



City of Umatilla

Building Division

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1 & 2 FAMILY DWELLING PLAN SUBMITTAL INTAKE CHECKLIST

OAR 918-090-0320

- 2 Complete sets of legible plans** drawn to scale on a minimum of **11 x 17 paper and a (1/4" = 1" scale)**, showing conformance to the applicable state or local building codes. Lateral wall 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.
- Site Plan drawn to scale.** The plan must show: frontage street name; lot dimensions and building setback dimensions; property corner elevations (+ for high point, - for low point); location of easements and driveway; driveway apron width; footprint of all structures (new & existing); all utility lines – indicate if above/below ground; any known fill sites; direction of drainage from structure; downspouts; and new & existing retaining walls.
- Foundation Plan and Cross Section.** Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location, and soil type.
- Floor Plans.** Show all dimensions, room identification, door and window sizes and locations, location of **smoke and carbon dioxide detectors**, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade.
- Cross Section(s) and details.** Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. Show all details of all wall and roof sheathing, roofing, roof slopes, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.
- Elevation views.** Provide elevations for new construction: minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is > 4ft at building envelope.
- Wall Bracing (prescriptive path) and/or lateral analysis plans.** Building plans must show construction details and locations of 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 sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.
- Basement and retaining wall** cross sections and details showing placement of reinforcing steel, drains and waterproofing (vapor barrier) shall be provided. Engineering plans are required for retaining walls exceeding 4ft in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13.
- Beam calculations.** Provide 2 sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.
- 2 sets of Manufactured floor/roof truss design details.**
- Energy Code Compliance.** Identify prescriptive energy path on handout or provide calculations.
- Engineer's Calculations** when required or provided (i.e. shear wall, roof truss, >4ft tall retaining walls) shall be stamped by an engineer or architect licensed in **Oregon** and shall be stamped on all pages of drawings for such engineering.

*The above checklist items must be submitted for the plan review can be started. Minor changes or notes on submitted plans may be in blue or black ink. **Red ink is reserved for department use only.***