable.

****

THIS PERMIT IS NOT TRANSFERABLE

INSURANCE WAIVER:

I, _____, agree to save the City, its officials, employees, and agents harmless from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of any work performed under this permit. I am also aware of all requirements of Ordinance No. 353.

_____

PENALTIES: On conviction of failure to comply with Ordinance 353, a fine not to exceed $200 for each day violation continues to persist after due notice has been given.

APPROVED BY:

_____ Date: _____
PUBLIC WORKS DIRECTOR

Creswell School District #40

CONSTRUCTION EXCISE TAX

Permit #_____ Map and Tax Lot of Property _____

Owner Name (print) _____ Phone _____

Applicant Name (print) _____ Phone _____

Applicant Address _____

Applicant Signature _____ Date _____

CONSTRUCTION CATEGORY:

☐ **Residential Construction** – Excise tax of $1.00 per square foot for new or replacement residential structures.

☐ **Commercial or Industrial Construction** – Excise tax of 50 cents per square foot for new or replacement commercial or industrial structures.

CONSTRUCTION EXCISE TAX CALCULATION (see back for details):

Residential square footage of construction _____ x $1.00 = $ _____

Commercial/Industrial square footage of construction _____ x $0.50 = $ _____

Total Construction Excise Tax Due $ _____

CONSTRUCTION EXCISE TAX EXEMPTIONS

Please indicate if any of the following exemptions apply to the imposition of the Construction Excise Tax to your building permit:

- ☐ An addition to a pre-existing commercial structure
- ☐ An addition to a pre-existing residential structure
- ☐ Private School Improvements
- ☐ Public Improvements (as defined in ORS 279A.010
- ☐ Residential housing that is guaranteed to be affordable (under US Department of HUD guidelines)
- ☐ Public or Private hospital improvements
- ☐ Improvements to religious facilities primarily used for worship or education associated with worship
- ☐ Agricultural buildings as defined in ORS 455.315(2)(a)
- ☐ Accessory structures

☐ The building permit does not apply to the above structure, and I would like the School District to make a determination regarding exemption status.

Structure Description (including square footage): _____

For more information, contact: Business Manager, Creswell School District

998 West A Street • Creswell, OR 97426 • 541.895.6000

Creswell School District #40

CONSTRUCTION EXCISE TAX

COLLECTION METHODOLGY

1. For purposes of calculating the Construction Excise Tax, residential uses shall include:

   - single-unit houses
   - multiple-unit houses
   - non-transient boarding houses
   - adult foster care homes and congregate living facilities
   - dormitories (as defined in State Building Code)
   - manufactured dwellings
   - a residential building moving from one property to another

2. Residential square footage measurements shall be made in accordance with guidelines established by the State of Oregon Building Codes Division. Square footage shall include the gross floor area of the structure including unfinished basements or bonus rooms. Gross floor area shall not include:

   - garages
   - carports
   - covered walkways
   - exterior decks
   - covered porches and patios
   - sunrooms
   - accessory structures such as garden sheds, shops, ramadas and other similar out buildings

3. Residential and non-residential additions and alterations are exempt.

4. Hotels, motels, and transient boarding houses shall be considered nonresidential uses.

5. Square footage of non-residential use shall include the gross floor area of the building or addition, measured in accordance with guidelines established by the State of Oregon Building Codes Division. When measurements refer to an interior or exterior wall and no wall exists, measurements shall include the useable area under the horizontal projection of the roof or floor above.

6. A manufactured home that replaces an existing manufactured home in a manufactured home park is exempt.

7. A moved building, if it is being moved to another location on the same property, is exempt.

8. Where an existing residential or non-residential use is removed from a property (in part or in total) within one year of applying for the building permit, a credit towards the CET for the new use shall be applied based on the square footage and use of existing building. No CET credit shall be applied if there is no record of the square footage of the existing use or if the existing use was not lawfully established. CET credits are non-transferable to other properties beyond the subject tract of land.

9. The CET shall be applicable to building permit applications received on or after the effective date of the Intergovernmental Agreement (IGA) between the District and County for collecting the CET. Should an increase in the CET be authorized, the new rate shall be applicable to building permit applications received on or after the effective date of the increase.

10. The CET shall not apply to communication towers, water tanks, retaining walls, swimming pools, private bridges, covered play structures, or structures that do not require a building permit.

The Creswell School District Board of Directors authorized this construction excise tax at the June 11, 2008 board meeting in accordance with Senate Bill 1036.
The maximum tax is $25,000 per building permit.

THE BUILDING DEPARTMENT, LLC

144 East 14th Avenue
Eugene, Oregon 97401
Phone: (541) 484-9043
Fax: (541) 484-6859
www.thebldgdept.com

Residential Energy Additional Measure Selection

RESIDENTIAL INFORMATION

Date: _____ Building permit number: _____

Owner's name: _____

Job address: _____

City: _____ State: _____ ZIP: _____

INSTRUCTIONS

Please select type of construction below; sign, date, and complete the entire form. Submit this form with your permit application or your project will be placed on hold until the required information is provided.

☐ **New construction.** All conditioned spaces within residential buildings must comply with Table N1101.1(1) and two additional measures (one numbered and one lettered) from Table N1101.1(2) on page 2.

Additions. Additions to existing buildings or structures may be made without making the entire building or structure comply if the new additions comply with the requirements of this chapter. (N1101.3)

☐ **Large additions.** Additions that are equal to or more than 40 percent of the existing building heated floor area or 600 square feet (55 m^2) in area, whichever is less, must comply with Table N1101.1(2) on page 2. (N1101.3.1) *(Note: You must select one numbered **and** one lettered measure.)*

☐ **Small additions.** Additions that are less than 40 percent of the existing building heated floor area or less than 600 square feet in area, whichever is less, must select one measure from Table N1101.1(2) on page 2 or comply with Table N1101.3 below. (N1101.3.2)

☐ **Exception:** Additions that are less than 15 percent of existing building heated floor area or 200 square feet (18.58 m^2) in area, whichever is less, are not required to comply with Table N1101.1(2) or Table N1101.3.

Selected item number: _____ **Selected item letter:** _____

***Note:** Depending on which Additional Measures you have selected, there may be sub-options that you will have to specify. Check the appropriate box if provided.*

Applicant's signature: _____ Print name: _____

TABLE N1101.3 – SMALL ADDITION ADDITIONAL MEASURES (SELECT ONE)

☐	1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
☐	2	Replace all existing single-pane wood or aluminum windows to be *U*-value as specified in Table N1101.2.
☐	3	Insulate the floor system as specified in Table N1101.2 and install 50 percent of permanently installed lighting fixtures as CFL or linear fluorescent or min. efficacy of 40 lumens per watt as specified in Section N1107.2.
☐	4	Test the entire dwelling with blower door and exhibit no more than 7.0 air changes per hour @ 50 Pascals.
☐	5	Seal and performance test the duct system.
☐	6	Replace existing 78 percent AFUE or less gas furnace with a 92 percent AFUE or greater system.
☐	7	Replace existing electric radiant space heaters with a ductless mini-split system with a minimum HSPF of 8.5.
☐	8	Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 8.5.
☐	9	Replace existing water heater for a natural gas/propane water hear with a minimum EF of 0.67.
☐	10	Install a solar water heating system with a minimum of 40 square feet of gross collector area.

TABLE N1101.1(2) ADDITIONAL MEASURES

☐	1	**High-efficiency walls and windows:** Exterior walls-U-0.047/R-19+5 (insulation sheathing)/SIPS, and one of the following options: ☐ Windows – Max 15 percent of conditioned area, or ☐ Windows – U-0.30
☐	2	**High-efficiency envelope:** Exterior walls – U-0.O58/R-21 Intermediate framing, and Vaulted ceilings – U-0.033/R-30A[d, e], and Flat ceilings – U-0.025/R-49, and Framed floors – U-0.025/R-38, and Windows – U-0.30: and ☐ Doors – All doors U-0.20, or ☐ Additional 15 percent of permanently installed lighting fixtures as high-efficacy lamps or ☐ Conservation Measure D and E
☐	3	**High-efficiency ceiling, window and duct sealing (Cannot be used with Conservation Measure E)** Vaulted ceilings – U-0.033/R-30A[d, e], and Flat ceiling – U-0.025/R-49, and Windows – U-0.30, and Performance tested duct systems[b]
☐	4	**High-efficiency thermal envelope UA:** Proposed UA is 15 percent lower than the Code UA when calculated in Table N1104.1(1)
☐	5	**Building tightness testing, ventilation and duct sealing:** A mechanical exhaust, supply, or combination system providing whole-building ventilation rates specified in Table N1101.1(3), or ASHRAE 62.2, and The dwelling must be tested with a blower door and found to exhibit no more than ☐ 1. 6.0 air changes per hour[f], or ☐ 2. 5.0 air changes per hour[f] when used with Conservation Measure E, and Performance tested duct systems[b]
☐	6	**Duct tested HVAC systems within conditioned space:** (Cannot be used with Conservation Measure B or C) All ducts and air handler are contained within building envelope[i]
☐	A	**High-efficiency HVAC system:** ☐ Gas-fired furnace or boiler with minimum AFUE of 90 percent a, or ☐ Air-source heat pump with minimum HSPF of 8.5 or ☐ Closed-loop ground source heat pump with minimum COP of 3.0
☐	B	**Ducted HVAC systems within conditioned space:** All ducts and air handler are contained within building envelope[i]
☐	C	**Ductless heat pump:** Replace electric resistance heating in at least the primary zone of dwelling with at least one ductless mini-split heat pump having a minimum HSPF of 8.5. Unit must not have integrated backup resistance heat, and the unit (or units, if more than one is installed in the dwelling) must be sized to have capacity to meet the entire dwelling design heat loss rate at outdoor design temperature condition. Conventional electric resistance heating may be provided for any secondary zones in the dwelling. A packaged terminal heat pump (PTHP) with comparable efficiency ratings may be used when no supplemental zonal heaters are installed in the building and integrated backup resistance heat is allowed in a PTHP
☐	D	**High-efficiency water heating and lighting:** Natural gas/propane, on-demand water heating with min EF of 0.80, and A minimum 75 percent of permanently installed lighting fixtures as CFL or linear fluorescent or a minimum efficacy of 40 lumens per watt as specified in Section N1107. 2[c]
☐	E	**Energy management device and duct sealing** Whole building energy management device that is capable of monitoring or controlling energy consumption, and Performance tested duct systems[b], and A minimum 75 percent of permanently installed fixtures as high efficacy lamps
☐	F	**Solar photovoltaic:** Minimum 1 watt/sq. ft. conditioned floor space[g]
☐	G	**Solar water heating:** Minimum of 40 ft^2 of gross collector area[h]

For SI: 1 square foot = 0.093 m^2, 1 watt per square foot = 10.8 W/m^2.

a. Furnaces located within the building envelope must have sealed combustion air installed. Combustion air must be ducted directly from the outdoors.
b. Documentation of Performance Tested Ductwork must be submitted to the building official upon completion of work. This work must be performed by a contractor certified by the Oregon Department of Energy's (ODOE) Residential Energy Tax Credit program and documentation must be provided that work demonstrates conformance to ODOE duct performance standards.
c. Section N1107.2 requires 50 percent of permanently installed lighting fixtures to contain high efficacy lamps. Each of these additional measures adds an additional percent to the Section N1107.2 requirement.
d. A = advanced frame construction, which must provide full required ceiling insulation value to the outside of exterior walls.
e. The maximum vaulted ceiling surface area must not be greater than 50 percent of the total heated space floor area unless vaulted area has a *U*-factor no greater than *U*-0.026.
f. Building tightness test must be conducted with a blower door depressurizing the dwelling 50 Pascal's from ambient conditions. Documentation of blower door test must be submitted to the Building Official upon completion of work.
g. Solar electric system size must include documentation indicating that Total Solar Resource Fraction is not less than 75 percent.
h. Solar water heating panels must be Solar Rating and Certification Corporation (SRCC) Standard OG-3OO certified and labeled, with documentation indicating that Total Solar Resource Fraction is not less than 75 percent.
i. A total of 5 percent of an HVAC systems ductwork must be permitted to be located outside of the conditioned space. Ducts located outside the conditioned space must have insulation installed as required in this code.

Must be w/ Plan Submittal.

THE BUILDING DEPARTMENT, LLC

EXTERIOR WALL ENHANCED DRAINAGE

The Building Code requires the exterior walls of structures regulated by the Oregon Residential Specialty Code (with the exception of non-habitable accessory structures) be constructed in such a way that any water entering the wall assembly from the exterior can drain out. This form is intended to identify under which provision of the code your project will meet the requirements for enhanced drainage at the exterior walls. Applicants are asked to complete this form by selecting which provision of the code their project meets and providing the required submittal information associated with that requirement either on this form or as part of the construction documents.

The code section outlining exterior wall envelope requirements (R703.1.1) is included on the other side of this sheet, and the code in its entirety can be viewed on the BCD website at www.bcd.oregon.gov.

Choose One	Code Section	Code Requirement	Information Required as Part of Submittal
❑	R703.1.1	1/8" (3 mm) space between water resistive barrier (as required in R703.2) and the exterior veneer along with integrated flashings (as required in R703.8). Required space to be formed by the use of any non-corrodible furring strip, drainage mat or drainage board.	Water Resistive Barrier (specify product(s)): Exterior Veneer(s): Furring Material (specify product(s)):
❑	Exception 1	Exterior veneer installed over a water-resistive barrier complying with section R703.2 meeting the 75% drainage efficiency requirement of ASTM E2273.	Water-Resistive Barrier (specify product(s)): Exterior Veneer(s):
❑	Exception 2	All window sills equipped with pan flashings which drain to the exterior surface of the veneer in a through wall fashion. Pan flashings shall be of either a self-adhering membrane complying with AAMA 711-07, a corrosion-resistant material, or combination thereof.	If electing for this exception, provide complete construction details for all window pan flashing conditions in construction documents. Pan Flashing Material(s):
❑	Exception 3	Exterior veneer manufactured in a manner to enhance drainage and meets the 75% drainage efficiency requirement of ASTM E2273 and is installed over a water resistive barrier complying with section R703.2.	If electing for this exception, provide complete manufacturer's data, include testing information, illustrating compliance with ASTM E2273. Provide complete construction details for exterior veneer in construction documents. Water Resistive Barrier (specify product(s)):
❑	Exception 4	Exterior veneer is matching an existing exterior finish as in additions, alterations or repairs.	If electing for this exception, new work must be in the same plane as existing. Illustrate this condition in construction documents.
❑	Exception 5	Walls are of concrete or masonry construction designed in accordance with Chapter 6 and flashed according to section R703.7 or R703.8	If electing for this option, provide complete construction details for exterior wall construction illustrating compliance with applicable code sections.
❑	Exception 6	Exterior wall envelope as designed has been demonstrated to resist wind-driven rain through testing of the exterior wall envelope, including joints, penetrations and intersection with dissimilar materials, in accordance with ASTM E 331.	See R703.1.1 Exception 6 for specific testing requirements. If electing for this exception, provide testing data and complete exterior envelope design details with construction documents.

The undersigned attests to the fact they are aware of the exterior wall envelope requirements of R703.1.1. Further, the undersigned hereby assures the project associated with this submittal document will be constructed in conformance with the code provision(s) selected above and all other associated code provisions applicable to exterior wall construction. If the exterior wall envelope design approved as part of the permit documents is altered or amended during the course of construction, the undersigned will obtain approval of the Lane County Building Program prior to proceeding with work.

Applicant or Owner Name _____ Signature _____ Date _____ Permit No. _____

The Building Department LLC
144 East 14th Avenue, Eugene, Oregon 97401
P: 541-484-9043 TF: 800-358-8034

Excerpt from 2008 Oregon Residential Specialty Code Section R703, Exterior Covering:

R703.1.1 Exterior Wall Envelope. To promote building durability, the exterior wall envelope shall be installed in a manner that water that enters the assembly can drain to the exterior. The envelope shall consist of an exterior veneer, a water-resistive barrier as required in R703.2, a minimum 1/8 inch space between the water-resistive barrier and the exterior veneer, and integrated flashings as required in R703.8. The required space shall be formed by the use of any non-corrodible furring strip, drainage mat or drainage board. The envelope shall provide proper integration of flashings with the water-resistive barrier, the space provided and the exterior veneer. These components, in conjunction, shall provide a means of draining water that enters the assembly to the exterior.

Exceptions:

1. A space is not required where the exterior veneer is installed over a water-resistive barrier complying with section R703.2 which is manufactured in a manner to enhance drainage and meets the 75% drainage efficiency requirement of ASTM E2273 or other recognized national standards.
2. A space is not required where window sills are equipped with pan flashings which drain to the exterior surface of the veneer in a through wall fashion. All pan flashings shall be detailed within the construction documents and shall be of either a self-adhering membrane complying with AAMA 711-07 or of an approved corrosion-resistant material or a combination thereof. Self-adhering membranes extending to the exterior surface of the veneer shall be concealed with trims or other measures to protect from sunlight.
3. A space is not required where the exterior veneer is manufactured in a manner to enhance drainage and meets the 75% drainage efficiency requirements of ASTM E2273 or other recognized national standards and is installed over a water resistive barrier complying with section R703.2.
4. A space is not required where the exterior veneer is matching an existing exterior finish as in additions, alterations, or repairs.
5. A water-resistant exterior wall envelope shall not be required over concrete or masonry walls designed in accordance with Chapter 6 and flashed according to section R703.7 or R703.8.
6. Compliance with the requirements for a means of drainage, and the requirements of Section R703.2 and Section R703.8, shall not be required for an exterior wall envelope that has been demonstrated to resist wind-driven rain through testing of the exterior wall envelope, including joints, penetrations and intersections with dissimilar materials, in accordance with ASTM E 331 under the following conditions:
   - 6.1. Exterior wall envelope test assemblies shall include at least one opening, one control joint, one wall/eave interface and one wall sill. All tested openings and penetrations shall be representative of the intended end-use configuration.
   - 6.2. Exterior wall envelope test assemblies shall be at least 4 feet by 8 feet in size.
   - 6.3. Exterior wall assemblies shall be tested at a minimum differential pressure of 6.24 pounds per square foot.
   - 6.4. Exterior wall envelope assemblies shall be subjected to a minimum test exposure duration of 2 hours.

   The exterior wall envelope design shall be considered to resist wind-driven rain where the results of the testing indicate that water did not penetrate: control joints in the exterior wall envelope; joints at the perimeter of openings penetration; or intersections of terminations with dissimilar materials.

THE BUILDING DEPARTMENT, LLC

144 East 14th Avenue
Eugene, Oregon 97401
P: 541-484-9043 TF: 800-358-8034
E: bldgdept@thebldgdept.com
www.thebldgdept.com

RESIDENTIAL CERTIFICATE OF LIGHTING FIXTURES

You must submit this form to the Building Official before issuance of the Certificate of Occupancy.

To conform with the 2014 Oregon Residential Specialty Code (ORSC), Section N1107.2, I am notifying the building official that a minimum of 50 percent of the permanently installed lighting fixtures are compact or linear florescent, or a minimum efficacy of 40 lumens per input watt.

Additional Measures (check if applicable):

☐ To conform with Section N1101.1, additional measure "D" or "E" was selected. I am notifying the building official that a minimum of 75 percent of the permanently installed lighting fixtures are compact or linear florescent, or minimum efficacy of 40 lumens per watt.

☐ To conform with Section N1101.1, additional measure 2 was selected. I am notifying the building official that a minimum of 65 percent of the permanently installed lighting fixtures are compact or linear florescent, or minimum efficacy of 40 lumens per watt.

Date: _____

Building Permit Number: _____

Owner's Name _____

Job Address: _____

City:_____ State: Oregon Zip:_____

General Contractor/Owner Signature: _____

Printed Name: _____

THE BUILDING DEPARTMENT, LLC

144 East 14th Avenue
Eugene, Oregon 97401
P: 541-484-9043 TF: 800-358-8034
E: bldgdept@thebldgdept.com
www.thebldgdept.com

MOISTURE CONTENT ACKNOWLEDGEMENT

I, _____, am the general contractor or the owner-builder at the following address:

_____
Street Address

_____
City

_____
Permit#

If applicable:

_____ and/or _____
Subdivision/Lot Map and Tax Lot

To conform with the 2014 Oregon Residential Specialty Code (ORSC), Section R318.2, I am notifying the building official that I am aware of the moisture content requirement of ORSC Section R318.2 and have taken steps to meet this code requirement. [Section R318.2 is provided for reference.]

> **Section R318.2 Moisture content.** Prior to issuance of the insulation/vapor barrier approval required by R109.1.5.2 of this code:
>
> (A) All moisture-sensitive wood framing members used in construction shall have a moisture content of not more than 19 percent of the weight of dry wood framing members.
>
> (B) The general contractor or the owner who was issued the structural permit shall notify the building official on a division approved form that the contractor or the owner who was issued the structural permit is aware of and has taken steps to meet the requirement in paragraph (A).

_____ _____
Signature Date

RESIDENTIAL CERTIFICATE of OCCUPANCY

City of

Date:

Project Street Address: _____

Structural Permit No: _____ **Mechanical Permit No:** _____

Contractor: _____ Contractor: _____

License #: _____ License #: _____

Plumbing Permit No: _____ **Electrical Permit No:** _____

Contractor: _____ Contractor: _____

License #: _____ License #: _____

Structural Permit Holder (or Owner): _____

Mailing Address (street): _____

City: _____ State: _____ Zip Code: _____

Owner of Structure (if other than structural permit holder):

Mailing Address (street): _____

City: _____ State: _____ Zip Code: _____

Description of Project: _____ New Single Family Dwelling _____ New Duplex _____ New Townhouse

Sprinkers: Yes / No NFPA _____

(DO NOT WRITE BELOW THIS LINE)

This structure has been inspected for compliance with the applicable codes, regulations, and laws that were in effect at the time the permit was issued. All final inspections have been completed and this dwelling is approved for occupancy.

Signed this _____ day of _____, _____

By: _____ Building Official, _____
(NAME) (JURISDICTION)

By: _____, _____
(NAME where applicable) (JURISDICTION)

This permit was issued and the residence was inspected based on the _____ Edition of the Oregon Residential Specialty Code.

Special Conditions affecting the approval of this certificate:

_____ Structures at this site are located in a Wildfire Hazard Zone requiring rated roof coverings.
_____ Structure is located in a Flood Zone requiring elevation of the building and equipment.
_____ Home contains an Automatic Fire Sprinkler System that is required to be maintained.
_____ Other required conditions applying to this site.

DEVELOPMENT APPLICATION –TYPE I

The following information must be fully completed in order to process your application. Some types of applications also require supplemental information, as noted below. The type of review used, Type I or II, is determined by the City Administrator. The decision shall address all of the approval criteria, including applicable requirements of any road authority. Based on the criteria and the facts contained within the record, the City Administrator shall approve, deny, or upgrade the requested permit or action to a Type II procedure. If your applications is upgraded you will be responsible for new submittal items defined by the review type. Thank you for your cooperation.

CRESWELL

Applicant's Name *(print)* _____ **Phone No.** _____ *(Daytime)*

Applicant's Address *(in full)* _____ **Fax:** _____

Property Owner's Name *(print)* _____ **Phone No.** _____ *(Daytime)*

(write "SAME" if Applicant owns the property)

Owner's Address *(in full)* _____ **Email:** _____

Site Address _____

(write "SAME" if Owner's address)

Check one box: **Supplemental Form Required?**

TYPE I: *ADMINISTRATIVE DECISION*
City Administrator and/or Planning Commission Decision
(required 30 days prior to decision)

☐	Access Permit for Minor Modifications	yes
☐	Fence and Wall Permit Only	yes
☐	Home Occupation (Type 1 No fee)	yes
☐	Lot of Record Determination	yes
☐	Property Line Adjustment	yes
☐	Lot Consolidations	yes
☒	Land Use Review	yes
☐	Minor Partition Plat, Final (3 or fewer parcels)	yes
☐	Subdivision Plat, Final	yes
☐	Variance – Class A	yes
☐	Temporary Use Permit (Temporary Sales Office or Model House)	yes

Legal Location/Assessor's Map Number:

Township: _____ *Range:* _____

Section: _____ *Quarter Section:* _____

Lot Number(s): _____

Total Area: _____ *(indicate whether square feet or acres)*

Current Zoning: _____

Present Property Usage: _____

Proposed Property Usage: _____

List Affected Roads and Jurisdiction *(local, county, state, etc.)*

_____

I am the *(check one):*

☐ Owner *(as filed with the Lane County Assessor)*

☐ Owners' Authorized Representative*
**requires authorization letter signed by Owner as an attachment to this document*

I understand that any false statements on this application or on any supplemental attachments may cause subsequent approval to be null and void.

Applicant's Signature: _____ **Date:** _____

2/19/2009

FOR OFFICIAL USE ONLY

STAFF REVIEW

Date Received: _____ Received By: _____ File No: _____

☐ Fee paid Amount: $_____

☐ Owner's Signature or Letter of Authorization

☐ All required attachments

Date Notice Mailed *(if applicable)*: _____

Planning Commission Hearing Date *(if applicable)*: _____

DEVELOPMENT PERMIT APPROVAL

Approval Entity:
☐ City Administrator
☐ Planning Commission

Authorizing Signature: _____
(City Administrator))

Approval Date: _____

NOTICE: The approval of this application, after all applicable conditions of approval have been met, constitutes a Development Permit under *Creswell Development Code* Section 4.1.200, Development Permits.

Supplemental Form: LAND USE REVIEW (TYPE I or II)

Submittal Requirements: Land Use Review is a review conducted by the City Administrator for changes in land use and developments that do not require a conditional use permit or site design review approval. Land Use Review ensures compliance with the basic land use and development standards of the land use district, such as lot area, building setbacks and orientation, lot coverage, maximum building height, and other provisions of Article 2, and is required for all of the types of land uses and development listed below.

The City shall conduct Land Use Reviews using either a Type I or Type II procedure. A Type I procedure shall be used when the City Administrator finds that the applicable standards are clear and objective and do not require the exercise of discretion. A Type II procedure shall be used when the decision is discretionary in nature. The City Administrator shall be responsible for determining the required review procedure. Creswell Code Sections 4.1.200 and 4.1.300 establish application requirements and procedures for Type I and Type II decisions.

All applicable requirements below must be filled out, checking the appropriate box as you include it in your application packet. A complete application includes the Development Application Form, this Supplemental Form, and ***(5) copies drawn on a sheet not less than 18 inches by 24 inches plus and one (1) 8-1/2" x 11" or 11" x 17" scaled reduction*** *for any map requested below, and a* ***narrative statement*** *addressing how the proposal meets all applicable review criteria. Additional copies of materials may be required upon review for Type I applications. For* ***Type II*** *applications* ***12 additional copies*** *will be required* ***once the application is deemed complete.*** *Thank you for your cooperation.*

Check the box that describes the proposed application:

- ☐ 1. Change in occupancy from one type of land use to a different land use .(Section 1.4.010)
- ☒ 2. Single-family detached dwelling (including manufactured home on its own lot).
- ☐ 3. A single duplex, or up to two single-family attached (town home) units not requiring a land division, and accessory parking on the same lot.
- ☐ 4. Non-residential building additions up to 1,000 square feet, or 20 percent of an existing structure.
- ☐ 5. Minor Modifications to development approvals.
  * Site Plan using the same format as the original approval.
- ☐ 6. Any proposed development that has a valid conditional use permit. Major modifications to a development with a conditional use permit shall require review and approval in accordance with Chapter 4.4-Conditional Use Permits.
- ☐ 7. Home occupations requiring a permit under Chapter 4.9.200.
- ☐ 8. Accessory structures and accessory parking - garages, decks, fences, arbors, gazebos, heat pumps, and other structures.
- ☐ 9. Development and land uses that are part of a previously approved Site Design Review or Conditional Use Permit application.
- ☐ 10. Public improvements required by a condition of approval (e.g., transportation facilities and improvements, parks, trails, and similar improvements, as determined by the City Administrator).

Land Use Review Submittal Requirements Please note additional submittal requirements may apply depending on the complexity of the proposal; or some submittal requirements may be waived by the City Administrator based on the scope of the proposal.

Narrative Statement Creswell Development Code Section 4.2.300

☐ Narrative statement addressing how the proposal meets all applicable review criteria. ☐

Site Analysis Map and Proposed Site Plan Creswell Development Code Section 4.2.500(B)(1)-(2)

- ❑ a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. ❑ a.
- ❑ b. The property boundaries, dimensions and gross area shall be identified. ❑ b.
- ❑ c. Identification of slopes equal to or greater than 20 percent. ❑ c.
- ❑ d. The location and width of all public and private streets, drive, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site. ❑ d.
- ❑ e. Potential natural hazard areas, including any flood areas subject to Chapter 2.7, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards. ❑ e.
- ❑ f. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agency as requiring protection. ❑ f.
- ❑ g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals, and ditches. ❑ g.
- ❑ h. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots. ❑ h.
- ❑ i. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed. ❑ j.
- ❑ j. Name and address of project designer, engineer, surveyor, and/or planner, if applicable. ❑ k.
- ❑ k. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development. ❑ l.
- ❑ l. The location, dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be Provided on the site plan. ❑ m.
- ❑ m. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops). ❑ n.
- ❑ n. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails, or parking areas; ❑ o.
- ❑ o. Loading and service areas for waste disposal, loading and delivery. ❑ p.
- ❑ p. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements. ❑ q.
- ❑ q. Location, type, and height of outdoor lighting. ❑ r.

Information on the Review Criteria for Land Use Review

When your application is reviewed, staff will check to make sure that all relevant criteria listed in the Creswell Development Code have been met. The following review criteria will be used in making the final determination regarding the approval of your application.

Section 4.2.300 Land Use Review Procedure and Approval Criteria

A. The proposed land use or development is permitted by the underlying land use district (Article 2);

B. The land use, building/yard setback, lot area, lot dimension, density, lot coverage, building height and other applicable standards of the underlying land use district and any applicable overlay district(s) are met (see Article 2 for applicable land use district);and

C. When development is proposed, the applicable sections of Article 3, Design Standards apply.

After Recording Return To:
City of Creswell
PO Box 276
Creswell, OR 97426

Send Tax Statement To:
_____
_____
_____

AGREEMENT
FOR
PAYMENT OF LAND USE APPLICATION FEES

CITY OF CRESWELL ("City")

_____ ("Developer")

RECITALS

1. Developer has submitted a Land Use Application for _____, ("Application") pertaining to real property located at _____, within the City of Creswell, Lane County, Oregon, and as more particularly described in the legal description attached as Exhibit A.

2. The parties acknowledge that Developer has paid the minimum base fee established in Resolution No. 2010-04 and its subsequent amendments as part of Application.

3. Developer acknowledges that payment of the minimum base fee may not cover the City's costs associated with processing the Application.

4. Developer also acknowledges that City will not deem the Application complete without Developer executing and filing this Agreement with City.

AGREEMENT

Based upon the above recitals, the parties agree as follows:

Section 1. Payment. In consideration of the City requiring only a minimum base fee in order to begin processing Developer's application, Developer agrees to pay all City costs associated with processing Application, over the minimum base fee, on a monthly basis. Said costs shall include City's planning, public works, engineering, administration, legal and any other services provided in processing Application, at those respective rates at the time the work is undertaken.

Section 2. Recordation. The covenants and restrictions contained herein touch and concern, and relate to the use of property described on Exhibit A, and are intended by the parties to run with the land, until revoked as provided herein. Applicant shall therefore record this document in the Deeds and Records of Lane County, Oregon, to serve as notice to any future owners or occupants of the real property, described herein, of the terms and conditions of this Agreement.

Section 3. Binding Effect. The terms of this Agreement shall extend to and be binding upon the heirs, administrators, executors, personal representatives, successors and assigns of the parties hereto.

Section 4. Remedies. Failure to pay City costs over the minimum base fee, as charged monthly by the City, shall result in City pursuing any and all legal remedies available, including but not limited to liening Property in the amounts owed; prosecution for violation of Resolution No. 2010-04 and City land development ordinance; issuance of stop work order and/or non-issuance of building permits for Property; and/or turning amounts owed over to a collection agency.

Section 5. Attorney Fees and Costs. If suit, action or arbitration is brought either directly or indirectly to enforce the terms of this Agreement, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney fees incurred in such proceeding, in both the trial and appellate courts, as well as the prevailing party's costs and disbursements. Further, if it becomes necessary for the City to contract for the services of an attorney to enforce any provision of this Agreement without initiating litigation, the Developer agrees to pay City's attorney fees so incurred.

CITY OF CRESWELL:

By:_____
Date:_____

_____:

By:_____
Date:_____

STATE OF OREGON)
) ss.
County of Lane)

This instrument was acknowledged before me on this _____ day of _____, 20___, by _____, an authorized representative for _____.

_____
Notary Public for Oregon
My Commission Expires:_____

STATE OF OREGON)
) ss.
County of Lane)

This instrument was acknowledged before me on this _____ day of _____, 20___, by _____, an authorized representative for CITY OF CRESWELL.

_____
Notary Public for Oregon
My Commission Expires:_____

SYSTEM DEVELOPMENT CHARGES
SINGLE FAMILY DWELLING

Acc No	Description		Amount		Total
	WATER:				
1602	Water Deposit	$	100.00		
1606	Water Hook-up Fee	$	380.00		
1607	Water Reimbursement SDC	$	884.00		
1611	Water Reimbursement Admin Fee	$	44.20		
1608	Water Improvement SDC	$	4,142.00		
1612	Water Improvement Admin Fee	$	207.10		
	Sub total			$	5,757.30
	SEWER:				
1702	Waste Water Hook-up Fee	$	150.00		
1703	Waste Water Treatment SDC	$	3,050.00		
1712	Waste Water Treatment Admin Fee	$	152.50		
1704	Waste Water Collection SDC	$	1,470.00		
1711	Waste Water Collection Admin Fee	$	73.50		
	Sub total			$	4,896.00
	PARKS:				
2601	Parks SDC	$	1,539.00		
2602	Parks SDC Admin Fee	$	76.95		
	Sub Total			$	1,615.95
	TRANSPORTATION:				
2701	Transportation Reimbursement SDC	$	330.00		
2702	Transportation Improvement SDC	$	267.00		
2703	Transportation Admin Fee	$	29.85		
	Sub Total			$	626.85
	TOTAL SYSTEMS DEVELOPMENT CHARGES & FEES:			$	12,896.10

** School Excise Tax @ $1.00 per square foot for residential & $0.50 for commercial construction

	Construction Permit			
1302	Sewer/Water Tap Inspection	$	50.00	A
1302	Sidewalk Permit	$	50.00	B
1302	Curb Cut Permit	$	50.00	C
1302	Opening Paved or Unpaved Street Inpection Fee	$	50.00	D
1310	Opening Paved Street Deposit	$	1,000.00	E
1310	Opening Unpaved Street Deposit	$	500.00	F
1302	Commercial Installation of a Backflow Device	$	200.00	G

Deposits identified by Section E & F are refundable upon final inspection and acceptance by the city.

1301	Land Use Review, Type I review	$	80.00