



MILWAUKIE BUILDING DIVISION
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RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

THE FOLLOWING ARE REQUIRED FOR PLAN REVIEW	YES	NO	N/A
1. Erosion Control. Include drainage-way protection, silt fence design and location of catch-basin protection, etc.			
2. Site/Plot Plan Drawn to Scale. The plan must show lot and building setback dimensions; property corner elevations (if there is more than a 4ft elevation differential in the property, plan must show contour lines at 2-ft intervals, and if there is more than a 4ft elevation differential within the foundation, a geo tech report is required); location of easements and driveway; footprint of structure (including decks, patios, etc.); location of wells/septic systems/drywells; utility locations; direction indicator; lot area; building coverage area; percentage of coverage; vegetation area; impervious area (new and existing); and existing structures on site.			
3. Complete Set of Digital Plans. Must be drawn to scale, showing conformance to applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full-size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations exist.			
4. Foundation Plan. Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, step details, vent size, and locations.			
5. Floor Plans. Show all dimensions, room identification, window size, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
6. Cross Section(s) and Details. Show all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction, etc. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
7. Elevation Views. Provide elevations for new construction; minimum two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change is greater than 4-ft at the building envelope. Full size sheet addendums showing foundation elevations with cross references are acceptable.			
8. Wall Bracing (Prescriptive Path) and/or Lateral Analysis Plans. Must indicate details and locations; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			
9. Floor/Roof Framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing and bearing locations. Show attic ventilation.			
10. Basement and Retaining Walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 14 "Engineers Calculations".			
11. Beam Calculations. Provide one digital set of calculations using current code design values for all beams and multiple joists over 10 feet long and/or any beam/joist carrying a non-uniform load.			
12. Manufactured Floor/Roof Truss Details.			
13. Energy Code Compliance. Identify the prescriptive path or provide calculations. A gas-piping schematic is required for four or more appliances.			
14. Engineer's Calculations. When require or provided, (i.e. shear wall, roof truss) shall be stamped by an engineer or architect licensed in Oregon and shall be shown to applicable to the project under review.			
15. Soils Report. Must carry original applicable stamp and signature on file with application.			
16. Land Use Actions Completed.			
17. Zoning. Setbacks, Flood plain, Historic district, Steep Slope, etc.			
JURISDICTIONAL SPECIFICS			
18. All submitted documentation shall be uploaded online directly to the coordinating permit.			
19.			
20.			

Checklist must be completed before plan review start date.

Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only.