

Requirements and Submittal for Residential Homes



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. BUILDING PLAN REVIEW:

- a) *Residential:* See Requirements and Submittals Checklist. 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". This review can take up to ten working days after **completed** plans have been submitted.
- b) *Commercial:* See Requirements and submittals checklist. A pre-application meeting may be required for all commercial or industrial building projects. Contact Linn County Building Department 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>

Check each box to verify requirements are met.

1. General

- Plan orientation as landscape for reading left to right.
- All Plans to follow prescribed naming conventions
- Each sheet to be uploaded online should be a separate file
- Supporting document files shall be uploaded online as multi-page file.
- File Types shall be .PDF
- Reserve space for City stamps.
- A completed permit application and this checklist must be uploaded with submittal.

2. Site Plan

- Legible, including North arrow and drawn to scale (such as 1" = 20').
- Orientation of footprint matches floor plan (i.e. garage left).
- Property line locations and existing easements with dimensions.
- Show location of existing and proposed utilities (water, sewer, power, gas, phone, and cable/broadband) with dimensions to property line and surrounding items. Note above grade items including cabinets, vaults, pedestals, and poles.
- Show all adjacent street names.
- Show outline of existing and proposed structures with distances to property lines and between 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 building and garage entrances; driveway and accesses from the street. Indicate driveway material (concrete, etc.). Include catch basins/cross pipes/drywells and any sidewalks adjacent to property.
- 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.

3. Plans

Plans must be legible, drawn to scale (minimum 1/4" = 1') and shall include the following:

Residential Energy Checklist. <https://www.co.linn.or.us>

Foundation plan showing all structural elements, including hold-down locations.

Elevations accurately representing building site and grading (one for each side of building showing existing and finished grades) with dimensions from finished grade to peak of highest point on roof.
For sloped lots, provide dimensions at each corner and mid-point for all four elevations.

Typical cross sections for the living space and garage space.

Lateral bracing design for ORSC R602.10 or engineered design.

Any engineering provided must contain a current engineer signed stamp and design criteria. All items from the engineering packet must be included on all appropriate plan sheets.

Detailed floor plans with square footage, including location of heat source and water heater as well as type (gas or electric). Indicate emergency egress windows with required dimensions and sill heights for bedrooms and basements.

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 all trusses to be used including a layout indicating the placement of each truss). Include engineered drag trusses and truss bracing details.

Beam calculations with all beams sized, identified, and cross-referenced on the plans.

4. Special Circumstances – Demolition

A separate Demolition Application must be submitted if you wish to demo prior to approved project/permit.

5. Access and Water Source

Footprint does not exceed 3,600 square feet; or
Provide 4th copy for fire department review.

6. Structural Design Criteria

Earthquake Loads (seismic) - Table R301.2 (1) as being in seismic zone D1

Wind Loads - Design wind speed is 120 miles per hour; see section R301.2.1.3 for additional design information.

- Most areas of Linn County can be classified as wind exposure category B with 3 second wind gusts; however, some areas may meet the criteria for exposure C. The design professional is responsible for justifying the exposure selected for the specific area of construction.

Soils and Foundation

- Soil bearing pressure - 1,000 pounds per square foot (psf), unless justified by a soils report. A lesser bearing pressure may be required in specific locations.
- The frost depth is 12 inches.

Live Loads - Roof snow load in Linn County is 25 PSF. (Call if the elevation is above 700 feet.)

Rainfall - Design is based on two inches per hour.

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

LINN COUNTY PLANNING AND BUILDING DEPARTMENT



Building Permit Application

Linn County Planning and Building
 PO Box 100; Albany, OR 97322
 Phone (541) 967-3816
 Fax (541) 926-2060
 www.co.linn.or.us

Type of work		Contractor	
New construction	Addition/alteration	Business Name	Date received
Demolition	Other	Address	Date issued
If other, explain		City/State/Zip	By
Category of Construction		Permit Fees	
1 & 2 family dwelling	Commercial/Industrial	Phone	Fax
Accessory building	Multi-family	CCB license	
Manufactured Home	Other	Authorized signature	
If other, explain		Print name	
Job Site Information and Location		Required Data: 1 & 2-Family Dwelling	
Job site address	Project name	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.	
City/State/Zip			
Suite/bldg./apt. #			
Cross street/directions to job site			
Subdivision	Lot #		
Tax map/parcel #			
Description of Work		Valuation Number of bedrooms Number of bathrooms Total number of floors New dwelling areasquare feet Garage/carport areasquare feet Covered porch areasquare feet Deck areasquare feet Other structure areasquare feet	
Property Owner		Required Data: Commercial - Use Checklist	
Name		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.	
Address			
City/State/Zip			
Phone	Fax		
E-mail			
Tenant		Contact Person	
Business name		Valuation Existing Building Area square feet New Building Area square feet Number of Stories Type of Construction Occupancy groups Existing New	
Contact name			
Address			
City/State/Zip			
Phone	Fax		
Email			

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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 Homes Fees

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

Please Note: All plan review fees are collected at the time of permit issuance. If the application is expired or voided prior to permit issuance, all remaining plan review fees will be due. I have read and understand these terms.

Initial _____

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

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	Zoning				
Date received	Planning permit number				
Accepted by	Site plan complete				
Setbacks	Front	Rear	Side	Riparian	Other
Zoning District		Legal Lot	Wetlands		Geo-Hazard
Comments					

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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

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

Envelope Enhancement Measures (Select one)	1.	<i>High Efficiency Walls</i> Exterior walls – U-0.045/R-21 cavity insulation + R-5 continuous.	R-5 = Rigid insulation over sheathing
	2.	<i>Upgraded Features</i> 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.	<i>Upgraded Features</i> 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.	<i>Super Insulated Windows and Attic OR Framed Floors</i> Windows – U-0.22 (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.	<i>Air Sealing Home and Ducts</i> 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.	<i>High Efficiency Thermal Envelope UA(g)</i> Proposed UA is 8% lower than the code UA	Calculator required. Recommended BCD thermal calculator.
Conservation Measure (Select one)	A	<i>High Efficiency HVAC System (a)</i> 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	<i>Ducted HVAC Systems within Conditioned Space</i> All ducts and air handlers contained within building envelope (d) <i>Cannot be combined with measure 5</i>	Cadets and radiant floor heat meet this requirement
	C	<i>Ductless Heat Pump</i> 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	<i>High Efficiency Water Heater</i> 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

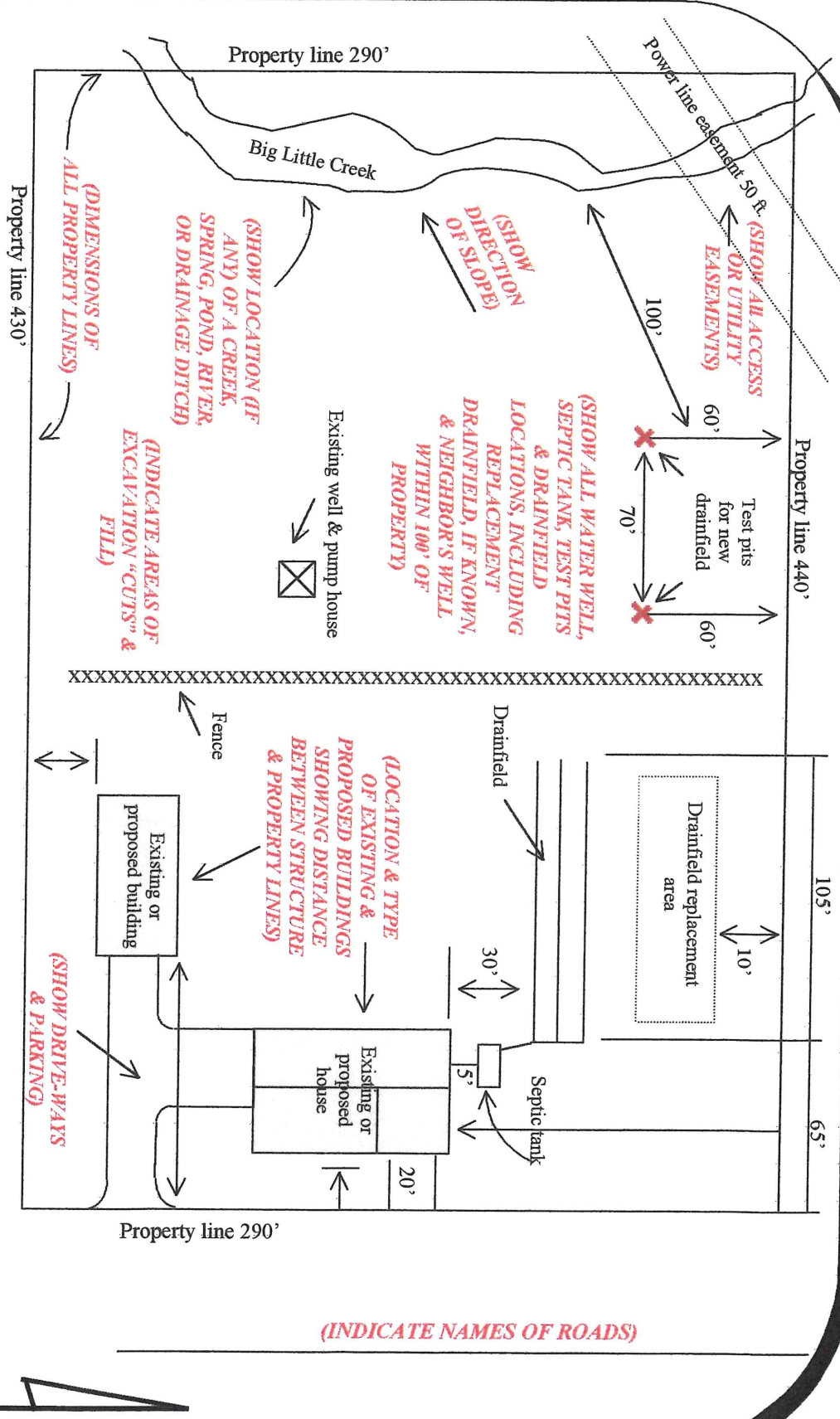
Exterior Doors – U.20, U.40 if glazed

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.

11" x 17" OR 8 1/2" x 11" SHEET OF PAPER

NOTE: All plot plans must be drawn to scale



YOUR NAME _____ PHONE _____ SCALE 1" = 60'

ADDRESS _____ TOWNSHIP _____ RANGE _____ SECTION _____ TAX LOT _____

SAMPLE PLOT PLAN