



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)**