E-SUBMITTAL REQUIREMENTS CHECKLIST

How to Submit Permits that Require Plan Review

Please use the process described below to submit the following types of permits <u>that require plan review</u> online:

- Building (all structural [residential or commercial]; Fire Sprinkler; Fire Alarms; Grading; Tenant Improvement; Change of Occupancy/Use; Non-Prescriptive Solar; Ag Exempt)
- Mechanical (commercial only)
- Plumbing (commercial only)
- Electrical (commercial only)

<u>Payment</u>: <u>Plan review fees (intake fees) must be paid when the permit is submitted</u>. *With our buildings closed to the public, payment by credit/debit card for plan review fees is preferred and is most efficient. We can accept a check by mail, but we will have to keep your submittal on-hold until we receive the funds.*

STEP 1: Get the permit applications.

☑ Download the *new application packets* for the work you are doing. These can be found on the County website, Building Codes home page by clicking on the Locate Permit Forms (it's a green button).

- **FOR New Single Family Dwellings (NSFR)** – Download the *NSFR Application Packet* with all four permit applications and a 1-2 Family Dwelling checklist packaged together in one PDF.

TIP: Don't see a form you need in the packet? Check our list of Permit Forms on Building Codes webpage for your specific use.

STEP 2: Fill out the forms completely and accurately.

These application packets include:

- Permit application that is electronically fillable,
- Credit card authorization form,
- Project description form (to help us understand the project and correctly route it for internal reviews),
- *<u>Optional</u>* property owner form (if doing the work on your home, including doing own work for home occupations).

If you have general questions, please contact us at 503-742-4240 or bldservice@clackamas.us.

STEP 3: Prepare your plans and documents

- ☑ *Are your plans and documents in PDF format?*
- ☑ *Are your documents legible, and plans to scale or dimensioned*? Please check your PDFs for scan quality and readability **before** submitting. If we cannot read it, we cannot accept your application.
- ☑ *Is your plan in landscape orientation?* Plans and drawings must be in landscape orientation.
- ☑ *Site plan as separate PDF*? The submitted site plan must be its own PDF separate from the plans.
- ☑ *Are the plans in one combined PDF?* Except for the site plan, we do not accept individual sheets as separate PDFs. The plans must be organized & submitted as **one combined PDF**, which works well for most residential and commercial projects. For larger size plans, please see our commercial naming convention guide, below.
- ☑ *40MB maximum file size.* The maximum file size we can accept for attachments in one email is 40MB
- ☑ Please check your PDFs for scan quality and readability **before** submitting!

STEP 4: Follow the naming convention for plans and supplemental documents.

For residential (or home occupation) projects**:** To help keep project drawings organized, drawings must adhere to the following PDF document naming conventions, based on a typical NSFR submittal. Please note, your project may be smaller and not require all of these drawings (e.g., a truss packet or lateral calculations). *It is important to add the word **submit1** before the name* to distinguish first submittals from future correction sheets.

- **Application packet** -- as one PDF that contains the application, project description form, and any optional forms/checklists
- **Credit Card Authorization form** – as a separate PDF (we need this separate to delete after use)
- **Submit1 site plan** -- as a separate PDF
- **Submit1 plans** -- for most submittals this can be one PDF; if it is larger, break it into two PDFs and number in order, for example Submit1plans1, Submit1plans2
- **Submit1 gravity calcs** -- as one PDF that includes beams and foundation
- **Submit1 lateral calcs** -- as one PDF that includes lateral analysis calculations
- **Submit1 truss packet** -- as one PDF that includes truss packet only
- **Submit1 [**describe the document**]**

For commercial projects or larger submittals: These may be broken down further than described above depending on the size and scope of your project. *It is important to add the word **submit1** before the name* to distinguish first submittals from corrections later.

- **Application packet** -- as one PDF that contains the application, project description form, and any optional forms/checklists
- **Credit Card Authorization form** – as a separate PDF (we need this separate to delete after use)
- **Deferred Submittals Checklist** -- as one PDF providing a list of deferred submittals, if any
- **Submit1 Site Plan** -- as a separate PDF
- **Submit1 Arch** -- architectural sheets, code summary, FLS
- **Submit1 Civil** -- civil sheets
- **Submit1 Struct** -- structural sheets

- **Submit MEP** -- for a building permit these are included *for reference only*; they must be submitted separately with the application for that permit type
  - **Submit1Mech**
  - **Submit1Elect**
  - **Submit1Plumb**
- **Submit1 struct [Type of Calcs1]** *(as applicable)*
- **Submit1 struct [Type of Calcs2]** *(as applicable)*
- **Energy forms** -- any required energy efficiency forms for commercial
- **Other** *(name it)*

Step 5: Email your application, credit card authorization, and plans to us.

☑ Email permit applications and plans to: bldapplications@clackamas.us

☑ Subject line to read: **New Application [address of the project]**

☑ Upload your PDFs as **organized and named in Step Four** above.

We can accept attachments of up to 40MB in total, per email. If attachments are larger than that, please split the package into separate emails with one consistent subject line.

How to Submit *Trade Permits for Homeowners (usually don't require plan review)

(*residential use for electrical, plumbing, mechanical work)

***If you are a contractor with an active CCB and proper licensure to do the scope of work*, please submit for permits using our Permits Online portal found on the Building Codes homepage.**

If you need a Building Permit and you're a contractor or homeowner, please refer to *How to Submit Permits That Require Plan Review* above for requirements on uploading your application and plans.

If you are a homeowner working on your own residence or home occupation, you may obtain trade permits (mechanical, electrical, plumbing). These permits typically have a quick turnaround time and do not require plan review. Please follow the process described below.

STEP 1: Fill out the forms completely and accurately.

- ☑ Is my application complete? *If you are the homeowner but a contractor is doing the work*, **complete the information about your contractor**. We will verify current CCB and electrical or plumbing licensing for applicable work.
- ☑ Is my project description form complete?
- ☑ Is my credit card authorization form complete?
- ☑ *If doing your own work on your own residence*, have you completed the **Property Owner's Statement?**

TIP: Don't see a form you need or required to have? Check our list of Permit Forms for your specific use by going to the Building Codes homepage.

STEP 3: Email us your application(s) for verification and payment.

- ☑ We have a specific email box for new applications: Bldapplications@clackamas.us .
- ☑ Upload your application and project description form as one PDF.
- ☑ Upload your credit card authorization form as **a separate PDF** (we need this separate so we can delete immediately after use).

STEP 4: Permits Staff Reviews Application & Processes Permit

- ✓ Permits Team receives your application, reviews for accuracy/correct jurisdiction, verifies total fees owed, and enters your permit in our Accela system.
- ✓ They will process your fees with the credit card you have provided.
- ✓ Permits staff will email you the receipt for payment **and your permit**.

STEP 5: Begin work and call for your inspections.

Schedule an inspection online or by calling the inspection request line at 503-742-4720.

Building Permit Application

150 Beavercreek Road, Oregon City, OR 97045
Phone: (503) 742-4240 Fax: (503) 742-4741
Inspection request: 503-742-4720
Internet address: www.clackamas.us

Date Recd:	Bldg #:
By:	Plmb #:
Simple/Complex:	Elec #:
Land Use Appr:	Prj #:

TYPE OF WORK	
☐ New construction	☐ Demolition
☐ Addition/alteration/replacement	☐ Other:
CATEGORY OF CONSTRUCTION	
☐ 1- and 2-family dwelling	☐ Commercial/industrial
☐ Accessory building	☐ Multi-family
☐ Master builder	☐ Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
☐ **PROPERTY OWNER**	☐ **TENANT**
Name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: ( )
E-mail:	
☐ **APPLICANT**	☐ **CONTACT PERSON**
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: ( )
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: ( )
E-mail:	
CCB lic.:	
Authorized signature:	
Print name:	Date:

REQUIRED DATA: 1- AND 2-FAMILY DWELLING	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation	
Number. of bedrooms:	
Number of bathrooms:	
Total number of floors:	
New dwelling area:	square feet
Garage/carport area:	square feet
Covered porch area:	square feet
Deck area:	square feet
Other structure area:	square feet

REQUIRED DATA: COMMERCIAL-USE CHECKLIST	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation	
Existing building area:	square feet
New building area:	square feet
Number of stories:	
Type of construction:	
Occupancy groups:	
Existing:	
New:	

NOTICE
All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed. If the applicant is exempt from licensing, the following reasons apply:

BUILDING PERMIT FEES*	
Please refer to fee schedule	
Fees due upon application	
Amount received	
Date received:	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

* Fee methodology set by Tri-County Building Industry Service Board

Project Description Form

Address:		
City:	State:	Zip:
Tax Lot #:	Permit Type: Building	
☐ Residential	☐ Commercial	
Detailed Job Description Narrative: (Building Permit Example: Remodeling bathroom to add a new walk in shower. Rebuilding new stairs at front entry and enlarging picture window in living room.) (Trade Example: Adding (1) 20amp circuit in garage for welding machine.)		
Best person to contact regarding questions about this application		
Name:	Phone:	
Email:		
Best person to contact regarding County Inspector's Access to this project		
Name:	Phone:	
Email:		
1..Have you applied or are you going to apply for related permits with this project at this time, and Which types: (i.e., Electrical, Plumbing, Mechanical) ☐ YES ☐ NO If yes what type:		
2..Is this related to a home business? ☐ YES ☐ NO		
3..Will you be creating new bedroom(s)? ☐ YES ☐ NO If yes how many:		
4..Will you be adding habitable rooms in an existing basement? ☐ YES ☐ NO If yes how many square feet:		
5. Are you installing new structural members? (i.e., beams, joists, trusses, footings, foundation) ☐ YES ☐ NO If yes what type:		
6. Are you creating a separate dwelling unit? (i.e., ADU) ☐ YES ☐ NO		
7. Are you adding a kitchen? ☐ YES ☐ NO		
8. Is there a septic system on property? ☐ YES ☐ NO		
9. Are you expanding the footprint of the structure? ☐ YES ☐ NO If yes how many square feet:		
10.Are you adding a new building on property? ☐ YES ☐ NO If yes what type:		
You WILL need to apply for an Entrance (driveway) Permit if any of the below are marked yes: Entrance permit applications can be found here https://www.clackamas.us/engineering/forms.html		
11.Are you proposing to upgrade an existing, permitted driveway? (pave, re-pave, modify drainage, widen, etc.) ☐ YES ☐ NO 12.Are you proposing to add a new driveway? ☐ YES ☐ NO 13.Are you extending an existing, permitted driveway to a proposed building that is 150 feet or further away from a public road? ☐ YES ☐ NO		
Engineering staff will contact you if an Entrance Permit is required:		
14. Is the first 20' of each of the property driveways paved? ☐ YES ☐ NO 15. Are you extending an existing, permitted driveway to a proposed building that is less than 150 feet from a public road? ☐ YES ☐ NO		

Information Notice to Owners About
Construction Responsibilities

(ORS 701.325 (3))

Homeowners acting as their own general contractors to construct a new home or make a substantial improvement to an existing structure, can prevent many problems by being aware of the following responsibilities:

- Homeowners who use labor provided by workers not licensed by the Construction Contractors Board, may be considered an employer, and the workers who provide the labor may be considered employees. **As an employer, you must comply with the following:**
- **Oregon's Withholding Tax Law:** Employers must withhold income taxes from employee wages at the time employees are paid. You will be liable for the tax payments even if you don't actually withhold the tax from your employees. For more information, call the Department of Revenue at 503-378-4988.
- **Unemployment Insurance Tax:** Employers are required to pay a tax for unemployment insurance purposes on the wages of all employees. For more information, call the Oregon Employment Department at 503-947-1488.
- **Oregon's Business Identification Number (BIN):** is a combined number for both Oregon Withholding and Unemployment Insurance Tax. To file for a BIN, go online to the Oregon Business Registry. For questions, call 503-945-8091.
- **Workers Compensation Insurance:** Employers are subject to the Oregon Workers Compensation Law, and must obtain Workers Compensation Insurance for their employees. If you fail to obtain Workers Compensation Insurance, you could be subject to penalties and be liable for all claim costs if one of your workers is injured on the job. For more information, call the Workers Compensation Division at the Department of Consumer and Business Services at 800-452-0288.
- **Tax Withholding:** Employers must withhold Social Security Tax and Federal Income Tax from employee wages. You may be liable for the tax payment, even if you didn't actually withhold the tax. For a Federal EIN number, go online to www.irs.gov.

Other Responsibilities of Homeowners:

- **Code Compliance:** As the permit holder for a construction project, the homeowner is responsible for notifying building officials at the appropriate times, so that the required inspections can be performed. Homeowners are also responsible for resolving any failure to meet code requirements that may be found through inspections.
- **Property Damage and Liability Insurance:** Homeowners acting as their own contractors should contact their insurance agent to ensure adequate insurance coverage for accidents and omissions, such as falling tools, paint overspray, water damage from pipe punctures, fire, or work that must be redone. Liability Insurance must be sufficient to cover injuries to persons on the job site who are not otherwise covered as employees by Workers Compensation Insurance.
- **Expertise:** Homeowners should make sure they have the skills to act as their own general contractor, and the expertise required to coordinate the work of both rough-in and finish trades.

CONSTRUCTION CONTRACTORS BOARD
PO Box 14140, Salem, OR 97309-5052
Telephone: 503-378-4621 – Fax: 503-373-2007
Website Address: www.oregon.gov/ccb

*****Complete & include **ONLY** if you are the owner of the property and **pulling** your own permits.*****

Property Owner Statement
Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. **(ORS 701.325 (2))**

This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.

Please check the appropriate box:

*****Complete & include **ONLY** if you are the owner of the property and **pulling** your own permits.*****

☐ I own, reside in, or will reside in the completed structure and my general contractor is:

Name _____ CCB# _____ Expiration Date _____

☐ I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

☐ I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.

_____
Print Name of Permit Applicant

_____ _____
Signature of Permit Applicant Date

Permit #: _____

Address: _____

_____

Issued by: _____ Date: _____