LANE COUNTY PUBLIC WORKS

Residential Building Permits

LAND MANAGEMENT DIVISION *3050 N. DELTA HWY, EUGENE OR 97408*

CONTACT PHONE NUMBERS:

Building Program: (541) 682-4651

Inspection Requests: (888) 299-2821

Fax: (541) 682-3947

A full staff directory is available online at:

www.lanecounty.org/building

OFFICE HOURS:

Building Plans Examinati
9:00am – 4:00pm

B
B

Pe **k-up & Fee Payment**
9:0 ..00pm (Mon-Fri)

OFFICE CLOSED DUE TO SOCIAL DISTANCING PLEASE CALL INSTEAD 541-682-3577 PLANNING OR 541-682-4651 BUILDING

This handout has been prepared to provide you with basic information on applying for a building permit. Each project is unique and while some fall into a set of basic requirements, others may be more complex. Also included in this packet is an outline of standards for building plans.

On your first visit to the Land Management Division you can meet with the Builder on Duty (BOD) between 9:00am-1:00pm M-F to help answer any questions you may have about building plans and the permit process. If this is new construction or an addition to an existing structure you should meet with the Planner on Duty (POD) between 9:00am-1:00pm M-F as well. At this time the POD will go over your proposed project and provide basic research to make sure your project satisfies applicable land use and zoning requirements. The Planning Program will also determine if your project needs a Building Permit Review Meeting.

MInimum Requirements for Residential Building Permit Submittal

BUILDING DOCUMENTS:

- ❑ Site plan. The site plan must contain the info listed on the "How to Prepare Your Site Plan" handout. **THE SITE PLAN MUST BE 11" X 17"** and drawn to a standard engineer's scale (see handout for examples). Bring 2 copies of the site plan to the meeting.
- ❑ Building Plans. See attached Plan Requirements list. (Two sets).
- ❑ Engineering calculations when applicable. (Two sets) *The engineer's notes must also be included on the building plans.*
- ❑ Truss specifications when applicable. These must have an engineer's stamp. (Two sets)
- ❑ *Geotechnical Report. (Two sets) *If identified as At-Risk for Liquefaction or Landslide in DOGAMI, www.oregongeology.org/hazvu Please see Notice to Applicant Handout: Residential (1 & 2 Family Dwellings and Accessory Structures)

Common Questions & Information

- **How much will a building permit cost?**
  You can pick up a Permit Fee Guide that contains a fee estimation sheet at the front counter or the Building Program's website. All permit fees vary based on the projects approximate construction cost, planning fees and sanitation fees.

- **What can I do <u>without</u> a building permit?**
  You may obtain a copy of the Building Program's informational handout entitled "Residential Work Exempt from Building Permits" for a complete listing of work that is not required to be permitted. The building permit exemptions contained in the handout apply to residential construction projects (reference R105.2 of the Residential Specialty Code for complete listing). For exemptions related to commercial projects or for clarifications to the handout, please contact the Building Program.

  PLEASE NOTE: Exemption from building permit requirements shall not be considered authorization for any work to be done in manner in violation of the provisions of the applicable specialty code or any statute, regulation or ordinance of the County or State. Further, exemption from building permit does not eliminate the owner's obligation to obtain any and all applicable zoning/land use or sanitation approvals prior to beginning work.

- **When do I need a building permit?***

  - Adding a room
  - Build, demolish, or move a carport, garage, or shed of more than 200 square feet and/or 10 feet in height
  - Finish an attic, garage, or basement to make additional living space
  - Cut a new window or door opening, or widen existing openings
  - Move, remove or add walls
  - Apply roofing when all of the old roofing is removed and new sheathing is installed

  - Build a stairway
  - Build a retaining wall more than four feet high
  - Building a deck more than 30 inches above grade
  - Put up a fence more than six feet high.
  - Move more than 50 cubic yards of earth or any amount of cut or fill on sites affected by waterways or slope hazards

  *** If you are not sure your project requires a building permit please contact our office.**

- **Do I need a plumbing permit?** *See separate handout from the State of Oregon.*

- **Do I need an electrical permit?** *See separate handout from the State of Oregon.*

- **What other department approvals will I need?**
  Additional department "approvals" from Planning, Compliance or Sanitation may be required prior to the issuing of a building permit.

- **How long will it take for my building permit to be issued?**
  Once a complete application is made to our office, the time it takes to review and approve the application will vary depending on its complexity. In addition, seasonal fluctuations of demand can affect permit review timelines as well. Once your application is submitted, deemed complete and logged in, you may contact the Building Program for an estimation of time for review. A permit on hold waiting for additional information such as engineering will typically increase the wait time before your permit is issued. Providing all the required permit information to our office in a timely manner will ensure any such delay is minimized.

- **Can I draw my own construction plans?**
  Yes, you can draw your own plans or you can have an architect, engineer, designer or other knowledgeable professional draw them for you.
  BUILDING PLANS must be in an architectural scale (¼" = 1', 1/8" = 1', etc…)
  SITE PLAN must be in a Standard Engineering Scale for example: 1" =10', 20', 40', etc…

What are "AS-BUILT" structures?
Structures that have been built without a building permit when a permit was required for construction. The Compliance Program works in conjunction with the Building Program and the property owner to help remedy these situations.

If your contact with Land Management is the result of an enforcement action for an "As-Built" structure, it is imperative that you first contact the Compliance Program and they will facilitate the contact with the Planning, Sanitation and Building Programs.

LAND MANAGEMENT DIVISION / PUBLIC WORKS DEPARTMENT / 3050 N. DELTA HWY, EUGENE, OR 97408
FAX (541) 682-3947 / BUILDING (541) 682-4651 / PLANNING (541) 682-3577 / COMPLIANCE (541) 682-3724 / ON-SITE SEWAGE (541) 682-3754

PLAN REQUIREMENTS

Lane County Building Program
Building Permits 682-4651
3050 N. Delta Hwy, Eugene, Oregon 97408

The following items are required for complete submittal for a building permit with the Lane County Building Program.

- **Site Plan**
- **Foundation Plan**
- **Floor Plans**
- **Cross-Section & Details**
- **Elevation Views**
- **Roof & Floor Framing**
- **Wall Bracing Details**
- **Calculations/Engineering (if required)**

2 SETS OF PLANS ARE REQUIRED

INCLUDE **2** SETS OF ENGINEERING CALCULATIONS IF APPLICABLE.

HOW TO PREPARE YOUR SITE PLAN

(Needed for new construction, additions and floodplain sites)

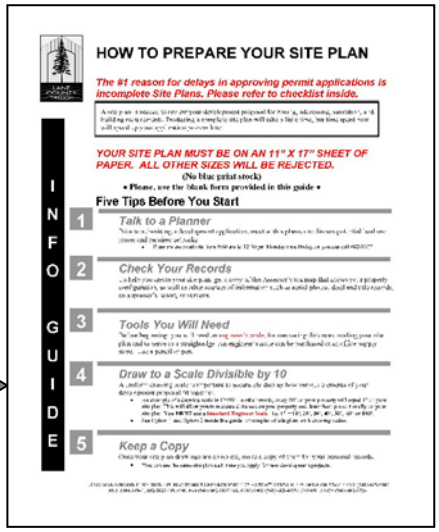
____ **1. SITE PLAN** (Drawn to scale)
- ___ a. Show property dimensions
- ___ b. Location of driveway & easements
- ___ c. Natural/physical features (rivers, lakes, power lines, utility locations, septic tank, drain field, sewer li water line, well etc...)
- ___ d. Other existing structures.
- ___ e. Footprint of proposed structure (including; decks, setback dimensions, and separation between structures.)
- ___ f. Indicate owner, legal description, area of lot, North arrow.

*(See handout **HOW TO PREPARE YOUR SITE PLAN** for more details to create a site/plot plan)*

A site plan is needed to review your development proposal for zoning, addressing, sanitation, and building requirements. Producing a complete site plan will take a little time, but time spent now will help expedite your permit process.

You MUST use a Standard Engineering Scale
example: 1" =10', 20', 40', etc…

Site Plan Handout


HOW TO PREPARE YOUR SITE PLAN

The #1 reason for delays in approving permit applications is incomplete Site Plans. Please refer to checklist inside.

YOUR SITE PLAN MUST BE ON AN 11" X 17" SHEET OF PAPER. ALL OTHER SIZES WILL BE REJECTED.
(No blue print stock)
• Please, use the blank form provided in this guide •

INFO GUIDE

Five Tips Before You Start

1 Talk to a Planner

2 Check Your Records

3 Tools You Will Need

4 Draw to a Scale Divisible by 10

5 Keep a Copy

All Plans Must be to Scale (Architectural Scale)

___ **2. FOUNDATION PLAN** (1/4" Scale)
- ___ a. Show dimensions of foundation.
- ___ b. All locations of foundation bolts/hold downs, reinforcing pads, strip footings, connection details, foundation vent size & locations.
- ___ c. Show basement walls, retaining walls that retain more than 4 feet of unbalanced fill.

___ **3. FLOOR PLANS**
- ___ a. Show all room dimensions and identify the room type (ex: bedroom, laundry, living room, bath, etc…)
- ___ b. Show window and door sizes.
- ___ c. Indicate placement of smoke alarms,
- ___ d. Show location of water heater, furnace, ventilation fans, and plumbing fixtures.

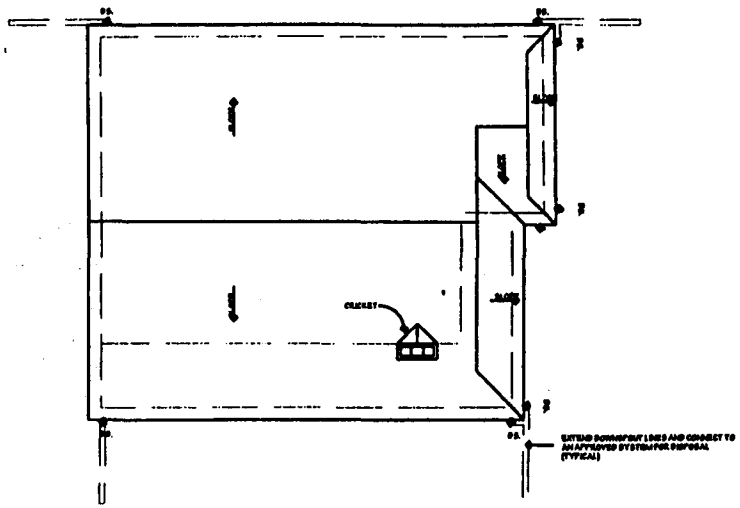
___ **4. CROSS SECTION(S) AND DETAILS**
- ___ a. A minimum of one cross section is required for each framing system.
- ___ b. Show all framing member sizes, spacing for beams, joists, headers, rafters, sub-floor, wall & roof construction. (Wood members must be GRADED lumber)
- ___ c. Indicate wall, roof & floor sheathing (lay-up with nail type & patterns).
- ___ d. Show details of footing/foundation.
- ___ e. Show details of fireplace, stairways, floor, wall, & roof assemblies (indicate all materials to be used and include thermal insulation)
- ___ f. Indicate all vertical dimension heights of walls, roofs, decks & balconies.

___ **5. ELEVATION VIEWS**
- ___ a. *For New Construction*: provide North, South, East & West elevations of building exterior.
- ___ b. *For Additions & Alterations:* provide a minimum of two elevations.
- ___ c. All elevations shall accurately indicate roof slope, materials used at exterior of structure, height of decks, and balconies.
- ___ d. Indicate all finished slope minimum of 10 feet away from structure in all directions.

___ **6. FLOOR & ROOF FRAMING PLANS**
- ___ a. Accurately indicate all structural member types for floor & roof assemblies, include; size, spacing, column location and bearing wall location.
- ___ b. Truss layout plan & truss details for each type of truss shall be submitted at time of permit application. Manufactured roof/floor systems shall be designed by an Oregon licensed Architect or Engineer to accurately show location and requirements for all engineered components/assemblies.
- ___ c. All designs shall clearly indicate bearing points, allowable loads and have minimum bearing requirements clearly stated on plans.
- ___ d. Non-standard stud construction of roof/floor components for bearing supports shall be specified by the architect or engineer on the submitted plans.
- ___ e. All designed roof systems shall support all imposed & required design loads (including snow-drift loading if applicable).

___ **7. WALL BRACING**
- ___ a. Provide location and type of prescriptive path for all wall bracing.
- ___ b. Alternate designs require calculated lateral analysis & details drawn by an Oregon licensed Architect or Engineer.

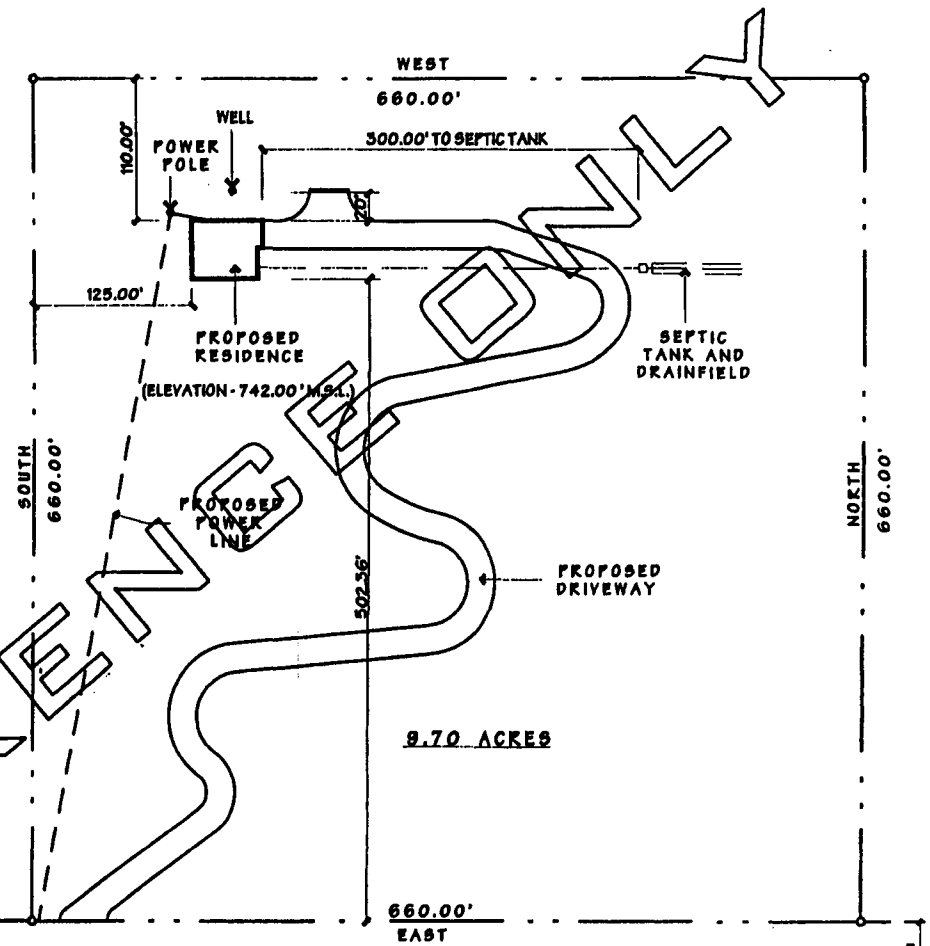
___ **8. CALCULATIONS**
- ___ a. You might be asked to provide additional calculation stamped by a licensed Engineer for footings, beams, joists, rafters & columns; you must provide two sets of calculations.



ROOF PLAN

DS = DOWNSPOUT

NOTE: FOR MORE ROOF FRAMING INFORMATION SEE SHEET 4.



FOR REFERENCE ONLY

1/1 SITE PLAN

SCALE: 1"=100.00'

OWNERS:
JO AND JOANN BLOW
1998 WEST 12TH STREET
EUGENE, OREGON 97470
(541)111-1113

LEGAL DISCRIPTION:
A 8.70 ACRE PARCEL BEING TAX LOT 101 IN SECTION 19, T. 20 S., R. 6 W., W. M. ALSO KNOWN AS TAX ACCOUNT NUMBERS 43224.01 AND 43225.00. LOCATED IN LANE COUNTY, OREGON

ULTIMATE DESIGN
A FICTITIOUS DRAFTING SERVICE
1111 FIRST 111TH STREET
SPRINGFIELD, OREGON
(541)111-1111

A RESIDENCE FOR: JO AND JOANN BLOW BLOW YOUR HORN LANE DEXTER, OREGON

DRAWN BY: JWB
DATE: 04/02/2000
REV. -
DATE:

SITE PLAN
ROOF PLAN

MINIMUM SPECIFIED COMPRESSIVE STRENGTH OF CONCRETE	
TYPE OR LOCATION OF CONCRETE CONSTRUCTION	MINIMUM SPECIFIED CONCRETE STRENGTH [2]
BASEMENT WALLS AND FOUNDATIONS NOT EXPOSED TO THE WEATHER.	2,500 PSI. [3]
BASEMENT SLABS AND INTERIOR SLABS ON GRADE, EXCEPT GARAGE FLOOR SLABS.	2,500 PSI. [3]
BASEMENT WALLS, FOUNDATION WALLS, EXTERIOR WALLS, AND OTHER VERTICAL CONCRETE WORK EXPOSED TO THE WEATHER.	3,000 PSI. [4]
PORCHES, CARPORT SLABS AND STEPS EXPOSED TO THE WEATHER, AND GARAGE FLOOR SLABS.	3,500 PSI. [4]

NOTES:

1. AT 28 DAYS PSI.
2. SEE TABLE NO. 301.2.a FOR WEATHER POTENTIAL
3. CONCRETE IN AREAS WHICH MAY BE SUBJECT TO FREEZING AND THAWING DURING CONSTRUCTION SHALL BE AIR-ENTRAINED CONCRETE IN ACCORDANCE WITH FOOTNOTE 4.
4. CONCRETE SHALL BE AIR-ENTRAINED. TOTAL AIR CONTENT (PERCENTAGE VOLUME OF CONCRETE) SHALL BE NOT LESS 5 PERCENT OR MORE THAN 7 PERCENT.

FOOTING SCHEDULE	
FOOTING MARK	FOOTING TYPE
F1	24" X 24" X 12" DEEP CONCRETE FOOTING / 3 - #4 REBAR EACH WAY.
F2	16" X 16" X 12" DEEP CONCRETE FOOTING / 2 - #4 REBAR EACH WAY.
F3	CONTINUOUS 16" X 8" DEEP CONCRETE FOOTING / 2 - #4 REBAR.
F4	CONTINUOUS 12" X 8" DEEP CONCRETE FOOTING / 2 - #4 REBAR.

GENERAL NOTES:

CLEAR ALL VEGETATION BEFORE PLACING CONCRETE.

ALL CONCRETE STRENGTHS, (f'c), SHALL COMPLY WITH THE ABOVE MINIMUM CONCRETE STRENGTH REQUIREMENTS.

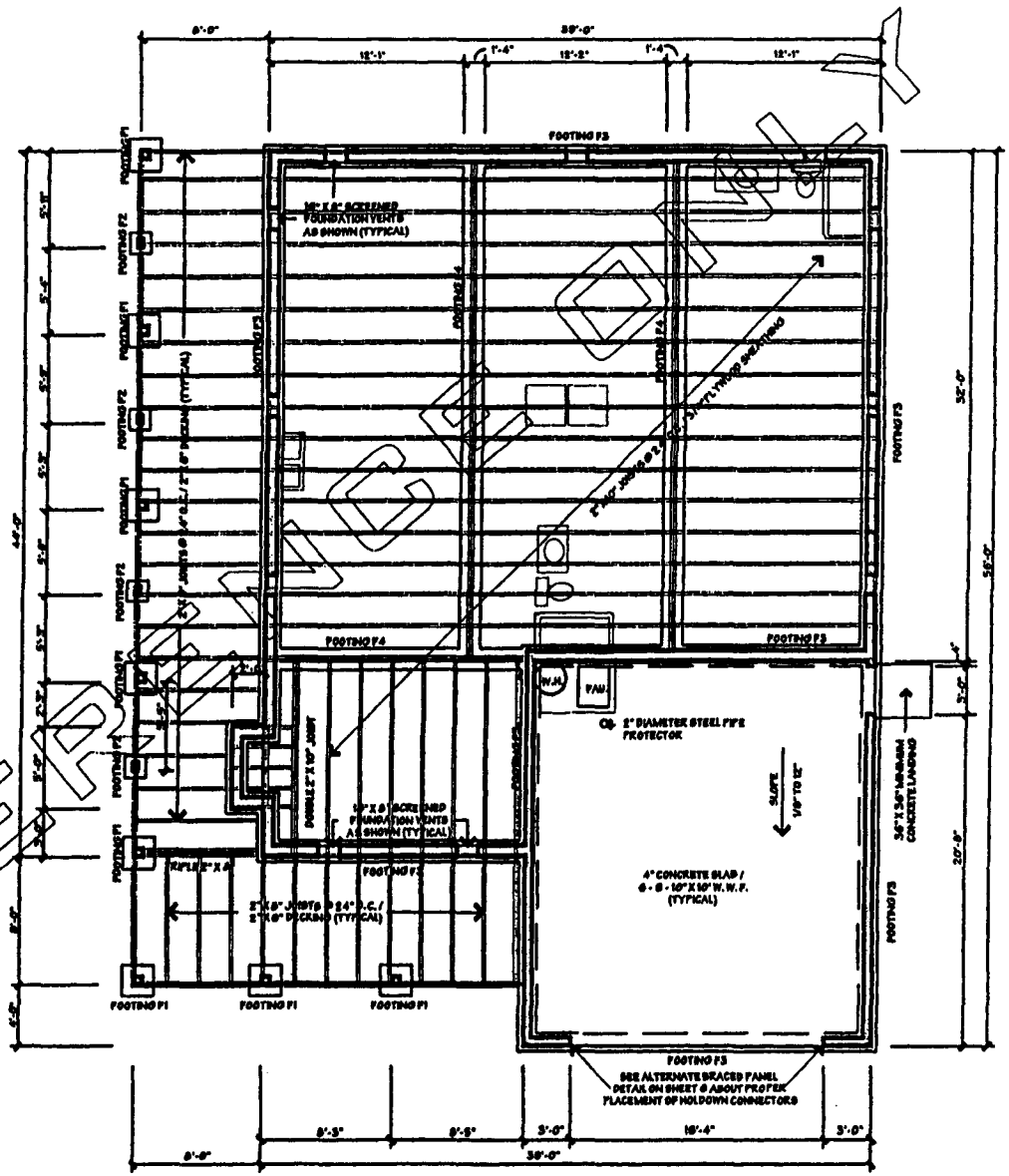
ALL REBAR SHALL BE A MINIMUM OF 40,000 PSI AND MUST OVERLAP A MINIMUM OF 15" IN ALL CORNERS AND LAPS.

PROVIDE A MINIMUM 18" WIDE X 24" HIGH UNDER-FLOOR ACCESS TO ALL UNDER-FLOOR AREAS.

ALL DIMENSIONED LUMBER USED SHALL BE A MINIMUM OF NO. 2 OR BETTER DOUGLAS FIR / LARCH WOOD OR EQUAL UNLESS OTHERWISE SPECIFIED.

ALL WOOD EXPOSED DIRECTLY TO THE WEATHER OR IN CONTACT WITH CONCRETE SHALL BE PRESSURE-TREATED WOOD OR EQUAL.

ENGINEERED FLOOR JOISTS MAY BE SUBSTITUTED WITH 9 1/2" TJI PRO RIMBOARD JOISTS @ 24" O.C. INSTALL TO MINIMUM MANUFACTURERS SPECIFICATIONS.



1/2 FOUNDATION AND FLOOR FRAMING PLAN

1/8"=1'-0"

ULTIMATE DESIGN
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(541)111-1111

A RESIDENCE FOR:
JO AND JOANN BLOW
BLOW YOUR HORN LANE
DEXTER, OREGON

DRAWN BY: JWB
DATE: 04/02/2000
REV.-
DATE:

FOUNDATION PLAN

SHEET 2 OF 8

DOOR SCHEDULE					
MARK	NO.	SIZE	TYPE	FINISH	REMARKS
1	2	3'-0" X 6'-8"	SWC	FS-1	MATCHED LOCKSET, PANELED RELIEF
2	2	6'-0" X 6'-8"	GL/GL	N/A	VINYL FAME "FRENCH DOOR" INSERT
3	5	2'-6" X 6'-8"	HWC	FS-2	PRIVACY LOCK
4	1	2'-0" X 6'-8"	MTL	FS-3	MATCHED LOCKSET, 20 MINUTE RATED
5	2	4'-0" X 6'-8"	BI/DR	FS-2	
6	1	6'-0" X 6'-8"	BI/DR	FS-2	
7	1	2'-2" X 6'-8"	HWC	FS-2	
8	1	3'-0" X 6'-8"	BI/DR	FS-2	MAN. INSTALLATION HARDWARE
9	1	5'-0" X 6'-8"	BI/DR	FS-2	MAN. INSTALLATION HARDWARE
10	1	5'-0" X 6'-8"	BI/DR	FS-2	MAN. INSTALLATION HARDWARE
11	1	4'-0" X 6'-8"	BI/DR	FS-2	MAN. INSTALLATION HARDWARE
12	1	3'-0" X 6'-8"	SWC	FS-3	MATCHED LOCKSET
13	1	16'-0" X 7'-0"	GAR	FS-3	MAN. INSTALLATION HARDWARE MATCHED LOCKSET

LEDGEND

SWC SOLID CORE BIRCH DOOR
HWC HOLLOW CORE BIRCH DOOR
MTL INSULATED METAL DOOR (R-2.5 MINIMUM)
GL/GL TEMPERED SLIDING GLASS DOOR
GL/DR VENEERED OAK SLIDING DOOR
BI/DR VENEERED OAK BI-FOLD DOOR
GAR PANELED GARAGE DOOR

FINISH SCHEDULE

FS-1 EXTERIOR LIGHT-OAK STAIN, SEALER
FS-2 INTERIOR LIGHT-OAK STAIN
FS-3 EXTERIOR LATEX PAINT, (COLOR CHOICE BY OWNER)

WINDOW SCHEDULE				
MARK	NO.	SIZE	TYPE	REMARKS
A	1	5'-0" X 5'-0"	SH	
B	2	3'-0" X 5'-0"	SO	EGRESS WINDOW
C	1	2'-0" X 3'-0"	SH	PRIVACY GLASS
D	1	4'-0" X 5'-0"	SH	
E	2	4'-0" X 5'-0"	SH	EGRESS WINDOW
F	1	6'-0" X 5'-0"	SL	
G	5	3'-0" X 5'-0"	SH	

LEDGEND

SO SOLID VINYL ARGON GAS FILLED WINDOW (U-0.40 MINIMUM)
SH VINYL ARGON-GAS FILLED WINDOW (U=0.40 MINIMUM)
SL VINYL/ ALUMINUM FRAME SLIDING GLASS WINDOW

GENERAL NOTES:

PROVIDE A MINIMUM OF 22" X 30" ATTIC ACCESS WITH 30" CLEAR HEIGHT ABOVE OPENING.

ALL EGRESS WINDOWS SHALL PROVIDE A MINIMUM OF 5.7 SQ. FT. OF OPERABLE WINDOW AREA WITH LEAST OPERABLE HEIGHT OF 24" AND THE LEAST OPERABLE WIDTH OF 20". MAXIMUM SILL HEIGHT SHALL BE 44".

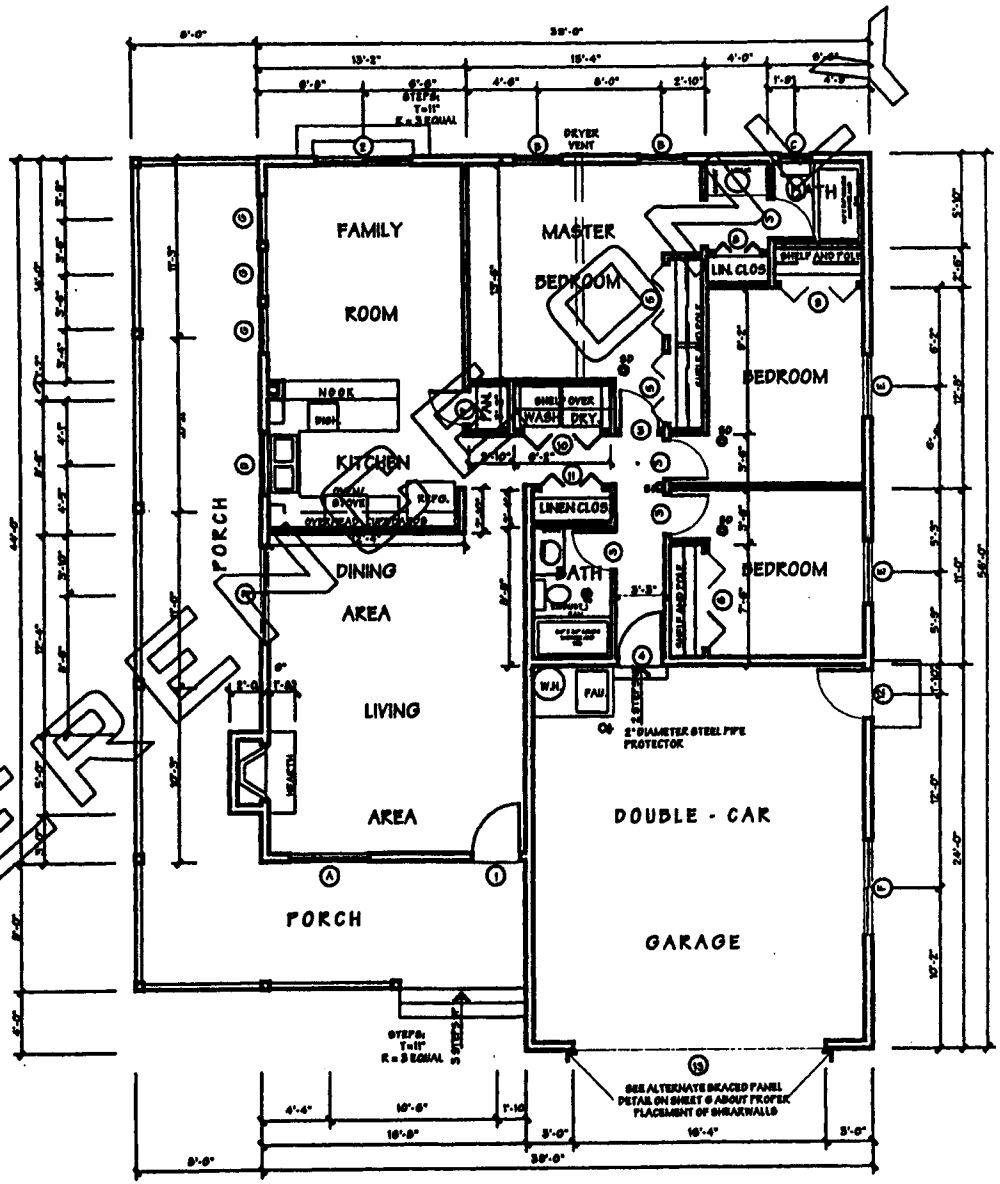
ALL STEPS OR STAIRS SHALL HAVE A MINIMUM TREAD OF 9" AND A MAXIMUM RISERS OF 8".

PROVIDE MANUFACTURERS ENGINEERED TRUSS DETAIL TWO WEEKS PRIOR TO INSTALLATION TO THE LANE COUNTY BUILDING DEPARTMENT.

ALL LUMBER SHALL BE ASSUMED TO BE DOUGLAS FIR / LARCH NO. 2 OR BETTER WOOD UNLESS OTHERWISE SPECIFIED.

PROVIDE LANDINGS WHICH WILL BE A MINIMUM OF 3'-0" X 3'-0" ON EACH SIDE OF AN EGRESS DOOR, LOCATED WITHIN 1 1/2" OF THE TOP OF THE THRESHOLD. EXTERIOR DOORS MAY BE 8" BELOW THE TOP OF THE THRESHOLD.

IF ADJACENT GRADE AT ALL PORCH AREAS EXCEEDS 30", PROVIDE A GUARDRAIL A MINIMUM OF 36" ABOVE FINISHED PORCH FLOOR WITH INTERMEDIATE OPENINGS OF LESS THAN 4".



1/3 FLOOR PLAN

1/8"=1'-0"

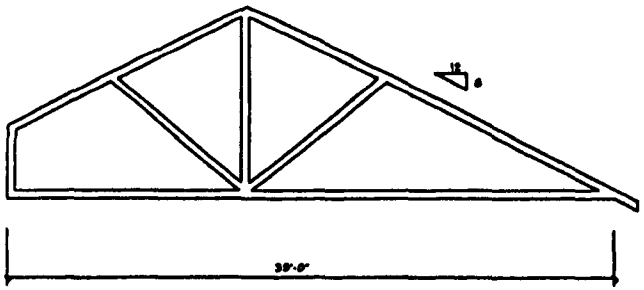
ULTIMATE DESIGN
A FICTITIOUS DRAFTING SERVICE
1111 FIRST 111TH STREET
SPRINGFIELD, OREGON
(541)111-1111

A RESIDENCE FOR:
JO AND JOANN BLOW
BLOW YOUR HORN LANE
DEXTER, OREGON

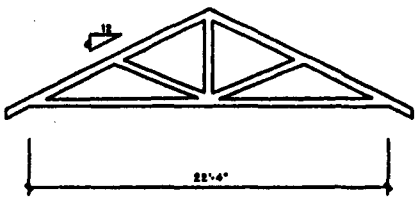
DRAWN BY: JWB
DATE: 04/02/2000
REV. -
DATE:

FLOOR PLAN
DOOR SCHEDULE
WINDOW SCHEDULE

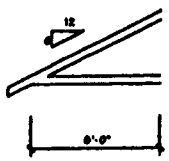
SHEET 3 OF 8



MANUFACTURED TRUSS TYPE A



MANUFACTURED TRUSS TYPE B



MANUFACTURED TRUSS TYPE C

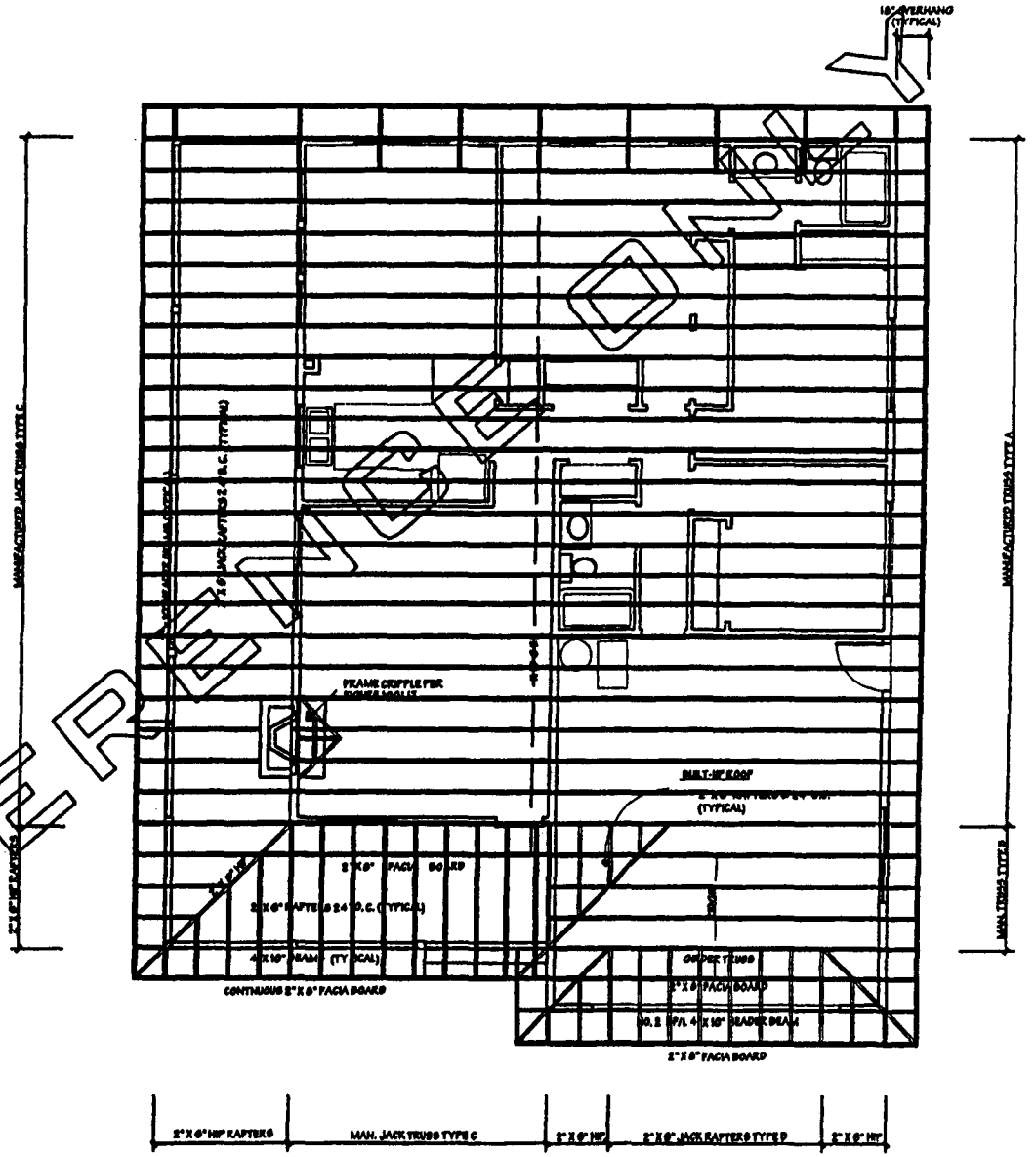
MANUFACTURED TRUSS TYPE D

GENERAL NOTES:

ALL TRUSSES AND RAFTERS ARE 24" O.C. UNLESS OTHERWISE SPECIFIED.

ALL WOOD IS TO BE NO. 2 OR BETTER D. F./LARCH WOOD OR EQUAL UNLESS OTHERWISE SPECIFIED.

ALL HEADER BEAMS ARE TO BE 4" X 10" MEMBERS UNLESS OTHERWISE SPECIFIED.



1/4 ROOF FRAMING PLAN

1/8"=1'-0"

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DATE: 04/02/2000
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ROOF FRAMING PLAN
SCHEMATIC TRUSS DETAIL

SHEET 4 OF 8

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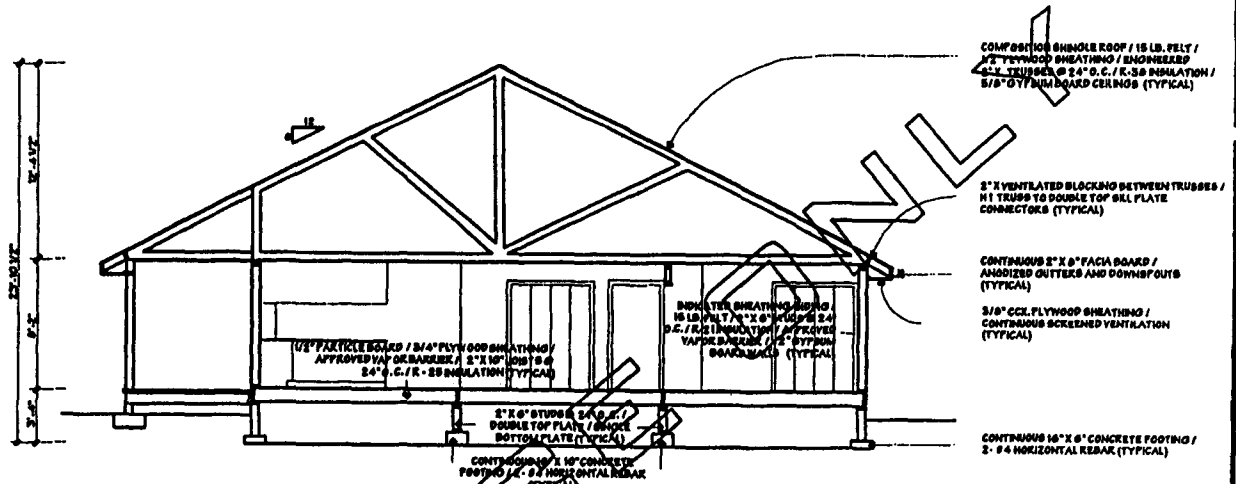
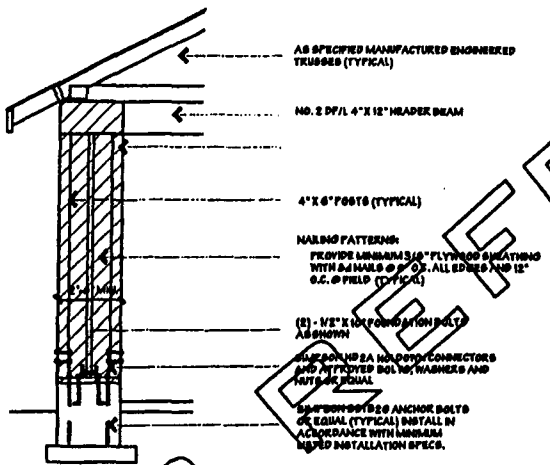
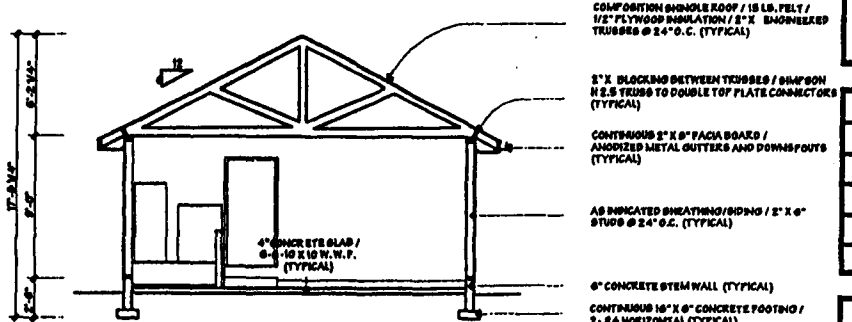


A/5 SECTION AT RESIDENCE
1/8"=1'-0"



1/5 DETAIL TYPICAL ALTERNATE BRACED PANEL SHEAR WALL ASSEMBLY
NO SCALE

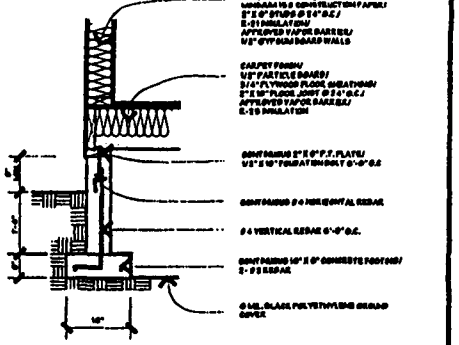


B/5 SECTION AT GARAGE
1/8"=1'-0"

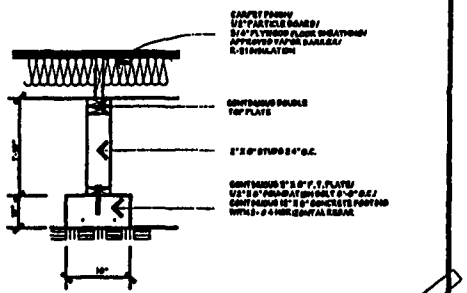
DRAWN BY:	JWB
DATE:	04/02/2000
REV.-	
DATE:	

SECTIONS
DETAILS

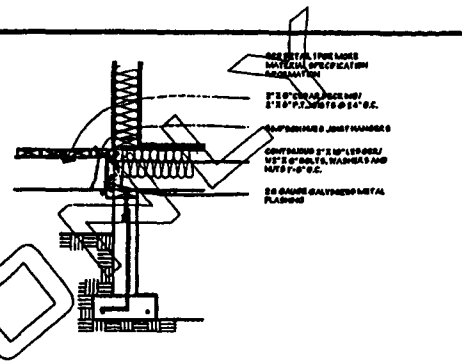
SHEET 5 OF 8



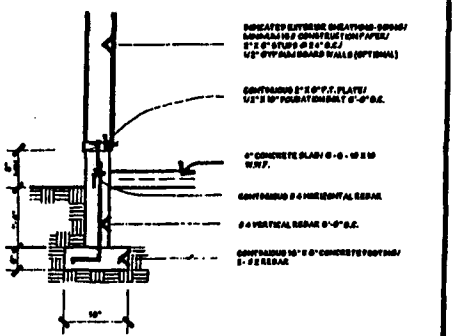
1/6 DETAIL



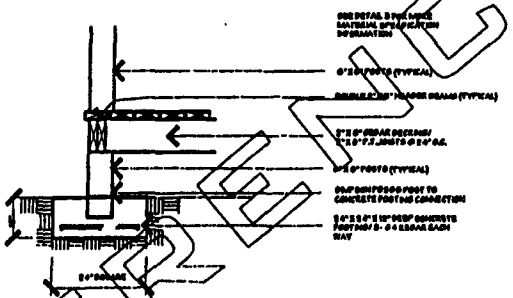
2/6 DETAIL



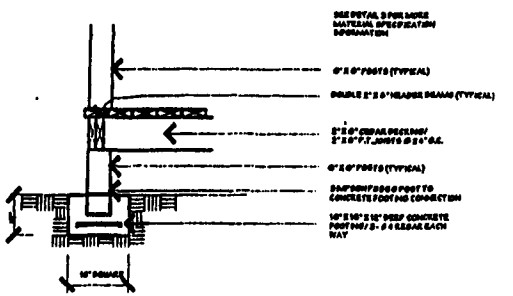
3/6 DETAIL



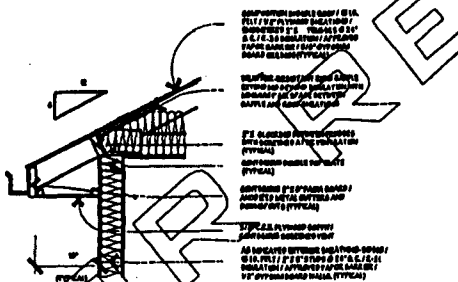
4/6 DETAIL



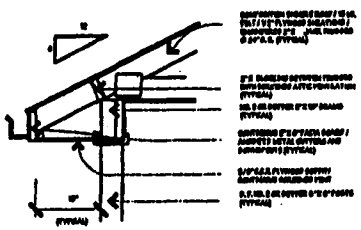
5/6 DETAIL



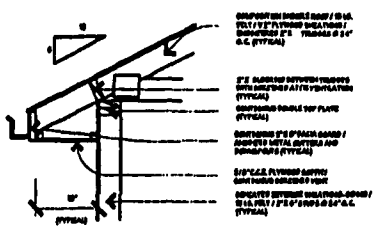
6/6 DETAIL



7/6 DETAIL



8/6 DETAIL



9/6 DETAIL

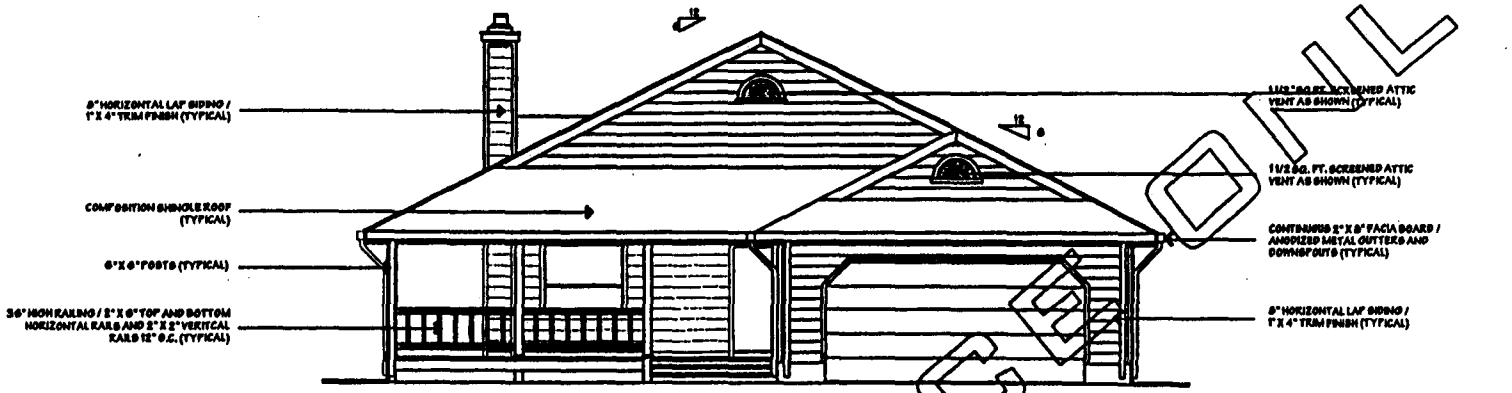
ULTIMATE DESIGN
A FICTITIOUS DRAFTING SERVICE
1111 FIRST 111TH STREET
SPRINGFIELD, OREGON
(541)111-1111

A RESIDENCE FOR:
JO AND JOANN BLOW
BLOW YOUR HORN LANE
DEXTER, OREGON

DRAWN BY: JWB
DATE: 04/02/2000
REV.:
DATE:

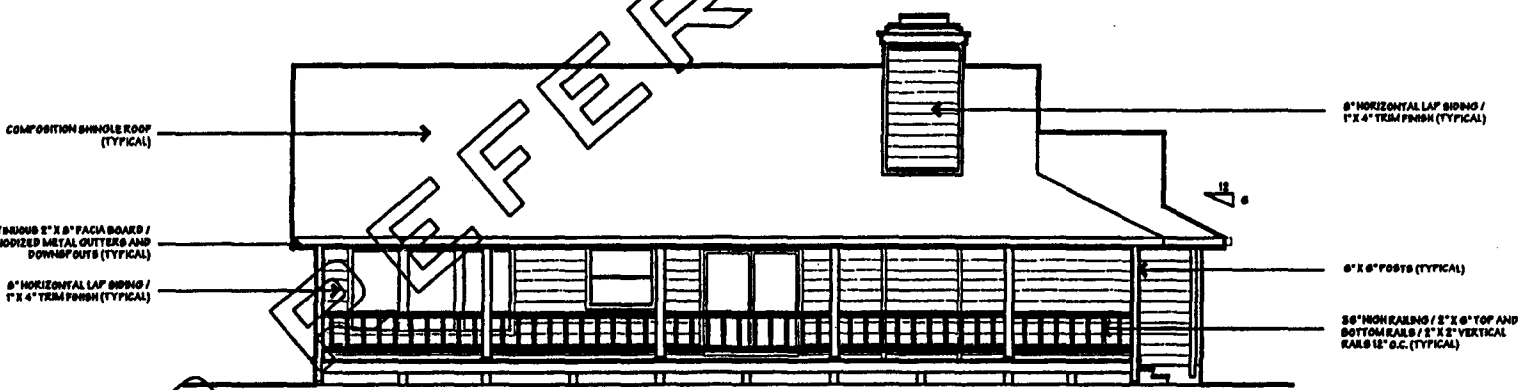
DETAILS

SHEET 6 OF 8



1/8 EAST ELEVATION

1/8"=1'-0"



2/8 SOUTH ELEVATION

1/8"=1'-0"

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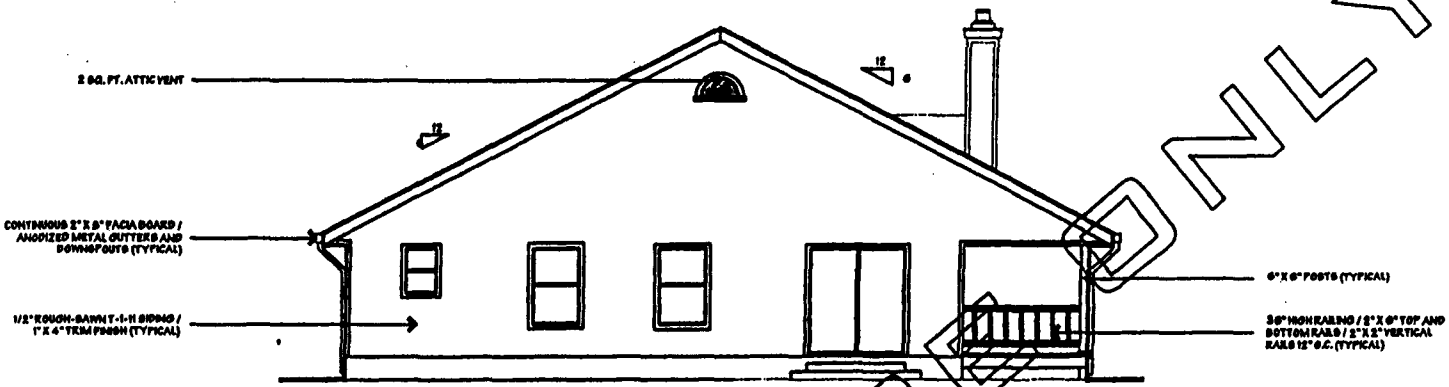
BLOW YOUR HORN LANE
DEXTER, OREGON

DRAWN BY: JWB
DATE: 04/02/2000
REV.-
DATE:

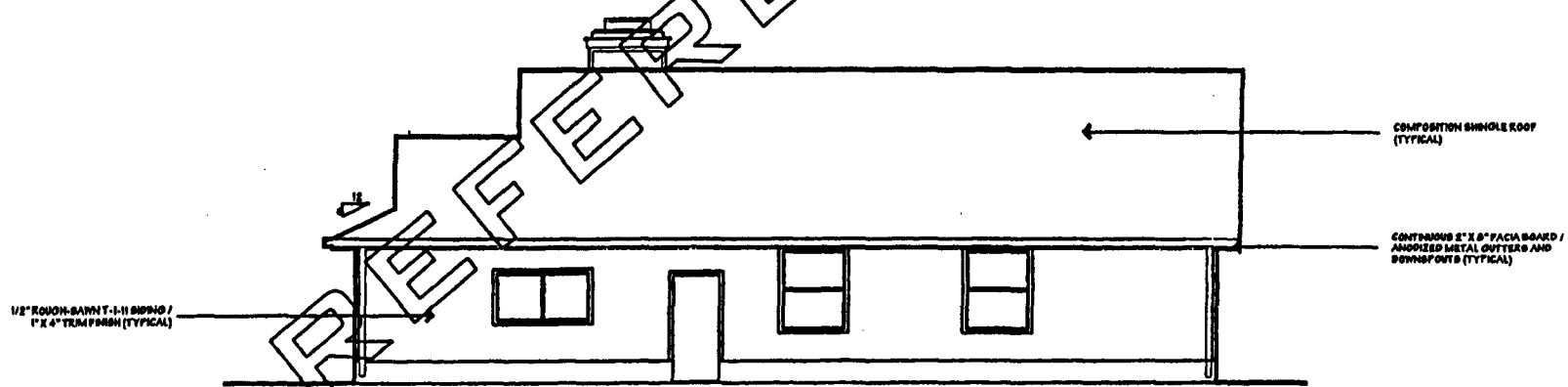
ELEVATIONS

SHEET 7 OF 8



1/8 WEST ELEVATION

1/8"=1'-0"



2/8 NORTH ELEVATION

1/8"=1'-0"

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BLOW YOUR HORN LANE
DEXTER, OREGON

DRAWN BY: JWB
DATE: 04/02/2000
REV.-
DATE:

ELEVATIONS

SHEET 8 OF 8