



# ONE & TWO FAMILY PERMIT APPLICATION CHECKLIST

Marion County Public Works  
555 Court St NE  
PO Box 14500  
Salem OR 97309

Phone: (503) 588-5147 Fax: (503) 588-7948 E-mail: [BuildingInspection@co.marion.or.us](mailto:BuildingInspection@co.marion.or.us)

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                      | No                       | N/A                      |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1.  | <b>Two Complete sets of legible plans</b> drawn to scale, showing conformance to 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-references between plan location and details. Plan review cannot be completed if copyright violations are evident.                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.  | <b>Site/Plot Plan drawn to scale.</b> 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), 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.  | <b>Foundation Plan and Cross Section.</b> Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connections details, foundation vent size and location, and soil type.                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.  | <b>Floor plans.</b> Show all dimension, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade; etc.                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.  | <b>Cross Section(s) and details.</b> Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, and roof construction. More than one cross section may be required to clearly portray construction. Show detail of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundations, stairs, fireplace construction, thermal insulation, etc.                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.  | <b>Elevation Views.</b> 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 greater than 4 ft. at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.  | <b>Wall bracing (Prescriptive Path) and/or Lateral Analysis Plans.</b> Building plans must show construction details and location of lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.  | <b>Floor/Roof Framing Plans</b> are required for all floor/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.  | <b>Basement and Retaining Wall</b> cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered plans are required for retaining walls exceeding 4' in height and basement walls not complying with the prescriptive code requirements. For systems, see item 13, for "Engineer's calculations".                                                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | <b>Beam Calculations.</b> 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.                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | <b>Manufactured Floor/Roof Truss Layouts with Reactions and details.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | <b>Energy Code Compliance.</b> Identify additional measure path.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | <b>Engineer's Calculations</b> when required or provided, (i.e. sheer wall, roof truss, retaining walls exceeding 4') shall be stamped by an engineer or architect licensed in Oregon and shall be show to be applicable to the project under review by cross-reference to the applicable plan location.                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**All submittals identified on the checklists 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 following items are required for plan review and shall be used by the jurisdiction to determine a complete set of plans and compliance with OAR 918-020-0090(3)(a) (C) and (4).