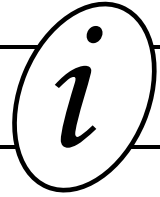




# Residential Building Permits



LAND MANAGEMENT DIVISION 125 E 8<sup>th</sup> AVENUE, EUGENE OR 97401

## CONTACT PHONE NUMBERS:

**Building Permits (24 hrs): (541) 682-4651**

**Building Inspection: (541) 682-4065**

**FAX Number: (541) 682-3947**

[www.lanecounty.org/Departments/PW/LMD/Build](http://www.lanecounty.org/Departments/PW/LMD/Build)

## OFFICE HOURS:

**Technical Building Staff Available**

9:00am – 1:00pm (Mon-Fri)

**Building & Electrical Inspectors Office Hour Available by Phone or Walk-in**

8:00am – 9:00am (Mon-Fri)

**Permit Drop-off, Pick-up & Fee Payment**

8:00am – 4:00pm (Mon-Fri)

This handout has been prepared to provide you with basic information on applying for a building permit. Each project is unique and while some fall into a set of basic requirements, others may be more complex. Also included in this packet is an outline of standards for building plans.

On your first visit to the Land Management Division you can meet with the Builder on Duty (BOD) between 9:00am-1:00pm M-F to help answer any questions you may have about building plans and the permit process. If this is new construction or an addition to an existing structure you should meet with the Planner on Duty (POD) between 9:00am-1:00pm M-F as well. At this time the POD will go over your proposed project and provide basic research to make sure your project satisfies applicable land use and zoning requirements. The Planning Program will also determine if your project needs a Building Permit Review Meeting.

## How & When We Can Help You

### Technical Building Staff Available: 9:00am – 1:00pm (Mon-Fri)

Please feel free to speak to one of our technical staff during their available office hours. Our technical staff can help answer any questions that you have about the permit process.

### Building & Electrical Inspectors Available by Phone or Walk-in: 8:00am – 9:00am (Mon-Fri)

Inspectors have set aside this office time in the morning before each leaves for building inspections across Lane County.

### Permit Drop-off, Pick-up & Fee Payment: 8:00am – 4:00pm (Mon-Fri)

You may apply for the following permits over the counter – *alteration, demolition, mechanical, plumbing, or electrical permit*. Other types of applications may require a Building Permit Review Meeting. If you are picking up a permit that has been approved, you can go to the Land Management front counter and the staff on duty will let you know of any charges due and will then provide you with your issued permit packet.



## Common Questions & Information

- **How much will a building permit cost?**

You can pick up a Permit Fee Guide that contains a fee estimation sheet at the front counter or the Building Program's website. All permit fees vary based on the projects approximate construction cost, planning fees and sanitation fees.

- **What can I do without a building permit?**

You may obtain a copy of the Building Program's informational handout entitled "Residential Work Exempt from Building Permits" for a complete listing of work that is not required to be permitted. The building permit exemptions contained in the handout apply to residential construction projects (reference R105.2 of the Residential Specialty Code for complete listing). For exemptions related to commercial projects or for clarifications to the handout, please contact the Building Program.

PLEASE NOTE: Exemption from building permit requirements shall not be considered authorization for any work to be done in manner in violation of the provisions of the applicable specialty code or any statute, regulation or ordinance of the County or State. Further, exemption from building permit does not eliminate the owner's obligation to obtain any and all applicable zoning/land use or sanitation approvals prior to beginning work.

- **When do I need a building permit?\***

- Adding a room
- Build, demolish, or move a carport, garage, or shed of more than 200 square feet and/or 10 feet in height
- Finish an attic, garage, or basement to make additional living space
- Cut a new window or door opening, or widen existing openings
- Move, remove or add walls
- Apply roofing when all of the old roofing is removed and new sheathing is installed

- Build a stairway
- Build a retaining wall more than four feet high
- Building a deck more than 30 inches above grade
- Put up a fence more than six feet high.
- Move more than 50 cubic yards of earth or any amount of cut or fill on sites affected by waterways or slope hazards

**\* If you are not sure your project requires a building permit please contact our office.**

- **Do I need a plumbing permit?** See separate handout from the State of Oregon.

- **Do I need an electrical permit?** See separate handout from the State of Oregon.

- **What other department approvals will I need?**

Additional department "approvals" from Planning, Compliance or Sanitation may be required prior to the issuing of a building permit.

- **How long will it take for my building permit to be issued?**

Once a complete application is made to our office, the time it takes to review and approve the application will vary depending on its complexity. In addition, seasonal fluctuations of demand can affect permit review timelines as well. Once your application is submitted, deemed complete and logged in, you may contact the Building Program for an estimation of time for review. A permit on hold waiting for additional information such as engineering will typically increase the wait time before your permit is issued. Providing all the required permit information to our office in a timely manner will ensure any such delay is minimized.

- **Can I draw my own construction plans?**

Yes, you can draw your own plans or you can have an architect, engineer, designer or other knowledgeable professional draw them for you.

BUILDING PLANS must be in an architectural scale ( $\frac{1}{4}'' = 1'$ ,  $\frac{1}{8}'' = 1'$ , etc...)

SITE PLAN must be in a Standard Engineering Scale for example:  $1'' = 10'$ ,  $20'$ ,  $40'$ , etc...

### What are "AS-BUILT" structures?

Structures that have been built without a building permit when a permit was required for construction. The Compliance Program works in conjunction with the Building Program and the property owner to help remedy these situations.

*If your contact with Land Management is the result of an enforcement action for an "As-Built" structure, it is imperative that you first contact the Compliance Program and they will facilitate the contact with the Planning, Sanitation and Building Programs.*



# PLAN REQUIREMENTS

Lane County Building Program  
Building Permits 682-4651  
125 E. 8<sup>th</sup> Avenue, Eugene, Oregon 97401

The following items are required for complete submittal for a building permit with the Lane County Building Program.

- Site Plan
- Foundation Plan
- Floor Plans
- Cross-Section & Details
- Elevation Views
- Roof & Floor Framing
- Wall Bracing Details
- Calculations/Engineering (if required)

**2 SETS OF PLANS  
ARE REQUIRED**

**INCLUDE 2 SETS OF  
ENGINEERING  
CALCULATIONS IF  
APPLICABLE.**

## HOW TO PREPARE YOUR SITE PLAN

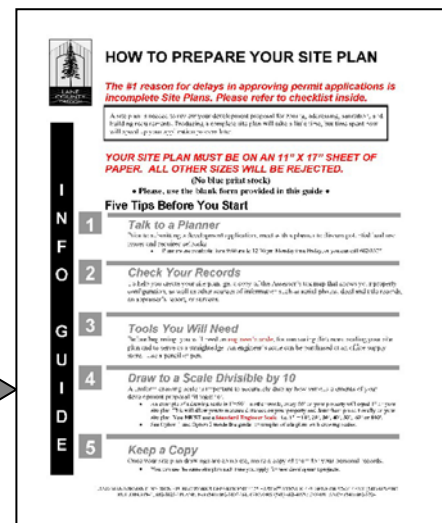
(Needed for new construction, additions and floodplain sites)

1. **SITE PLAN** (Drawn to scale)
  - \_\_\_ a. Show property dimensions
  - \_\_\_ b. Location of driveway & easements
  - \_\_\_ c. Natural/physical features (rivers, lakes, power lines, utility locations, septic tank, drain field, sewer li water line, well etc...)
  - \_\_\_ d. Other existing structures.
  - \_\_\_ e. Footprint of proposed structure (including; decks, setback dimensions, and separation between structures.)
  - \_\_\_ f. Indicate owner, legal description, area of lot, North arrow.

(See *handout HOW TO PREPARE YOUR SITE PLAN* for more details to create a site/plot plan)

A site plan is needed to review your development proposal for zoning, addressing, sanitation, and building requirements. Producing a complete site plan will take a little time, but time spent now will help expedite your permit process.

**You MUST use a Standard Engineering Scale**  
example: 1" =10', 20', 40', etc...



## All Plans Must be to Scale (Architectural Scale)

### \_\_\_ 2. FOUNDATION PLAN (1/4" Scale)

- \_\_\_ a. Show dimensions of foundation.
- \_\_\_ b. All locations of foundation bolts/hold downs, reinforcing pads, strip footings, connection details, foundation vent size & locations.
- \_\_\_ c. Show basement walls, retaining walls that retain more than 4 feet of unbalanced fill.

### \_\_\_ 3. FLOOR PLANS

- \_\_\_ a. Show all room dimensions and identify the room type (ex: bedroom, laundry, living room, bath, etc...)
- \_\_\_ b. Show window and door sizes.
- \_\_\_ c. Indicate placement of smoke alarms,
- \_\_\_ d. Show location of water heater, furnace, ventilation fans, and plumbing fixtures.

### \_\_\_ 4. CROSS SECTION(S) AND DETAILS

- \_\_\_ a. A minimum of one cross section is required for each framing system.
- \_\_\_ b. Show all framing member sizes, spacing for beams, joists, headers, rafters, sub-floor, wall & roof construction. (Wood members must be GRADED lumber)
- \_\_\_ c. Indicate wall, roof & floor sheathing (lay-up with nail type & patterns).
- \_\_\_ d. Show details of footing/foundation.
- \_\_\_ e. Show details of fireplace, stairways, floor, wall, & roof assemblies (indicate all materials to be used and include thermal insulation)
- \_\_\_ f. Indicate all vertical dimension heights of walls, roofs, decks & balconies.

### \_\_\_ 5. ELEVATION VIEWS

- \_\_\_ a. For New Construction: provide North, South, East & West elevations of building exterior.
- \_\_\_ b. For Additions & Alterations: provide a minimum of two elevations.
- \_\_\_ c. All elevations shall accurately indicate roof slope, materials used at exterior of structure, height of decks, and balconies.
- \_\_\_ d. Indicate all finished slope minimum of 10 feet away from structure in all directions.

### \_\_\_ 6. FLOOR & ROOF FRAMING PLANS

- \_\_\_ a. Accurately indicate all structural member types for floor & roof assemblies, include; size, spacing, column location and bearing wall location.
- \_\_\_ b. Truss layout plan & truss details for each type of truss shall be submitted at time of permit application. Manufactured roof/floor systems shall be designed by an Oregon licensed Architect or Engineer to accurately show location and requirements for all engineered components/assemblies.
- \_\_\_ c. All designs shall clearly indicate bearing points, allowable loads and have minimum bearing requirements clearly stated on plans.
- \_\_\_ d. Non-standard stud construction of roof/floor components for bearing supports shall be specified by the architect or engineer on the submitted plans.
- \_\_\_ e. All designed roof systems shall support all imposed & required design loads (including snow-drift loading if applicable).

### \_\_\_ 7. WALL BRACING

- \_\_\_ a. Provide location and type of prescriptive path for all wall bracing.
- \_\_\_ b. Alternate designs require calculated lateral analysis & details drawn by an Oregon licensed Architect or Engineer.

### \_\_\_ 8. CALCULATIONS

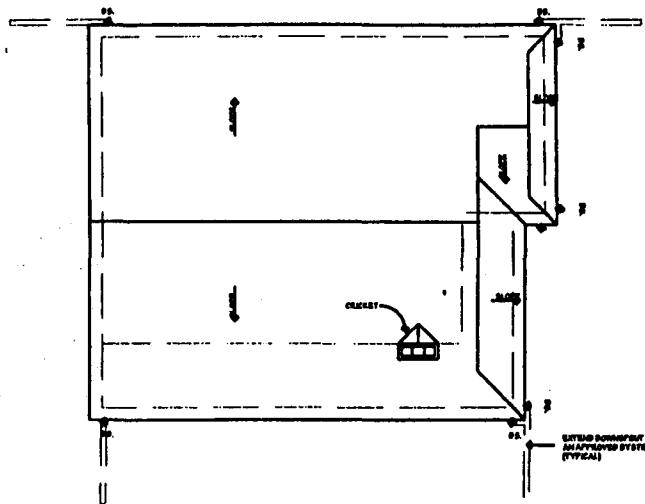
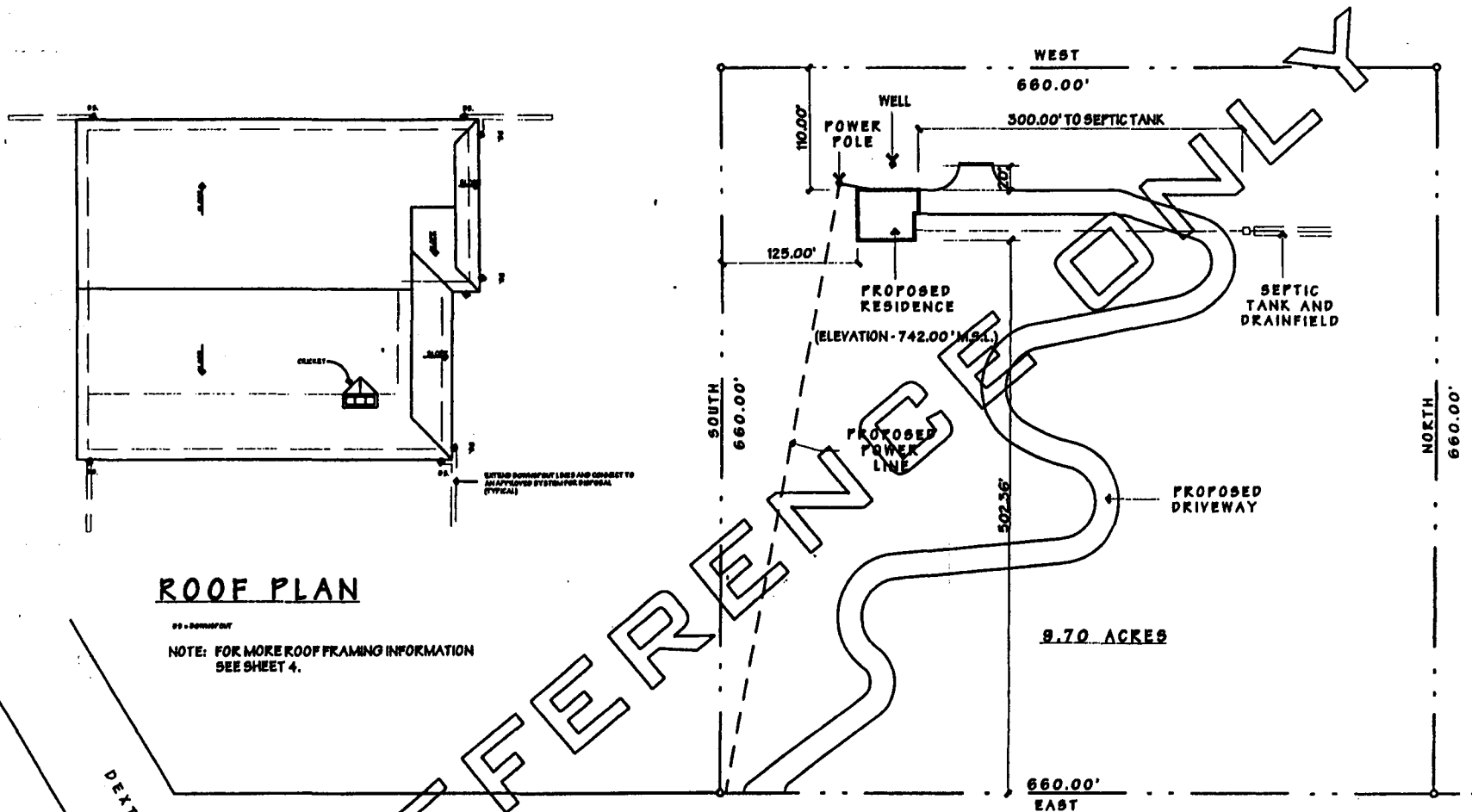
- \_\_\_ a. You might be asked to provide additional calculation stamped by a licensed Engineer for footings, beams, joists, rafters & columns; you must provide two sets of calculations.

**A RESIDENCE FOR:  
 JO AND JOANN BLOW  
 BLOW YOUR HORN LANE  
 DEXTER, OREGON**

DRAWN BY: JND
DATE: 04/02/2000
REV. -
DATE:

SITE PLAN
ROOF PLAN

**SHEET  
 1  
 OF  
 8**



1  
1

**SITE PLAN**

SCALE: 1" = 100.00'



**OWNERS:**  
 JO AND JOANN BLOW  
 1000 WEST 126TH STREET  
 EUGENE, OREGON 97470  
 (541) 311-1115

**LEGAL DESCRIPTION:**  
 A 9.70 ACRE PARCEL BEING TAX LOT 101 IN SECTION 10, T. 26 S., R. 6 W., W.M. ALSO KNOWN AS TAX ACCOUNT NUMBERS 43224.01 AND 43225.00. LOCATED IN LANE COUNTY, OREGON



A RESIDENCE FOR:  
 JO AND JOANN BLOW  
 BLOW YOUR HORN LANE  
 DEXTER, OREGON

DOOR SCHEDULE					
MARK	NO.	SIZE	TYPE	FINISH	REMARKS
1	2	3'-0" X 8'-0"	SWC	FS-1	MATCHED LOCK SET, PANELLED REEF
2	2	4'-0" X 8'-0"	BL/OL	N/A	VINYL FRAME TRENCH DOOR, INSERT
3	5	2'-0" X 8'-0"	HWC	FS-2	PRIVACY LOCK
4	1	2'-0" X 8'-0"	MTL	FS-3	MATCHED LOCK SET, 20 MINUTE RATED
5	2	4'-0" X 8'-0"	BUDK	FS-3	
6	1	4'-0" X 8'-0"	BUDK	FS-2	
7	1	2'-0" X 8'-0"	HWC	FS-2	
8	1	3'-0" X 8'-0"	BUDK	FS-2	MAN. INSTALLATION HARDWARE
9	1	3'-0" X 8'-0"	BUDK	FS-2	MAN. INSTALLATION HARDWARE
10	1	3'-0" X 8'-0"	BUDK	FS-2	MAN. INSTALLATION HARDWARE
11	1	4'-0" X 8'-0"	BUDK	FS-2	MAN. INSTALLATION HARDWARE
12	1	3'-0" X 8'-0"	SWC	FS-3	MATCHED LOCK SET
13	1	16'-0" X 7'-0"	OAK	FS-3	MAN. INSTALLATION HARDWARE MATCHED LOCK SET

**LEGEND**  
 SWC SOLID CORE BIRCH DOOR  
 HWC HOLLOW CORE BIRCH DOOR  
 MTL INSULATED METAL DOOR (R-2.5 MINIMUM)  
 BL/OL TEMPERED BLINDING GLASS DOOR  
 BUDK VENEERED OAK BLINDING DOOR  
 SWK VENEERED OAK BL-FOLD DOOR  
 OAK PANELLED GARAGE DOOR

**FINISH SCHEDULE**  
 FS-1 EXTERIOR LIGHT-OAK STAIN, SEALER  
 FS-2 EXTERIOR LIGHT-OAK STAIN  
 FS-3 EXTERIOR LATEX PAINT, (COLOR CHOICE BY OWNER)

WINDOW SCHEDULE				
MARK	NO.	SIZE	TYPE	REMARKS
A	1	8'-0" X 5'-0"	SH	EXCESS WINDOW
B	2	3'-0" X 5'-0"	SO	EXCESS WINDOW
C	1	2'-0" X 3'-0"	SH	PRIVACY GLASS
D	1	4'-0" X 3'-0"	SH	EXCESS WINDOW
E	2	4'-0" X 3'-0"	SH	EXCESS WINDOW
F	1	4'-0" X 3'-0"	BL	
G	3	3'-0" X 5'-0"	SH	

**LEGEND**  
 SO SOLID VINYL ARGON GAS FILLED WINDOW (R-0.40 MINIMUM)  
 SH VINYL ARGON-GAS FILLED WINDOW (R-0.40 MINIMUM)  
 BL VINYL ALUMINUM FRAME BLINDING GLASS WINDOW

**GENERAL NOTES:**

PROVIDE A MINIMUM OF 22" X 30" ATTIC ACCESS WITH 30" CLEAR HEIGHT ABOVE OPENING.

ALL EXCESS WINDOWS SHALL PROVIDE A MINIMUM OF 5.7 SQ. FT. OF USABLE WINDOW AREA WITH LEAST OPERABLE HEIGHT OF 24" AND THE LEAST OPERABLE WIDTH OF 20". MAXIMUM SILL HEIGHT SHALL BE 44".

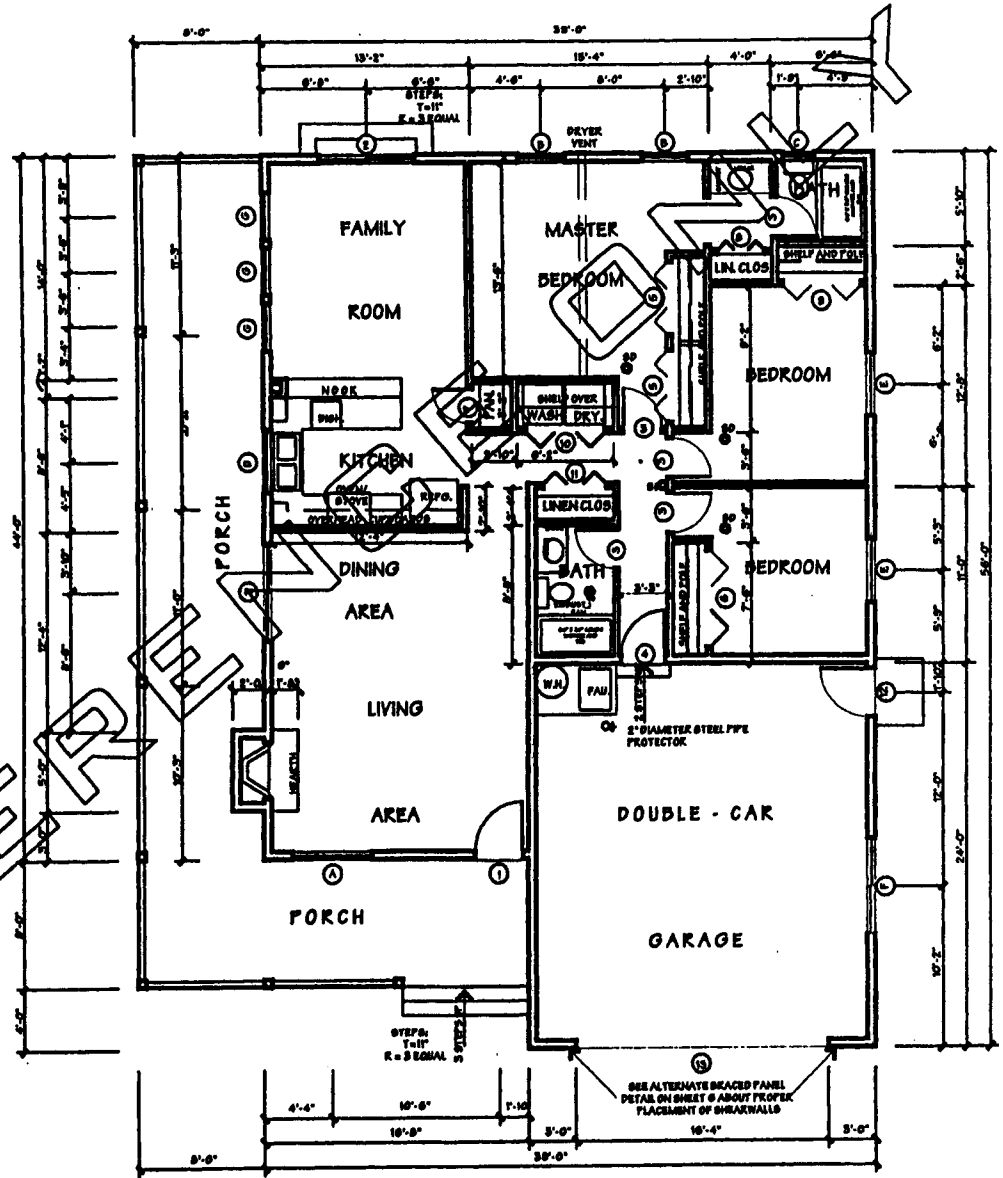
ALL STOPS OR STAKES SHALL HAVE A MINIMUM TREAD OF 6" AND A MAXIMUM RISES OF 6".

PROVIDE MANUFACTURER'S ENGINEERED TUBES DETAIL TWO WEEKS PRIOR TO INSTALLATION TO THE LAKE COUNTY BUILDING DEPARTMENT.

ALL LUMBER SHALL BE ASSIGNED TO BE DOUGLAS FIR / LARCH NO. 2 OR BETTER WOOD UNLESS OTHERWISE SPECIFIED.

PROVIDE LANDINGS WHICH WILL BE A MINIMUM OF 3'-0" X 3'-0" ON EACH SIDE OF AN EXCESS DOOR, LOCATED WITHIN 1 1/2' OF THE TOP OF THE THRESHOLD. EXCESS DOORS MAY BE 6" BELOW THE TOP OF THE THRESHOLD.

IF ADJACENT GRADE AT ALL PORCH AREAS EXCEEDS 10", PROVIDE A CURB OR A MINIMUM OF 30" ABOVE FINISHED FLOOR WITH INTERMEDIATE OPENINGS OF LESS THAN 10".



**1** FLOOR PLAN  
**3** 1/8"=1'-0"

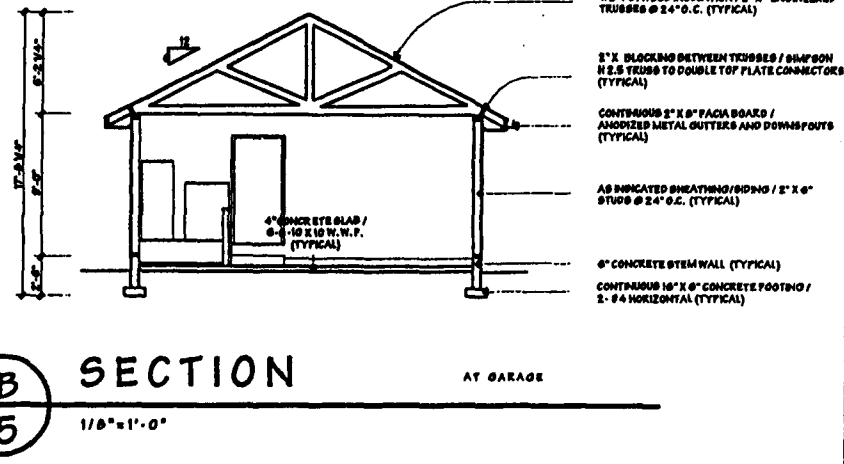
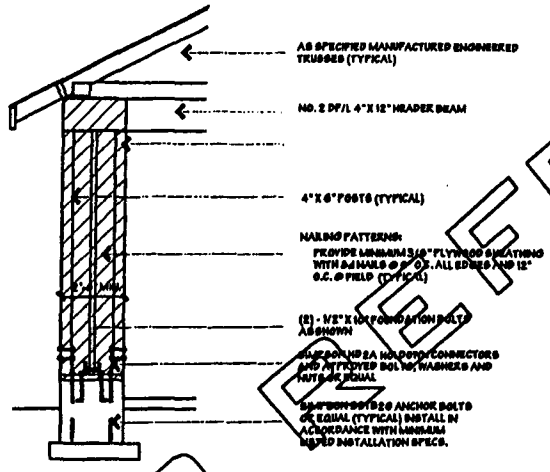
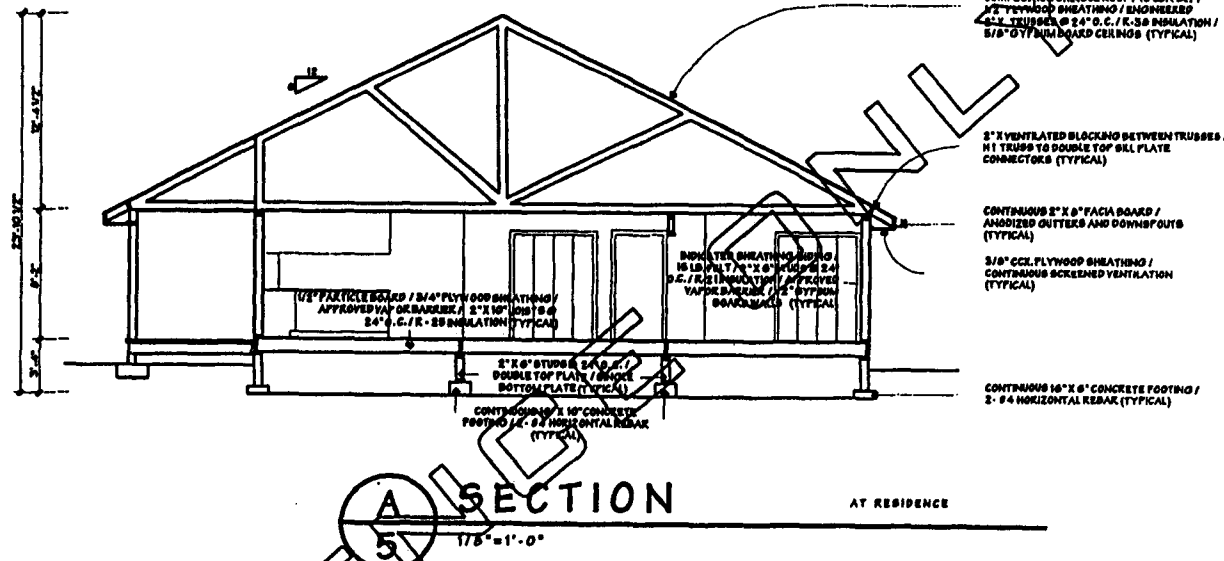
DRAWN BY: JWB  
 DATE: 04/02/2000  
 REV. -  
 DATE:

FLOOR PLAN  
 DOOR SCHEDULE  
 WINDOW SCHEDULE

SHEET  
 3  
 OF  
 8



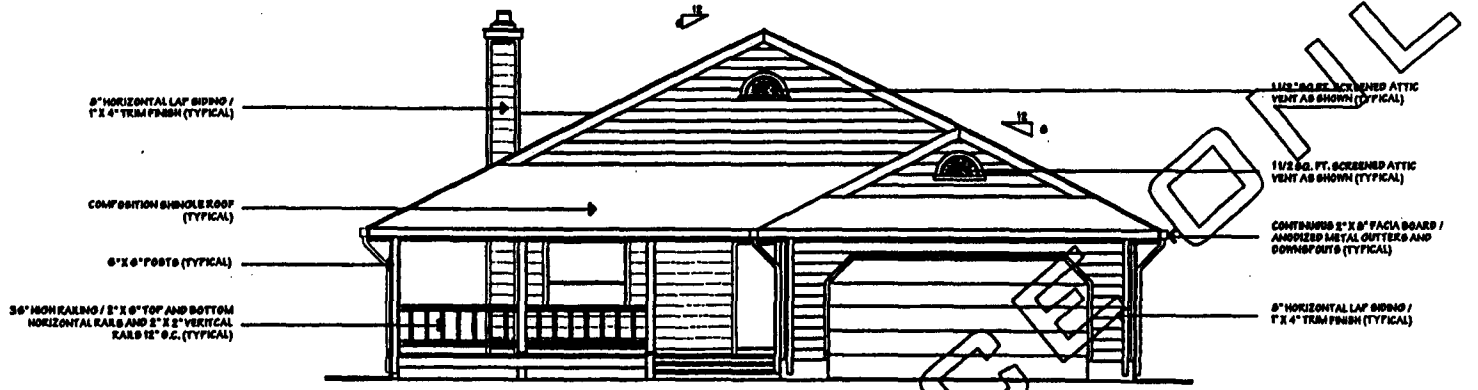
A RESIDENCE FOR:  
 JO AND JOANN BLOW  
 BLOW YOUR HORN LANE  
 DEXTER, OREGON



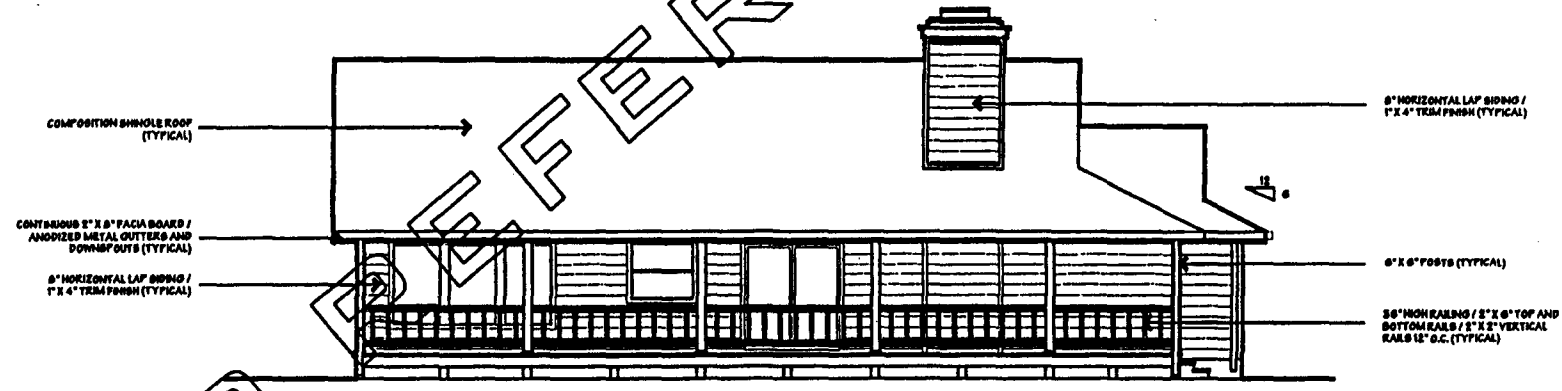
DRAWN BY: JWB  
 DATE: 04/02/2000  
 REV. -  
 DATE:

SECTIONS  
 DETAILS





**1**  
**8** EAST ELEVATION  
 1/8" = 1'-0"



**2**  
**8** SOUTH ELEVATION  
 1/8" = 1'-0"

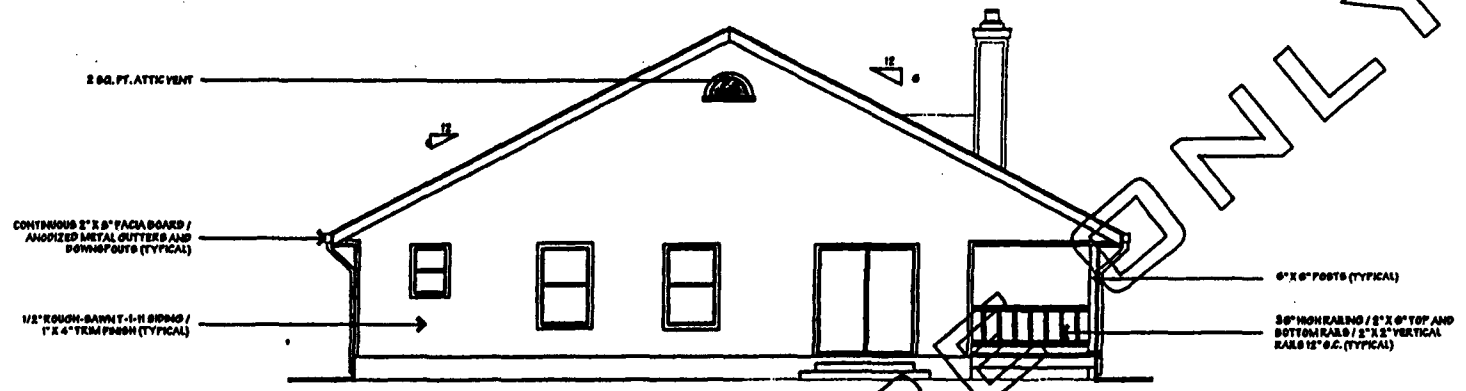
FOR REFERENCE ONLY

A RESIDENCE FOR:  
 JO AND JOANN BLOW  
 BLOW YOUR HORN LANE  
 DEXTER, OREGON

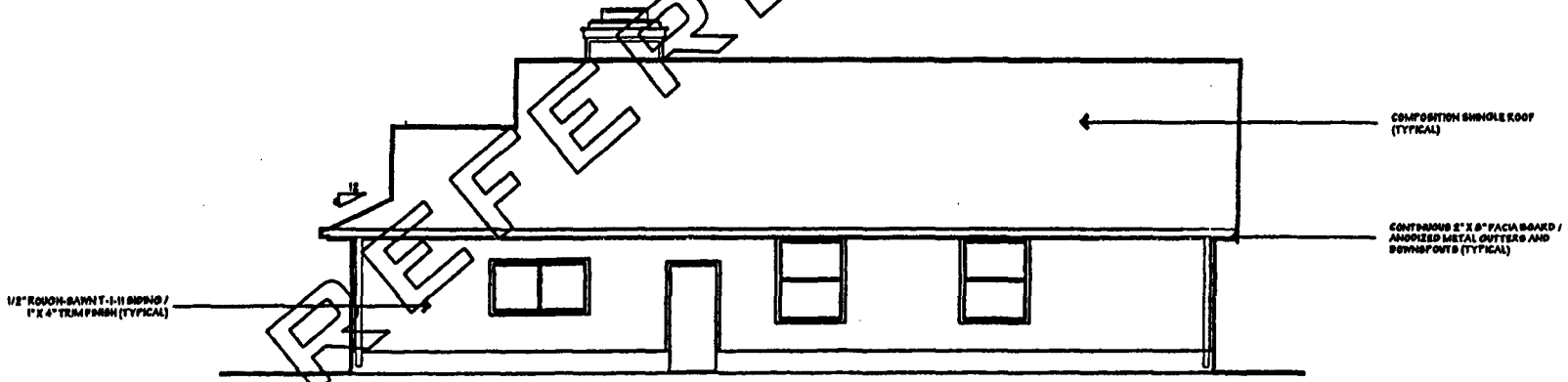
DRAWN BY: JWB
DATE: 04/02/2000
REV. -
DATE:

ELEVATIONS

SHEET  
 7  
 OF  
 8



**1**  
**8** WEST ELEVATION  
 1/8" = 1'-0"



**2**  
**8** NORTH ELEVATION  
 1/8" = 1'-0"

A RESIDENCE FOR:  
 JO AND JOANN BLOW  
 BLOW YOUR HORN LANE  
 DEXTER, OREGON

DRAWN BY: JWB
DATE: 04/02/2000
REV.:
DATE:

ELEVATIONS

**SHEET**  
**8**  
**OF**  
**8**