

# BUILDING PERMIT APPLICATION



**HOOD RIVER COUNTY  
COMMUNITY  
DEVELOPMENT**  
601 State Street  
Hood River, OR 97031

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Inspection Line: (541) 308-0646

PLANNING	
L.U.P. No.:	
Ref. CUP/NSA/Etc. #	
Date received:	
Date issued:	
BUILDING	
Permit No.:	
Date received:	
Date issued:	
Ref. mech permit #	

<b>Type of Permit</b>			<b>Water Supply:</b>	<b>Waste:</b>
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Multi-Family Dwelling	<input type="checkbox"/> Sprinkler System	Public <input type="checkbox"/>	Septic <input type="checkbox"/>
<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Sign	Well <input type="checkbox"/>	Sewer <input type="checkbox"/>
<input type="checkbox"/> Addition/alteration/repair	<input type="checkbox"/> Reroof	<input type="checkbox"/> Other	<b>Zone/Setbacks</b>	
<b>Note: Separate applications must be made for mechanical, electrical, &amp; plumbing permits.</b>			Zone:	
<b>Job Site Information</b>			Front:	
Township:	Range:	Section:	Tax Lot:	
Job Address: _____ City: _____			Int. Side:	
Description of work:			Ext. Side:	
Special Conditions on Site:			Rear:	
Applicant: <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Other			Height:	
SIGNATURE REQUIRED _____			Other:	
Owner Name:			<b>Valuation of Work - for addn/alt/repair, sprinklers, signs, and "other" - incl. equip., mtrls, labor, &amp; overhead and profit.</b>	
SIGNATURE REQUIRED _____			\$ _____	
Mailing Address:			<b>Sq. Footage - See back of form to enter s.f. for new bldgs.</b>	
City:	State:	Zip:	<b>Fees (Fees are an estimate until plans appvd)</b>	
Phone:	Fax/email:		Pd / date	
<b>Contractor</b>			Land-Use Permit Fee \$ _____	
Company:	Contact Name:		Plan Check \$ _____	
Address:			Structural \$ _____	
City:	State:	Zip:	Fire/Life/Safety \$ _____	
Phone:	Fax/email:		12% Surcharge \$ _____	
CCB No:	Expires:		New Address \$ _____	
Notice: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under provisions of ORS 701.			Park & Rec SDC _____	
I acknowledge that work related to this Building Permit Application may be subject to regulations governing the handling, removal and/or disposal of asbestos and/or lead-based paint. If the work is subject to regulations governing asbestos and/or lead-based paint, I will comply with all such regulations. _____ (initials)			C.E.T. for Schools \$ _____	
This application expires if a permit is not obtained within 180 days after filing (accepted as complete), or if the work authorized by the permit is suspended or abandoned for a period of 180 days.			Transportation SDC \$ _____	
			Other \$ _____	
			<b>TOTAL \$ _____</b>	
			<b>TOTAL PAID \$ ( _____ )</b>	
			Pd by _____	
			<b>BALANCE DUE * \$ _____</b>	
			* Refer also to mechanical permit application	

**Required Approvals**

	Signature	Date	Remarks
<input type="checkbox"/> City UGA			
<input type="checkbox"/> Fire Dept.			
<input type="checkbox"/> Public Works			
<input type="checkbox"/> Sanitation			
<input type="checkbox"/> Water District			
<input type="checkbox"/> Irrigation District			
<input type="checkbox"/> Planning Dept.			

<b>Architect/Designer</b>	<b>Permit Calculations</b>
Name:	Number of Bedrooms/Baths
Address:	Total Number of Floors
City/State/Zip:	New Building Area (sq. ft.)
Phone/Fax/email:	Garage/Carport Area (sq. ft.)
<b>Engineer</b>	Covered Porch Area (sq. ft.)
Name:	Deck Area (sq. ft.)
Address:	Unfinished basement (sq. ft.)
City/State/Zip:	Other Structure Area (sq. ft.)
Phone/Fax/email:	Sprinklered (sq. ft.)

### **MINIMUM REQUIREMENTS FOR STRUCTURAL BUILDING PERMIT SUBMITTAL**

**PLEASE NOTE THAT APPLICATIONS LACKING ANY REQUIRED ITEM WILL NOT BE CONSIDERED COMPLETE AND WILL NOT BE ACCEPTED WITHOUT AUTHORIZATION FROM THE PLANS EXAMINER.**

- Three complete sets of construction drawings and two sets of calculations.  
Documents must be neatly organized and stapled  
No original pencil or ink drawings - Submit prints/copies only.
- Drawing sets must include:  
Site Plan, Floor Plans, Roof Plan, Foundation Plan, Building Section/Wall Sections, Elevations (4), and method of energy code compliance.
- If your permit is for a remodel or addition, you must include floor plans of existing areas / demolition, and new plans and elevations. Show all proposed new openings.
- A site plan - must be drawn to scale (see attached site plan example).
- Floor Plans must be drawn to scale (1/8"=1'-0" Min.)
- Square footages must be shown for each story, and for garage, decks and porches and rooms must be labeled.
- Plans must show locations of roof and foundation vents.
- Plans must show plumbing fixture layout and HVAC type and location.
- Plans must show all window and door openings and specify sizes.
- All structural information must be shown on the plans - including all trusses, beams, headers, rafters, joists, footings and posts. Include wall bracing information. If prescriptive, specify whether **continuously sheathed or segmental**.
- If the design does not comply with prescriptive codes or exemptions for engineering, then documents must be provided by an Oregon licensed design professional. Calculations, when required or provided, shall be stamped by the design professional and shall be shown to be applicable to the project under review.
- Truss and I-Joist engineering data must be provided.
- All structural information must be incorporated into the drawing set – This includes all beams, rafters, headers, joists, footings, and posts. If your plans are engineered, all architectural drawings shall be consistent with the engineer's information.
- Commercial structures requiring the services of a licensed design professional (see ORS 671.030) shall be provided with a Fire and Life Safety Summary.
- Separate applications are required for mechanical, plumbing and electrical work.** Submit a mechanical permit application with your building permit application. Plumbing and electrical applications are accepted and processed in The Dalles.

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**If you need assistance, contact the Building Department at 541-386-1306.**