

**DOCUMENT SUBMITTAL REQUIREMENTS**

The following is intended to clarify and give examples of plans and documents to be uploaded to the state ePermitting system for plan review and permit issuance.

**New single-family dwellings** -----eg. 1234 SE Cranberry St, Plan Set  
Structural calculations -----eg. 1234 SE Cranberry St, Structural Calcs  
Truss Reaction Layout from Manufacturer -----eg. 1234 SE Cranberry St, Truss Layout  
Geotechnical Report -----eg. 1234 SE Cranberry St, Geotech Rpt  
Site Plan -----eg. 1234 SE Cranberry St, Site Plan

**New commercial/multi-family/industrial building or additions** -----eg. 123 Main St, Arch Set  
Special Inspection Form-----eg. 123 Main St, Special Inspection  
Specification manuals -----eg. 123 Main St, Specifications  
Structural calculations -----eg. 123 Main St, Structural Calcs  
Hydrant Flow Test Worksheets -----eg. 123 Main St, Water Flow Test  
State of Oregon Energy Code Compliance forms -----eg. 123 Main St, Energy Form  
Soils reports (if applicable) -----eg. 123 Main St, Geotech Rpt  
Civil Drawings -----eg. 123 Main St, Civil Drawings  
Landscaping Drawings-----eg. 123 Main St, Landscaping Plans

**Tenant improvement projects** -----eg. 123 Main St, Plan Set  
Specifications -----eg. 123 Main St, Specifications  
Structural calculations -----eg. 123 Main St, Structural Calcs

**Plumbing, or mechanical plans**  
Submitted separately from the above plans -----eg. 123 Main St, Mech Shop Drawings  
Calculations/specifications -----eg. 123 Main St, Data Sheets

**Fire sprinkler or fire alarm plans** -----eg. 123 Main St, Fire Alarms  
Calculations/specifications -----eg. 123 Main St, Battery Calcs

**Electrical Permits are obtained from:  
Polk County Community Development  
Department, 850 Main St. (503-623-9237)**