

ONE & TWO FAMILY RESIDENTIAL CHECK LIST

<p>City of Hood River Building Department 1200 18th Street P O Box 27 Hood River, OR 97031</p>	<p>Phone: (541) 386-2383 Fax: (541) 387-5222 Inspection Message Line: (541) 387-5211 David M. Hyskell, City Building Official (541) 387-5220 dmh@ci.hood-river.or.us Jess Birge, Plans Examiner/Inspector (541) 387-5209 jesse@ci.hood-river.or.us Julie Harvey, Permit Specialist (541) 387-5202 jmh@ci.hood-river.or.us</p>
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Code of Reference: 2008 Oregon Residential Specialty Code

The City of Hood River would like to help you receive your building permit in a timely fashion by providing you with this checklist to inform you of what is required for processing your permit. Additional information may be required on a case by case basis. **Please fill out and return this checklist with your permit application.**

Applicant Name: _____ **Address:** _____

Phone: _____

Property location: _____ **Map & Tax Lot No.:** _____

All building plans for new site-built construction, additions to existing structures or structural alterations thereof shall meet or exceed a live roof snow load condition of not less than 50 psf plus appropriate dead loads, a wind load condition of not less than 110 mph (3 second gust method), ASCE 7-05, Exposure “C” and Seismic Design Category D1. (Snow load condition must be included during seismic analysis.) Perimeter concrete footings for all permanent structures within this jurisdiction are required to extend to not less than 24 inches below exterior finished grade. Manufactured Roof Trusses to be designed and certified for above specified loading conditions by engineer licensed to practice in the State of Oregon. Certified truss specifications for the above specified loading conditions shall be submitted for review and approval prior to issuance of building permit.

Must be designed to a legible scale.

1. ___ Copy of the latest deed of record.
2. ___ Two copies of a site plan is required with the entire property with dimensions of boundaries, lot square footage and north arrow. The location of new dwelling needs to be indicated. New additions need to be show along with the existing structure(s), trees and fences. **See Attachment “A”**

- 3.** Two copies of building plans must include 3a thru 3g and elevations. New construction or alterations that fail to follow prescriptive path will require a licensed engineer or architect design.
- 3a** Foundation plan; includes footing size, wall height, section and reinforcing details. Type of construction (i.e. masonry, concrete or monolithic slab footing). Basement, foundation or retaining walls with more than four (4) feet of backfill (measured from bottom of footings) or with a surcharge will be required to be designed by an engineer licensed to practicing in the State of Oregon. Minimum design loads for retaining walls are as follows;
Soil bearing pressure = 1500 psf
Sliding friction factor = .35
Active pressure = 35 pcf (Cantilevered retaining wall)
Active pressure (At Rest) = 60 pcf (Restrained retaining wall)
Passive pressure = 200 pcf
- 3b** **Floor plan;** with room use identified. All windows and doors must be shown. All levels (if basements are to be included, indicate whether area is proposed to be “conditioned space”).
- 3c** **Floor framing plan;** plan for each floor (post and beam or joist with size, spacing and direction of run (if applicable). Species and grade information of proposed framing material. Engineered framing materials such as wooden I-beams or glu-lam beams to be identified as to size, type, location, grade and brand (if applicable).
- 3d** **Window and door sizes;** U-values, header sizes. Identify any proposed safety glazing.
- 3e** **Ceiling/roof framing plan;** or truss lay-out with reactions from truss manufacturer. Engineered trusses required to be designed and certified by an engineer licensed to practice in the State of Oregon. Truss specification and certifications to be submitted for review and approval prior to fabrication. Beams supporting combined roof and floor loads, or other beams or girder trusses will be required to be designed and certified by a licensed engineer. If roof is to be stick-framed, identify species and grade of proposed framing materials as well as size, spacing and location. Engineered framing material such as wooden I-beams or glu-lam beams to be identified as to size, type, location, grade and brand (if applicable).
- 3f** **Complete building cross sections;** cross sections and special sections must be indicated. Show construction details of floor and wall framing member, ceiling height; R-values of floor, wall and ceiling insulation; show sections through stairs, including headroom clearance.
- 3g** **Construction details;** must indicate structural members, insulation, sheathing, siding, roofing, wall bracing and dimensions. Construction details identifying exterior membrane between framing members and sheathing, interior vapor barrier (approved v.b. paint or visqueen).
- 3h** **Energy code;** The applicant is required to complete the attached Residential Energy Checklist prior to issuance of a building permit. (**Attachment “B” pg. 1 & 2).**
- 4.** **Construction details of exterior porches and deck** (lumber resistant to decay may be required), including support footings. Perimeter concrete footings for most structures required to extend to frost dept (24 inches below exterior finished grade).

5. ___ **Special equipment;** Identify special equipment, fireplace, woodstove, hydromassage tub, etc. (brand, model number and product information. Separate mechanical permits may be required.
6. ___ **Mechanical information;** include location of ventilation fans, identification of heat source, BTU input rating, clothes dryers and method of exhaust ventilation and etc. Product information on all appliances must be available for review at time of inspection.
7. ___ **Location of smoke detectors;** all smoke detectors must be indicated on plans. Smoke detectors hard-wired with battery auxiliary power capability.
8. ___ **Handrail and guardrail details;** details for stairs, decks and landing are required. Details on framing materials (i.e. size, species, grade and spacing if of wood construction). Details of attachment to existing or proposed structure (if applicable). Details on any special hangers, brackets, columns, supports, etc. Elevation view illustrating height above finished grade, height of columns.
9. ___ **Plumbing and electrical detail;** provide plumbing details such as location of fixtures (i.e. hose bibbs, water heaters, kitchen and bathroom fixtures). Clearly distinguish existing from new plumbing fixtures. Electrical detail needs to be available.
10. ___ **Irrigation Systems;** approved backflow prevention devices required on irrigation systems ahead of any branch.
11. ___ **Utilities;** location of existing and proposed private and public utilities (sanitary, storm, water, power, gas, tv and telephone). All utilities must be underground.
12. ___ **Drainage;** storm drainage is required to be routed into an existing city storm system or another approved site. Submit proposed elevations or contours in sufficient detail to show all cuts, fill, slopes and drainage are required.
- 12a. ___ **Rain Water Disposal;** Rain gutter and foundation drain plans must be submitted and tied into the nearest city storm system or to an approved site. Dry well permits are available from Mid Columbia Building Codes field office located in The Dalles (541) 298-4461.
13. ___ **Sidewalks, curbs, gutters;** existing curbs with elevations, sidewalk location (existing and proposed), proposed driveways(s) and off-street parking area.
14. ___ **Extensions of City utilities;** extensions, adjustments or modifications of City streets or utilities must comply with the City of Hood River's Engineering Standards. A Construction Agreement must be completed prior to issuance of permit. A copy of the engineered plans will be required to be submitted for review and approval.
15. ___ **Recording of Legal Documents;** all legal documents that pertain to the project are to be recorded at the County prior to issuance of the building permit. This includes Temp of Use of City Owned Property, Easements, Agreement for Improvements, Annexation Agreements, etc.

One and Two Family Residential Permit Information

1. Check zoning with the City of Hood River's Planning Department (541-387-5210) to assure that the lot location is zoned for a One and Two Family Dwelling. There are different requirements setbacks, lot coverage and height requirements for dwellings in the R-1, R-2 and R-3 zones. (See Attachment "A" pg. 1, 2 and 3).
2. **Permit Fees:**

The permit fee, state surcharge and plan review are based on the "value" of the project. Any accessory structures shall have a separate permit.

CITY OF HOOD RIVER PERMIT FEES

84.00	Construction Site Permit (if applicable)
150.00	Construction Site Permit (involves street cuts) a degradation fee may apply.
64.00	Planning (New SFD or Addition/Remodel)
35.00	Engineering (Addition/Remodel)
64.00	Fire Department (Addition/Remodel)
64.00	Engineering (New SFD) Multi Family –Based on value of project
64.00	Fire Department (New SFD) Multi Family – Based on value of project
1508.00	Sewer connection fee (3/4 inch-based on water meter size)
3883.00	Water connection (3/4 inch service)
650.00	Storm (Per Residential Unit)
705.12	Transportation SDC's (if Single Family Dwelling)
418.81	Transportation SDC's (per unit if Multi Family)
2064.00	HR County Parks & Recreation (if Single Family Dwelling)
26.00 plus 5.00 per page for recording fees (if applicable)	
1.00 sq. ft. HRC School Tax for new SFD	
3. If excavation is required, they will need to check with engineering (in case of curb cut, etc. is needed).
4. A site plan to scale is required. Any questions about zoning and setbacks can be handled through the City Planning Department (541-387-5210). (Attachment "A" pg. 1).
5. A separate Construction Site permit is required for any work within the City's right-of-way. This permit can be obtained at the City of Hood River Public Work Department (541) 386-2383.
6. Separate electrical and plumbing permit will be required. These permits can be obtained by contacting the Mid Columbia Building Code Services office located in The Dalles (541- 298-4461).
7. Mechanical permits are required for any additional or alteration of the heating or cooling system. Those permits can be obtained through the City Building Department (541-386-2383).
8. All fees must be collected and "Agreement for Improvements" signed (if applicable) and notarizes prior to permit issuance. A separate check needs to be made payable to HR County Parks & Recreation.

**Required Inspections: CALL 24 HOURS PRIOR TO WHEN INSPECTION IS NEEDED.
(541)387-5211**

1. Site Inspections: Shall be performed and approved prior to permit issuance. This inspection is to assure that the site is suitable before the type of construction. Includes:

- (a) Meets minimum setbacks;
- (b) Vegetation removal;
- (c) Controlled fill tested and report submitted (if required);
- (d) Site grading and drainage;
- (e) Topographical review.

2. Foundation Inspections: Shall be performed and approved prior to pouring concrete. This inspection includes:

- (a) Footing form work with reinforcing steel in place;
- (b) Stem wall form work with reinforcing steel in place;
- (c) Slab-on-grade form work with reinforcing steel in place.

3. Underfloor Framing: Shall be performed and approved. A copy of the TJI layout must be on site for review.

- (a) Electrical and/or plumbing must be inspected and approved prior to underfloor framing inspection;
- (b) Underfloor framing and underfloor mechanical.

4. Roof Sheathing Inspection: Have on hand pre-manufactured truss design calculation from an engineer licensed to practice in the State of Oregon.

- (a) Sheathing nailing pattern.

5. Wall Sheathing Inspections: This inspection must be performed and the plans on site to verify holddown location.

- (a) Exterior sheathing nailing pattern;
- (b) Holddowns.

6. Framing Inspection: Rough-in electrical and plumbing inspections must take place prior to framing inspection.

- (a) Framing;
- (b) Holddowns;
- (c) Window U-values and safety glazing;
- (d) Rough Mechanical (if applicable).

7. Moisture Content Certificate must be presented and signed by the contractor of record. (**Attachment "B" pg. 3**).

8. Insulation Inspection: Verification of the insulation R-factor.

9. Sheetrock Inspection: Verification of nailing pattern.

10. Final Inspection:

- (a) Site grading and roof drainage completed;
- (b) Off street parking and access thereto must be hard surfaced;
- (c) Public sidewalks and driveway approaches completed (if required);
- (d) Street cuts repaired;
- (e) The planting of street trees (if required);
- (f) The installation of smoke detectors;
- (g) Premises Identification;
- (h) Debris removed from crawlspace.

Applicant Name _____

Permit No. _____

Site Address _____

The below subcontractor's list must be completed and reviewed by the building department prior to final inspection.

Name:	Address:	License No.:	Phone No.:
General Contractor:			
Excavation:			
Concrete/Flatwork:			
Foundation:			
Framing:			
Insulation:			
Sheetrock:			
Mechanical:			
Electrical:			
Plumbing:			
Misc./Finish			

Attachment "A" Sample Site Plan page 1 of 3

Zone	Min. Area	Min. Frontage	Max Lot Coverage	Front yard Setback	Side Yard Setback	Rear Yard Setback	Height	Projections
R-1 Urban Low Density Residential	7,000 sq ft	50 ft street 30 ft cul-de-sac	40%	10 ft structure 20 ft garages that face ROW**	6 ft >28 ft high	10 ft	28 ft	3 inches per ft of yard
			43% front porch					
			45% rear garage					
			48% porch and garage					
R-2 Urban Standard Density Residential	5,000 sq ft	50 ft street 30 ft cul-de-sac	45%	10 ft structure 20 ft garages that face ROW**	5 ft >28 ft high	10 ft	28 ft	3 inches per ft yard
			48% front porch					
			50% rear garage					
			53% porch and garage					
R-3 Urban Medium Density Residential	5,000 sq ft	50 ft street 30 ft cul-de-sac	55%	10 ft structure 20 ft garages that face ROW**	5 ft >28 ft high 8 ft <28 ft high	5 ft >28 ft high 10 ft <28 ft high	28 ft 35 ft (multi-family 4 or more units)	3 inch per ft yard
			58% front porch					
			60% rear garage					
			63% porch and garage					
C-1 Office/ Residential	5,000 sq ft	50 ft street 30 ft cul-de-sac	65%	Residential and mixed-use see R-3 Commercial see C-2			35 ft	none
			68% front porch					
			70% rear garage					
			73% porch and garage					
C-2 General Commercial	none	none		None	* none	* none	45 ft if com. 35 ft if res.	none
LI Light Industrial	none	20 ft		None	none	none	45 ft	none
I Industrial	none	20 ft		None	none	none	45 ft	none
OS Open Space/ Public Facilities	none	none		10 ft	10 ft >2 stories 1 ft for each story over 2	10 ft >2 stories 1 ft for each story over 2	45 ft	2 inch per ft yard
EH - overlay Environmental Protection	underlying zone applies							

*Unless adjacent to residential zone, in which case a 3 ft setback for structures up to 2 stories and 1 additional foot of each story after 2.

**Garages that face directly adjacent to the street may be 20'. Garages that do not face directly adjacent to a street may be 10'. Detached garages that do not face an alley may be 5' from the ROW.

NO STRUCTURE SHALL BE PLACED CLOSER THAN 10 FEET FROM THE PUBLIC RIGHT-OF-WAY LINE OF A PUBLIC DEDICATED STREET.

1. **Lot Coverage:** The percentage determined by dividing (a) the area of a lot covered by the total (in square feet) of: (1) the footprint of the main building; and (2) the footprints of accessory buildings (counting only buildings with footprints larger than one hundred fifty (150) square feet, or with two stories or more); and (3) parking pads and driveways¹; by (b) the gross area of the that lot.

2. **Main Building Footprint Coverage:** The percentage determined by dividing that area covered by a main building footprint by the gross area of the lot on which the main building is located. The main building footprint includes all parts of a main building that rest, directly or indirectly, on the ground, including, by way of illustration and not by limitation, bay-windows with floor area, chimneys, porches, decks supported by posts and with floor heights that are four (4) feet or higher above grade, cantilevered decks with horizontal projections that are four (4) feet or more, and covered breezeways connected to a main building.

Coverage: Maximum lot coverage applies to any residential dwelling lot in the "R" and "C-1" zones for all existing structures and new construction, except as provided below. Maximum lot coverage for residential dwellings.

- When a detached garage is provided in the rear yard, the maximum lot coverage may be increased.
- When a porch is attached to the front elevation of the residential dwelling and has an area of at least sixty (60) square feet on the front of the building (exclusive of any wrap-around or side porch), the maximum coverage may be increased.

3. Existing main and accessory structures that are not in conformance with these coverage requirements on September 1, 2006, are permitted to be rebuilt within the building footprint as it existed on September 1, 2006, if the structures are damaged or partially destroyed by fire, wind, earthquake or other force majeure and if construction commences within two (2) years from the date of the calamity.

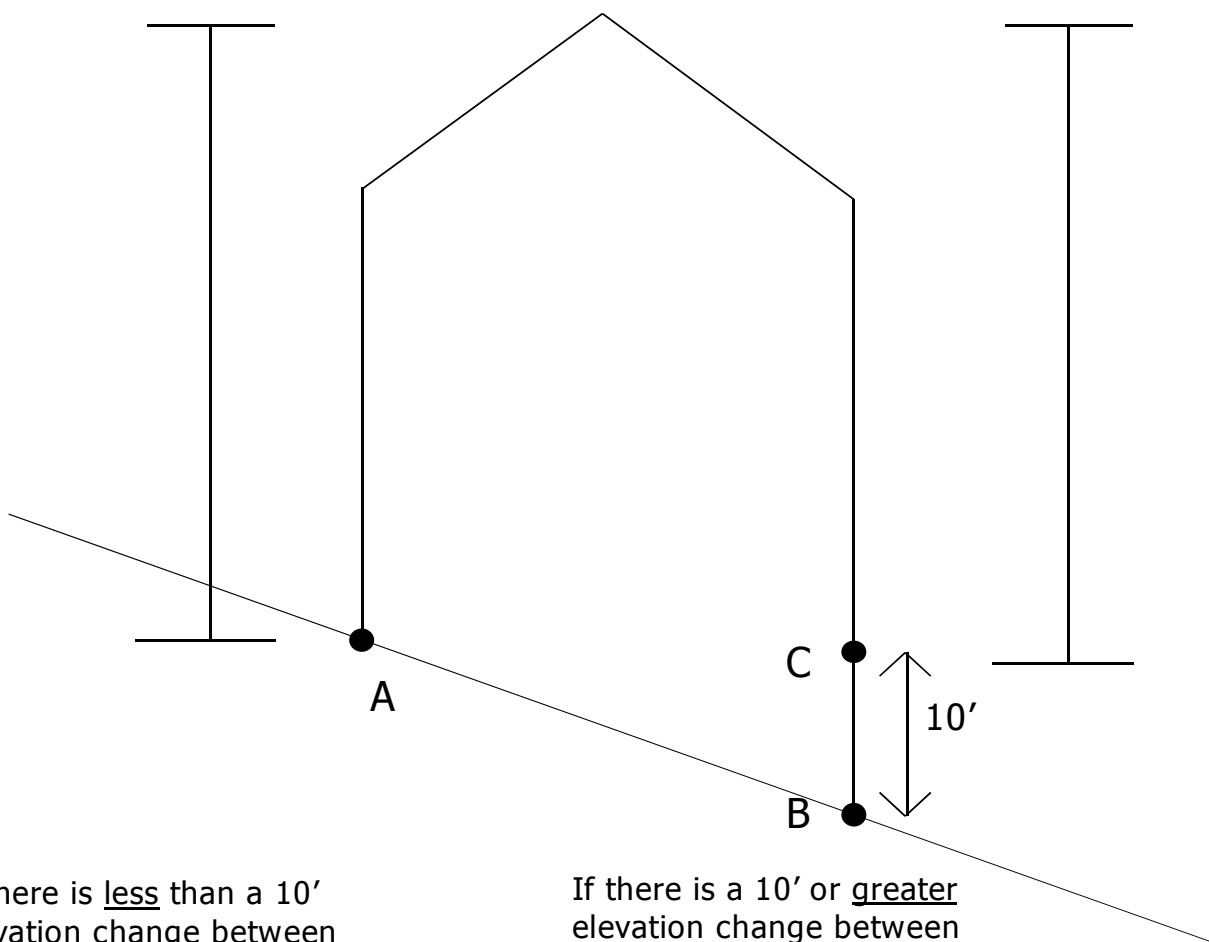
4. Multi-family dwellings are exempt from the lot coverage requirements.

¹ For rear garages only, the square footage for parking pads and driveways that use grass-crete shall be reduced by seventy-five (75) percent (e.g., a 300 sq. ft. driveway surfaced in grass-crete is included as 75 sq. ft. for purposes of determining lot coverage). The square footage for parking pads and driveways that use paving stones and other permeable paving materials (other than grass-crete), shall be reduced by fifty (50) percent.

BUILDING HEIGHT DEFINITION

Height of Building is a vertical distance above a reference datum measured to the highest point of a building. The reference datum shall be selected by either of the following, whatever yields the greater building height.

1. The elevation of the highest adjoining side or upper ground surface within five (5) foot horizontal distance of the exterior wall of the building when such side walk or ground surface is not more than ten (10) feet above the lowest grade.
2. An elevation ten (10) feet higher than the lowest grade when the sidewalk or ground surface described in item one (1) above is more than ten (10) feet above the lowest grade. The height of a stepped or terraced building is the maximum height of any segment of the building.



If there is less than a 10' elevation change between points A and B, measure from point A.

If there is a 10' or greater elevation change between points A and B, measure height from point C.

Establishing Site Grades and Elevations

Elevations and grade are based on site conditions existing prior to any site work being done and are determined from aerial topographical information on file with the City Engineering Dept.

RESIDENTIAL ENERGY CODE CHECKLIST

INSTRUCTIONS FOR APPLICANT (party that is applying for permit)

1. Applicant must select the Additional Measure Path from the left-hand column for the project being submitted for building permit. Either circle the path or use a highlighter to mark the path being used for the project.
2. Make sure all copies of the plans and specifications contain all applicable Measure specifications as identified in the third row of the Checklist.
3. Make sure all copies of the plans and specifications contain all applicable Measure specifications identified in the third row of the Checklist.
4. Make sure all copies of the plans contain locations of all ***permanently installed*** lighting fixtures that are installed inside the building (house, garage, basement, etc) and attached on the outside of building. Identify on all plans those high efficiency fixtures being installed to meet new code requirements.
5. When High Efficiency HVAC equipment is used, identify the Make and Model number on plans or specifications to demonstrate compliance.

Moisture Content Acknowledgement Form

I, _____, am the general contractor or the owner-builder at the following address:

Street Address

City

Permit#

If applicable:

Subdivision/Lot

and/or

Map and Tax Lot

To conform with the 2008 Oregon Residential Specialty Code (ORSC), Section R318.2, I am notifying the building official that I am aware of the moisture content requirement of ORSC Section R318.2 and have taken steps to meet this code requirement. [Section R318.2 is provided for reference.]

Section R318.2 Moisture content. Prior to issuance of the insulation/vapor barrier approval required by R109.1.5.2 of this code:

(A) All moisture-sensitive wood framing members used in construction shall have a moisture content of not more than 19 percent of the weight of dry wood framing members.

(B) The general contractor or the owner who was issued the structural permit shall notify the building official on a division approved form that the contractor or the owner who was issued the structural permit is aware of and has taken steps to meet the requirement in paragraph (A).

Signature Date

Hood River County School District Construction Excise Tax Revised April 10, 2008

The Oregon Legislature passed a law last year to help school districts maintain and improve facilities by levying a tax on new construction. The Hood River County School Board passed a resolution to implement this new tax in Hood River County starting December 3, 2007.

Building permit applications received after December 3, 2007 will be subject to this new tax. The basic rates are \$1.00 per square foot of living space in residential structures and 50 cents per square foot of non-residential structures. (See *Calculation Form* for details).

Several types of construction are exempt from the tax. They include the first 500 square feet of residential additions, residential replacements up to the size of the original structure, public improvements, hospital improvements, private school improvements, religious facilities, affordable housing, agricultural buildings, farm worker housing, and temporary hardship relative dwellings (see *Exemption Form* for details).

City and county governments that issue building permits have agreed to collect the tax for the school district.

Revenue from the tax will be used by the School District to maintain and improve our aging school buildings. (Our school buildings average 67 years old; half of them were built before World War II).

Construction Excise Tax & Exemption forms are available at the City and County building departments and at the Hood River County School District administrative offices at 1011 Eugene Street. When applying for a building permit, please also complete a *Construction Excise Tax Calculation Form* or a *Construction Excise Tax Exemption form*.

If you have questions on this new tax, please contact the School District's Business Manager, Nick Hogan, at 387-5010.

Hood River County School District
Construction Excise Tax Calculation Form
Revised April 10, 2008

Building Permit Applicant:

Name (Printed): _____

Address: _____

Phone Number: _____

Construction Address: _____

See *Exemption Form* for exceptions to this tax.

Construction Category:

- Residential.** Construction excise tax of \$1.00 per square foot of living space in new or replacement structures intended for residential use, including:
1. All single or multiple unit housing, including mobile homes.
 2. Conversion of an existing structure to a separate Dwelling Unit.
 3. Additions in excess of 500 square feet of living space to existing residential structures. The first 500 square feet of residential additions are exempt unless the addition creates a separate Dwelling Unit.
 4. For replacement residential structures, the net increase in living space.
- Nonresidential.** Construction excise tax of 50 cents per square foot for all new or replacement nonresidential structures or additions. Nonresidential construction excise tax is limited to \$25,000 per building permit or per structure, whichever is less.

Construction Excise Tax Calculation:

Taxable square footage of construction.

Times \$1.00 per square foot for residential or \$0.50 per square foot for nonresidential.

\$ _____ Equals total Construction Excise Tax due (maximum \$25,000 for nonresidential).

Jurisdiction Issuing Building Permit: _____

Permit Number: _____ Date: _____

For questions on this tax, please contact Hood River County School District Business Manager, Nick Hogan, at 387-5010.

Hood River County School District
Construction Excise Tax Exemption Form
Revised April 10, 2008

Building Permit Applicant:

Name (Printed): _____

Address: _____

Phone Number: _____

Construction Address: _____

Exemption claimed (check applicable exemption):

- Replacement residential structure with no net increase in living space.
- Residential addition of 500 square feet or less that does not create a separate Dwelling Unit.
- Non-living space on residential property, such as garages, shops, and storage buildings.
- Agricultural building as defined in ORS 455.315(2)(a).
- Accessory Farm Dwelling or Seasonal Farm Worker Housing as defined by Hood River County Zoning Ordinance section 7.50(B) or (C).
- Temporary Hardship Relative Dwellings such as those defined by Section 7.40(E) of the Hood River County Zoning Ordinance.
- Residential housing guaranteed to be affordable under HUD guidelines (see SB1036 section 3.3 for criteria). School District approval required for this exemption.
- Residential housing planned as affordable housing and constructed by, or on behalf of, a duly registered non-profit entity organized solely for the purpose of providing affordable housing. School District approval required for this exemption.
- Improvements to religious facilities primarily used for worship or education associated with worship.
- Private school improvement.
- Public or private hospital improvements.
- Public Improvement as defined in ORS 279A.010.

Application for above exemption provides consent for Hood River County School District to audit applicant's records to verify compliance with exemption requirements.

I certify that I am eligible for this Exemption to the Construction Excise Tax.

Signature Printed NameDate

Jurisdiction Issuing Building Permit: Permit No.

For questions on this tax, please contact Hood River County School District Business Manager, Nick Hogan, at 387-5010.