



COMMERCIAL PERMIT CHECKLIST

This checklist addresses information required for most projects but may not address all the information required to determine code compliance. Initial plan review could raise issues requiring revised plans which are subject to supplemental information charges.

	Plans _____
# Sets	Calcs _____
	Specs _____

Intake Initials Date	Map & Tax Lot: _____ and/or Address: _____	Permit #: _____
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N/A NEED OK **PLAN REVIEW REQUIREMENTS** **Bethel School District** Yes No

N/A NEED OK **LAND USE/ZONING** **OK for intake: LUA:** _____ **Date:** _____ **Route to LUA:** Yes No

Zoning: _____ Permitted use: Yes No
 Land Use application: File # _____ Status _____
 UT: Yes No Annexation needed: Yes No Willamette Greenway: Yes No
 Outdoor Lighting Form
 Utilities for new construction (9.6775): Yes No Overhead Underground None
 Trees: Lot > 20,000 sq. ft: Yes No 20,000 or over Show all trees, public & private
 Designate trees to be removed: None Private Property Public Property
 EWEB - Possible conflict w/overhead? Yes No If yes, give EWEB cards to applicant
 Notes: _____

N/A NEED OK **SITE PLAN REQUIREMENTS**

***SITE PLAN MUST SHOW ENTIRE LOT AND INCLUDE ANY ADJACENT RIGHT-OF-WAY**
 Site plan on a minimum size 11" x 17" paper with a minimum of 2" clean border around all property lines
 North arrow Scale of drawings Minimum 1:30 Prefer 1:20
 Adjacent streets & alleys (label private & public) Rights-of-Way widths
 Property lines with dimensions Easements
 Grading: Slopes Existing Proposed Fills Excavations Drainage surface direction
 Structures with dimensions and setbacks: Existing Proposed
 Retaining wall, proposed location(s) – must be drawn and labeled on site plan
 Curb cuts/property access: Existing Proposed Widening
 Sidewalks: Existing Curbside Setback Proposed None proposed
 Other construction in right-of-way such as retaining walls, elevated walks, or drives: Yes No
 New connections to public (any work in the R O W): Wastewater Stormwater
 Label public & private lines Point of connection to public system
 Piping sizes for private lines: Wastewater Stormwater
 Stormwater drainage destination: Weep hole(s) in curb: New Existing
 Tap existing public storm pipe Catch Basin: New Existing Drainage ditch (location)
 Private on-site system _____ PWE initials _____ UT? _____
 Location: Shown on plans To follow Required info: Submitted To follow
 Septic tank and drainfield location
 Notes: _____

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> EROSION REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	In sensitive area AND one the following: 500 sq. ft. <input type="checkbox"/> or 20 cu yards disturbance <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	OR Disturbing one acre or more regardless of sensitive area
<input type="checkbox"/>	<input type="checkbox"/>	CSMP app to customer: Yes <input type="checkbox"/> EP #: _____
Comments:		
<input type="checkbox"/> N/A NEED OK		<input type="checkbox"/> FIRE PREVENTION
<input type="checkbox"/>	<input type="checkbox"/>	Fire truck site access, max 150' to exterior walls <input type="checkbox"/> Dead end fire lanes max 100' in length <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrant locations and distances to property <input type="checkbox"/>
<input type="checkbox"/> No <input type="checkbox"/> Yes		
<input type="checkbox"/>	<input type="checkbox"/>	Fire suppressions systems: Fire Sprinklers <input type="checkbox"/> Fire alarms <input type="checkbox"/> Hood suppression <input type="checkbox"/> Unknown <input type="checkbox"/> (existing or proposed) (separate shop drawings will be required)
<input type="checkbox"/>	<input type="checkbox"/>	Storing, mixing, or generating of chemicals on site, HMIS, yes <input type="checkbox"/> need <input type="checkbox"/> MSDS: yes <input type="checkbox"/> need <input type="checkbox"/>
Comments:		
<input type="checkbox"/> N/A NEED OK		<input type="checkbox"/> PLUMBING & ELECTRICAL
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing: Review not required: <input type="checkbox"/> Fixture layout or # of fixtures <input type="checkbox"/> Fixture schedule <input type="checkbox"/> # of abandoned fixtures <input type="checkbox"/> interior plumbing elevations <input type="checkbox"/>
		Review required: <input type="checkbox"/> Piping materials <input type="checkbox"/> Water piping isometric <input type="checkbox"/> Waste & vent piping isometric <input type="checkbox"/> Backflow devices <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Plumbing review is not required, but has been requested with the applicable plan fees to be applied. Name: _____ Signature: _____
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Electric: Review not required: <input type="checkbox"/> # circuits _____ # panels/feeders _____ Other: _____
		Review required: <input type="checkbox"/> Fixture schedule <input type="checkbox"/> Fixture layout <input type="checkbox"/> Riser diagram w/panel locations & schedules <input type="checkbox"/> Load Calculations <input type="checkbox"/> Supervising electricians signature or electric engineer's stamp <input type="checkbox"/>
Comments:		
<input type="checkbox"/> N/A NEED OK		<input type="checkbox"/> STRUCTURAL
<input type="checkbox"/>	<input type="checkbox"/>	Code Summary (completed worksheet or incorporated into plans)
<input type="checkbox"/>	<input type="checkbox"/>	Licensed designer stamp if structure is over 4000 s.f. (footprint) or more than 20' in height
<input type="checkbox"/>	<input type="checkbox"/>	Exterior elevations <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Floor plans <input type="checkbox"/> Fire extinguisher location & type <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location & schedule: Windows <input type="checkbox"/> Doors <input type="checkbox"/> Hardware schedule <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Framing: floor(s) <input type="checkbox"/> roof <input type="checkbox"/> wall construction types <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Fire resistive construction: Location/type <input type="checkbox"/> Listed assembly info <input type="checkbox"/> Penetration info <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Foundation plan
<input type="checkbox"/>	<input type="checkbox"/>	Structural details: <input type="checkbox"/> Cross sections: Framing <input type="checkbox"/> Stairways/ramps <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Structural calc's: Vertical (gravity) loads <input type="checkbox"/> Lateral (wind or shear) loads <input type="checkbox"/> Soils report <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Detailing from analysis or calculations referenced in plans.
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical: Duct layout <input type="checkbox"/> Equipment Schedule <input type="checkbox"/> Equipment anchorage > 400 lbs <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	State energy compliance forms; Exterior envelope <input type="checkbox"/> Lighting budget <input type="checkbox"/>
Comments:		