



Coos County Community Development

1155 S 5th St

Coos Bay, Or 97420

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www.co.coos.or.us/community-dev

Building Department

Residential Plan Submittal Intake Checklist

- Structural application/manufactured dwelling application** (Provide square footage of living space, attached garage, and covered porches separately under (1d) on the structural application)
- Zoning compliance letter**
- DEQ septic permit/approval** (If home is NOT on city sewer)
- Site/plot plan** (with North arrow, may be included with zoning compliance letter)
- Geotechnical report** (when applicable)
- Additional energy measure form completed OR noted on plans** (if #6 on the form is selected, provide supporting calculations form)
- Construction documents:** Shall be sufficient clarity submitted in **Unlocked PDF format only or hard copy**. Must state and be in compliance with current applicable code cycles and have a detailed scope of work. Must be drawn to scale and include a North arrow. All documents designed by an architect or structural engineer shall bear a current Oregon stamp.
 - **Foundation:** provide plan dimensions, footing sizes, post, anchor bolts, connection details, reinforcement, hold-downs, foundation vent locations, and crawl space access.
 - **Floor plan:** Show all dimensions, room identification, window type and size, location of smoke and carbon monoxide alarms, water heater, furnace, ventilation fans, plumbing fixtures, balconies, and decks.
 - **Cross section(s) and details:** Show sizes and spacing for all framing members, such as, floor beams, headers, joists, sub-floor and wall and roof construction. Show all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction and thermal insulation.
 - **Elevation views:** Provide elevations all four sides with compass direction labeled. Minimum of two elevations for additions and remodels when applicable.
 - **Wall bracing:** Provide prescriptive lateral calculations and plans showing brace wall lines, bracing method, location and length of braced wall panels according to R602.10. **If engineered, shear wall schedule and calculations shall be stamped by an engineer or architect licensed in Oregon.** Lateral design and connections shall be incorporated into plans.
 - **Floor/Roof framing:** Provide a plan for each roof and floor assembly that shows all structural members and supports, sizes, spacing, bearing locations, connections and ventilation. All engineered lumber (i.e., I-joist, LVL, LSL, GLB) shall be accompanied with supporting calculations. **If trusses are used, they shall require engineer stamped drawings at the time of submittal and cannot be deferred.**
 - **Beams/engineered lumber:** All beams and headers that do not meet prescriptive span tables per ORSC, shall be required to be designed per accepted engineering practices. **All engineered lumber shall be accompanied with supporting calculations.**
 - Deck plans: deck framing plan view and elevation with dimensions, sizes, spacing, material and connections per R507. Stair and guardrail details when applicable per R311 & 7R312 respectively.