LINN COUNTY PLANNING AND BUILDING DEPARTMENT
Robert Wheeldon – Director
Suzanne Larson – Building Official

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060

Residential Submittal Requirements

Linn County approvals must be obtained before a building permit can be issued.

1. **LAND USE APPROVAL:**
   a) If your building project is within a city, you must obtain land use approval from the city.

   b) If your building project is within Linn County and not within the city limits, land use approval must be obtained from the Linn County Planning and Building Department.

Note: Some planning reviews or hearings may delay your project. You should begin this process well before you wish to start building. Talk to the city or county planner about your project for specific requirements.

2. **SANITATION:**
   a) If your property is served by a municipal sewer system, approval must be obtained from the municipality.

   b) If a public system is not available, an on-site sewage disposal system may be used. For information regarding an existing or new disposal system, contact Environmental Health at (541) 967-3821. *Please contact this department regardless of the type of proposed structure.*

Note: Some delay may be experienced in obtaining sanitation approval. You should begin this process well before you wish to start building. Talk to a sanitarian about your project for specific requirements.

3. **ROADS AUTHORITY:**
   a) Prior to submitting for a permit, obtain approval from one of the following: Linn County Road Department at (541) 967-3919, Oregon Department of Transportation at (503) 986-3435, or your local municipality.

4. **FIRE AUTHORITY:**
   a) Prior to submitting for a permit, obtain approval from the local fire authority. Complete the Access & Water Supply worksheet and return the form signed and approved with your plan submitted.

5. **BUILDING PLAN REVIEW:**
   a) *Residential:* See Requirements and Submittals Checklist.

   b) *Commercial:* See Requirements and Submittals Checklist. A pre-application meeting may be required for commercial or industrial building projects. Contact the Linn County Building Official for this determination.

Residential Submittal Requirements & Checklist

Linn County Planning & Building Department
300 SW 4th Avenue
Albany, OR 97321

Phone (541) 967-3816
Fax (541) 926-2060
http://www.co.linn.or.us

Use the following checklist to ensure all necessary information has been provided. ***Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied until all requirements are submitted.*** *Check each box or mark N/A.*

Format for submitting electronic plans:
Use the (xxx) User Guide for more detail on the below requirements available on our web page or contact us via email to request it.

- ☐ Submit plans electronically through our website. http://www.co.linn.or.us
- ☐ Legible and drawn to scale.
- ☐ Plan orientation as landscape for reading left to right.
- ☐ All plans and documents to follow prescribed naming conventions.
- ☐ Plan/drawing pages shall be uploaded individually as a single page file. Supporting documents shall be uploaded as an individual mult-page file.
- ☐ Plans/drawings shall be .PDF file. Supporting documents can be .PDF, .TIFF, .JPEG.
- ☐ Reserve space for County approval stamp.

FOR FUTURE USE

Forms required at submittal:
The following forms, documents, and plans are to be submitted when applicable for residential projects:

- ☐ Pre Construction Floodplain Elevation Certificate.
- ☐ Completed Residential Permit Application.
- ☐ Completed Residential Submittal Requirements Checklist (this form)
- ☐ Residential Energy Efficiency Checklist. https://www.co.linn.or.us
- ☐ Written permission from property owner.
- ☐ **APPROVED & SIGNED** Access & Water Supply Worksheet from the local fire department. (if applicable)*

To view Oregon codes online visit http://www.cbs.state.or.us/external/bcd/programs/online_codes.html

Structural Design Criteria

- *Snow Loads* (ORSC Table R301.2(1): 20 spf minimum roof snow load, 25 psf ground snow load (less than 4,000 ft. elevation).
- *Wind Loads* (ORSC R301.2.1): Ultimate wind speed – Risk Category (Cat.) I – 100 mph, Cat. II – 110 mph, Cat. III & IV – 115 mph, Normal wind speed Cat. I – 78 mph, Cat. II – 85 mph, Cat. III & IV – 90 mph, Exposure B or C.
- *Seismic* Design Category D1. Table R301.2(1), Note C.
- *Frost Protection* (ORSC 403.1.4.1) *Frost Depth:* (ORSC R301.2(1) 12 inches, *Frost Exposure:* Moderate.
- *Soiling Bearing Pressure* 1,000 PSF (an alternate PSF may be accepted per project with a site specific Geo Tech report. Please note Linn County uses 1,000 PSF soil bearing pressure and footings for conventional light frame construction and should accommodate the following widths: 1 story – 18", 2 stories – 23", 3 stories – 27". (ORSC Table R403.1)

- ☐ *Site Plans* – ***Please provide three sets*** **(required for *all* projects including remodels):**
  - ☐ Legible, including north arrow, and drawn to scale such as (1" = 20').
  - ☐ Orientation of footprint matches floor plan, (i.e.garage left).
  - ☐ Show all adjacent street names.
  - ☐ Show all existing and proposed structures on site with distances from property lines and other structures; setbacks shall be identified with written dimensions and drawn to scale. Include any cantilevers and eaves.
  - ☐ Indicate height of all structures inclusive of roof ridgelines (from finished grade).
  - ☐ Show all building and garage entrances.
  - ☐ Indicate elevation at property corners.
  - ☐ For slopes greater than 10% show contours.
  - ☐ For lots with 4 ft. or more elevation change across the building footprint, show existing and proposed elevations at the building corners.
  - ☐ Show site drainage using arrows to indicate direction of flow; show methods and locations for onsite drainage detention. Show gutters with downspout locations if applicable.

- ☐ *Plans* – ***Please provide three sets*** **(required for *all* projects including remodels):**

  **Provide two stamped sets from local fire department as applicable*
  Plans must be legible, drawn to scale (minimum 1/4" = 1') and shall include the following:

- ☐ *Documents*
  - ☐ Floor framing (if using an engineered system, a layout will be required from the manufacturer, including the size, type, and spacing of all floor joists, as well as the size and type for all supporting beam and cross-reference design calculations). All floor-framing sheets, details, and beams must match.
  - ☐ Roof framing (if using roof trusses, provide engineered details of each truss to be used including a layout indicating the placement of each truss). Include engineered drag trusses and truss bracing details.
  - ☐ Engineering and all related engineering. (2 sets)

- ☐ *Cover Sheet* – Building Information
  - ☐ Code year being used.
  - ☐ Energy path being utilized.
  - ☐ Number of stories and total height in feet.
  - ☐ Building square footage. (*per floor and total)*
  - ☐ List work to be performed under this permit.
  - ☐ List Design Professional, Architects, Structural Engineers, Owner, Developer, and any other Design Members. (If applicable)

- ☐ *Elevation Views*
  - ☐ Provide elevations showing the building, grade, windows, building height, decks, and patios.

- ☐ *Foundation Plan*
  - ☐ Foundation layout must match (roof, floor joist, truss) layouts.
  - ☐ Identify foundation and stem wall dimensions.
  - ☐ Identify all interior footings and transfer points for loads above, including sizes, and rebar.
  - ☐ Anchor bolt locations.
  - ☐ Identify type and location of all hold downs, and mechanical connections.
  - ☐ Provide a schedule for all hold down connections and shearwall locations.
  - ☐ Identify ventilation location and sizes. (Provide additional information for floodplain requirements as necessary.)

- ☐ *Floor Plan*
  - ☐ Identify each room and/or area including dimensions.
  - ☐ Identify emergency egress windows.
  - ☐ Identify smoke and smoke/CO2 locations.
  - ☐ Identify exhaust fan locations and CFM.
  - ☐ Identify water, heater, furnace, plumbing fixtures, balconies, and decks.
  - ☐ Provide wall bracing, (R602.10) and/or lateral analysis, related schedule indentifying all shearwalls types including calculations, connections, and locations. Alternativley, an engineered lateral analysis can be submited by a registered design professional. Lateral 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.
  - ☐ Identify all landings/decks at all exits.
  - ☐ Transfer all engineering to full scale drawings.
  - ☐ Provide a legend that distinguishes walls, walls to be removed, and new walls, or a separate before and after floor plan. (Remodel)
  - ☐ Beam calculations with all beams sized, identified, and cross-referenced on the plans.

- ☐ *Cross Section(s) and Details*
  - ☐ Show all framing member sizes and spacing (studs, beams, joist, rafters), bearing locations, load transfers, and connections.

- ☐ *Framing Plan & Stair Details*
  - ☐ Specify size, spacing, span, and wood species or metal guage for all stud walls.
  - ☐ Indicate all wall, beam, floor, and roof connections.
  - ☐ Include stair section showing rise, run, landings, headroom, handrail, and guardrail dimension.

- ☐ *Roof Framing*
  - ☐ Provide plans for the roof assembly indicating member sizing, spacing, bearing locations, load transfers and connections.
  - ☐ Provide attic ventilation calculations, including size and location of vents.

Please Note: Plan review fees will be collected at the time of permit submittal. I have read and understand these terms.

*****This application is valid for 180 days*****

By signing, I acknowledge that all information contained in this checklist is true to the best of my knowledge.

Agent/Builder (I certify that I sign this application personally on my own behalf and as agent for the landowner)	or	Owner
_____		_____
Signature – Agent		Signature – Owner
_____		_____
Printed Name – Date		Printed Name – Date
_____		_____
Email		Email

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Type of work	
☐ New construction	☐ Addition/alteration
☐ Demolition	☐ Other

Category of Construction	
☐ 1 & 2 family dwelling	☐ Commercial/Industrial
☐ Accessory building	☐ Multi-family
☐ Other	☐ Manufacured Home

Job Site Information and Location	
Job site address	
City/State/Zip	
Suite/bldg./apt. #	Project name
Subdivision	Lot #
Description of work _____	

Property Owner	
Name	
Address	
City/State/Zip	
Phone	
E-mail	

Contact Person	
Name	
Address	
City/State/Zip	
Phone #1	
Phone #2	
Email	

Contractor	
Business Name	
Address	
City/State/Zip	
Phone	Fax
CCB license	
Email	
Authorized signature	

Permit Fees
Permit fees are based on the value of the work performed. Indicate the value (round to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Department Use Only	
Permit #	Date received
Tax lot/Parcel #	

Required Data: 1 & 2-Family Dwelling	
Valuation; or	
Number of bedrooms	
Number of bathrooms	
Total number of floors	
New dwelling area	square feet
Garage/carport area	square feet
Covered porch area	square feet
Deck area	square feet

Required Data: Commercial – Use Checklist	
Valuation; or	
Existing building area	square feet
New building area	square feet
Number of stories	
Type of construction	
Occupancy groups	
Existing	
New	

Notice	
For Homeowner Installations: This installation is being made on residential or farm property owned by me or a member of my family, and is exempt from licensing requirements under ORS 701.010.	
Signature _____	Date _____

Manufactured Home Fees	
Manufactured Home Installation	$
State Surcharge 12%	$
State Service Charge	$
Date	$ Total

Choose one from each section
Energy Efficiency
TABLE N1101.1(2)
ADDITIONAL MEASURES

Envelope Enhancement Measures (Select one)	1.	*High Efficiency Walls* Exterior walls – U-0.045/R-21 cavity insulation + R-5 continuous.	R-5 = Rigid insulation over sheathing
	2.	*Upgraded Features* Exterior walls – U-0.057/R-23 intermediate or R-21 advanced, Framed floors – U-0.026/R-38, and Windows – U-0.28 (average UA)	Intermediate & Advanced requirements noted below High efficiency windows
	3.	*Upgraded Features* Exterior Walls – U-0.055/R-23 intermediate or R-21 advanced. Flat Ceiling (e) – U-0.017/R-60, and Framed Floors – U-0.026/R-38	Intermediate & Advanced requirements noted below 50% max. vaulted area per footnote
	4.	*Super Insulated Windows and Attic **OR** Framed Floors* Windows – U-022 (Triple Pane Low-e, and Flat Ceiling (e) – U-0.017/R-60 or Framed Floors – U-0.026/R-38	Super high efficiency windows See note 'e' if more than 50% of floor area vaulted
	5.	*Air Sealing Home and Ducts* Mandatory air sealing of all wall coverings at top plate and air sealing checklist (f), and Mechanical whole-building ventilation system with rates meeting M1503 or ASHRAE 62.2, and All ducts and air handlers contained within building envelope (d) or All ducts sealed with mastic (b).	Requires caulking at floor to wall and wall to ceiling joints
	6.	*High Efficiency Thermal Envelope UA*(g) Proposed UA is 8% lower than the code UA	Calculator required. Recommended BCD thermal calculator.
Conservation Measure (Select one)	A	*High Efficiency HVAC System* (a) Gas-fired furnace or boiler AFUE 94%, or Air source heat pump HSPF 9.5/15.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy Star rated	
	B	*Ducted HVAC Systems within Conditioned Space* All ducts and air handlers contained within building envelope (d) *Cannot be combined with measure 5*	Cadets and radiant floor heat meet this requirement
	C	*Ductless Heat Pump* Ductless heat pump HSPF 10.0 in primary zone of dwelling	Heat loss calculation required is no backup heat (cadets, gas fire place heater, etc. Mechanical contractor will provide calculations
	D	*High Efficiency Water Heater* Natural gas/propane water heater with UEP 0.85 ***OR*** Electric heat pump water heater Tier 1 Northern Climate Specification Product	

For S1: 1 square foot = 0.093 m2, 1 watt per square foot = 10.8 W/ m2.

a.	Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
b.	All duct joints and seams sealed with listed mastic; tape is only allowed at appliance or equipment connections (for service and replacement). Meet sealing criteria of Performance Tested Comfort Systems program administered by the Bonneville Power Administration (BPA).
c.	Residential water heaters less than 55 gallon storage volume.
d.	A total of 5% of all HVAC system's ductwork shall be permitted to be located outside of the conditioned space. Ducts located outside the conditional space shall have insulation installed as required in this code.
e.	The maximum vaulted ceiling surface area shall not be greater than 50% of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026. U-0.026 = R-38 with advanced framing (raised heel truss)
f.	Continuous air barrier. Additional requirement for sealing of all interior vertical wall covering to top plate framing. Sealing with foam gasket, caulk or other approved sealant listed for sealing wall covering material to structural material. (example: gypsum board to wood stud framing).
g.	Table N1104.1 (1) Standard base case design, Code UA shall be at least 8% less than the Proposed UA. Buildings with fenestration less than 15% of the total vertical wall area may adjust the Code UA to have 15% of the wall area as fenestration.

Intermediate Framing = Studs 16" O.C., R-23 insulation, insulated corners and intersections, rigid insulation R-4 or greater in voids over 1".
(see N1104.5.2 for full requirements)

Advanced Framing = Studs 24" O.C., R-21 insulation, insulated corners and intersections, rigid insulation R-4 or greater in voids over 1".
(see N1104.5.1 for full requirements)

Minimum required values per code (Partial list for ref. only. See Table N1101.1(1) for full list and requirements)
Walls – R-21
Flat Ceilings – R-49
Vaulted Ceilings – R-30, R-38 with raised truss heels if over 50% floor area vaulted.
Floors – R-30
Slabs – R-15 perimeter + R-10 throughout if heated
Windows – U.30
Exterior Doors – U.20, U.40 if glazed

NOTE
Info added to this sheet is for convenience/reference only and does not reflect all energy code requirements. See 2017 ORSC Chapter 11 for complete code requirements.

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Steve Michaels, Director

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060

Floodplain Elevation Certification Worksheet
(Pre-Development Form)

Property Information: Twp [S], Range [ ], Section [ ], Tax Lot [ ]

Construction Address:_____City_____Zip Code_____

Development Permit Number_____Type of Development_____

Property Owner_____Phone #_____

Mailing Address_____City_____Zip Code_____

Floodplain Map Information:

FIRM Map Base Flood Elevation_____Numbered A Zone_____Unnumbered A Zone_____

Floodway_____Not within floodplain_____Panel Number_____

This section to be completed by a registered Oregon Surveyor

Surface Elevation at development site_____Adjacent Grade Elevation_____

Surveyor Signature_____

Dated_____ Registration Number_____

Place Stamp Here

Staff Comments:

_____
_____
_____
_____
_____
_____

Staff Determination by:_____ Date_____

NOTE: All plot plans must be drawn to scale

11" x 17" OR 8 ½" x 11" SHEET OF PAPER

Property line 440'

105'

65'

Power line easement 50 ft.

(SHOW All ACCESS OR UTILITY EASEMENTS)

60'

Test pits for new drainfield

60'

10'

Drainfield replacement area

100'

70'

(SHOW ALL WATER WELL, SEPTIC TANK, TEST PITS & DRAINFIELD LOCATIONS, INCLUDING REPLACEMENT DRAINFIELD, IF KNOWN, & NEIGHBOR'S WELL WITHIN 100' OF PROPERTY)

Septic tank

Drainfield

30'

5'

(SHOW DIRECTION OF SLOPE)

20'

(LOCATION & TYPE OF EXISTING & PROPOSED BUILDINGS SHOWING DISTANCE BETWEEN STRUCTURE & PROPERTY LINES)

Existing or proposed house

(INDICATE NAMES OF ROADS)

Property line 290'

Big Little Creek

Existing well & pump house

(SHOW LOCATION (IF ANY) OF A CREEK, SPRING, POND, RIVER, OR DRAINAGE DITCH)

Fence

Property line 290'

(INDICATE AREAS OF EXCAVATION "CUTS" & FILL)

Existing or proposed building

(DIMENSIONS OF ALL PROPERTY LINES)

(SHOW DRIVE-WAYS & PARKING)

Property line 430'

(INDICATE NORTH ARROW)

YOUR NAME_____ PHONE_____ SCALE 1" = 60'

ADDRESS_____ TOWNSHIP____ RANGE____ SECTION____ TAX LOT_____

Rev. 2/05/01

SAMPLE PLOT PLAN

G:/applications/plotplan

*This form must be completed for residential structures when: (1) the roof area of the entire structure (including attached garage) will be greater than 3,600 square feet; (2) or the driveway access exceeds 150 feet; (3) or the slope of the access is greater than 10%.

Fire District Plan Review Verification

Department Use Only

Permit Number _____

Date _____

Access and Water Supply Worksheet

Owner Information

Name _____

Mailing Address _____

Phone Number _____

Permit Information

Tax Lot Number _____

Address _____

Fire Area – The total area that can be affected by fire. All areas covered including living space, covered porches, covered decks, garage, and any area that can be a habitable space such as an unfinished basement.

New Construction

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Addition

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

New Addition Area _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Access

Number of buildings on access _____

Approach is 8 degrees or less Yes ☐ No ☐

Width (16 ft. Min.) _____ ft.

Length _____ Height _____

Grade _____% (As measured at 25' increments)

Turn outs? Yes ☐ No ☐

Turn around within 50' of the building Yes ☐ No ☐

Turn around design

Y ☐ T ☐ MOD T ☐ CULDESAC ☐

Is there a bridge or culvert within the access? Yes ☐ No ☐

Water Supply

Building Construction Type – The type of framing or support members.

Building Construction Types

1) Fire Resistive
2) Non Combustible
3) Ordinary (Masonry)
4) Heavy Timber
5) Wood Framed (Typical Residential Home)

Building Construction Type _____

Other buildings closer than 50 ft.?

(Include adjacent properties) Yes ☐ No ☐

Building height to the peak _____ ft.

Building height to the Eaves _____ ft.

Residentail sprinklers proposed in your building plan?

Yes ☐ No ☐

Fire Department Use Only

Date received _____ Fire Official Signature _____ Site Visit? _____

1142 Calculated Gallons _____ AM&M? _____

*****IF APPLICABLE, THIS FORM *MUST* BE SUBMITTED TO THE LOCAL FIRE DEPARTMENT PRIOR TO SUBMITTAL TO LINN COUNTY FOR PLAN REVIEW.*****

Access and Water Supply Worksheet

This section is meant to serve as information for the completion of the worksheet.

The purpose of this worksheet is to provide the Building Official with a recommendation for access and water supply for the referenced project. The Fire Agency is acting as a consultant and does not have the authority to require any elements of the building permit. It is within the authority of the Building Official to accept or deny any or all elements of the recommendation.

When filling out this document, please be as complete with the information that is being requested as possible. The information provided on the reverse side will allow the local Fire Authority to review the project for adequate access and water supply needs. Each project is reviewed separately and is no way all-inclusive for any future projects. Future projects or phases not declared at this time will be evaluated at the time of application. Please consult your local authority (listed below) if you have any other questions.

All projects will receive a review and corresponding results for each project. If you opt for alternate methods and means for compliance, the Building Official will need to be consulted on the requirements of what will need to be provided for a proper review. If changes are made to the project after a review has been completed, another review will need to be conducted by the local Fire Authority.

Fire Agencies in Linn County use the local fire department as a guide for access and water supply. You can contact your local Fire District for a copy of the standard.

Instructions:

1. Include plot plan (See Linn County Building permit requirements.)
2. Show any adjacent buildings that are within 50' of the proposed project.
3. Show access for project. New driveways may require a permit. Include plan for approach off public road if applicable.
4. Fill out Access and Water Supply Worksheet.
5. Contact your local Fire Authority to complete documentation required for a building permit application.

Contact Information

Albany Fire Department (Millersburg)
PO Box 490
Albany, OR 97321
(541) 917-7700

Brownsville Fire Department
600 E. Blakely Ave.
Brownsville, OR 97327
(541) 466-5227

Halsey Fire Department
740 W. 2nd St.
Halsey, OR 97348
(541) 369-2419

Harrisburg Fire Department
500 Smith St.
Harrisburg, OR 97446
(541) 995-6412

Lebanon Fire Department
1050 W. Oak St.
Lebanon, OR 97355
(541) 451-1901

Lyons Fire Department
1114 Main St.
Lyons, OR 97358
(503) 859-2410

Mill City Fire Department
400 S. 1st Ave
Mill City, OR 97360
(503) 897-2390

Scio Fire Department
38975 SW 6th Ave
Scio, OR 97374
(503) 394-3000

Tangent Fire Department
32053 Birdfoot Dr.
Tangent, OR 97389
(541) 928-8722

Application Checklist (for Building Department Staff only)

Date received _____ Permit number _____

Accepted by _____ Reviewed by _____

Floodplain _____ Flood zone _____

Date application deemed complete _____ Type of permit _____

Application Checklist (for Planning Staff only)

Map number _____

Date received _____ Planning permit number _____

Accepted by _____ Site plan complete _____

Setbacks Front _____ Rear _____ Side _____ Riparian _____ Other _____

Zoning District _____ Legal Lot _____ Wetlands _____ Geo-Hazard _____

Comments _____

_____

_____

_____

_____

Application Checklist (for EHD Staff only)

Date received _____ Received by _____

Septic permit number _____ Site plan approved _____

Comments _____

_____

_____

_____

_____

Application Checklist (for Road Department staff only)

Date received _____ Reviewed by _____

Road permit number _____

Comments _____

_____

_____

_____

Application Checklist (for Fire Department staff only)

Date received _____ Reviewed by _____

Comments _____

_____

_____