



City of Manzanita

P.O. Box 129
Manzanita, OR 97130-0129
Phone (503) 368-5343
Fax (503) 368-4145
building@ci.manzanita.or.us

RESIDENTIAL BUILDING APPLICATION	
DEPARTMENT USE ONLY	
Permit No:	
Date Issued:	By:

WORK SITE LOCATION:

ADDRESS:
LOT # AND SUBDIVISON NAME:
CATEGORY OF CONSTRUCTION:
Single Family Multi-Family Accessory Dwelling Unit
TYPE OF WORK:
New Addition (adding square footage) Accessory structure (garage, carport, sheds, etc.) Alteration (no change to square footage) Other (pools, retaining walls, solar, driveways, etc.)
DESCRIPTION OF WORK:

Valuation*:	
Sq Ft – 1st Floor:	
Sq Ft – 2nd Floor:	
Sq Ft – Unfinished living space:	
Sq Ft – Basement:	
Sq Ft – Covered porch/deck	
Sq Ft – garage or carport	
Garage or carport orientation:	
Number of bedrooms:	
Number of bathrooms:	
Number of floors:	

PEOPLE INFORMATION:

APPLICANT:		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
PROPERTY OWNER:		
Same as applicant? Yes No		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
CONTRACTOR INSTALLATION		
Same as applicant? Yes No		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail:		
CCB license no.:		City Lic No.:
Contact Name:		Phone #:
REQUIRED DOCUMENTS FOR APPLICATION		
I have downloaded and reviewed the plans and documents Checklist (Initials): _____		
SUBMITTAL METHOD FOR PLANS AND DOCS		
Paper Electronic		

***See reverse for terms and conditions**

Project information:

***The value (rounded to the nearest dollar) of all equipment, materials, labor, overhead and profit for the work described.**

Notices

Associated permits: Separate permit applications are required for plumbing, mechanical, electrical, right of way, fire sprinkler, fire alarm and/or fire line permits associated with this building permits.

Expiration of application: This application is valid for 180 days after it has been accepted as complete.

Inspections required: Approved city inspections must be completed before the work performed is enclosed.

Terms and conditions

Correct information: I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Copyright release for government entities: I hereby grant permission to the City of Manzanita to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Indemnity: I, the permit applicant, shall indemnify, defend and hold harmless the City of Manzanita, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

Owner permission: I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials):_____

Authorized Signature: _____ **Print Name:** _____ **Date:** _____



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1 & 2 FAMILY DWELLING PLAN SUBMITTAL INTAKE CHECKLIST

OAR 918-090-0320

2 Complete sets of legible plans drawn to scale, showing conformance to the applicable state or local building codes. Lateral wall design details and connections must be incorporated into the plans or on a separate full-size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.

Site Plan drawn to scale. The plan must show: frontage street name; lot dimensions and building setback dimensions; property corner elevations (+ for high point, - for low point); location of easements and driveway; driveway apron width; footprint of all structures (new & existing); all utility lines – indicate if above/below ground; any known fill sites; direction of drainage from structure; downspouts; and new & existing retaining walls.

Foundation Plan and Cross Section. Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location, and soil type.

Floor Plans. Show all dimensions, room identification, door and window sizes and locations, location of **smoke and carbon dioxide detectors**, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade.

Cross Section(s) and details. Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. Show all details of all wall and roof sheathing, roofing, roof slopes, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.

Elevation views. Provide elevations for new construction: minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is > 4ft at building envelope.

Wall Bracing (prescriptive path) and/or lateral analysis plans. Building plans must show construction details and locations of lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.

Floor Roof Framing Plans are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.

Basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and waterproofing (vapor barrier) shall be provided. Engineering plans are required for retaining walls exceeding 4ft in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13.

Beam calculations. Provide 2 sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.

2 sets of Manufactured floor/roof truss design details.

Energy Code Compliance. Identify prescriptive energy path on handout or provide calculations.

Engineer's Calculations when required or provided (i.e. shear wall, roof truss, >4ft tall retaining walls) shall be stamped by an engineer or architect licensed in **Oregon** and shall be stamped on all pages of drawings for such engineering.

*The above checklist items must be submitted for the plan review can be started. Minor changes or notes on submitted plans may be in blue or black ink. **Red ink is reserved for department use only.***