

Residential Express Permit Checklist



Planning & Development
Building & Permit Services
99 West 10th Ave.
Eugene, OR 97401
www.eugene-or.gov

(541) 682-5593 FAX

(541) 682-5119 TTY

(541) 682-5086 Information

<input type="checkbox"/> Interior Remodel	<input type="checkbox"/> Deck	<input type="checkbox"/> Garage Conversion	<input type="checkbox"/> Solar	<input type="checkbox"/> Addition (less than 500 sf.)	<input type="checkbox"/> Accessory Structure (less than 500 sf.)
Intake Staff: _____ Date: _____ Permit #: _____					
BASIC REQUIREMENTS					
N/A NEED OK					
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 complete sets of plans photocopy or blueprint (no pencil, ink, highlighting, or white out) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The property does not have a conservation area to be protected or trees identified to be preserved as identified in the approved land use application. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The proposed work is not within 50 feet of a Wetland, Wetland Stream, or the Special Flood Hazard Area, as determined by FEMA (Garage Conversions, Additions, & Accessory Structures). <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> There is not an increase in square footage such that the building's overall square footage exceeds 3600 square feet? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.Q. Zone and less than 500 sq. ft. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No enforcement action.					
LAND USE/ZONING					
N/A NEED OK					
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Zoning: _____ Land Use application: File # _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Subdivision Database <input type="checkbox"/> (page LUA if required) Willamette Greenway: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Neighborhood: <input type="checkbox"/> Amazon <input type="checkbox"/> Fairmount <input type="checkbox"/> South University <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Flag Lot: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Trees: Lot > 20,000 sq. ft.: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Private trees, # removed/impacted: _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> A tree removal permit is required: Yes <input type="checkbox"/> No <input type="checkbox"/> If over 5 trees, applicant may need a tree preservation plan: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Public trees removed/impacted: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, applicant notified to contact Urban Forester: Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Outdoor lighting fixtures (EC 9.6725): Yes <input type="checkbox"/> No <input type="checkbox"/> Signature: On plans <input type="checkbox"/> Attached <input type="checkbox"/> To come <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Home occupation (office/studio/exam rooms?): Yes <input type="checkbox"/> No <input type="checkbox"/> (Call LUA if yes) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> EWEB (Check for overhead lines) OK means no impact. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Solar setbacks: Documentation <input type="checkbox"/> Exempt: <75' N/S PL <input type="checkbox"/> <4000 sf. lot <input type="checkbox"/> Slope <input type="checkbox"/> N PL at St. <input type="checkbox"/>					
SITE PLAN REQUIREMENTS					
N/A NEED OK					
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Site plan printed on a minimum size 11" x 17" paper with a minimum of 2" clear space <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Property lines with dimensions <input type="checkbox"/> North Arrow <input type="checkbox"/> Scale <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Adjacent streets & alleys <input type="checkbox"/> Street, curb & gutter: Existing <input type="checkbox"/> Proposed <input type="checkbox"/> None Altered <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Site elevations at lot corners <input type="checkbox"/> Flat per applicant <input type="checkbox"/> Site contours at 2' increments if >4' change across property <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Structures with setbacks: Existing <input type="checkbox"/> Proposed <input type="checkbox"/> (label each type; if non-conforming page LUA) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Garage conversion SFHA Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, page PWE) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Driveway approach: Existing <input type="checkbox"/> Proposed <input type="checkbox"/> None <input type="checkbox"/> Altered <input type="checkbox"/> (page PWE) Width in FYS > 27' Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stormwater destination: Weep-hole <input type="checkbox"/> Public storm pipe <input type="checkbox"/> Drainage ditch <input type="checkbox"/> On-site retention <input type="checkbox"/>					
STRUCTURAL, ELECTRICAL, MECHANICAL, & PLUMBING					
N/A NEED OK					
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Elevation views w/grade elevations if they vary more than 4' <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Floor plans: dimensions <input type="checkbox"/> room identification <input type="checkbox"/> doors, windows, etc. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Framing: Floor <input type="checkbox"/> mfg truss <input type="checkbox"/> Roof <input type="checkbox"/> mfg truss <input type="checkbox"/> Door sizes <input type="checkbox"/> Window sizes <input type="checkbox"/> Header sizes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Foundation plan <input type="checkbox"/> Cross section footing and foundation dimensions, anchor bolts, hold-downs, etc <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cross sections w/details: framing member sizes <input type="checkbox"/> floor <input type="checkbox"/> sub floor <input type="checkbox"/> wall & roof <input type="checkbox"/> foundation <input type="checkbox"/> insulation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Wall bracing: prescriptive path <input type="checkbox"/> lateral analysis calculations <input type="checkbox"/> interior wall bracing <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Beam calculations for beam & joists exceeding prescriptive code requirements or non-uniform load (laminated beams) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Energy: additional measures _____ (1-9) info on plans <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Plumbing: # of new or moved fixtures _____ (remodels and additions) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gas piping: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vents / Fans: Water heater (gas) <input type="checkbox"/> Range hood <input type="checkbox"/> Dryer <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bathroom fans _____ Utility room fans _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> New fuel burning appliances: Gas furnace <input type="checkbox"/> Gas fireplace <input type="checkbox"/> Pellet stove <input type="checkbox"/> Woodstove <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gas insert <input type="checkbox"/> Pellet / Woodstove insert <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other equipment – electrical: Electric furnace <input type="checkbox"/> Heat pump <input type="checkbox"/> Air Conditioner <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other heat system: Wall heaters <input type="checkbox"/> Baseboard <input type="checkbox"/> Radiant floor electric <input type="checkbox"/> Radiant floor hydronic <input type="checkbox"/> Other: ____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Alteration to existing system: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electric: Panel or feeder new or relocated _____ Branch circuits new or altered _____					

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Land Use

- Setbacks
- Parking – Regular Lot or Flag Lot
- Neighboring Structures within 10' of Proposed Project – Deck
- Other:
- Enter time into APTWin

Public Works Engineering

- P.U.E.
- Aerials
- Stormwater
- Wastewater
- Other
- Enter time into APTWin

Building (B)

- Foundation & Footing
- Framing – Floor & Roof
- Floor Plan
- Wall Bracing – Interior Remodel & Garage Conversion
- Lateral Bracing – Deck
- Elevation(s)
- Electrical
 - New/Relocated Panel
 - # of Circuits
- Plumbing
 - # of Fixtures
 - Sanitary
 - Storm
 - Water Service
- Mechanical
 - Vents – dryer, exhaust, w/h, hood
 - Fuel-Burning – wood stove, f/p, pellet, gas furnace, gas boiler
 - Other – a/c heat pump, etc.
 - Gas Piping
 - Alteration to (E)
- Enter time into APTWin