



Permit #: _____

Commercial Checklist

Land Use #: _____

Site Development #: _____

<p><i>Applications will not be accepted until land use conditions are met and engineering review applications have been submitted and through their first review.</i></p> <p>Incomplete submittals cannot be reviewed.</p>		Yes	No	N/A
1.	<p>Applications – complete applications for building and all MEPs, as needed Deferred submittals: _____</p>			
	<p>Electrical permits require the supervising electrician’s signature if submitting over the counter. Temporary power permits need to be applied for separately.</p>			
	<p>Sidewalk and driveway permits are required when working on sidewalks and/or for driveway cuts</p>			
	<p>Reviews and applications are required for fire sprinklers, fire alarms and fire lines. Deferred submittals: _____</p>			
	<p>Excavation permits are needed if cutting into streets. Excavation permits are handled by Public Works.</p>			
2.	<p>Plans – must have current engineer’s stamp with signature</p>			
	<p>Two sets of building plans to scale (suggested scales 1/4” or 1/8” = 1’) or one set submitted electronically. Plot plans should be 1” = 20’.</p>			
	<p>An additional floor plan (if submitting over the counter)</p>			
	<p>Plan review fees are due when plans are submitted. For electronic submittals, an invoice will be sent via email for payment.</p>			
3.	<p>Forms – proof of ownership or written permission to submit with owner’s signature. We can use documents such as title report, deed, and information from DIAL.</p>			
	<p>A water meter size determination form, to be signed and completed by a licensed plumber or stamped by engineer</p>			
	<p>An SDC option form must be completed. If deferring, a deferral agreement will be required. This can take up to 7 business days to process.</p>			
	<p>An accessibility barrier removal plan must be submitted for each renovation, alteration, or modification</p>			
4.	<p>Agencies – Contact DEQ before performing demolition work for asbestos checks. For more information, contact DEQ at 541-388-6146 ext. 226 or visit their website at http://www.deq.state.or.us/aq/asbestos/index.htm</p>			
	<p>Drywells and UIC systems require registration and approval by the DEQ. Send UIC packets to the DEQ and City of Redmond, Wastewater Division, P.O. Box 726 Redmond, OR 97756. This process can take up to 90 days. For more information, contact the Redmond Wastewater Division, at 541-504-2000.</p>			
	<p>If this work pertains to a food or drink establishment contact the Deschutes Co. Health Dept. at 541-322-7400. For food and beverage processing, manufacturing, sales, or warehouse/distribution contact the Dept. of Agriculture at 541-923-0754.</p>			

PLAN SUBMITTAL CHECKLIST

	The words that have highlights are the information that is often missed and the application will not be accepted unless everything applicable on this list has been submitted.	Yes	No	N/A
1	2 Complete sets of legible building plans drawn to scale (1/4" or 1/8"=1'), showing conformance to the applicable local & state building codes. Lateral design details & connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location & details. Plan review cannot be completed if copyright violations are evident. For approved Master Plans, submit the stamped re-issue set with two additional sets of plans. Include 1 extra floor plan.			
2	2 Site/Plot plans drawn to scale (1" = 20') & the scale used noted on the plot plan. The plan must show: North arrow, lot & building setback dimensions; property corner elevations (if there is more than 1-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building); location of easements & driveway, access restrictions, street names, 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 & surface drainage(see Engineering requirements). Please provide the percentage of the slope. If canyon rim property, provide on the plot plan all requirements & how you meet them, of the Redmond Development Code Section 8.0335 development standard along the perimeter of the canyon. Show location(s) and dimensions of driveway approaches and include wings (minimum cut width is 20', maximum is 33' - see back of this form for details).			
3	Commercial/Industrial/Multi Family require 2 sets of Drainage plans & calculations designed by a Civil Engineer & drawn to Engineered scale that include: elevations & slopes, pipe location, size, material & slope, catch basin location, invert & rim elevation, drywell location, rim, invert & bottom elevation, swale location, dimension & slope, outlet structure detail, proposed pond & swale vegetation & all UIC registration & approvals from DEQ. Storm System Design Calculations that include: drainage area, runoff coefficient, time of concentration, inlet capacity, pipe capacity, drywell design, swale capacity, detention time, depth of & velocity flow, pond analysis & outlet design. Must meet 2", 50 year & 24 hour storm event requirements.			
4	Foundation plan & Cross Section. Show footing & foundation dimensions, size & dept of all enlarged footings for point loads, anchor bolts, any hold-downs & reinforcing steel, connection details , foundation vent size & location.			
5	3 Floor plans. Show all dimensions, room identification, door & window sizes & locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies & decks 30 inches above grade, etc.			
6	Cross sections(s) & details. Show all framing member sizes & 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 & roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
7	Elevation view. Provide elevations for new construction; minimum of two elevations for additions & remodels. Exterior elevations must reflect the actual grade. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
8	Wall bracing (prescriptive path) and/or lateral analysis plans. Building plans must show construction details & locations of lateral brace panels; for non -prescriptive path analysis provide specifications & calculations to engineering standards.			
9	Floor/roof framing plans are required for all floors/roof assemblies indicating member sizing, spacing & bearing locations, nailing & connection detail. Show location of attic ventilation. For engineered systems, provide manufacture engineer stamped floor/truss design details.			
10	Beam calculations. Provide two sets of calculations using current code design values for all beams & multiple joists exceeding prescriptive code requirements, and/or any beam joist carrying a non-uniform load.			
11	Provide the State of Oregon Energy Code Compliance forms/worksheets using COMcheck for the State of Oregon. The software is available at the following link https://www.oregon.gov/bcd/codes-stand/Pages/energy-efficiency.aspx			

I hereby certify that I have read and examined this checklist and know that if the information that is applicable to my application is not submitted, my building permit will be deemed incomplete and the plan review will not be completed until all the information is received by the Building Department. I understand that once the plan review is complete, I am responsible for all plan review fees. By signing below, I agree to pay any additional plan review fees not covered by my deposit, whether this permit is issued or not.

Signature of Owner or Applicant _____

Date _____