



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

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LINN COUNTY BUILDING PERMIT APPLICATION REQUIREMENTS

The following 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 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 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) BUILDING PLAN REVIEW:

- (A) Residential: Three complete sets of building and site (plot) plans along with a signed residential plan submittal checklist shall be submitted for review. This review can take up to ten working days after completed plans have been submitted.
- (B) Commercial: A pre-application meeting is required for all commercial or industrial building projects.
- (C) 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 story; 23", 3 story; 27".

**BUILDING AND DEVELOPMENT PERMIT APPLICATION
WORKSHEET**

Date: _____
Permit #: _____

Property Owner/Applicant Information:

- A. Applicant(s) Name _____
Address _____
City _____ State _____ Zip Code _____
Phone Number (hm) _____ (work) _____
Email _____
- B. Property Owner _____
Address _____
City _____ State _____ Zip Code _____
Phone Number (hm) _____ (work) _____
- C. Contractor Name _____ CCB# _____
Address _____
City _____ State _____ Zip Code _____
Phone Number (hm) _____ Cell _____
Email _____

Property Information:

Map Number: (Twp) _____ (Range) _____ (Section) _____ (TaxLot) _____
Site Address (if any): _____

Permit Information:

Please give a brief description of the proposed work:

What type of work will be done?

_____ Structural _____ Plumbing _____ Mechanical _____ Electrical

_____ Homeowner
_____ Electrical Contractor
(Must obtain separate permit)

Application Check List (for Building Department Staff only)

Date Received: _____ Permit Number: _____

Accepted By: _____ Reviewed By: _____

Floodplain: _____ Flood Zone: _____

Date Application Deemed Complete: _____

Type of Permit: _____

Application Check List (for Planning Staff Only)

Map Number: _____

Date Received: _____ Planning Permit #: _____

Accepted By: _____ Site Plan Complete: _____

Setbacks-Front _____ Rear _____ Side _____ Riparian _____
Other _____

Zoning District: _____

Legal Lot: _____ Wetlands: _____ GeoHazard: _____

Comments: _____

Application Check List (for EHD Staff Only)

Date Received: _____ Reviewed By: _____

Septic Permit Number: _____ Site Plan Approved: _____

Comments: _____

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One & Two Family Dwelling Building Permit Application Checklist

Permit Number: _____
 Map Number: _____

The following items are required for plan review and shall be used by Linn County to determine completeness of plans and compliance with OAR 918-020-0090(3)(a)(C) and (4).

		Yes	No	N/A
1	Three complete sets of legible plans drawn to scale, showing conformance to the applicable local and state building codes. 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. Plan review cannot be completed if copyright violations are evident.			
2	Site/Plot plan drawn to scale. The plan must show: lot and building setback dimensions; property corner elevations (if there is more than 4-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building necessary to show compliance with OTFDC R105.3); location of easements and driveway, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazards areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage.			
3	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.			
4	Floor plans. Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
5	Cross section(s) and details. Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
6	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 greater than 4-ft at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7	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.			
8	Floor/roof framing plans (stick framed) are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9	Basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered plans are required for retaining walls exceeding 4' in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13, for "Engineer's calculations."			
10	Beam calculations. Provide two 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.			
11	Manufactured floor/roof truss design details. Provide floor/roof layouts with gravity and uplift reactions.			
12	Energy Code Compliance. Show base and additional option chosen. <i>SEE ATTACHED</i>			
13	Engineer's calculations when required or provided, (i.e., shear wall, retaining walls exceeding 4') shall be stamped by an engineer or architect licensed in Oregon and shall be applicable to the project under review by cross-reference to the applicable plan location.			

Linn County specific building requirements. (For office use only)

14	Floodplain Elevation Certificate (Pre & Post Construction)			
15	Geo Technical Report for Geo Hazard Areas			
16				
17				
18				

Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only.

TABLE N1101.1(2)
ADDITIONAL MEASURES

SELECT ONE FROM EACH

Envelope Enhancement Measures (Select One)	1	High efficiency walls Exterior walls—U-0.045/R-21 cavity insulation + R-5 continuous
	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)
		Upgraded features Exterior walls—U-0.055/R-23 intermediate or R-21 advanced, Flat ceiling ^c —U-0.017/R-60, and Framed floors—U-0.026/R-38
	4	Super Insulated Windows and Attic OR Framed Floors Windows—U-0.22 (Triple Pane Low-e), and Flat ceiling ^c —U-0.017/R-60 or Framed floors—U-0.026/R-38
	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
		High efficiency thermal envelope UA^g Proposed UA is 8% lower than the code UA
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 <i>Cannot be combined with Measure 5</i>
	C	Ductless heat pump Ductless heat pump HSPF 10.0 in primary zone of dwelling
	D	High efficiency water heater^e Natural gas/propane water heater with UEF 0.85 OR Electric heat pump water heater Tier I Northern Climate Specification Product

For SI: 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 percent of an HVAC system's ductwork shall be permitted to be located outside of the conditioned space. Ducts located outside the conditioned space shall have insulation installed as required in this code.
- e. The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026.
- 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 percent less than the Proposed UA. Buildings with fenestration less than 15 percent of the total vertical wall area may adjust the Code UA to have 15 percent of the wall area as fenestration.

N1101.3 Additions. Additions to existing buildings or structures may be made without making the entire building or structure comply if the new additions comply with the requirements of this chapter.

N1101.3.1 Large additions. Additions that are equal to or more than 40 percent of the existing building heated floor area or 600 square feet (55 m²) in area, whichever is less, shall be required to comply with Table N1101.1(2).

N1101.3.2 Small additions. Additions that are less than 40 percent of the existing building heated floor area or less than 600 square feet (55 m²) in area, whichever is less, shall be required to select one measure from Table N1101.1(2) or comply with Table N1101.3.

Exception: Additions that are less than 15 percent of existing building heated floor area or 200 square feet (18.58 m²) in area, whichever is less, shall not be required to comply with Table N1101.1(2) or Table N1101.3.

**TABLE N1101.1(1)
PRESCRIPTIVE ENVELOPE REQUIREMENTS^a**

BUILDING COMPONENT	STANDARD BASE CASE		LOG HOMES ONLY	
	Required Performance	Equiv. Value ^b	Required Performance	Equiv. Value ^b
Wall insulation—above grade	U-0.059 ^c	R-21 Intermediate ^c	Note d	Note d
Wall insulation—below grade ^c	C-0.063	R-15/R-21	C-0.063	R-15/R-21
Flat ceilings ^f	U-0.021	R-49	U-0.020	R-49 A ^h
Vaulted ceilings ^g	U-0.033	R-30 Rafter or R-30A ^{g,h} Scissor Truss	U-0.027	R-38A ^h
Underfloors	U-0.033	R-30	U-0.033	R-30
Slab edge perimeter	F-0.520	R-15	F-0.520	R-15
Heated slab interior ⁱ	n/a	R-10	n/a	R-10
Windows ^j	U-0.30	U-0.30	U-0.30	U-0.30
Window area limitation ^{j,k}	n/a	n/a	n/a	n/a
Skylights ^l	U-0.50	U-0.50	U-0.50	U-0.50
Exterior doors ^m	U-0.20	U-0.20	U-0.54	U-0.54
Exterior doors with > 2.5 ft ² glazing ⁿ	U-0.40	U-0.40	U-0.40	U-0.40
Forced air duct insulation	n/a	R-8	n/a	R-8

For SI: 1 inch = 25.4 mm, 1 square foot = 0.0929 m², 1 degree = 0.0175 rad, n/a = not applicable.

- a. As allowed in Section N1104.1, thermal performance of a component may be adjusted provided that overall heat loss does not exceed the total resulting from conformance to the required U-factor standards. Calculations to document equivalent heat loss shall be performed using the procedure and approved U-factors contained in Table N1104.1(1).
- b. R-values used in this table are nominal for the insulation only in standard wood framed construction and not for the entire assembly.
- c. Wall insulation requirements apply to all exterior wood framed, concrete or masonry walls that are above grade. This includes cripple walls and rim joist areas. Nominal compliance with R-21 insulation and Intermediate Framing (N1104.5.2) with insulated headers.
- d. The wall component shall be a minimum solid log or timber wall thickness of 3.5 inches (90 mm).
- e. Below-grade wood, concrete or masonry walls include all walls that are below grade and do not include those portions of such wall that extend more than 24 inches (609.6 mm) above grade. R-21 for insulation in framed cavity; R-15 continuous insulation.
- f. Insulation levels for ceilings that have limited attic/rafter depth such as dormers, bay windows or similar architectural features totaling not more than 150 square feet (13.9 m²) in area may be reduced to not less than R-21. When reduced, the cavity shall be filled (except for required ventilation spaces). R-49 insulation installed to minimum 6-inches depth at top plate at exterior of structure to achieve U-factor.
- g. Vaulted ceiling surface area exceeding 50 percent of the total heated space floor area shall have a U-factor no greater than U-0.026 (equivalent to R-38 rafter or scissor truss with R-38 advanced framing).
- h. A = Advanced frame construction. See Section N1104.6.
- i. Heated slab interior applies to concrete slab floors (both on and below grade) that incorporate a radiant heating system within the slab. Insulation shall be installed underneath the entire slab.
- j. Sliding glass doors shall comply with window performance requirements. Windows exempt from testing in accordance with Section NF1111.2, Item 3 shall comply with window performance requirements if constructed with thermal break aluminum or wood, or vinyl, or fiberglass frames and double-pane glazing with low-emissivity coatings of 0.10 or less. Buildings designed to incorporate passive solar elements may include glazing with a U-factor greater than 0.35 by using Table N1104.1(1) to demonstrate equivalence to building envelope requirements.
- k. Reduced window area may not be used as a trade-off criterion for thermal performance of any component.
 Exception: Table N1101.1(2), Envelope Measure 6: calculation allows baseline case 15 percent of total wall area as window when design case utilizes window area of less than 15 percent.
- l. Skylight area installed at 2 percent or less of total heated space floor area shall be deemed to satisfy this requirement with vinyl, wood or thermally broken aluminum frames and double-pane glazing with low-emissivity coatings. Skylight U-factor is tested in the 20-degree (0.35 rad) overhead plane in accordance with NFRC standards.
- m. A maximum of 28 square feet (2.6 m²) of exterior door area per dwelling unit can have a U-factor of 0.54 or less.
- n. Glazing that is either double pane with low-e coating on one surface, or triple pane shall be deemed to comply with this U-0.30 requirement.

NOTE: All plot plans must be drawn to scale

