



One & Two-Family Dwelling Building Permit Application Checklist

City of Happy Valley

16000 SE Misty Drive, Happy Valley OR, 97086
(503) 783-3800 www.happyvalleyor.gov

Required applications for New Single Family Residence:

- *Building *Electrical *Erosion
- *Mechanical *Plumbing *Sewer
- *Planning/Engineering Review Application

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	Yes	No	N/A
Planning:			
1. Land-use actions completed: Plat recorded, sign-off by Happy Valley Engineering Div., WES and other agencies.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Zoning and verification of an approved plat/lot: Setbacks, easements, flood plain, seismic soils designation, etc.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Permit Applications: (PDF)			
3. Building, Plumbing, Mechanical, Electrical, Sewer, Erosion Applications and the Planning/Engineering Review Application.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Soils report (Where required at steep slopes, fill areas, etc): Must carry original applicable stamp and signature on file.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Drawings: (PDF)			
5. Erosion control: Plan showing drainage-way and catch basin protection, location of silt fence, rock driveway, etc.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. 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 sheet attached to the plans with cross references between plan location and details. <i>Plan review cannot be completed if copyright violations exist.</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Site/plot plan drawn to scale: Must show lot and building setback dimensions, property corner elevations, finished floor elevations of house and garage, show proposed and existing contour lines at 2-ft. intervals, location of easements and driveway apron, including curb drops at face of curb, percentage of driveway slope (12% or less, footprint of structure (including decks), location of well/septic systems, utility locations, direction indicator, lot area, building coverage area, percentage of lot coverage, impervious surface area, existing structures on site, and surface drainage.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Foundation plan: Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, vent locations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Floor plans: Show dimensions, identify all rooms, include window sizes, locations of smoke & CO detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. 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 portray construction clearly. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. 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 feet at building envelope. Addendums showing foundation elevations with cross references are acceptable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Wall bracing (Prescriptive path) or lateral analysis plans: Must indicate details and locations, for non-prescriptive path analysis provide, specifications and calculations to engineering standards.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Floor/roof framing: Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calculations & Engineering: (PDF)			
14. Retaining walls and Basement walls: Provide cross sections and details showing placement of rebar. Any walls supporting more than 4' of backfill or a surcharge require drawings and calculations stamped by an engineer licensed in Oregon.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Beam calculations: Provide beam calculations using current code design values for all beams and multiple joists over 10 feet long or any beam/joist carrying a non-uniform load. (Roof Snow Load = 25psf, Floor Live = 40psf)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Engineer's calculations: When required or provided, (i.e. shear walls, 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. Lateral Design Parameters: Wind Speed IBC 3-sec gust = 95mph, Wind Exposure = B, Seismic Design Category = D.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Manufactured floor "I Joists" (Layout, design, and details).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Roof truss (Layout, design, and details).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Energy Code compliance: Identify the prescriptive envelope requirements per Table N1101.1(1) and two additional measures per Table N1101.1(2). A gas-piping schematic is required for four or more appliances.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
System Development Charges (SDC's)			
20. WES (Water Environment Services) SDC must be paid at Clackamas County prior to permit issuance.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Transportation SDC: Paid to City of Happy Valley prior to permit issuance.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Parks SDC: Paid to City of Happy Valley prior to permit issuance.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Checklist must be completed before plan-review start date. Minor changes or notes on submitted plans shall be highlighted or clouded.