



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 that require plan review 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)

Payment: Plan review fees (intake fees) must be paid when the permit is submitted. *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),
- Optional 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

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input type="checkbox"/> 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	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
E-mail:	
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> 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:

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

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
440-4613T (11/02/COM/WEB) CCP-PW12 (Rev. 3/15)



Electrical Permit Application

Clackamas County

150 Beavercreek Road, Oregon City, OR 97045

Phone: (503) 742-4240 FAX: (503) 742-4741

Internet address: www.clackamas.us

Land Use Approval:	Permit No.:
Date:	

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement
<input type="checkbox"/> Other:	
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Master builder
<input type="checkbox"/> Accessory building	
<input type="checkbox"/> Other:	
JOB SITE INFORMATION AND LOCATION	
Job no.:	Job 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	
<input type="checkbox"/> PROPERTY OWNER	
<input type="checkbox"/> TENANT	
Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
Owner installation: This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.	
Owner signature: _____ Date: _____	
<input type="checkbox"/> APPLICANT	
<input type="checkbox"/> 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. no.:
Electrical lic. no.:	
Supervising electrician signature, required:	
Print name:	Date:
Authorized signature:	
Print name:	Date:

PLAN REVIEW				
<input type="checkbox"/> Fire pump	<input type="checkbox"/> Building over three stories			
<input type="checkbox"/> Emergency system	<input type="checkbox"/> Service or feeder 600 amps or over			
<input type="checkbox"/> Addition of new motor load of 100HP or more	<input type="checkbox"/> Commercial-use agricultural buildings			
<input type="checkbox"/> Health care facilities	<input type="checkbox"/> Installation of 150 KVA or larger separately derived system			
<input type="checkbox"/> Hazardous locations	<input type="checkbox"/> "A," "E," "I-2," "I-3" occupancies			
<input type="checkbox"/> Recreational vehicle parks	<input type="checkbox"/> Service or feeder 400 amps or more where the available fault current exceeds 10,000 amps at 150 volts or less to ground, or exceeds 14,000 amps for all other installations			
<input type="checkbox"/> Marinas and boatyards				
<input type="checkbox"/> Floating buildings				
<input type="checkbox"/> Six or more residential units				
<input type="checkbox"/> Supply over 600 volts nominal				
FEE SCHEDULE				
Description	Qty.	Fee	Total	*
Residential single- or multi-family dwelling unit. Includes attached garage.				
1,000 sq. ft. or less		270.00		4
Ea. add'l 500 sq. ft. or portion		55.00		
Limited energy, residential (with above sq. ft.)		109.00		2
Limited energy, multi-family residential (with above sq. ft.)		109.00		2
Services or feeders installation, alteration, and/or relocation				
200 amps or less		161.00		2
201 amps to 400 amps		213.00		2
401 amps to 600 amps		321.00		2
601 amps to 1,000 amps		482.00		2
Over 1,000 amps or volts		882.00		2
Temporary services or feeders installation, alteration, and/or relocation				
200 amps or less		94.00		2
201 amps to 400 amps		200.00		2
401 amps to 599 amps		270.00		2
Branch circuits – new, alteration, or extension, per panel				
A. Fee for branch circuits <i>with</i> above service or feeder fee, each branch circuit		12.00		2
B. Fee for branch circuits <i>without</i> service or feeder fee, first branch circuit		90.00		2
Each add'l branch circuit		12.00		
Miscellaneous (service or feeder not included)				
Each manufactured or modular dwelling, service, and/or feeder		109.00		2
Reconnect only		109.00		1
Pump or irrigation circle		109.00		2
Sign or outline lighting		109.00		2
Signal circuit(s) or limited-energy panel, alteration, or extension. Describe:		109.00		2
Each additional inspection over allowable in any of the above				
Per inspection		85.00		
Investigation fee				
Other:				
ELECTRICAL PERMIT FEES				
Subtotal				
Minimum permit fee			85.00	
Plan review (25% of permit fee)				
State surcharge (12% of permit fee)				
TOTAL PERMIT FEE				

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

*Number of inspections allowed per permit.



Mechanical Permit Application Clackamas County

150 Beavercreek Road, Oregon City, OR 97045
Phone: (503) 742-4400 Fax: (503) 742-4741
Internet address: www.clackamas.us

OFFICE USE ONLY

Permit #:

Project #:

TYPE OF WORK

- ☐ New construction ☐ Addition/alteration/replacement
☐ Demolition ☐ 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: ()

APPLICANT

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

COMMERCIAL FEE SCHEDULE - USE CHECKLIST

Mechanical permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all mechanical materials, equipment, labor, overhead, and profit.

Value: \$

RESIDENTIAL EQUIPMENT / SYSTEMS FEES***

For special information use checklist.

Description	Qty.	Ea.	Total
Heating/cooling			
Furnace, incl. ductwork, vent, and liner		18.00	
Air conditioner		18.00	
Heat pump		18.00	
Duct work, alterations and additions		12.00	
Hydronic piping system			
Boiler, incl. vent**			
Gas heaters/unit in-wall, in-duct, suspended, etc. not incl. vent.		18.00	
Other:			

Other fuel appliances			
Water heater		9.00	
Gas fireplace/insert/stove		18.00	
Gas log/log lighter		18.00	
Pool or spa heater, kiln*			
Wood/pellet stove/insert		18.00	
Wood fireplace		18.00	
Chimney/liner/flue/vent w/o appliance		12.00	
Oil tanks/gas/diesel generators			
Other:			

Environmental exhaust and ventilation			
Range hood/other kitchen equipment		12.00	
Clothes dryer exhaust		9.00	
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)		9.00	
Attic/crawlspace fans		12.00	
Whole house ventilation or Radon mitigation			
Other:			

Fuel piping			
\$4.00 for first four; \$1.00 for each additional			
Furnace			
Wall/suspended/unit heater		18.00	
Water heater		9.00	
Fireplace/log lighter/gas log		12.00	
Range		12.00	
Barbecue		12.00	
Clothes dryer		9.00	
Other:			

MECHANICAL PERMIT FEES

Subtotal	
Minimum permit fee	85.00
Plan review (25% of permit fee)	
State surcharge (12% of permit fee)	
TOTAL PERMIT FEE	

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

* Site plan required for an outdoor unit

** State Building Codes Division's approval required

*** See Back of Form for Schedule

Fee Schedule for Mechanical Permit Application **Clackamas County**

COMMERCIAL VALUATION SCHEDULE

\$1 to \$5,000 =	\$85.00 each
\$5,001 to \$10,000 =	\$85.00 plus \$1.66 for each add'l \$100 over \$5,000
\$10,001 to \$100,000 =	\$168.00 plus \$12.34 for each add'l \$1,000 over \$10,000
\$100,001 and above =	\$1279.00 plus \$8.47 for each add'l \$1,000 over \$100,00

Commercial Plan review = 25% of the mechanical permit fee.

RESIDENTIAL FEE SCHEDULE

HVAC

Air Handling Units	
0 to 10k CFM:	12.00
over 10k CFM:	23.00

Boiler / Compressor	
to 3HP/ 100k BTU	18.00
to 15HP/ 500k BTU	33.00
to 30HP/ 1.00m BTU	44.00
to 50HP/ 1.75m BTU	68.00
>50HP/ 1.75m BTU	109.00

Furnace	
to 100k BTU	18.00
>100k BTU	23.00

Residential Plan Review (when applicable) = 25% of the mechanical permit fee.



Plumbing Permit Application Clackamas County

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

OFFICE USE ONLY	
Permit #:	
Project #:	

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input type="checkbox"/> 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	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
CCB lic.:	Lic. no.:

Authorized
signature:

Print name:	Date:
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FEE* SCHEDULE			
<i>For special information use checklist.</i>			
Description	Qty.	Ea.	Total
New 1- 2-family dwellings (includes 100 ft. for each utility connection)			
SFR (1) bath		761.00	
SFR (2) bath		864.00	
SFR (3) bath		956.00	
Each additional bath/kitchen		87.00	
Fire sprinkler (____ sq. ft.)		*	
Site utilities			
Catch basin or area drain		31.00	
Drywell, leach line, or trench drain		31.00	
Footing drain (no. linear ft.: ____)		*	
Manufactured home utilities		126.00	
Manholes		31.00	
Rain drain connector		*	
Sanitary sewer (no. linear ft.: ____)		*	
Storm sewer (no. linear ft.: ____)		*	
Water service (no. linear ft.: ____)		*	
Fixture or item			
Absorption valve		31.00	
Backflow preventer		31.00	
Backwater valve		31.00	
Clothes washer		31.00	
Dishwasher		31.00	
Drinking fountain		31.00	
Ejectors/sump		31.00	
Expansion tank		31.00	
Fixture/sewer cap		31.00	
Floor drain/floor sink/hub		31.00	
Garbage disposal		31.00	
Hose bib		31.00	
Ice maker		31.00	
Interceptor/grease trap		31.00	
Medical gas (value: \$ ____)		*	
Primer		*	
Roof drain (commercial)		*	
Sink/basin/lavatory		31.00	
Tub/shower/shower pan		31.00	
Urinal		31.00	
Water closet		31.00	
Water heater		31.00	
Other:		*	
Other:		*	
Subtotal			
Minimum permit fee (see back of this form)			
(When required) Plan review (25% of permit fee)			
State surcharge (12% of permit fee)			
TOTAL PERMIT FEE			

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

440-4616T (10/02/COM/WEB)
CCP-PW1 (Rev. 5/12)

Fee Schedule for Plumbing Permit Application **Clackamas County**

New 1- and 2-family dwelling bath packages include rainwater disposal system, including leaders and drains to approved disposal area, plumbing fixtures or waste discharging devices, including drain, waste and vent piping, water piping, hot water heaters, the first 100 feet of water service and sanitary sewer line and under floor low point drain.

Site Utilities

Foot drain (no. lin. ft.)

Not applicable
in Clackamas County

Rain drain connector

Residential & Duplex

1/2 package (2 or less downspouts)

182.00

91.00

Sanitary sewer

150 ft. or less total length

145.00

Over 150 ft. total length

First 50 ft.

110.00

Each add'l 100ft. or portion thereof

74.00

Storm sewer

First 50 ft. or less

110.00

Each add'l 100ft. or portion thereof

74.00

Water service

First 50 ft. or less

87.00

Each add'l 100ft. or portion thereof

58.00

Septic Tank Connection

First 50 ft. or less

110.00

Each add'l 100ft. or portion thereof

74.00

Fixture or Item

Primer(s)

1 to 5

31.00

over 5

5.00 each

Roof drain (commercial)

Leader

19.00

Conductor

19.00

Other

House moves (not including storm or

sanitary sewer, or water service inspection)

91.00

Prefabricated commercial structures

(not including storm or sanitary sewer,

or water service inspection)

182.00

Residential Fire Suppression and Medical Gas Installations

A. Multi-purpose or Continuous Loop fire suppression systems (fees based on area of the home to covered by the system)

0 to 2000 sq. ft..... \$105.00

2001 to 3600 sq. ft..... \$156.00

3601 to 7200 sq. ft..... \$198.00

Over 7200 sq. ft..... \$242.00

Note: Stand Alone Systems are permitted under separate building permits. However, a plumbing permit for a backflow prevention device may be required.

B. Medical Gas Installations (fees based on the value of the installation)

\$0 to \$5000..... \$121.00

\$5001 to \$10,000..... \$121.00

plus \$1.82 for each add'l

\$100 valuation or part

thereof over \$5000.

\$10,001 to \$100,000..... \$212.00

plus \$12.34 for each add'l

\$1000 valuation or part

thereof over \$10,000.

\$100,001 or more \$1322.00

plus \$8.47 for each add'l

\$1000 valuation or part

thereof over \$100,000.

Plan review fees apply to all medical gas installations.

Minimum Permit Fee:

For conventional plumbing, the minimum fee is \$85.00 or the sum of the items on the fee schedule, whichever is greater.

For fire or medical gas systems, see above.



Project Description Form

Address:		
City:	State:	Zip:
Tax Lot #:	Permit Type:	
<input type="checkbox"/> Residential	<input type="checkbox"/> 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) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes what type:		
2..Is this related to a home business? <input type="checkbox"/> YES <input type="checkbox"/> NO		
3..Will you be creating new bedroom(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes how many:		
4..Will you be adding habitable rooms in an existing basement? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes how many square feet:		
5. Are you installing new structural members? (i.e., beams, joists, trusses, footings, foundation) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes what type:		
6. Are you creating a separate dwelling unit? (i.e., ADU) <input type="checkbox"/> YES <input type="checkbox"/> NO		
7. Are you adding a kitchen? <input type="checkbox"/> YES <input type="checkbox"/> NO		
8. Is there a septic system on property? <input type="checkbox"/> YES <input type="checkbox"/> NO		
9. Are you expanding the footprint of the structure? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes how many square feet:		
10.Are you adding a new building on property? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes what type:		
You <u>WILL</u> 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.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
12.Are you proposing to add a new driveway? <input type="checkbox"/> YES <input type="checkbox"/> NO		
13.Are you extending an existing, permitted driveway to a proposed building that is 150 feet or further away from a public road? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Engineering staff will contact you if an Entrance Permit is required:		
14. Is the first 20' of each of the property driveways paved? <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. Are you extending an existing, permitted driveway to a proposed building that is less than 150 feet from a public road? <input type="checkbox"/> YES <input type="checkbox"/> 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: _____





One- and Two-Family Dwelling Building Permit Application Checklist

Clackamas County

150 Beavercreek Road, Oregon City, OR 97045

Phone: (503) 742-4400, FAX: (503) 742-4741

Internet address: www.clackamas.us

OFFICE USE ONLY

Reference no.:

Associated permits:

☐ Electrical ☐ Plumbing ☐ Mechanical

☐ Other: _____

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW

Yes No N/A

1	Land use actions completed. See jurisdiction criteria for concurrent reviews.			
2	Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc.			
3	Verification of approved plat/lot.			
4	Fire district _____ approval required.			
5	Septic system permit or authorization for remodel. Existing system capacity _____			
6	Sewer permit.			
7	Water district approval.			
8	Soils report. Must carry original applicable stamp and signature on file or with application.			
9	Erosion control <input type="checkbox"/> plan <input type="checkbox"/> permit required. Include drainage-way protection, silt fence design and location of catch-basin protection, etc.			
10	2 Complete sets of legible plans. Must be 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 exist.			
11	Site/plot drawn to scale (no larger than 11" x 17"). The plan must show lot and building setback dimensions; property corner elevations (if there is more than a 4-ft. elevation differential, plan must show contour lines at 2-ft. intervals); location of easements and driveway; footprint of structure (including decks); location of wells/septic systems; utility locations; direction indicator; lot area; building coverage area; percentage of coverage; impervious area; existing structures on site; and surface drainage.			
12	Foundation plan. Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, vent size and location.			
13	Floor plans. Show all dimensions, room identification, window size, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
14	Cross section(s) and details. Show all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
15	Elevation views. 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 four foot at building envelope. Full-size sheet addendums showing foundation elevations with cross references are acceptable.			
16	Wall bracing (prescriptive path) and/or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			
17	Floor/roof framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.			
18	Basement and retaining walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 22, "Engineer's calculations."			
19	Beam calculations. Provide two sets of calculations using current code design values for all beams and multiple joists over 10 feet long and/or any beam/joist carrying a non-uniform load.			
20	Manufactured floor/roof truss design details.			
21	Energy Code compliance. Identify the prescriptive path or provide calculations. A gas-piping schematic is required for four or more appliances.			
22	Engineer's calculations. When required or provided, (i.e., shear wall, roof truss) shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review.			

JURISDICTIONAL SPECIFICS

23	Additional Measure selections (energy)			
24	Radon Mitigation plan or method description			
25	Roof truss engineering and layout			
26	Floor truss/I-joist plan			
27				
28				

Checklist 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.

CCP-PW195 (Rev. 9/08)