



Commercial Application Checklist

City of Wood Village

Application No.:

2055 NE 238th Dr., Wood Village OR 97060

Date Received:

Permit Specialist 503.489.6861 or 503.489.6859

Received By:

PROJECT INFORMATION

Project name:

Date:

Address:

City:

State:

ZIP:

Scope of work:

Reference no.:

Map and tax-lot no.:

Contact person name:

Company:

Phone:

Fax:

Cellular phone:

E-mail:

PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

SECTION 1.0 — GENERAL PROJECT DATA

1.1	<input checked="" type="checkbox"/>	Required	No. of sets of plans: 3	_____
1.2	<input checked="" type="checkbox"/>	Required	Cover sheet plan index	_____
1.3	<input checked="" type="checkbox"/>	Required	Code summary	_____
1.4	<input checked="" type="checkbox"/>	Required	Site plan	_____
1.5	<input type="checkbox"/>	<input type="checkbox"/> N/A	Deferred submittal summary	_____
1.6	<input type="checkbox"/>	<input type="checkbox"/> N/A	Professional stamp and signature	_____
1.7	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire and life-safety plan	_____
1.8	<input type="checkbox"/>	<input type="checkbox"/> N/A	Hazardous materials inventory	_____
1.9	<input type="checkbox"/>	<input type="checkbox"/> N/A	Material safety data sheets (MSDS)	_____
1.10	<input type="checkbox"/>	<input type="checkbox"/> N/A	Energy code compliance forms and calculations	_____

SECTION 2.0 — CIVIL DATA

2.1	<input checked="" type="checkbox"/>	Required	Site utility plan	_____
2.2	<input checked="" type="checkbox"/>	Required	Grading plan	_____
2.3	<input checked="" type="checkbox"/>	Required	Erosion-control plan	_____
2.4	<input type="checkbox"/>	<input type="checkbox"/> N/A	Utility-vault location and details	_____
2.5	<input type="checkbox"/>	<input type="checkbox"/> N/A	Utility maintenance agreements	_____
2.6	<input type="checkbox"/>	<input type="checkbox"/> N/A	Geotechnical/soil engineer report	_____
2.7	<input type="checkbox"/>	<input type="checkbox"/> N/A	Storm-water calculations	_____
2.8	<input type="checkbox"/>	<input type="checkbox"/> N/A	Site retaining-wall structural calculations	_____
2.9	<input type="checkbox"/>	<input type="checkbox"/> N/A	“Assurance of Compliance” with environmental rules	_____

SECTION 3.0 — ARCHITECTURAL DATA				
3.1	<input checked="" type="checkbox"/>	Required	Floor plan(s)	_____
3.2	<input checked="" type="checkbox"/>	Required	OSSC Chapter 11 accessibility requirements	_____
3.3	<input type="checkbox"/>	<input type="checkbox"/> N/A	Interior elevations	_____
3.4	<input type="checkbox"/>	<input type="checkbox"/> N/A	Exterior elevations	_____
3.5	<input type="checkbox"/>	<input type="checkbox"/> N/A	Roof plans	_____
3.6	<input type="checkbox"/>	<input type="checkbox"/> N/A	Exterior wall sections and details	_____
3.7	<input type="checkbox"/>	<input type="checkbox"/> N/A	Reflected ceiling plan(s)	_____
3.8	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire-rated construction penetration details	_____
3.9	<input type="checkbox"/>	<input type="checkbox"/> N/A	Door schedule	_____
3.10	<input type="checkbox"/>	<input type="checkbox"/> N/A	Glazing schedule	_____
3.12	<input type="checkbox"/>	<input type="checkbox"/> N/A	Furniture plan	_____
SECTION 4.0 — STRUCTURAL DATA				
4.1	<input type="checkbox"/>	<input type="checkbox"/> N/A	Foundation plan	_____
4.2	<input type="checkbox"/>	<input type="checkbox"/> N/A	Floor framing plans	_____
4.3	<input type="checkbox"/>	<input type="checkbox"/> N/A	Roof framing plan	_____
4.4	<input type="checkbox"/>	<input type="checkbox"/> N/A	Structural elevations	_____
4.5	<input type="checkbox"/>	<input type="checkbox"/> N/A	Structural details and cross sections	_____
4.6	<input type="checkbox"/>	<input type="checkbox"/> N/A	Special inspector/structural observation matrix	_____
4.7	<input type="checkbox"/>	<input type="checkbox"/> N/A	Structural calculations	_____
4.8	<input type="checkbox"/>	<input type="checkbox"/> N/A	Standpipe information	_____
4.9	<input type="checkbox"/>	<input type="checkbox"/> N/A	Site-specific seismic hazard report	_____
4.10	<input type="checkbox"/>	<input type="checkbox"/> N/A	Design narrative	_____
4.11	<input checked="" type="checkbox"/>	Required	Structural calculations for vertical and lateral loads	_____
SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)				
5.1	<input checked="" type="checkbox"/>	Required	Mechanical floor plan(s) and equipment layout	_____
5.2	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fuel gas piping plan	_____
5.4	<input type="checkbox"/>	<input type="checkbox"/> N/A	Roof access details	_____
5.5	<input type="checkbox"/>	<input type="checkbox"/> N/A	Duct smoke detector plans	_____
5.6	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire/smoke damper locations	_____
5.7	<input type="checkbox"/>	<input type="checkbox"/> N/A	Smoke control plan	_____
5.8	<input type="checkbox"/>	<input type="checkbox"/> N/A	Outside air (OSA) table	_____
5.9	<input type="checkbox"/>	<input type="checkbox"/> N/A	Refrigeration equipment and piping plan	_____
5.10	<input type="checkbox"/>	<input type="checkbox"/> N/A	Kitchen equipment plan	_____
5.11	<input type="checkbox"/>	<input type="checkbox"/> N/A	Type I and/or Type II kitchen hood plan	_____
5.12	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fume/vapor hood plan	_____
5.13	<input type="checkbox"/>	<input type="checkbox"/> N/A	Hood elevations	_____

5.14	<input type="checkbox"/>	<input type="checkbox"/> N/A	Hood/grease extractor listing documentation	_____
5.15	<input type="checkbox"/>	<input type="checkbox"/> N/A	Hood/grease duct sizing calculations	_____
5.16	<input type="checkbox"/>	<input type="checkbox"/> N/A	Cross sections through hoods, ducts and shafts	_____
5.17	<input type="checkbox"/>	<input type="checkbox"/> N/A	Process piping/product and/or exhaust-conveying duct plan	_____
5.18	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire-rated construction penetration details	_____
5.19	<input type="checkbox"/>	<input type="checkbox"/> N/A	Equipment hanger/fastener details	_____
5.20	<input type="checkbox"/>	<input type="checkbox"/> N/A	Equipment manufacturers' catalog "cut sheets"/ specs or specifications	_____
5.21	<input type="checkbox"/>	<input type="checkbox"/> N/A	Outside air (OSA) calculations	_____
5.22	<input type="checkbox"/>	<input type="checkbox"/> N/A	Smoke-control calculations	_____
5.23	<input type="checkbox"/>	<input type="checkbox"/> N/A	Combustion air calculations	_____
5.24	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fuel gas piping sizing calculations	_____
5.25	<input type="checkbox"/>	<input type="checkbox"/> N/A	Make-up air calculations	_____
5.26	<input type="checkbox"/>	<input type="checkbox"/> N/A	Boiler information	_____
SECTION 6.0 — PLUMBING DATA				
6.1	<input checked="" type="checkbox"/>	Required	Plumbing floor plan(s) and equipment layout	_____
6.2	<input checked="" type="checkbox"/>	Required	Piping and material schedule	_____
6.3	<input checked="" type="checkbox"/>	Required	Fixture schedule	_____
6.4	<input type="checkbox"/>	<input type="checkbox"/> N/A	Rise diagram	_____
6.5	<input type="checkbox"/>	<input type="checkbox"/> N/A	Back flow prevention location	_____
6.6	<input type="checkbox"/>	<input type="checkbox"/> N/A	Irrigation plan	_____
6.7	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire-rated construction penetration details	_____
6.8	<input type="checkbox"/>	<input type="checkbox"/> N/A	Under-slab plumbing plan	_____
6.9	<input type="checkbox"/>	<input type="checkbox"/> N/A	Equipment manufacturers' catalog "cut sheets"/specs	_____
6.10	<input type="checkbox"/>	<input type="checkbox"/> N/A	Water supply calculations	_____
6.11	<input type="checkbox"/>	<input type="checkbox"/> N/A	Sanitary system calculations	_____
6.12	<input type="checkbox"/>	<input type="checkbox"/> N/A	Irrigation demand calculations	_____
6.13	<input type="checkbox"/>	<input type="checkbox"/> N/A	Roof drain and storm water calculations	_____
SECTION 7.0 — ELECTRICAL DATA				
7.1	<input checked="" type="checkbox"/>	Required	Electrical floor plan(s)	_____
7.2	<input checked="" type="checkbox"/>	Required	Electrical load calculations	_____
7.3	<input checked="" type="checkbox"/>	Required	One line diagram	_____
7.4	<input checked="" type="checkbox"/>	Required	Feeder riser diagram	_____
7.5	<input checked="" type="checkbox"/>	Required	Available fault current information	_____
7.6	<input checked="" type="checkbox"/>	Required	Panel schedule(s)	_____
7.7	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire-rated construction penetration details	_____
7.8	<input type="checkbox"/>	<input type="checkbox"/> N/A	Lighting plan	_____
7.9	<input type="checkbox"/>	<input type="checkbox"/> N/A	Emergency power system and emergency lighting plan	_____

7.10	<input type="checkbox"/>	<input type="checkbox"/> N/A	Under-slab electrical plan	_____
7.11	<input type="checkbox"/>	<input type="checkbox"/> N/A	Emergency power system specifications	_____
7.12	<input type="checkbox"/>	<input type="checkbox"/> N/A	Feeder riser information	_____
7.13	<input type="checkbox"/>	<input type="checkbox"/> N/A	Lighting equipment manufacturers' catalog cut sheet/specs	_____
SECTION 8.0 — FIRE SUPPRESSION DATA				
8.1	<input checked="" type="checkbox"/>	Required	Sprinkler piping layout plan(s)	_____
8.2	<input checked="" type="checkbox"/>	Required	Transverse and longitudinal cross sections	_____
8.3	<input type="checkbox"/>	<input type="checkbox"/> N/A	Standpipe information	_____
8.4	<input type="checkbox"/>	<input type="checkbox"/> N/A	Back flow prevention information	_____
8.5	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire-rated construction penetration details	_____
8.6	<input type="checkbox"/>	<input type="checkbox"/> N/A	Specialty fire suppression system plans and system list and list of systems	_____
8.7	<input checked="" type="checkbox"/>	Required	Equipment manufacturers' catalog "cut sheets"	_____
8.8	<input type="checkbox"/>	<input type="checkbox"/> N/A	Hydraulic calculations	_____
8.9	<input type="checkbox"/>	<input type="checkbox"/> N/A	Specialty fire suppression system information	_____
8.10	<input type="checkbox"/>	<input type="checkbox"/> N/A	Required fire-flow calculations	_____
8.11	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire-hydrant flow-test report	_____
8.12	<input type="checkbox"/>	<input type="checkbox"/> NA	NA Fire department or fire district building survey report	_____
SECTION 9.0 — FIRE DETECTION AND ALARM DATA				
9.1	<input checked="" type="checkbox"/>	Required	Floor and alarm layout plan(s)	_____
9.2	<input checked="" type="checkbox"/>	Required	Wiring schematic	_____
9.3	<input type="checkbox"/>	<input type="checkbox"/> N/A	Elevator recall information	_____
9.4	<input type="checkbox"/>	<input type="checkbox"/> N/A	Operational matrix	_____
9.5	<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire-rated construction penetration details	_____
9.6	<input type="checkbox"/>	<input type="checkbox"/> N/A	Standard electrical notes	_____
9.7	<input checked="" type="checkbox"/>	Required	Equipment manufacturers' catalog "cut sheets"/specs	_____
9.8	<input checked="" type="checkbox"/>	Required	Installer certification information	_____
9.9	<input type="checkbox"/>	<input type="checkbox"/> N/A	Battery calculations	_____
9.10	<input type="checkbox"/>	<input type="checkbox"/> N/A	Emergency power system specifications	_____
9.11	<input type="checkbox"/>	<input type="checkbox"/> N/A	Monitoring station information	_____
9.12	<input type="checkbox"/>	<input type="checkbox"/> N/A	Voltage drop calculations	_____
SECTION 10.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS				
10.1	<input type="checkbox"/> Required	<input type="checkbox"/>	<input type="checkbox"/> N/A	_____