

# **RESIDENTIAL INTERIOR REMODEL** **APPLICATION CHECKLIST**

## **PLAN SUBMITTAL & PLAN CHECK MINIMUM REQUIREMENTS**

\*\*\*\*\*CITY OF GRANTS PASS---541-450-6060\*\*\*\*\*

**SUBMITTAL TIMES: MON-FRI: 8-10am & 2-4pm**

### **SUBMITTAL REQUIREMENTS:**

- \*THREE COMPLETE, LEGIBLE & DRAWN 'TO SCALE' SETS OF BUILDING PLANS (8 ½ X 11 MIN) PLUS: Engineering as required...see Section 'G' below.**
- UP TO TWO SEPARATE 8 ½ X 11 SITE PLANS ( aerials or reductions acceptable)**
- COMPLETED & SIGNED APPLICATION FORM WITH CONTRACTOR CCB# PLUS THE APPLICATION FEE.**
- A WRITTEN 'SCOPE OF WORK' OUTLINING THE INTERIOR WORK TO BE DONE.**
- COMPLETED 1) 'PERMIT AUTHORIZATION FORM' (for permits to be issued to anyone other than the property owner), 2) 'ENERGY ADDITIONAL MEASURES SELECTION ' FORM and 3) Section 'A' of the 'MOISTURE CONTENT' FORM .**
- COMPLETED CONTRACTOR LIST WITH CCB#'S (on back of application form) PLUS the signature of the Owner or the Supervising Electrician on the 'ELECTRICAL PERMIT APPLICATION' form for any electrical work.**

**\*ALL DRAWINGS / DETAILS SHALL BE DRAWN TO SCALE & THE SCALE NOTED BY EACH DRAWING / DETAIL.**

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### **PLANCHECK REQUIREMENTS:**

#### **\*THE FIRST SHEET OF THE PLANS SHALL INCLUDE:**

- NAME, ADDRESS & PHONE NUMBER OF APPLICANT, PERSON WHO PREPARED PLANS & PROPERTY OWNER.**
- A WRITTEN DESCRIPTION OF THE SCOPE OF WORK OF THE PROPOSED PROJECT.**
- THE ADDRESS OF PROPERTY OR MAP & TAX LOT NUMBER.**
- THE SITE PLAN (DRAWN TO SCALE—SEE 'SITE PLAN' BELOW OR AN AERIAL MAY BE USED)**

#### **\*THE SITE PLAN SHALL INCLUDE:**

- ALL PROPERTY LINES, NORTH ARROW & RESIDENTIAL FOOTPRINT (AERIALS ARE ACCEPTABLE)**
- SCALE (e.g.: ENGINEER'S SCALE---1:10, 1:20 ...ETC. OR A COMMONLY USED SCALE.)**
- NAMES OF ADJACENT STREETS**
- INDICATE AREA ON BUILDING FOOTPRINT TO BE ALTERED.**

**\*THE BUILDING PLANS SHALL INCLUDE:**

**A) FOUNDATION PLAN...**

- ❑ INDICATE SIZE & LOCATION OF ANY FOUNDATION CHANGES.

**B) FLOOR PLAN...**

- ❑ SHOW SIMPLE FLOOR PLAN LAYOUT OF EXISTING RESIDENCE WITH DETAILED & DIMENTIONED LAYOUT OF REMODELED AREA (1/4" SCALE PREFERRED).
- ❑ INDICATE ROOM SQUARE FOOTAGE CHANGES.
- ❑ INDICATE DIMENSION OF ALL NEW INTERIOR WALL LOCATIONS.
- ❑ **INDICATE ALL NEW WINDOW & DOOR SIZES PLUS ALL WINDOWS & DOORS REMOVED FROM EXISTING WALLS TO ACCOMMODATE REMODEL.**
- ❑ SHOW LOCATIONS OF ALL REQUIRED **SMOKE DETECTORS.**
- ❑ SHOW LOCATIONS OF ALL NEW APPLIANCES, MECHANICAL EQUIPMENT, FIREPLACE OR WOOD STOVE AND **INDICATE IF ELECTRIC OR GAS.**
- ❑ SHOW NEW ROOM LIGHTING, OUTLETS, EXHAUST VENTS & HEATING.

**C) BUILDING ELEVATIONS...**

- ❑ NEW BUILDING ELEVATIONS (DRAWN TO SCALE) ARE ONLY REQUIRED IF DOOR AND WINDOW LOCATIONS HAVE CHANGED.
- ❑ LABEL EACH ELEVATION (FRONT, REAR, LEFT, RIGHT, NORTH, EAST, ETC).

**D) FLOOR FRAMING LAYOUT...**

- ❑ PROVIDE A PLAN FOR ALTERED OR REPAIRED FRAMED FLOOR AREA.
- ❑ INDICATE LOCATION & SIZES OF ALL NEW POSTS & BEAMS AND SHOW NEW JOIST SIZES & SPACING.
- ❑ INDICATE ALL NEW POST & BEAM CONNECTIONS.

**E) CEILING FRAMING LAYOUT...**

- ❑ INDICATE LOCATION, SPACING & SIZES OF ALL NEW CEILING JOISTS, HEADERS OR BEAMS. (Calculations may be required)

**F) BUILDING SECTIONS...**

- ❑ PROVIDE A BUILDING SECTION ONLY IF MAJOR INTERIOR STRUCTURAL ALTERATIONS ARE TO TAKE PLACE.
- ❑ INCLUDE ANY ADDITIONAL FRAMING SECTION OR DETAIL NEEDED TO DEMONSTRATE ANY UNIQUE FRAMING CONDITION OF THE REMODEL.

**G) ENGINEERING WILL BE REQUIRED FOR:**

**Any structural changes and a lateral plan may be required (refer to 2014 ORSC sections R301.2.2.2.5 and R602.10)**

**PLEASE NOTE: ALL CALCULATIONS, ENGINEERED SHEETS / DETAILS MUST BE WET SIGNED BY THE ENGINEER OR DESIGN PROFESSIONAL OF RECORD.**

**THE PLANS MUST BE COMPLETE ACCORDING TO THIS CHECKLIST IN ORDER TO BE ACCEPTED & REVIEWED. PLEASE FOLLOW THIS CHECKLIST AS A GUIDE WHEN PERPARING YOUR PLANS. ONLY COMPLETE PLANS WILL BE ACCEPTED.**

**PLEASE NOTE: ALL CONSTRUCTION WORK DONE ON RESIDENCES THAT ARE NOT THE PRIMARY RESIDENCE OF THE PROPERTY OWNER MUST BE DONE BY A LICENSED OREGON CONTRACTOR WITH A CURRENT CITY OF GRANTS PASS BUSINESS TAX.**

**ALL BUILDING PLANS & CALCULATIONS MUST COMPLY WITH THE LATEST EDITIONS OF THE OREGON STATE RESIDENTIAL CODES.**