

# HOW TO SUBMIT FOR A PERMIT INCLUDING SAMPLE PLANS

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City of Newberg City Hall ~ P.O. Box 970 ~ 414 E First Street ~ Newberg, OR 97132 ~ Phone: (503) 537-1240 ~ Fax: (503) 537-1272  
[www.newbergoregon.gov](http://www.newbergoregon.gov)

# Submitting a Permit

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## APPROVED PRIOR TO SUBMITTING A PERMIT APPLICATION

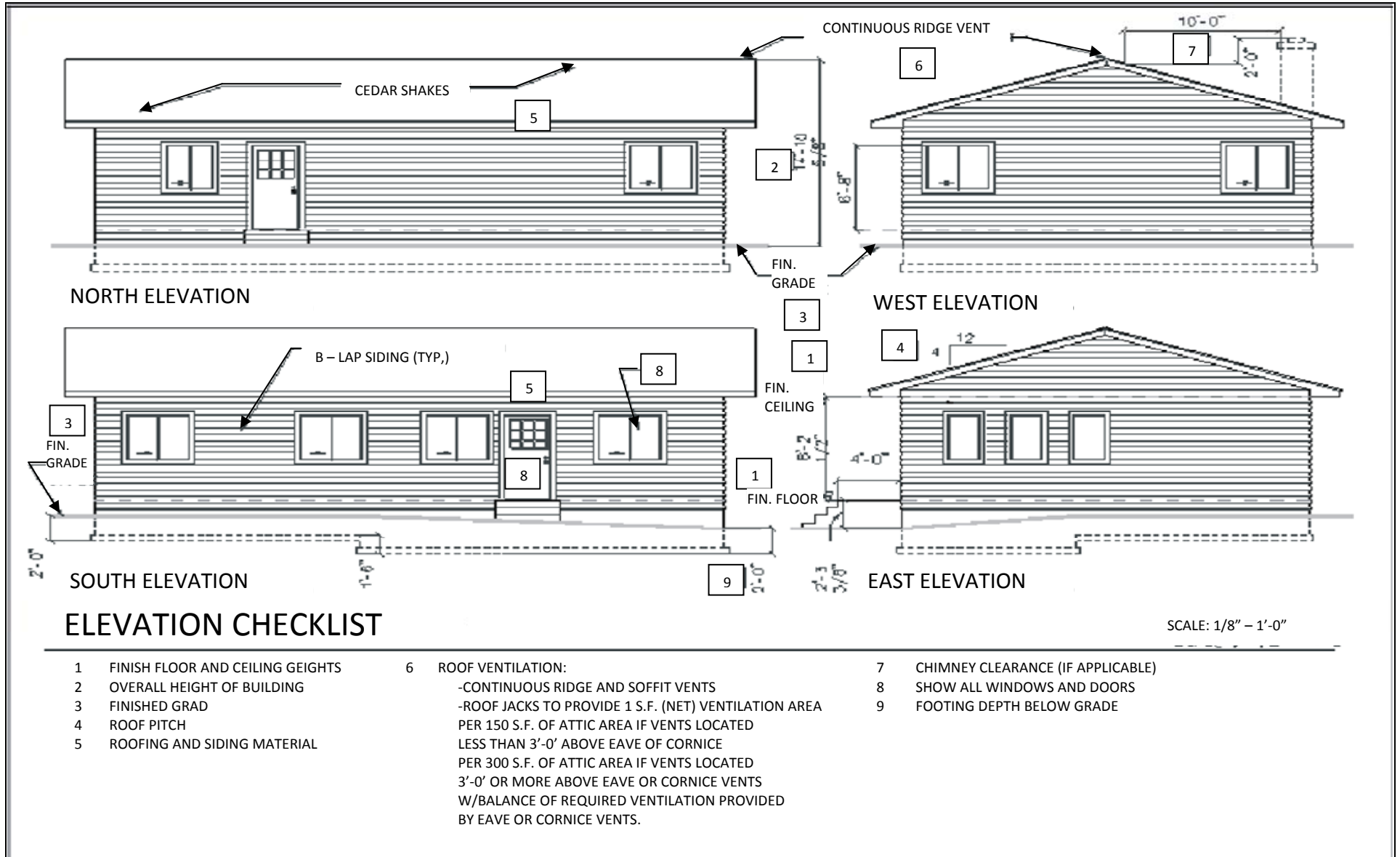
- Engineering site development application  
If applicable
- Planning application  
If applicable

## SUBMITTAL

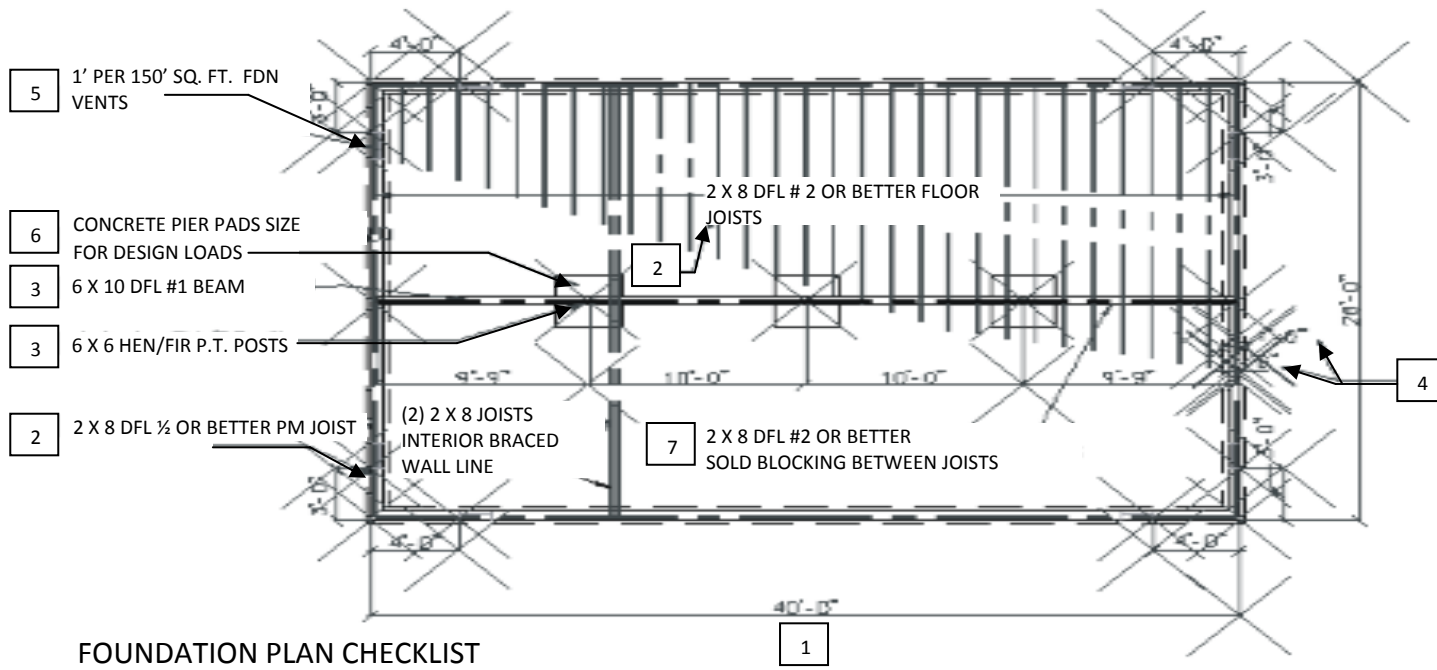
- Permit application  
Applications are available online at [www.newbergoregon.gov](http://www.newbergoregon.gov) and City Hall
- Two Sets of Construction Plans  
Drawn to scale with dimensions
- Two Site Plans  
A bird's eye view of the lot showing existing and proposed structures, distance to property lines and other buildings, and elevations
- Fees  
The plan review fee is due at submittal and the remaining fees are due at time of issuance
- Submit If Applicable
  - Structural Calculations
  - Engineering
  - Lighting Form (residential new construction)
  - Moisture Form (residential new construction)
  - Rain Screen Form (residential new construction)
  - Wet Stamps
- Review  
4 – 6 weeks for approval



# Sample Plans - Elevation



# Sample Plans - Foundation



## FOUNDATION PLAN CHECKLIST

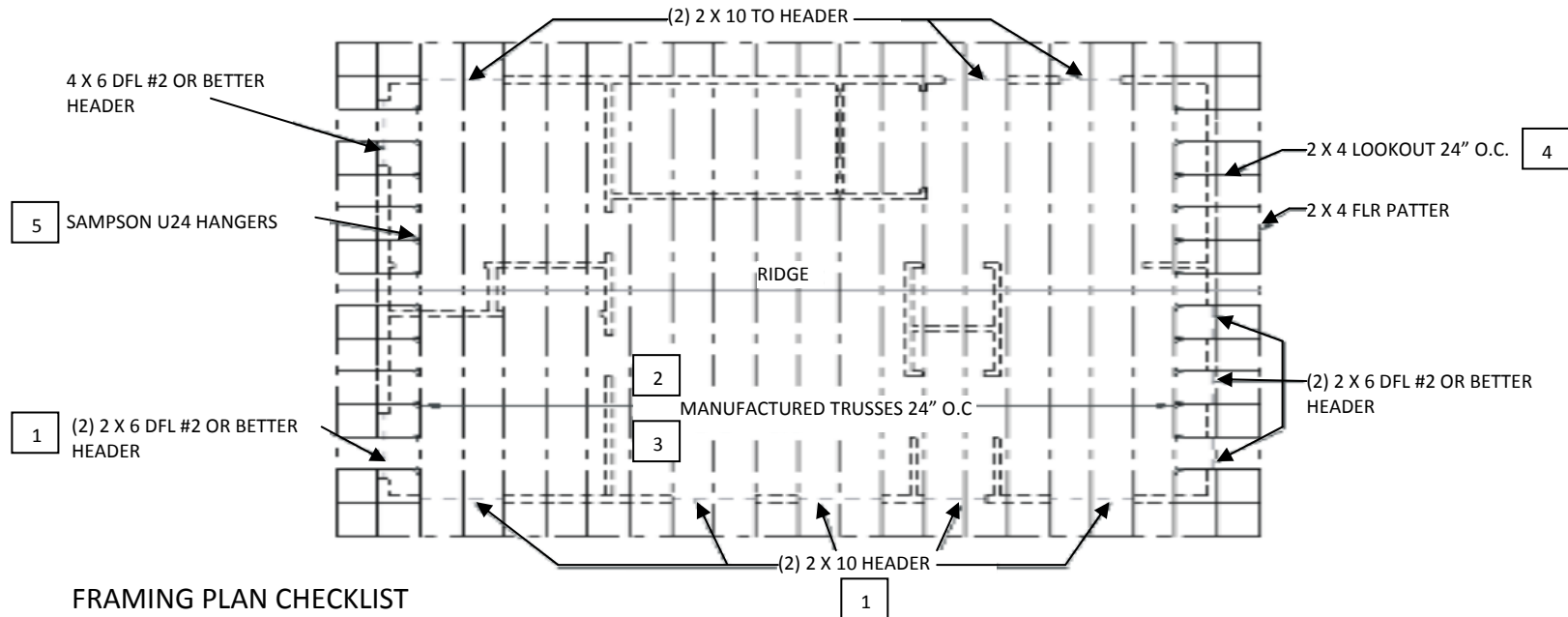
- |   |   |
|---|---|
| 1 FULLY DIMENSIONED PLAN  | 5 FOUNDATION UNDER FLOOR VENTILATION              |
| 2 SPECIFY SIZE, GRADE, SPECES, AND SPACING OF ALL FLOOR FRAMING MEMBERS | 6 SPECIFY SIZE AND SPACING OF FOOTING PADS / PERS |
| 3 SPECIFY SIZE, GRADE, SPECES, AND SPACING OF ALL BEAMS AND COLUMNS     | 7 LATERAL BRACING AND BLOCKING                    |
| 4 FOOTING AND FOUNDATION WALL SIZES                                     | 8 NORTH ARROW                                     |

## FOUNDATION PLAN CHECKLIST



SCALE: 1/8" - 1'0"

# Sample Plans – Roof Framing



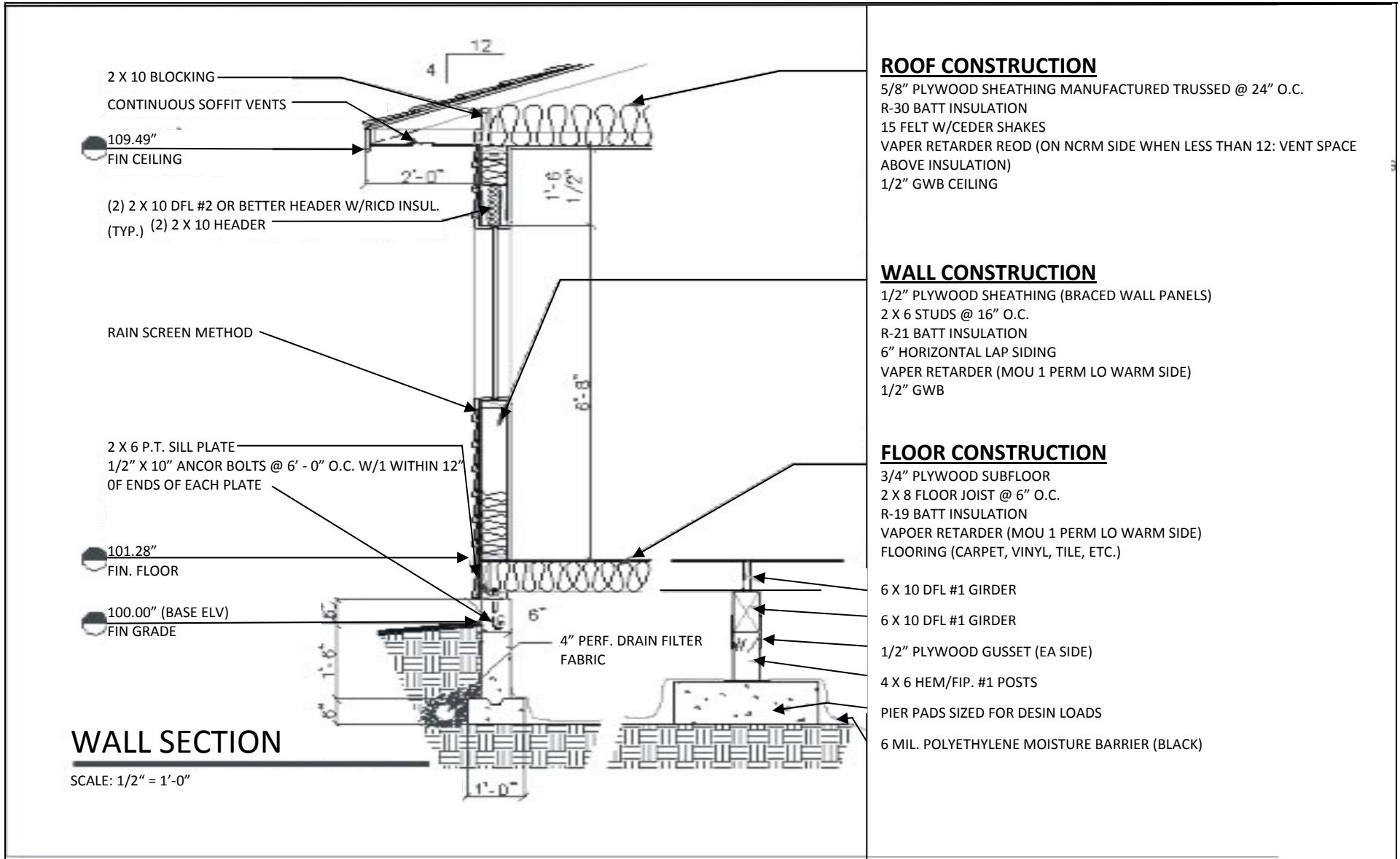
## FRAMING PLAN CHECKLIST

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1 SPECIFY SIZE, GRADE, AND SPECES OF HEADERS ABOVE ALL OPENINGS</li> <li>2 IF TRUSSES ARE USED, SPECIFY AND PROVIDE COPIES OF TRUSS SHEETS</li> <li>3 IF ROOF IS STICK FRAMED, SPECIFY SIZE, GRADE, AND SPECES OF ALL LUMBER. PROVIDE LAYOUT SHOWING ALL</li> </ol> | <ol style="list-style-type: none"> <li>RIDGES, VALLEYS, AND HIPS</li> <li>4 IF BEAMS ARE USED TO CARRY ROOF LOADS SPECIFY SIZE, GRADE, SPECES, AND SPANS</li> <li>5 SPECIFY TRUSS AND JOIST HANGERS FOR CONNECTIONS TO TRUSSES AND BEAMS</li> </ol> |
|--|---|

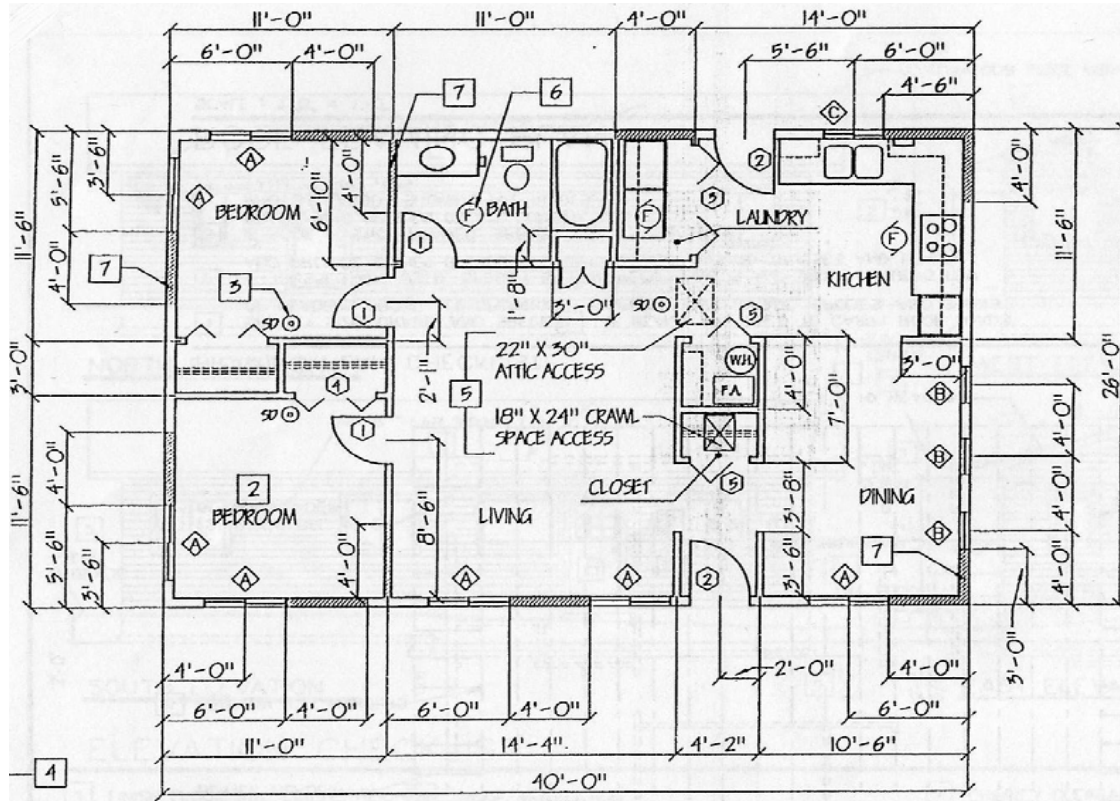
## ROOF FRAMING PLAN

SCALE: 1/8" – 1'0"

# Sample Plans – Wall Section



# Sample Plans – Floor Plan






## FLOOR PLAN CHECKLIST

- 1 COMPLETELY DIMENSION PLAN LOCATE ALL WALLS AND OPENINGS
- 2 SPECIFY USE OF ALL ROOMS
- 3 PROVIDE SMOKE DETECTORS
- 4 SPECIFY SIZES OF ALL DOORS AND WINDOWS
- 5 PROVIDE CRAWL SPACE AND ATTIC ACCESS PANEL
- 6 PROVIDE MECHANICAL VENTILATION
- 7 BRACED WALL PANELS
- 8 LOCATION OF CO2 DETECTOR

### DOORS & WINDOWS

- |   |                             |
|---|-----------------------------|
| ① 2' - 8" X 6' - 8" WOOD DOOR (HOLLOW CORE) | ⑤ 3' - 0" X 6' - 8" BI-FOLD |
| ② 3' - 0" X 6' - 8" WOOD DOOR (SOLID CORE)  | ⑥ 4' - 0" X 3' - 6" SLIDER  |
| ③ 6' - 0" X 6' - 8" DOUBLE BI-FOLD          | ⑦ 2' - 0" X 3' - 6" FIXED   |
| ④ 4' - 0" X 6' - 8" DOUBLE BI-FOLD          | ⑧ 3' - 0" X 3' - 6" SLIDER  |

### KEY

- |   |                               |
|---|-------------------------------|
|  | BRACED WALL PANELS            |
|  | 2 X 6 WALLS @ 16" O.C. (EXT.) |
|  | 2 X 4 STUDS @ 16" O.C. (INT.) |

## FLOOR PLAN





## RESIDENTIAL PLAN REVIEW

### CHECKLIST- (1 & 2 family dwelling)

#### TWO (2) SETS OF PLANS

Drawn to scale (list scale used), showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-reference between plan location details. Plan review cannot be completed if copyright violation is evident.

#### TWO (2) SITE\ PLOT PLANS

Drawn to scale. The plan must show: lot and building setback dimensions; property corner elevations (if there is more than 4-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building necessary to show compliance with OTFDC sec. 401); location of easements and driveway, footprint of structure (including decks ~ show dimension), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage.

#### FOUNDATION PLAN & CROSS SECTION

Show footing and foundation dimensions, anchor bolts, and any hold-downs and reinforcing steel, connection details, foundation vent size and location, and soil type.

#### FLOOR PLAN

Show all dimension, room identification, door and window sizes and location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks.

#### CROSS SECTION(S) & DETAILS

Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof shape, ceiling height, siding material, footings and foundation, stairs,

fireplace construction, thermal insulation, etc.

#### ELEVATION PLAN

Provide elevation for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than 4 ft. at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.

#### WALL BRACING (PRESCRIPTIVE PATH) and/or LATERAL ANALYSIS PLAN

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 PLAN

Show all floors/roof assemblies indicating member size, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.

#### BASEMENT & RETAINING WALL

Provide cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be preceded. Engineered plans are required for retaining walls exceeding 4' in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see Engineer's calculations.

#### BEAM CALCULATIONS

Provide two 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.

#### MANUFACTURED FLOOR & TRUSS DESIGN

Provide manufactured floor/roof truss design details and layout.

#### ENERGY CODE COMPLIANCE

Identify the prescriptive path or provide calculations.

#### ENGINEER'S CALCULATIONS

Required or provided calculations, (i.e. shear wall, roof truss, retaining wall exceeding 4')

shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review by cross-reference to the applicable. Provide an original stamp for file plans.

#### PLANNING DESIGN REVIEW

Has the project been assigned a site design review **file number**? Has the **subdivision** been finalized and platted? (not required for plan review). **Final report** from subdivision grading permit with requirements by soil's engineer.

#### MISCELLANEOUS

Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. **Red ink** is reserved for department use only. The items on this checklist are required for plan review and shall be used by the jurisdiction to determine a complete set of plans and compliance with OAR 918-020-0900(3)(C) and(4). Approved checklist for compliance with OAR 918-090-0320

## RESIDENTIAL, COMMERCIAL, & INDUSTRIAL PLOT PLAN CHECKLIST

#### SITE ADDRESS

Show the site address on the plot plan.

#### DRAWN TO SCALE

Two (2-residential/commercial/industrial) drawings shall be to scale - show scale on drawings.

#### ELEVATION

Show elevations of lot corners, finish floor, top of curb, and foundation low point drain. The top of the exterior foundation shall be 12" + 2% above the street gutter at the point of discharge or inlet of an approved drainage device. Alternate methods are subject to approval

by the Building Official, Section 401.6.1.4.

#### EASEMENTS

Show any and all easements of record that may be on the property and purpose of easement (example: utility easement).

#### CONNECTIONS

Show location of the wastewater and water connections/taps,

#### UNDERGROUND UTILITIES

Show all underground utilities to service the site and proposed location of lines.

#### DRAINS

Show the proposed routing and location of the underground drainage system (rain drains and crawl space drains).

#### ABOVE GROUND UTILITIES

Show the location of any above ground utilities adjacent to site (i.e. fire hydrants, utility pedestals, street lights, etc.) Also, any substantial trees or mail boxes.

#### DIMENSIONS

Show all lot and building dimensions, including utility buildings. If structures are to be removed or relocated, note on plans.

#### SETBACKS

Show setbacks from property lines (front, rear, and side yards of all buildings) that are intended to be used.

#### DRIVEWAY & DRIVEWAY APRON

Show location and width of driveway. Show location and width of driveway apron at depressed portion of curb.

#### NORTH ARROW

Show orientation of lot to north (north arrow).

#### DRAINAGE

Show direction of drainage from house.

#### STREAM CORRIDOR

If land is near a 20% slope or a stream corridor show location.

## COMMERCIAL / INDUSTRIAL PLAN REVIEW CHECKLIST

#### SEPARATE PLANS & PERMITS ARE REQUIRED FOR EACH LISTED PROJECT

- Storage racks with storage level over 8' high require permits. Provide calculations and details.
- High piled storage areas (commodities as regulated by Fire Code)

## COMMERCIAL / INDUSTRIAL PLAN REVIEW CHECKLIST CONTINUED

### SEPARATE PLANS & PERMITS ARE REQUIRED FOR EACH LISTED PROJECT

- Fire alarm/smoke detection systems
- Flammable liquid storage areas, compressed gases
- Spray booths
- Automatic fire sprinklers/extinguishing systems
- Type I kitchen hoods and fire suppression systems

### PLOT PLANS (2)

- Lot dimensions showing whole parcel and property lines
- Building footprint with all projections and dimensions to all property lines
- Easements and visible utilities on site
- Parking layout, driveway locations and sidewalk design (fully detail all handicapped accessibility features.)
- Locate existing fire hydrants within 500 feet of the project and show location of new fire hydrants
- Vicinity location map and north arrow
- Detail exit door location
- Accessible walkway from public sidewalk

### GENERAL INFORMATION - SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

- Drawn legibly
- Lot dimensions
- Building footprint with dimensions (include all projections, raised decks, and covered patios)
- Distance from structures to property lines
- North arrow and scale
- Location of existing and proposed utilities and fire hydrants
- Location of all easements
- Location of mature trees and landscaping, both existing and proposed. Area to be landscaped shall be calculated as percentage of site area.
- Lot coverage (percentage of total area covered by structures(s), calculated)
- Location of driveways, walkways, paved areas, and disabled access (indicate type of surface)
- Parking including number of spaces, configurations, size and width, access, maneuvering areas, disabled parking details, and calculations of required number of spaces
- Legal description, tax lot identification, and common street address

- Access to site from adjacent right-of-way, streets and arterials
- Location of signage
- Entrances and exits
- Pedestrian circulation
- Service areas for uses such as mail delivery, trash disposal, above ground utilities, loading and delivery
- Exterior lighting
- Special provisions for disabled persons
- Proposed grading, slopes, and proposed drainage
- Streets, driveways, and sidewalks
- Buffering and screening
- Bicycle rack
- If an item is existing, mark it as existing on the plans

### TWO (2) SETS OF PLANS

- 24" X 36" suggested plan size

### DOCUMENT SUBMITTAL CHECKLIST - SUMMARY

- General information: list deferred submittals and required special inspections. Indicate who is doing the special inspections.
- Grading and drainage
- Landscape plan
- Architectural plan
  - Floor plan
  - Roof plan
  - Exterior elevations
  - Lighting plans
  - Structural
  - Foundation plan
  - Floor framing plan
  - Truss information
  - Cross section
  - Structural frame details
  - Show design parameters used
- Plumbing plans
- Mechanical plans
- Electrical plans - may need to be submitted to Yamhill County offices for review, verify with County
- Structural calculations
- Energy calculation – building envelope, mechanical, and lighting
- Hazardous Material Declaration (list type and quantities of chemicals stored on site)
- Accessibility information

### GENERAL INFORMATION - DOCUMENT SUBMITTAL CHECKLIST

- Sign & stamp on all documents by design professional (cover sheet to be wet stamped)
- Name, title, registration, address, and phone number of design professional
- Project name and address, as well as project owner's name, address and phone number

- Cover sheet information
  - Applicable codes and editions (UBC, UMC, UPC, NEC & Energy)
  - Description of Scope of work
  - Occupancy Group(s) and type of construction
  - Allowable area calculations
  - Gross area, by floor, and building height
  - Final conditions of approval
  - Index of drawings
- Scale for all drawings and details

### GRADING AND DRAINAGE PLANS

- Existing and proposed grading plan
- Pad elevations and ground slope drainage scheme and topographic plan drawn to 1'-0" contours
- Retaining walls and drainage system existing and proposed

### LANDSCAPE PLANS

- Accessory structures, walkways, swimming pools, decks, etc. (including handicapped accessibility features)

### ARCHITECTURAL PLANS

- Letter of introduction – describe use of building
  - Architectural floor plans with unit/suite and building plans
  - Handicapped accessibility features fully detailed and dimensioned
  - Exterior elevations
  - Window schedule: list sizes and types (detail safety glazing locations)
  - Door schedule: list sizes and types (detail fire ratings, hardware, closers and thresholds)
  - Flashing: vertical & vertical to horizontal junctures of materials
  - Roof: eaves, overhangs, rake and gables
  - Handrails, guardrails and support details
  - Detail all fire separations with assembly number and section; show location of all fire-resistive rated corridors, shafts, walls, ceilings, floors and assemblies. Show method used for determining fire resistance
  - Detail and method of all fire penetrations and openings including assembly numbers
  - Section of fire rated corridor, door ratings, smoke/fire damper locations
  - Stairway rise and run, framing, attachment, and dimensions of members
  - Finish schedule with flame spread ratings
- Provide details of all features and fixtures in compliance with Chapter 11, of the Oregon Structural Specialty Code for Disabled Accessibility
- Show ventilation occupancy load, occupancy ventilation design method, and ventilation

- Exterior envelope energy requirements, show r-values for assemblies

### PREFAB TRUSSES PLANS

- Roof framing plan with truss ID numbers for each building
- Specify truss manufacturer on drawings
- Detail of truss splices, connections, plate sizes and hangers
- Truss plans and details to be stamped and signed by truss design engineer
- Truss plans and layout to be reviewed and stamped "no exceptions taken" by building design engineer/architect

### PLUMBING PLANS

- Site utility plan and sizing calculations
- Waste and vent plan and sizing calculations
- Water piping sizing calculations
- Kitchen plan for commercial kitchens
- Roof drain plan and sizing calculations
- Condensate drain plan and hydronics piping plan
- Chemical waste and piping plan (will need water pollution control and hazmat approval)

### MECHANICAL PLANS

- HVAC plan (location, size, duct layout, smoke/fire dampers); show supply and return air CFMs to each room or space
- Environmental and product conveying duct plan
- Gas piping and sizing calculations
- Kitchen plan for commercial kitchens, provide equipment list and specifications
- Energy requirements
- Mechanical balance report (prior to final inspection)
- Meter pressure

### ELECTRICAL PLANS

- Submit plans for electrical permit to Yamhill County.
- Provide plans to the City of Newberg for reference only.

### STRUCTURAL PLANS

- Foundation plans
- Structural floor plans
- Roof framing plan
- Structural material specifications
- Typical cross sections in each direction (where necessary)
- Calculations and loads, etc.
- Ceiling details with bracing and support details
- Special inspection requirements

### ENERGY REQUIREMENTS

- Energy path or calculations used for exterior building envelop

# INSPECTION LIST

## A TYPICAL INSPECTION LIST FOR A SINGLE FAMILY HOUSE

1.	FOOTING / SET BACKS
2.	FOUNDATION
3.	POST AND BEAM (P&B), UNDERFLOOR PLUMBING, THEN UNDERFLOOR MECHANICAL, THEN UNDERFLOOR FRAMING (underfloor mechanical and framing may be called for at the same time).
4.	UNDERFLOOR INSULATION (can be verified by insulation certification at final)
5.	ROUGH IN PLUMBING
6.	MECHANICAL ROUGH IN / GAS PRESSURE TEST
7.	FRAMING, SHEARWALL NAILING, ROOF SHEATING NAILING
8.	SHEARWALL CAN BE BEFORE PLUMBING AND MECHANICAL
9.	WALL INSULATION
10.	HEATING UNIT, A/C, WATER HEATER - AT FINAL
11.	SHEETROCK NAILING (only commercial / or garage ceiling)
12.	<b>PLUMBING FINAL</b> - PLUMBING PORTION COMPLETE AND READY FOR SERVICE
13.	<b>MECHANICAL FINAL</b> - FIREPLACE, CHIMNEY, VENT, FLUE, WOODSTOVE, PELLET STOVE, OR GAS STOVE, FANS
14.	<b>ELECTRICAL FINAL</b> - CALL YAMHILL COUNTY FOR INSPECTIONS AT (503)538-7302 OR (503) 434-7516
15.	<b>ENGINEERING FINAL</b> - SIDEWALK, APPROACH, CURB, & DRAINS
16.	<b>PLANNING FINAL</b> - LANDSCAPE
17.	<b>BUILDING FINAL</b> - FINAL GRADE, HOUSE #'S, CEILING INSULATION CERTIFICATION, HEATING EQUIPMENT, FIREPLACE OR STOVE, STEPS, RAILINGS, PORCH, AND SMOKE DETECTORS.

**NOTE: Other inspections may be required. This is the typical inspection list for a single family dwelling and therefore may not include all required inspections.**

TYPE OF INSPECTION	DEFINITIONS & NOTES
<b>BUILDING INSPECTIONS:</b>	
FOOTING, FOOTER, REBAR, MONOLITHIC (MONO)-POUR	Monolithic-pour is when a foundation and footing is poured at the same time.
FOUNDATION, STEMWALL, WALL, REBAR	Stemwall - The cement wall poured above the footing to support the house. Rebar -A type of metal that is placed inside cement for support.
SLAB, SLAB ON GRADE, MAT, MESH, REBAR	Slab - Concrete flatwork like a floor. Slab on grade - Slab poured at ground level (poured on the existing ground) or grade (connecting to another building). Mat/Mesh/Rebar - Different types of metal that are placed inside cement for support.
POST AND BEAM (P&B), UNDERFLOOR, FLOOR FRAMING	P &B building is the wood planks/strips under the floor that support the floor. Plumbing P&B must occur before P&B building and mechanical.
FRAMING, COVER, SHEERWALL NAILING, ROOF NAILING, SHEETROCK NAILING, ROOF SHEATHING	Correct size of wood and nails along with nailing pattern as per the plans. Cover is an inspection prior to covering the job. Sheathing is plywood or oriented strand board (OSB) sheets used for structural panels (roofs or walls).
INSULATION, UNDERFLOOR INSULATION, COVER SHEETROCK, NAILING, WALLBOARD, LATH	Insulation underfloor, in walls, or in the ceiling. Wallboard means the same as sheetrock. Lath is a type of plaster finish for a wall.
MASONRY, GROUT, REBAR, LIFT	Masonry is building blocks. Grout is cement poured into masonry. Rebar -A type of metal that is placed inside cement for support.
STAIRS, STEPS, LANDINGS, RAILINGS (hand & guard)	Rise, run, height, width, and distance between ballisters.
BUILDING FINAL (after plumbing, mechanical, engineering, & electrical)	Final grade, house #'s, ceiling insulation, heating equipment, fireplace or stove, steps, railings, fans, porch, and smoke detectors.
<b>MECHANICAL INSPECTIONS:</b>	
POST & BEAM (P&B), UNDERFLOOR, DUCTS	P&B mechanical is the vents and ducts under the floor. P&B plumbing must occur before P&B mechanical or building.
UNIT, UNIT HEATER, ROOF UNITS, DUCTS, A/C, WATER HEATER	Location, power, fuel supply, and connections.
GAS TEST, PRESSURE TEST, GPT, GAS LINE	Time and pressure for required type. Low = 10 lbs. @ 15 min. High = 60 lbs. @ 30 min.
FIREPLACE, CHIMNEY, VENT, FLUE	Construction, location, and connections.
WOODSTOVE, PELLET STOVE, GAS STOVE	Listings, location, and clearances.
MECHANICAL FINAL (at the same time or before building final)	Fireplace, chimney, vent, flue, woodstove, pellet stove, or gas stove.
<b>PLUMBING INSPECTIONS:</b>	
POST AND BEAM (P&B), UNDERFLOOR, UNDER SLAB	Plumbing under a floor or slab. Slab is concrete flatwork usually a floor.
TOP OUT	Rough plumbing above a floor.
ROUGH IN	Plumbing above and below a floor.
PLUMBING FINAL (before building final)	Plumbing portion complete and ready for service.
SEWER/WATER SERVICE, RAIN DRAIN, SPRINKLER, MINOR REPAIRS, BACK FLOW DEVICE	May take place at any point of construction. Minor repair is a repair/replacement or a water heater, fixtures, etc.
<b>ENGINEERING INSPECTIONS:</b>	
ENGINEERING FINAL	Includes sidewalks, approach, curb, & drains.
<b>ELECTRICAL INSPECTIONS:</b>	
ALL ELECTRICAL INSPECTIONS	Call Yamhill County at (503) 538-7302 or (503) 434.7516

