



COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

CITY OF ASHLAND - BUILDING DIVISION

Location:

Applicant:

Yes No N/A

General Information:

- Project name and location
- Design professional, architect and /or engineer(s) name and phone #
- PDF of digital plans (submit to Building@ashland.or.us for review)
- Names, addresses and phone #'s of all owners and contractors w/ license #
- Valuation (labor, materials, overhead & profit whether paid for or not)
- Total square footage of impervious surfaces
- Gross square footage
- Demolished structures information
- Remodels: Total # of plumbing fixtures being removed, relocated or added
- Any conditions imposed as part of an approved planning action shall be shown
- Structural design loads shown on plans (snow load, wind & exposure)
- Code Analysis

Plot plan

- Show all proposed and existing buildings
- Direction indicator (show north)
- Easement location, public & private. All maintenance agreements for common areas.
- Distances to property lines and buildings
- Location of storm drains, sanitary sewer, water service connection and electric service panel

Foundation Plan

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- Elevation of footing and foundation details (including hold downs and their locations)

Floor Plan

- Show each floor and use of all rooms and other areas
- If remodel / addition show existing floor plan.

Framing cross section & details

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- Show coverings for all surfaces (roofing, ceilings interior, exterior and projections)

Elevations

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- Show all sides of building

Roof Plan

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- Engineered Trusses (Deferred)

Electrical Plan

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- One line drawings

Mechanical Plan

- Mechanical Valuation (labor, materials, overhead & profit whether paid for or not)
- Show all heating, ventilation and A/C equipment and location of each
- Gas line schematic diagram w/ BTU requirements of each fixture (appliance)

Plumbing Plan

- Show riser diagram with all pipe sizes for DWV system and water system
- Show back flow devices

Drainage System

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- Show spot elevations to determine direction of runoff to storm sewer

Landscape System

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- Include sprinkler and low voltage electrical

Energy Forms

- Building Shell - Sec. 3 (Frame type, Insulation, Windows, Doors & skylights)
- HVAC System - Sec. 4
- Lighting System - Sec. 5

Excavation Permit Requirements

- Location of Retaining walls and corresponding engineering
- Topography of Site
- Easements/Rights of Way - Label for roads and utility locations
- PW Permit City Engineer Signature
- Electric Utility distribution plan w/stamp
- Preliminary Plat
- Engineering grading plan (show elevations for cuts and fills with total cubic yardage)
- Soils report

Signature of applicant submitting plans

Inspector

Date

* This list does not constitute a plan review.