

# TIPS FOR FASTER AND EASIER PLAN REVIEW AND BUILDING PERMIT ISSUANCE

*We understand that when your project is ready to be submitted to the County for permits that the time it takes to review and approve your plans and issue your permit is important to you. At this stage of a project, contractor availability, weather concerns and the cost of financing all affect the success and cost of your project. All of these factors and others that may affect your project make it important for the plan review process to go as smoothly and as quickly as possible so that the permit may be issued and work can begin.*

*Because it is our goal to complete review of your plans for code compliance and have your permit ready to issue as quickly as possible, we have prepared a quick reference with the keys to a faster and easier plan check process with us. Every plan review is different, but in our experience there are recurring things that delay plan review and extend the time it takes to get your plans out of the door. Please consider these factors as you prepare and submit your project for plan review and permits.*

## **BEFORE A BUILDING PERMIT APPLICATION IS ACCEPTED:**

### *Land Use and On-Site Sewage Septic System Compliance*

*Before a building permit application is accepted for plans review, the County will review your application to verify that any conditions placed on prior land use approvals (ie land divisions, design review, conditional use permits etc) or requirements for on-site sewage disposal have been met. Not addressing these items can and does delay building permit application acceptance and issuance.*

- *Planning Staff will review any land use conditions with you before you submit your building permit application and identify conditions that must be met before acceptance of your application or before a building permit can be issued. Any land use conditions not met at application should be completed*

during the plan review process so as not to delay permit issuance.

- *Building Counter Staff must verify that you have either an existing septic system approved for your proposed use or an approved septic lot evaluation for a new system before your building permit application can be accepted for processing.*

## *BUILDING PLAN REVIEW*

### *1. Building Plans Completeness:*

*The most important factor in shortening plan review time is the completeness of your plans. Although we provide a detailed code summary with the building permit application packet to assist in proper design of your project, we also have prepared a quick reference guide outlining the information we must have to complete your plan review(see Attached). If any of this information is missing on first submittal, plan review will likely be delayed as we request the information and you prepare and submit it. In our experience the missing items which most often delay plan review and approval are:*

- *For pre-fabricated structures: Truss engineering and layout.*
- *Engineering for building components that do not meet the prescriptive path in the Code.*
- *Selection of energy efficiency prescriptive path and detailing this on plans*

### *2. Communication*

*Communication between our plan reviewer and you, the building permit applicant is crucial. You need to know how and when to contact our plan reviewer about your project. We need to know who we should contact about the plan review(owner, contractor, designer etc) and how best to contact that person(phone, e-mail, etc). Time is lost in plan review if communications break down or if it is not clear who you want us to contact about the plan review.*

*To assist with better communication, we are now holding plan pre-submittal conferences with our plans examiner when you submit your plans so that good communication can occur up front. Contact Jackie Welter at 503-397-1501 Ext 2 or [Jackie.Welter@co.columbia.or.us](mailto:Jackie.Welter@co.columbia.or.us) for an appointment.*

### 3. Design Assistance:

*The County Plans Examiner cannot design your project. We can provide information on alternative ways to meet code requirements. If you need design assistance in preparing plans that address applicable building codes, we encourage you to get professional design assistance for your project. Depending on the complexity of the project, a design professional can save you time and money.*

#### *BEFORE A BUILDING PERMIT IS ISSUED:*

##### *Land Use and On-Site Sewage Septic System Compliance*

*Before a building permit can issued, the County must verify that all conditions placed on prior land use approvals(ie land divisions, design review, conditional use permits etc) or requirements for on-site sewage disposal have been met. Not addressing these items can and does delay building permit issuance.*

- Planning Staff will verify that all land use conditions have been met before signing off and releasing the building permit for issuance. To avoid delays in permit issuance following approval of your building plans, make sure that you have met all land use conditions for your use.*
- On-Site Sewage Staff will verify that you have either an existing septic system approved for your proposed use or an approved septic construction permit for a new system before your building permit may be issued.*

# CHECKLIST FOR FASTER AND EASIER PLAN REVIEW AND PERMIT ISSUANCE

TO AVOID DELAYS IN REVIEW/PERMIT ISSUANCE PLEASE HAVE:

<i>PLANNING/ON-SITE SEWAGE ACTIONS NEEDED BEFORE BUILDING PERMIT APPLICATION ACCEPTED</i>	<i>DONE</i>	<i>NOT DONE</i>
<i>Land Use Conditions On Prior Planning Approvals</i>		
<i>On-Site Lot Evaluation</i>		
<i>REQUIRED INFORMATION FOR PLAN REVIEW</i>	<i>HAVE</i>	<i>DON'T HAVE</i>
<i>Two complete sets of plans drawn to scale</i>		
<i>Plot plan showing all buildings, property lines, corner elevations and topography lines, unless lot is flat</i>		
<i>Cross section: at least one complete cross section showing how the building is to be constructed from roof to ground? Additional sections for more complex structures.</i>		
<i>Floor plans with rooms identified</i>		
<i>Foundation plan &amp; foundation details</i>		
<i>Floor and roof framing plans and details. Use correct load factors. If using manufactures floor or roof trusses, have complete engineered details and layouts.</i>		
<i>Prescriptive bracing: alternate and interior braced panels and/or Portal Frames must be identified on your plans?</i>		
<i>Unless your building meets prescriptive methods per ORSC, engineering calculations and engineered stamp drawings are required. If in doubt, ask!</i>		
<i>Exterior elevations drawings for all sides of the structure, unless simple structure where two elevations are sufficient.</i>		

<i>Indicate header sizes typical for openings with larger opening header sizes detailed</i>		
<i>Identify which energy path is to be used, per ORSC</i>		
<i>Calculations required for all beams and girders except for simple loads</i>		
<i>Additions to existing building must include existing floor plan for the structure the addition will be attached to, showing all exterior doors and windows with rooms identified?</i>		
<i>PLANNING/ON-SITE SEWAGE SIGN-OFF FOR BUILDING PERMIT ISSUANCE</i>	<i>DONE</i>	<i>NOT DONE</i>
<i>Land Use Conditions Which Must Be Met Prior to issuance of a Building Permit have been met.</i>		
<i>On-Site Sewage System Construction Permit Issued</i>		

*Notes and Comments:*