



**CITY OF ASHLAND BUILDING DIVISION**  
 51 Winburn Way, Ashland, OR, 97520  
 (541) 488-5305  
[Building@ashland.or.us](mailto:Building@ashland.or.us)

## Commercial Building Permit Submittal Form

Location:		Date:	
Description of Project:			
Total Project Valuation: <i>See <a href="#">Determination of Valuation Policy</a> for additional information</i>		\$	
Mechanical Valuation:		\$	
Type: <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Mixed Use Bld. <input type="checkbox"/> Commercial Bld. <input type="checkbox"/> Commercial Addition <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Common Area <input type="checkbox"/> Structural/Roof <input type="checkbox"/> Change of Use/Occupancy <input type="checkbox"/> Other: _____			
<b>APPLICANT INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		
<b>PROPERTY OWNER INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		
<b>CONTRACTOR INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		
Ashland Business License #		CCB#	
<b>ARCHITECT/ENGINEER/DESIGN PROFESSIONAL INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		

**SUBMITTAL CHECKLIST:**

YES	NO	N/A	GENERAL INFORMATION:
			PDF of Digital Plans - Submit to <a href="mailto:Building@ashland.or.us">Building@ashland.or.us</a> <i>Plans must be drawn to scale, minimum 11x17 inches in size, and legible.</i> <i>If files are too large to email, please call #541-488-5305 to request access to our digital DropBox</i>
			Design Professional, Architect and/or Engineer(s) name, phone, and Email
			Name, Address, Phone and Email of all owners and contractors (include license #s)
			Signed statement of consent from Property Owner
			List Design Criteria and supporting calculations for all Structural components of project as required by Ch. 16 OSSC and ASCE-7
			Provide a Code Analysis and include the following information: <input type="checkbox"/> Construction type <input type="checkbox"/> Existing and proposed Occupancy types <input type="checkbox"/> Occupant loads and supporting calculations <input type="checkbox"/> Means of Egress sizing and supporting calculations including the path of the exit discharge to the public way <input type="checkbox"/> Number of required exits based on occupant loads and travel distances <input type="checkbox"/> Allowable areas and supporting documentation
			Gross Square Footage
			Does this project require a design professional (Architect, or Engineer, licensed through the State of Oregon)? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>*See <a href="#">When is an Architect/Engineer Required handout</a> for additional information</i>
			Complete <a href="#">Special Inspection Agreement Form</a>
			<a href="#">Existing Building Form</a>
			Any conditions imposed as part of an approved planning action shall be shown
			<b>PLOT PLAN:</b>
			Show all Proposed and Existing Buildings
			Total Square Footage of Impervious Surface
			Direction Indicator (north arrow)
			Easement Locations (private/public) and maintenance agreements for common areas
			Show distances between Property Lines and Buildings <i>See <a href="#">Property Pin Policy</a> for additional information</i>
			Location of storm drains, sanitary sewer, water service connection, and electric service panel
			Show point of termination for footing, roof, and storm drains (Street or approved disposal site)
			Show Contour Lines (topography)
			Basement and Retaining Walls (cross sections and details or attached engineering)
			Provide calculations for all structural loads (include member reports)
			<b>FOUNDATION PLAN:</b>
			Elevation of footing and foundation details (including hold downs and their locations)
			<b>FLOOR PLAN:</b>
			Show each floor and use of all rooms and areas
			If Remodel or Addition, provide existing and proposed Floor Plans
			Provide bracing design, prescriptive and/or engineered
			<b>CROSS SECTION &amp; DETAILS</b>
			Show all materials that make up the assemblies for roof, wall, ceilings, floors, and projections, including flashing and finishes

YES	NO	N/A	ELEVATIONS:
			Show all sides of building and identify as North, South, East, and West
			Provide Solar Calculations
			ROOF PLAN:
			Engineered Trusses
			Deferred Trusses ( <i>Include on Deferred Submittal Form</i> )
			Stick Frame
			FIRE PLAN:
			Fire Protection system shop drawings for Fire Alarms, and Sprinklers per OSSC 107.2.2
			Deferred Fire Protection System Shop Drawings for Fire Alarms and Sprinklers ( <i>Include on Deferred Submittal Form</i> )
			ELECTRICAL PLAN:
			One-line drawings, panel schedules, and load calculations
			MECHANICAL PLAN:
			Mechanical Valuation (labor, materials, overhead & profit whether paid for or not)
			Provide schedule of all heating, ventilation, and A/C equipment and location of each
			Gas line schematic diagram with BTU requirements for each fixture (appliance)
			PLUMBING PLAN:
			Show riser diagram with all pipe sizes for DWV system and water supply system
			Show backflow devices
			Description of each plumbing fixture being replaced, relocated, or added
			DRAINAGE SYSTEM:
			Show spot elevations to determine direction of runoff to storm sewer
			LANDSCAPE SYSTEM:
			Include sprinkler and low voltage electrical
			ENERGY COMcheck FORMS
			Provide complete and signed COMcheck forms under the current State of Oregon adopted Energy Standards for each of the building elements listed below: <input type="checkbox"/> Building Envelope <input type="checkbox"/> Mechanical <input type="checkbox"/> Lighting
			EXCAVATION PERMIT REQUIREMENTS:
			Location of retaining walls and corresponding engineering
			Topography of site
			Easement/Rights of Way – Label roads and utility locations
			PW Permit with City Engineer Signature
			Electric utility distribution plan with stamp
			Preliminary Plat
			Engineering grading plan (show elevations for cuts and fills with total cubic yardage)
			Soils report

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_