



Building Department  
187 SE Court Street  
Dallas, OR 97338  
503.831.3571  
FAX 623.2339

## CITY OF DALLAS RESIDENTIAL PLAN CHECKLIST

**THE FOLLOWING INFORMATION IS REQUIRED TO BE ON THE APPLICATION: Please use this document as a checklist when filling out the form.**

Applicant's Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

Square footage information:

House \_\_\_\_\_ Garage \_\_\_\_\_ Basement \_\_\_\_\_ Deck/Porch \_\_\_\_\_

Miscellaneous information (please check appropriate category):

\_\_\_\_\_ # of Bathrooms

\_\_\_\_\_ Forced Air Furnace: Electric \_\_\_\_\_ Gas \_\_\_\_\_

\_\_\_\_\_ A/C or Heat Pump

**Plans must be uploaded into the application. This link explains how to upload documents.**

<https://www.oregon.gov/bcd/epermitting/howto/Pages/index.aspx>

\_\_\_\_\_ **A site plan**

Indicate scale, actual setback of buildings from ALL property lines, topographical elevations (>10% slope). If lot is flat, please indicate. Also indicate easements or street widths adjacent to property lines, complete address, north direction arrow, lot dimensions and percent of lot coverage. Location and extent of fill on lot must also be noted.

\_\_\_\_\_ **A set of construction plans with the following information:**

- Braced Wall Method and calculations. Location of Braced Wall Lines, braced panels and hold downs.
- Energy Conservation Requirements and Additional Measure.
- Foundation plan including footing size, wall height, foundation vent locations and cross section of footing and stem wall with rebar size and location.
- Site specific Geotechnical Report (for lots with expansive soils or fill).
- Show what types of foundation hold-downs are used and their location. Show all sleeves for utilities and blockout openings in stemwall.
- Floor framing plan for each floor. (post and beam; joist with size and spacing; I-joist layout from manufacturer)
- Floor plan with room use identified. Window, door and header sizes. Location of smoke/CO detectors. Location of equipment (fireplace, woodstove, air conditioner or heat pump, etc.)
- Framing and attachment for exterior porches and decks, including support footings.
- Beam calculations for review.
- Ceiling/roof framing plan or truss layout with reactions from truss manufacturer.
- Building elevations. Show siding type, window trim, gable treatments, ceiling height, eave height, grade, etc.
- Complete building sections. Show floor, wall, and ceiling height, radon system, insulation R-value of floors, walls, and ceilings. Show sections through stairs including headroom at stairs. Handrail/guardrail details for stairs/landings/decks.