

**WHAT?** Small residential projects that require basic Planning and Building Department review including most additions, remodels, decks, pools, retaining walls or other similar type projects.

**HOW?** Planning and Building Department Staff will be available to review your plans while you wait. If all the necessary information is provided and the review is approved, you can pay your permit fees and get to work on your project. If additional information is needed, you will need to resubmit the following week. If your project is in a Historic District, the Historic Review Board will be available to review your project between 3:15-4:30 PM, Thursday afternoon.

**WHERE?** The Community Development Building located at 51 Winburn Way, in Ashland, OR. It is the large brick building across from Lithia Park.

**WHEN?** Thursday Mornings from 8:30-11:30 AM Only.

### **SUBMITTAL REQUIREMENTS?**

- 3 Sets of Plans
- Project Address
- Owner Name, Address & Phone #
- Applicant Name, Address & Phone #
- Contractor & Subcontractor's Name, Address, Phone Number, State Contractor's License # and Ashland City Business License #
- Design Professional, Architect and/or Engineer's Name & Phone # (Architects & Engineers must wet-stamp their plans)
- Valuation of Project (Total labor & materials whether paid for or not)
- Existing and Proposed Square Footage of Structure(S)
- Existing and Proposed Impervious Surfaces
- Site Plan showing Proposed and Existing Buildings, North Arrow Indicator, Distances to Property Lines, Drainage Lines, Retaining Walls, Contour Lines
- Foundation Plan (including footing elevation and hold down locations)
- Floor Plan including the use of the rooms and other areas. Identify all new, deleted and existing walls, windows & doors. Also, include location of all new or moved plumbing fixtures, heating, ventilation and A/C equipment, hot water tanks, electrical panels, and gas fixtures with BTU requirements.
- Framing Cross-Sections & Details including Beam Calculations for all beams and multiple joists over 10', Brace Panels (exterior & interior), Alt. Brace Panels, Portal Frame or Engineered System.
- Roof Framing Plan for Stick Frame & Engineered Trusses. (Include the Eng.Truss calculations)
- Elevations – show all sides of the building affected by the remodel or addition
- Solar Calculations (Use the appropriate solar setback equation from Ashland Municipal Code Section 18.70.030 & 18.70.040 **and** also show the height of the shade producing points in relation to natural grade on the plans.)
- Exterior Materials being used for roof, siding, trim moldings, windows, porches, railings, etc.

**Please note:** These reviews are intended to be quick and fairly routine. If your project involved a Planning Action or if other research or extensive calculations are required, you will be asked to submit and leave your plans to be reviewed through the regular review process.