



Commercial Plan Review Submittal Checklist

CITY OF SCAPPOOSE Building Department

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<https://www.ci.scappoose.or.us/building>

DEPARTMENT USE ONLY
Plan review no.:
Permit no.:
Office:
BCD employee initials:

JOB SITE INFORMATION	PROPERTY OWNER
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Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Phone: _____ - _____ - _____ Fax: _____ - _____ - _____	Phone: _____ - _____ - _____ Fax: _____ - _____ - _____

ARCHITECT / ENGINEER	APPLICANT
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Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Phone: _____ - _____ - _____ Fax: _____ - _____ - _____	Phone: _____ - _____ - _____ Fax: _____ - _____ - _____

REVIEW INFORMATION

Declaration of value: \$ _____	Building sq. ft.: _____	Review fee: \$ _____
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Building use (be specific): _____

Check type of review: Fire and life safety Structural Mechanical Sprinkler Alarm

MINIMAL PLAN REQUIREMENTS CHECKLIST

Three sets of plans and the following items are required for review: _

Initials	Date	
1. _____	_____	Site plan: changes of occupancy, additions, alterations, and new construction
2. _____	_____	Floor/roof plans: including dimensions, windows, and doors
3. _____	_____	Floor/roof framing: framing member size, joist, beam, and column
4. _____	_____	Foundation plan: wall dimensions and footings — for complete review
5. _____	_____	Building elevations: minimum two views
6. _____	_____	Building cross-sections: structural members, roof and wall sheathing
7. _____	_____	Structural calculations: new or change of occupancy
8. _____	_____	Electrical: exits, fire alarms, and fire and life safety equipment
9. _____	_____	Energy documentation: If building is heated or cooled, submit on Oregon Energy Code guideline forms. Residential (motels, SR, apartments): identify path _____
10. _____	_____	Complete specifications: quality and type of all construction materials, and methods of construction
11. _____	_____	Architect/engineer stamp: over 4,000 sq. ft. or 20' height — Architect law-ORS 671.030, Engineer law-ORS 672.020
12. _____	_____	Mechanical plans: equipment location, size, type, and layout — fan capacity, etc.
13. _____	_____	Disabled access: indicate compliance measures
14. _____	_____	Minimum scale: 1/8" -minimum paper size: 8 1/2" X 11" on all plans
Other agency clearances:		
15. _____	_____	Department of Environmental Quality or local sanitary authority
16. _____	_____	Local planning department: zoning, special land use. Building is in flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT: _____
Signature

Print name: _____ Date: _____