

# 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 |          | <b>Public</b> <input type="checkbox"/>                             | <b>Septic</b> <input type="checkbox"/> |                  |  |
| <input type="checkbox"/> Commercial/Industrial   | <input type="checkbox"/> Accessory Building    | <input type="checkbox"/> Sign             |          | <b>Well</b> <input type="checkbox"/>                               | <b>Sewer</b> <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: | Int. Side:   |  |                  |  |
| Job Address:   |  |   | City:    | Ext. Side:   |  |                  |  |
| Description of work:   |  |   |          | Rear:  |  |                  |  |
| Special Conditions on Site:  |  |   |          | Height:  |  |                  |  |
| <b>Applicant:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Other  |  |   |          | Other:   |  |                  |  |
| <b>Valuation of Work - for addn/alt/repair, sprinklers, signs, and "other" - incl. equip., mtrls, labor, &amp; overhead and profit.</b>  |  |   |          | \$   |  |                  |  |
| <b>SIGNATURE REQUIRED</b> _____  |  |   |          | <b>Sq. Footage - See back of form to enter s.f. for new bldgs.</b> |  |                  |  |
| <b>Owner Name:</b>   |  |   |          | <b>Fees</b> (Fees are an estimate until plans appvd)               |  | <b>Pd / date</b> |  |
| <b>SIGNATURE REQUIRED</b> _____  |  |   |          | Land-Use Permit Fee \$   |  |                  |  |
| <b>Mailing Address:</b>  |  |   |          | Plan Check \$  |  |                  |  |
| City:  | State:   | Zip:                                      |          | Structural \$  |  |                  |  |
| Phone:   | Fax/email:                                     |   |          | Fire/Life/Safety \$  |  |                  |  |
| <b>Contractor</b>  |  |   |          | 12% Surcharge \$   |  |                  |  |
| Company:   |  | Contact Name:                             |          | New Address \$   |  |                  |  |
| Address:   |  |   |          | C.E.T. for Schools \$  |  |                  |  |
| City:  | State:   | Zip:                                      |          | Transportation SDC \$  |  |                  |  |
| Phone:   | Fax/email:                                     |   |          | Other \$   |  |                  |  |
| CCB No:  | Expires:                                       |   |          | <b>TOTAL</b> \$  |  |                  |  |
| <b>Notice: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under provisions of ORS 701.</b>  |  |   |          | <b>TOTAL PAID</b> \$ ( )   |  |                  |  |
| 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) |  |   |          | Pd by  |  |                  |  |
| 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.  |  |   |          | <b>BALANCE DUE *</b> \$  |  |                  |  |
|  |  |   |          | * Refer also to mechanical permit application                      |  |                  |  |
|  |  |   |          | <b>Parks &amp; Rec SDC:</b>  |  |                  |  |
|  |  |   |          | \$   |  |                  |  |
|  |  |   |          | (To be paid by separate payment)                                   |  |                  |  |

| 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.      |           |      |         |

| Architect/Designer | Permit Calculations            |
|--------------------|--------------------------------|
| 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.**

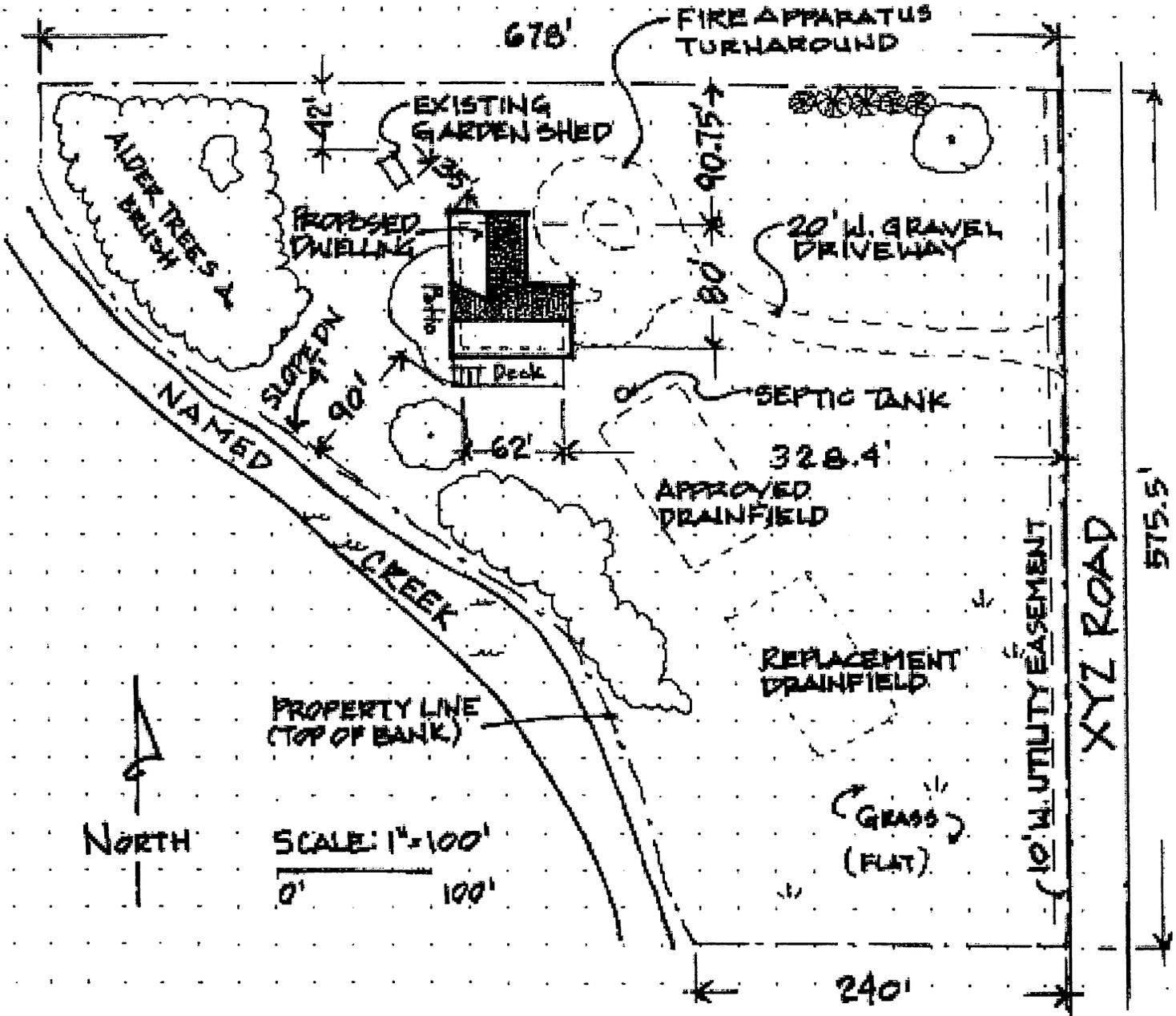
**SITE PLAN EXAMPLE**

Applicant: Joe and Jane Homeowner

Owner: Joe and Jane Homeowner

Property Address: 123 XYZ Road

Twn 3N Rng 8E Sec 10 TxLt 2010



**Does your site plan show the following?**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Property Information.                            | <input checked="" type="checkbox"/> Location of utilities, septic drainfields.          |
| <input checked="" type="checkbox"/> Scale and north arrow.                           | <input checked="" type="checkbox"/> All easements (access, utility, irrigation, etc.).  |
| <input checked="" type="checkbox"/> Boundaries of parcel with dimensions.            | <input checked="" type="checkbox"/> Significant slope or terrain features.              |
| <input checked="" type="checkbox"/> Existing and proposed structures.                | <input checked="" type="checkbox"/> Vegetation type.                                    |
| <input checked="" type="checkbox"/> Setback distances of proposed buildings.         | <input checked="" type="checkbox"/> Portion of property in farm or forest use.          |
| <input checked="" type="checkbox"/> Access roads, driveways, turnarounds, & parking. | <input checked="" type="checkbox"/> Vicinity map (if needed to augment your site plan). |

# SITE PLAN

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_ Twn \_\_\_\_ Rng \_\_\_\_ Sec \_\_\_\_ TxLt \_\_\_\_\_

**Does your site plan show the following?**

- Property Information.
- Scale and north arrow.
- Boundaries of parcel with dimensions.
- Existing and proposed structures.
- Setback distances of proposed buildings.
- Access roads, driveways, turnarounds, & parking.
- Location of utilities, septic drainfields.
- All easements (access, utility, irrigation, etc.).
- Significant slope or terrain features.
- Vegetation type.
- Portion of property in farm or forest use.
- Vicinity map (if needed to augment your site plan).