



# RESIDENTIAL PERMIT CHECKLIST

Intake Screening

Permit #: \_\_\_\_\_

OK?

Intake \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

LUA \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

PWE \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Route to LUA

Yes

No

Route to PWE

Yes

No

PW Plat # \_\_\_\_\_

## GENERAL INFORMATION

Project Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Map & Tax Lot #:

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

*Check subdivision database for specific requirements (except interior remodels only)*

Zoning: \_\_\_\_\_ Overlays: \_\_\_\_\_ Applicable Land Use File #: \_\_\_\_\_

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? Permit # \_\_\_\_\_

Yes  No Is this a flag lot? (If created after 12/25/2002, then 10' setbacks on all sides)

Yes  No Is the building designated historic?

Yes  No Home occupation – office, studio, exam room (if yes, page LUA)

Yes  No Is the property in the Urban Transition (/UL) area?  Yes  No Is annexation required?

Yes  No Is this property located in the Willamette Greenway?

Yes  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

11 X 17 with a minimum 2" border

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

Soil – shrink/swell potential  Medium/High  None

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).*

Retaining wall located with various heights identified

Stormwater destination is...  New  Existing

Description \_\_\_\_\_

Sidewalks are...  Existing  Proposed/Reconstructing

Access connection (driveway) is...  Existing  Proposed  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"/>
<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