



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 Staff:
Comments

Date:

Permit #:

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? (/UL) *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 Fireplace	<input type="checkbox"/> Pellet Stove
		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"/> Radiant (elect)	<input type="checkbox"/> Wall Heaters
		<input type="checkbox"/> Radiant (hydronic)	<input type="checkbox"/> Heat Pump	
		<input type="checkbox"/> Other	<input type="checkbox"/> Baseboard	
<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
Apply following stamps to site plan:	<input type="checkbox"/> LWI Streams <input type="checkbox"/> WEWP Wetlands
<input type="checkbox"/> Utilities Underground	<input type="checkbox"/> Call Before You Dig
<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Flag Lot ____ Required Setback