



# RESIDENTIAL EXPRESS PERMIT CHECKLIST

<input type="checkbox"/> Interior Remodel (no site plan required)	<input type="checkbox"/> Deck	<input type="checkbox"/> Garage Conversion
<input type="checkbox"/> Solar	<input type="checkbox"/> Addition less than 500 sq ft (no erosion permit)	<input type="checkbox"/> Accessory structure less than 500 sq ft

Intake Hrs  
1.  
2.  
3.  
4.  
Ttl:

Intake Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Permit #: \_\_\_\_\_  
Comments: \_\_\_\_\_

**INTERNAL USE ONLY**

**GENERAL INFORMATION**

Project Address: \_\_\_\_\_  
 Map & Tax Lot #: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
 Check subdivision database for special requirements  
 Zoning: \_\_\_\_\_ Overlays: \_\_\_\_\_  
 Neighborhood:  Amazon  Fairmount  University  Other  
 Additional information regarding this property can be obtained at [Eugene Property Explorer](#)  
 Yes  No Is an erosion prevention permit required for this work?  
 Yes  No Is this a flag lot? (if created after 12/25/2002, then 10' setback on all sides)  
 Yes  No Is the building designated historic?  
 Yes  No Home occupation – office, studio, exam room  
 Yes  No Is this property in the Urban Transition area? (JUL) *If yes to any of these questions, page LUA*  
 Yes  No Is annexation required?  
 Yes  No Is this property located in the Willamette Greenway?  
*Note: after review, page LUA according to [Land Use Intake Procedures](#) if necessary*

Comments: \_\_\_\_\_

**ELIGIBILITY**

Does the project qualify for Residential Express Program?  Yes  No

**PLAN REQUIREMENTS**

**SITE PLAN** Site plan must show entire lot and include any adjacent right-of-way (not required for interior remodel)

Property lines with dimensions  
 North arrow  
 Drawn to standard scale (Minimum scale 1:20 scale)  
 Structure is dimensioned and setbacks shown  Existing  Proposed  
 Site elevations shown  Flat  2' Contours  Corners \*if on slope must be reflected on site plan  
 Solar setback documentation  
 Exemption:  N/S property line is < 75'  N property line is at street  
 20% or more slope to lot  Lot is < 4000 sq ft  
 Is lot 20,000 square feet or greater?  Yes  No  
 Are there any existing trees on the lot?  Yes  No  
*Page LUA if the answer is yes (to both questions).*  
 Stormwater destination is...  New  Existing  
 Description \_\_\_\_\_  
 Access connection (driveway) is...  Existing  Proposed  Altered

Comments:

**ARCHITECTURAL/STRUCTURAL)**

<input type="checkbox"/>	Floor plans:	<input type="checkbox"/>	Room Use	<input type="checkbox"/>	House/room dimensions	<input type="checkbox"/>	Doors/windows			
<input type="checkbox"/>	Foundation:	<input type="checkbox"/>	Plan	<input type="checkbox"/>	Footing detail with dimensions, anchor bolts, hold-downs, etc.					
<input type="checkbox"/>	Framing plans:	<input type="checkbox"/>	Floor	<input type="checkbox"/>	Roof	<input type="checkbox"/>	Truss	<input type="checkbox"/>	Header sizes	
<input type="checkbox"/>	Sections:	Cross section with foundation: framing members, floor/roof sheathing, insulation								
<input type="checkbox"/>	Elevations:	Show all new/altered elevations, finished grade								
<input type="checkbox"/>	Beams:	Calculations for engineered lumber and beam/joists that exceed prescriptive requirements								
<input type="checkbox"/>	Lateral:	<input type="checkbox"/>	Prescriptive bracing	<input type="checkbox"/>	BPs and IBPs labeled on drawing		<input type="checkbox"/>	Engineered design	<input type="checkbox"/>	Calculations and details included on drawings
<input type="checkbox"/>	Retaining wall:	Basement or retaining wall details (calculations required if > 4')								
<input type="checkbox"/>	Additional energy measure #	<input type="checkbox"/>	Info on the drawings							

Comments:

**ELECTRICAL/PLUMBING/MECHANICAL**

<input type="checkbox"/>	Electrical:	<input type="checkbox"/>	Panel or feeder (new or relocated) ____		
		<input type="checkbox"/>	# of branch circuits (new or altered) ____		
<input type="checkbox"/>	Plumbing:	Total # of new or relocated plumbing fixtures including hose bibbs & dish washers ____			
<input type="checkbox"/>	Mechanical:	Fuel Burning	<input type="checkbox"/> Gas Furnace	<input type="checkbox"/> Woodstove	<input type="checkbox"/> Gas Insert
			<input type="checkbox"/> Gas Fireplace	<input type="checkbox"/> Pellet Stove	<input type="checkbox"/> Gas Water Heater
		Not Fuel Burning	<input type="checkbox"/> Utility Fan	<input type="checkbox"/> Range Hood	
			<input type="checkbox"/> Dryer Vent	<input type="checkbox"/> Bath Fans _____	
		Other	<input type="checkbox"/> Electric Furnace	<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Heat Pump
			<input type="checkbox"/> Radiant (elect)	<input type="checkbox"/> Wall Heaters	<input type="checkbox"/> Baseboard
		<input type="checkbox"/> Radiant (hydronic)	<input type="checkbox"/> Other		
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Alteration to existing HVAC system?	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Is there gas piping included in this project?	

**INTAKE USE ONLY**

Apply check stop if Enforcement: Site Track #	Check if property in following zones: <input type="checkbox"/> LWI Wetlands <input type="checkbox"/> Goal 5 Affected <input type="checkbox"/> LWI Streams <input type="checkbox"/> WEWP Wetlands
Apply following stamps to site plan: <input type="checkbox"/> Utilities Underground <input type="checkbox"/> Call Before You Dig <input type="checkbox"/> Exterior Lighting <input type="checkbox"/> Flag Lot _____ Required Setback	