

COMMERCIAL & INDUSTRIAL CHECK LIST

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Code of Reference: 2007 Oregon Structural Specialty Code and 2007 Oregon Mechanical 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 snow load condition of not less than 50 psf plus appropriate dead load, a wind load condition of not less than 110 mph (3 second gust method), ASCE 7-05, Exposure "C" and Seismic Design Category D. (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 truss fabrication, preferably at time of permit application, unless a deferred submittal is requested. Must be drawn to a legible scale.

1. ___ **Copy of the latest deed of record.**
2. ___ **Two copies of a site plan and or grading/fill plan** is required of the entire property with dimensions of boundaries, contours/elevation, lot square footage and north arrow. The location of proposed or existing structures, distance between buildings, trees, dimensions of proposed parking lots and fences needs to be indicated and to scale.

- 3. Two copies of building plans** (to scale) must include 3a thru 3i and elevations. New construction must have plans stamped by a certified architect and/or engineer licensed in the State of Oregon. Interior remodels may not require an engineer's stamp unless the plans indicate structural changes.
- 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 a licensed engineer 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"). **If an addition to an existing building or change in traffic pattern a copy of the existing plan is required.**
- 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 Structure must meet Oregon Non-Residential Energy Code.** For a copy of the compliance forms that may apply refer to the State of Oregon Energy Website at www.energy.state.or.us.
- 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, bracing and dimensions. Construction details identifying exterior membrane between framing members and sheathing, interior vapor barrier (approved v.b. paint or visqueen).

3h___ **Mechanical information;** include location of ventilation fans, identification of heat source, BTU input rating, method of exhaust ventilation and etc. Product information on all equipment must be available for review if requested.

3i___ **Fire sprinkler plan (location of smoke detectors and /or dampers);** all smoke detectors and dampers must be indicated on plans. Smoke detectors must be hard-wired with battery auxiliary power capability. Fire sprinkler plans must be submitted prior to installation and designed by a certified Fire Sprinkler installer.

S.106.1.1.1 Fire protection system shop drawings. Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with this code and the construction documents shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9.

4.___ **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.

5.___ **Utilities;** location of existing and proposed private and public utilities (sanitary, storm, water, power, gas, tv and telephone). All utilities must be underground.

6.___ **Backflow Prevention;** approved backflow prevention devices are required on all irrigation systems and services 2” in diameter or larger. Devices must be tested upon installation and annually thereafter.

7.___ **Water and Sewer Connections;** location and size of existing and proposed private and public services must be indicated on the site plan. City Public Works is responsible for installation of all new water services. The sewer lateral is the responsibility of the applicant.

8.___ **Work within the City Right-of-Way;** any work within the City right-of-way requires an additional permit. Street cuts require a deposit or bond in the amount determined by the City Engineering Department. Construction Site permits shall be issued for sewer and storm connections, curbs, gutters, driveway approach, tree removal, sidewalk and any other type of construction within the City right-of-way.

9.___ **Drainage;** storm drainage is required to be routed into an existing city system or another approved site. Proposed elevations or contours in sufficient detail to show all cuts, fill, slopes and drainage are required.

10.___ **Sidewalks, curbs, gutters;** existing curbs with elevations, sidewalk location (existing and proposed), proposed driveway(s) and off-street parking area should be indicated on the site plan.

11.___ **ADA accessibility;** an accessible route will be required to be provided from the adjacent public way to an accessible entry and from accessible parking to an accessible entry. Accessible parking shall be in conformance with ORS 447.233 (1) – (4) and S.1104.4 of the

above referenced code. An accessible route is required within the structure from accessible entry to all areas of primary function.

12. **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 is required to be submitted for review and approval.
13. **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.
14. **ODOT permits;** copies of all approved ODOT permits or traffic studies are required to be submitted to the City before issuance of this permit.
15. **Sign permits;** a separate permit will be required for signage.

Permit fees:

All permit fees, state surcharge, plan review and fire & life safety are based on "value" of the submitted project. Below is a list of miscellaneous city administrative fees.

84.00 Construction Site Permit (if applicable)

150.00 Construction Site Permit (if involves street cut) a degradation fee may apply.

64.00 Planning

Engineering based on value of project

Fire Department based on value of project

Water and Sewer connections are based on water meter size

Storm SDC .26 per sq. ft. (per footprint) including all hardsurfacing and walkways.

Transportation fee (if applicable)

106.3.4 Design professional in responsible charge.

106.3.4.1 General. When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the registered design professional in responsible charge. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties required of the original registered design professional in responsible charge. The building official shall be notified in writing by the owner if the registered design professional in responsible charge is charged or is unable to continue to perform the duties.

The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

106.3.4.2 Deferred submittals. For the purpose of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.

Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and been found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the design and submittal documents have been approved by the building official. [See ORS 455.467 (3) above].

106.3.5 State fire and life safety plan review, occupancies to be reviewed. ORS 479.155 (2) requires submission of plans for review and approval of certain occupancies.

Unless exempted by the Building Codes Division through delegation of the fire and life safety plan review program, the owner shall submit to the building codes administrator two copies (or, when required, an additional copy shall be submitted for local government use) of a plan or sketch drawn clearly and to scale showing information as set forth in Section 106.3.5.1 for review and approval prior to beginning construction or alteration.

Fire and life safety plan review is required for the following occupancies:

1. Group A occupancies.
2. Group B occupancies over 4,000 sq. ft. (372 m²) or more than 20 feet (6096 mm) in height, or with a basement.
3. Group E occupancies.
4. Group F occupancies over 4,000 sq. ft. (372 m²) or more than 20 feet (6097 mm) in height, or with a basement.
5. Group H occupancies of 1,500 sq. ft. (139 m²) or more than 20 feet (6096 mm) in height, or with a basement.
6. Group I occupancies.
7. Group M occupancies over 4,000 sq. ft. (372 m²) or more than 20 feet (6096 mm) in height, or with a basement.
8. Group R, Division 1, 2 and 4 occupancies over 4,000 sq. ft. (372 m²) or more than 20 feet (6096 mm) in height, or with a basement over 1,500 sq. ft. (139 m²).
9. Group S occupancies over 4,000 sq. ft. (372 m²) or more than 20 feet (6096 mm) in height, or with a basement.
10. Group U occupancies over 4,000 sq. ft. (372 m²) or more than 20 feet (6096 mm) in height, or with a basement.

Two copies of a plot plan for the occupancies listed above shall be submitted for the placing of prefabricated structures to show the relationship of all adjacent buildings and their exitways.

ORS 479.155 (2) is not a part of this code but is reproduced here for the reader's convenience.

479.155 Plan of proposed construction or alteration; declaration of value; fee; approval of plan; effect of approval; rules.

(2) Prior to construction or alteration of a hospital, public building as defined in ORS 479.168, public garage, dry cleaning establishment, apartment house, hotel, bulk oil storage plant, school, institution as defined in ORS 479.210, or any other building or structure regulated by the State Fire Marshal for use and occupancy or requiring approval by the State Fire Marshal pursuant to statute, the owner shall submit to the director two copies of a plan or sketch showing the location of the building or structure with relation to the premises, distances, lengths and details of construction as the director shall require. A filing is not required with respect to any such building or structure in any area exempted by order of the State Fire Marshal pursuant to ORS 476.030. Approval of the plans or sketch by the director is considered approval by the State Fire Marshal and satisfies any statutory provisions requiring approval by the State Fire Marshal.

Separate permits required for signs and fire protection systems.

Applicant Name _____

Permit No. _____

Site Address _____

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

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

City of Hood River Engineering Department
Gary Lindemyer, Construction Inspector (541) 387-5204 glind@ci.hood-river.or.us
Mark Lago, Project Manager, (541) 387-5205 lago@ci.hood-river.or.us

CITY OF HOOD RIVER - CONSTRUCTION REQUIREMENTS

Work within the City of Hood River or the Urban Growth Area involving City right-of-way and/or City utilities requires the following:

- Compliance with pre-application, conditional use and building permit requirements. City standard details are to be incorporated into the plans.
- Compliance with Oregon Health Division (OHD), Department of Environmental Quality (DEQ), Division of State Lands (DSL), Occupational Safety and Health Administration (OSHA) or other State and Federal requirements.
- Compliance with American Public Works Association (APWA) standards.
- Provide a Prequalification Application for the underground contractors with a minimum of five (5) years of responsible experience with municipal utilities.
- Sign a Construction Agreement.
- Provide a Performance Bond to cover any proposed City utility and street work in the amount of an Oregon licensed engineer's estimate, plus twenty percent (20%).
- Have a preconstruction meeting with contractor's and pertinent subcontractor's representatives
- Necessary easements to be granted and recorded at the County prior to construction.
- Application and approval of a Permit for Work Within City Right-of-Way.
- Contractor's project representative must be on site at all times during construction.
- Set of City-approved plans must be on site at all times. Said plans are to be signed and stamped by an Oregon licensed engineer and approved, as required, by other agencies and stamped with the approval of the City Engineer.
- Provide **48-hour notice** to the Underground Utility Notification Center (**800-332-2344**) prior to any construction.
- Utilities need to remain in service at all times, except for any required shut downs. Applicant is responsible for giving **48-hour notice** to the City and the affected property owners of any shut down of utilities. All work must be coordinated with the City Public Works crew and the crew will shut down the mains upon said notice.

- Provide City with any sampling and test reports, including video tapes of sanitary and storm sewer line installation.
- Provide City with “as-builts”, certified by the Project Engineer, in both hard copy and AutoCAD format disk.

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 No. _____

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 Name	Date

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.

