

CITY OF CANNON BEACH

P.O. Box 368
Cannon Beach, OR 97110

Name _____

Address _____

Permit# _____

BUILDING DEPARTMENT

Phone (503) 436-2045
Fax (503) 436-2050

Date of First Submittal _____

Date of Complete Submittal _____

One and Two Family Dwelling Building Permit Application Checklist

	The following items are required for plan review and shall be used by the jurisdiction to determine a complete set of plans and compliance with OAR 918-020-0090(3)(a)(C) and (4).	Yes	No	N/A
1	Two (2) complete sets of legible plans drawn to minimum 1/4" scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident. Plot plan & side and back elevations can be minimum 1/8" scale.			
2	Site/Plot plan drawn to scale. The plan must show: lot and building setback dimensions; property corner elevations; if there is more than 4-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building necessary to show compliance with OTFDC Sec. 401; or, show compliance with the Cannon Beach Municipal Code by submitting surveyed elevation of the building envelope corners (see Item #24); location of easements and driveway, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, direction indicator, lot area, impervious area, existing structures on site and surface drainage.			
3	Foundation plan and Cross Section. Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location and soil type.			
4	Floor plans. Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
5	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.			
6	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 4 ft. at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7	Wall bracing (prescriptive path) and/or lateral analysis plans. Building plans must show construction details and locations of lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			
8	Floor/roof framing plans are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9	Basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered plans are required for retaining walls exceeding 4" in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13, for "Engineer's calculations".			
10	Beam calculations. Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.			
11	Manufactured floor/roof truss design details.			
12	Energy Code Compliance. Identify the prescriptive path or provide calculations.			
13	Engineer's calculations when required or provided, (i.e., shear wall, roof truss, retaining walls exceeding 4') shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review by cross-reference to the applicable plan location.			
	Note: Numbers 14-19 Reserved			

--	--	--	--	--

	Jurisdictional specifics. (Local requirements for zoning and land use.)	Yes	No	N/A
20	Copy of property boundary survey done after January 1, 1986 or letter from licensed surveyor reviewing survey done prior to January 1, 1986 concurring with work and monuments used and verifying proper pin placement.			
21	Site plan showing location, size, and species of any tree to be removed with attached City tree removal application.			
22	Sites containing lots with wetlands or stream corridors shall show mapped boundaries and appropriate setbacks on site plan and have appropriate wetland delineation report and "letter of concurrence" from Division of State Lands.			
23	Sites located in areas of potential geologic hazards as noted on the City's "Master Hazards Map" maintained at City Hall shall be accompanied by a site specific geologic investigation report prepared by registered geologist or engineering geologist.			
24	Structures which are two (2) or more stories in height shall show elevation of four corners of smallest square or rectangle drawn around house unless elevations are provided by two foot contours in item 2. Elevation points and contours shall be prepared by registered surveyor.			
25	Sites abutting the ocean shore shall provide an Oceanfront setback line prepared by a registered surveyor using City standards.			
26	Site approval checklist from City Public Works Department showing acceptance of driveway entrance, utility location and entrance or connections for water service, sewer service, and storm/rain water disposal.			
27	Site approval checklist for City Zoning Standards indicating design as drawn meets all Municipal Code requirements.			
28	Erosion control plan. Include drainage way protection, silt fence design, location of catch basin protection, etc.			
29	Construction in flood plains must show elevations and design details compatible with required construction for the flood zone the project is located in.			