



RESIDENTIAL PERMIT CHECKLIST

Intake Screening

Permit #: _____

Intake _____
LUA _____
PWE _____
Route to LUA

Notes: _____
Notes: _____
Notes: _____
 Yes No
Route to PWE Yes No
PW Plat # _____

OK? _____
Intake Hrs
1. _____
2. _____
3. _____
4. _____
Ttl: _____

GENERAL INFORMATION	
Project Address: _____	Unit: _____
Map & Tax Lot #: _____	
Subdivision: _____	Block: _____ Lot: _____
<i>Check subdivision database for specific requirements (except interior remodels only)</i>	
Zoning: _____	Overlays: _____ Applicable Land Use File #: _____
Neighborhood: <input type="checkbox"/> Amazon <input type="checkbox"/> Fairmount <input type="checkbox"/> University <input type="checkbox"/> Other	
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 a flag lot? (If created after 12/25/2002, then 10' setbacks on all sides)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the building designated historic?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Home occupation – office, studio, exam room (if yes, page LUA)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the property in the Urban Transition (/UL) area? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is annexation required?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this property located in the Willamette Greenway?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this property located in a Special Flood Hazard Area (SFHA)?
SITE PLAN Site plan must show entire lot and include any adjacent right-of-way	
<input type="checkbox"/>	11 X 17 with a minimum 2" border
<input type="checkbox"/>	Property lines with dimensions
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Drawn to standard scale (Minimum scale 1:20 scale)
<input type="checkbox"/>	Structure is dimensioned and setbacks shown <input type="checkbox"/> Existing <input type="checkbox"/> Proposed
<input type="checkbox"/>	Site elevations shown <input type="checkbox"/> Flat <input type="checkbox"/> 2' Contours <input type="checkbox"/> Corners *if on slope must be reflected on site plan
<input type="checkbox"/>	Soil – shrink/swell potential <input type="checkbox"/> Medium/High <input type="checkbox"/> None
<input type="checkbox"/>	Solar setback documentation Exemption: <input type="checkbox"/> N/S property line is < 75' <input type="checkbox"/> N property line is at street <input type="checkbox"/> 20% or more slope to lot <input type="checkbox"/> Lot is < 4000 sq ft
<input type="checkbox"/>	Is lot 20,000 square feet or greater? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any existing trees on the lot? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Page LUA if the answer is yes (to both questions).</i>
<input type="checkbox"/>	Retaining wall located with various heights identified
<input type="checkbox"/>	Stormwater destination is... <input type="checkbox"/> New <input type="checkbox"/> Existing Description _____
<input type="checkbox"/>	Sidewalks are... <input type="checkbox"/> Existing <input type="checkbox"/> Proposed/Reconstructing
<input type="checkbox"/>	Access connection (driveway) is... <input type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Altered
Comments: _____	

ARCHITECTURAL/STRUCTURAL)			
<input type="checkbox"/>	Floor plans	Room Use	House/room dimensions <input type="checkbox"/> Doors/windows
<input type="checkbox"/>	Foundation	Plan	Footing detail with dimensions, anchor bolts, hold-downs, etc.
<input type="checkbox"/>	Framing plans	Floor <input type="checkbox"/> Roof <input type="checkbox"/>	Truss Engineering Packet <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	Prescriptive bracing <input type="checkbox"/> Engineered design <input type="checkbox"/>	BPs and IBPs labeled on drawing <input type="checkbox"/> Calculations and details included on drawings <input type="checkbox"/>
<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"/> Need temporary power? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Separate electrical pulled by contractor – permit # _____	
<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
<input type="checkbox"/>		Not Fuel Burning	<input type="checkbox"/> Utility Fan <input type="checkbox"/> Range Hood <input type="checkbox"/> Dryer Vent <input type="checkbox"/> Bath Fans ____
<input type="checkbox"/>		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"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No Alteration to existing HVAC system?	
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No Is there gas piping included in this project?	
FIRE			
Existing Sq Ft. _____ Proposed Sq. Ft. _____ Total _____ <input type="checkbox"/> Route to Fire			
SAP (Same-As Plans)			
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Revisions to plans bubbled and dated	Previous Permit # _____
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mirror image to project already reviewed	
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attachments – Truss, Wall Bracing, Engineering	
INTAKE USE ONLY			
Apply addressing fee? <input type="checkbox"/> Yes <input type="checkbox"/> No		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 check stop if Enforcement: Site Track #			
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