



COMMERCIAL PERMIT CHECKLIST – NEW CONSTRUCTION OR ADDITIONS

Intake Screening

Permit # _____

	Notes:	OK?	Intake Hrs
Intake _____	_____	_____	1.
LUA _____	_____	_____	2.
PW _____	_____	_____	3.
BDG _____	_____	_____	4.
Route to LUA	Yes No		Ttl:

GENERAL INFORMATION

Project Address:	Unit:	Floor:
Map & Tax Lot #:		
Zoning:	Overlays:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this a permitted use?
Additional information regarding this property can be obtained at Eugene Property Explorer		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is an Erosion Prevention permit required for this work? Permit # _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this property located in a Special Flood Hazard Area?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the building designated historic?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this property located in the Willamette Greenway?
Comments:		

SITE PLAN

<input type="checkbox"/>	Property lines with dimensions , north arrow, and drawn to scale (minimum 1:20 scale)
<input type="checkbox"/>	All site work (patio, paving, walkway, loading dock, etc.) shown
<input type="checkbox"/>	Site plan with entire development site shown, all existing and proposed improvements, and all structures and distances between structures shown
<input type="checkbox"/>	Vehicle parking layout includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> All parking spaces & drive aisles with dimensions <input type="checkbox"/> Accessible parking spaces identified with dimensions <input type="checkbox"/> Accessible route from the parking space(s) to the accessible building entry <input type="checkbox"/> Vehicle parking analysis
<input type="checkbox"/>	Setbacks identified on site plan: <ul style="list-style-type: none"> <input type="checkbox"/> front <input type="checkbox"/> interior <input type="checkbox"/> special setbacks
<input type="checkbox"/>	Bicycle parking (note if new or existing) <ul style="list-style-type: none"> <input type="checkbox"/> Analysis <input type="checkbox"/> Short term location & details (covers as required by #s) <input type="checkbox"/> Long term location & details
<input type="checkbox"/>	Pedestrian circulation shown (applies to new development and/or building entrances) with site accessible route clearly identified
<input type="checkbox"/>	Number of trees (at least 8" diameter at 4' – 6' from grade) on private property to be removed _____ Is a tree removal permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Show all outdoor storage and/or merchandise display areas (if allowed in zone)

Comments:

LANDSCAPING PLAN (see civil section below for stormwater quality landscaping requirements)			
<input type="checkbox"/>	Landscaping plan <ul style="list-style-type: none"> <input type="checkbox"/> Minimum landscape areas <input type="checkbox"/> Parking area landscaping <ul style="list-style-type: none"> <input type="checkbox"/> Along streets and driveways <input type="checkbox"/> Perimeter <input type="checkbox"/> Interior <input type="checkbox"/> Plantings: size, species, spacing <input type="checkbox"/> Irrigation 		
Comments:			
CIVIL			
<input type="checkbox"/>	Grading: <input type="checkbox"/> Existing Slopes <input type="checkbox"/> Proposed Slopes <input type="checkbox"/> Fills (cubic feet of fill and/or excavation _____) <ul style="list-style-type: none"> <input type="checkbox"/> Excavations <input type="checkbox"/> Drainage surface direction 		
<input type="checkbox"/>	Site utilities identified: electrical powerlines/cables, potable water, underground fire water line, sewer line, stormwater line, gas line, etc. (show existing and proposed)		
<input type="checkbox"/>	Sidewalks shown: <input type="checkbox"/> Existing <input type="checkbox"/> Proposed/Altering		
<input type="checkbox"/>	Structures with dimensions and setbacks: <input type="checkbox"/> Existing <input type="checkbox"/> Proposed		
<input type="checkbox"/>	Retaining wall, proposed location(s) – must be drawn and labeled on site plan		
<input type="checkbox"/>	Access connection (driveway approach) location(s) <input type="checkbox"/> Existing <input type="checkbox"/> Proposed/Altering		
<input type="checkbox"/>	Wastewater connection		
<input type="checkbox"/>	Stormwater flood control (destination) (if existing, indicate what system is): _____		
Stormwater Management Treatment Facility (if applicable)			
<input type="checkbox"/>	Stormwater management plan with facilities identified (may be located on separate sheet or on utility plan or grading plan)		
<input type="checkbox"/>	Facility sizing calculations		
<input type="checkbox"/>	Stormwater facility landscaping plan (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Plants identified on plan <input type="checkbox"/> Calculations for number of plants required per facility <input type="checkbox"/> Landscape matrix showing genus/species, sizes, and quantities 		
Comments:			
ARCHITECTURAL PLAN			
<input type="checkbox"/>	Scope of work clearly identified		
<input type="checkbox"/>	Licensed designer stamp if building exceeds ground area of 4,000 sq ft or height limit of over 20 feet		
<input type="checkbox"/>	General Notes including <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <input type="checkbox"/> Code Summary <input type="checkbox"/> Building code edition <input type="checkbox"/> Building construction type <input type="checkbox"/> Uses of building <input type="checkbox"/> Occupancy Classification(s) <input type="checkbox"/> Separated use or <input type="checkbox"/> Non separated use </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <input type="checkbox"/> Number of stories <input type="checkbox"/> Total square footage of entire building & per story <input type="checkbox"/> Total square footage of addition <input type="checkbox"/> Sprinklered building <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Fire alarmed building <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of water closets/lavs. required and number provided </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Code Summary <input type="checkbox"/> Building code edition <input type="checkbox"/> Building construction type <input type="checkbox"/> Uses of building <input type="checkbox"/> Occupancy Classification(s) <input type="checkbox"/> Separated use or <input type="checkbox"/> Non separated use 	<ul style="list-style-type: none"> <input type="checkbox"/> Number of stories <input type="checkbox"/> Total square footage of entire building & per story <input type="checkbox"/> Total square footage of addition <input type="checkbox"/> Sprinklered building <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Fire alarmed building <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of water closets/lavs. required and number provided
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<input type="checkbox"/>	Accessibility <ul style="list-style-type: none"> <input type="checkbox"/> Accessible clearances shown, i.e. maneuvering clearances, clear floor space, mounting heights <input type="checkbox"/> Toilet/bathing room/kitchen fixtures & accessories with plans & elevations views with fixtures & accessories identified
<input type="checkbox"/>	Floor plan(s) to scale <ul style="list-style-type: none"> <input type="checkbox"/> Fully dimensioned and labeled <input type="checkbox"/> Any new exterior openings shown <input type="checkbox"/> Include removed, existing, and proposed walls with a wall legend <input type="checkbox"/> Doors with swing direction & maneuvering clearances <input type="checkbox"/> Stairs, ramps, and elevators <input type="checkbox"/> Fire extinguisher types and locations <input type="checkbox"/> Wall details with hourly fire-rating of walls, wall types, and reason (i.e. area separation, occupancy separation, exits enclosure, shaft) <input type="checkbox"/> Bike parking locations shown for long term spaces if proposed inside building
<input type="checkbox"/>	Exterior Elevations
<input type="checkbox"/>	Schedules: <input type="checkbox"/> Windows <input type="checkbox"/> Doors <input type="checkbox"/> Door hardware and fire rating schedule
<input type="checkbox"/>	Fire resistive construction: <input type="checkbox"/> Location/Type <input type="checkbox"/> Listed assembly info <input type="checkbox"/> Penetration info
<input type="checkbox"/>	Building envelope requirements – COMcheck Envelope form and signature
<input type="checkbox"/>	Structural calculations for vertical and lateral loads
<input type="checkbox"/>	Geotechnical report (for new buildings)
<input type="checkbox"/>	Detailing from structural analysis or calculations referenced in plans
<input type="checkbox"/>	Foundation plan
<input type="checkbox"/>	Framing Plans
<input type="checkbox"/>	Structural detailing and connections
Comments:	
MECHANICAL PLAN	
<input type="checkbox"/>	Value of mechanical work (cost of equipment & labor) _\$ _____
<input type="checkbox"/>	All new mechanical equipment listed
<input type="checkbox"/>	COMcheck mechanical form with signature
<input type="checkbox"/>	Licensed designer stamp if building exceeds ground area of 4,000 sq ft or height limit of over 20 feet
<input type="checkbox"/>	Outdoor air & exhaust calculations
<input type="checkbox"/>	HVAC plan is required when there are new or replacement units. Identify the following: <ul style="list-style-type: none"> <input type="checkbox"/> Weights of mechanical equipment <input type="checkbox"/> Locations of units <input type="checkbox"/> Roof plan for roof mounted equipment, with dimension between equipment & to the edge of roof <input type="checkbox"/> Height from grade to roof edge <input type="checkbox"/> Slope of roof <input type="checkbox"/> Seismic calculations & anchorage details for units > 400 lbs.
<input type="checkbox"/>	Additions or alterations to existing system shown via duct layout and damper schedule
<input type="checkbox"/>	If a hood is required, hood information to include clearances and exhaust
<input type="checkbox"/>	Cut sheets for all new appliances; show layout of (E) for existing and (N) for new
<input type="checkbox"/>	Fire and/or smoke dampers shown at penetrations through fire-rated construction
Comments:	

