CITY OF OTHELLO
RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

SUBMITTAL REQUIREMENTS:

A completed permit application. Permit Fee is calculated when application is submitted.

SITE PLAN:

Two (2) scaled (1"=20'), site plan (maximum: 11 x 17) separate from building plans.

Please include:
*Property line
*Sidewalk and curb
*Easements
*Fences
*Covered porches, patios, slabs with measurements shown
*Driveways and walkways (indicate material used & dimensions)
*Buildings (length & width)
*Garages, attached or detached, with measurements
*Other relevant site development or site limitations
*Distance from the property lines to the nearest edge of the structure on all sides.
*Utility locations
*North arrow
*Call out lot dimensions, plat name, lot, block, address including directional and Dr., St., Rd., etc.

PROPOSED STRUCTURE:

Two (2) copies of scaled plans including:

*Height from grade to highest point of structure
*Roof pitch
*Structural detail (floor framing and truss specs)
*Door & Window Schedule, Insulation specs
* Elevation detail
*Footing/foundation details
*Architectural details including floor plans, cross section detail, occupancy, building type, all square footage details (including balconies, lofts, basements etc.)

***One (1) Residential Energy Code form (signed), posted at Final Inspection

Use this checklist before submitting your application and the two sets of required plans, to ensure that you are providing all of the information that we need for plan review.

1. Footing

- ☐ Site plan with setbacks and building dimensions
- ☐ Engineered Soil Report (if required)
- ☐ Size/Depth

2. Foundation Plan

- ☐ Length/Width of foundation
- ☐ Size/Width of wall
- ☐ Support for brick veneer
- ☐ Reinforcement
- ☐ Waterproofing
- ☐ Access door and vents
- ☐ Crawlspace height/clearance
- ☐ Pier size/spacing
- ☐ Girder size
- ☐ Vapor barrier

3. Floor Plans and Wall Sections

- ☐ Minimum size egress windows
- ☐ Safety glazing
- ☐ Floor joist type/size/spacing
- ☐ Engineer design floor system
- ☐ Subfloor size
- ☐ Wall studs size/spacing
- ☐ Header size
- ☐ Beams size/spacing
- ☐ Bearing support for beams size
- ☐ Insulation-Floor/Wall/Ceilings -R value
- ☐ Chimney-clearance from combustibles
- ☐ Attic access ventilation
- ☐ Smoke detectors
- ☐ CO detectors

4. Structural Members

- ☐ Correct location of beams
- ☐ Design to carry all imposed loads
- ☐ Adequate bearing of point loads
- ☐ Exposed wood members protected from decay
- ☐ Required bracing/blocking of exterior walls
- ☐ Vapor Barrier

5. Stairs

- ☐ Minimum size/width
- ☐ Tread/riser size
- ☐ Landing size
- ☐ Handrail/guardrail height
- ☐ Pickets spacing

6. Roof Section Details

- ☐ Engineered truss designs
- ☐ Rafter-size/spacing
- ☐ Roof sheathing-size
- ☐ Roof material
- ☐ Roof ventilation

7. Elevations

- ☐ Correct representation of house in relation to floor plan building heights
- ☐ Window/door location/size
- ☐ Location of steps to grade
- ☐ Chimney crickets (if required)
- ☐ Positive drainage

8. Decks

- ☐ Footing-size/depth
- ☐ Posts– pier/size
- ☐ Stairs-size/width
- ☐ Attachment/flashing/bolting
- ☐ Girder size/floor joists/span

9. Garage

- ☐ Slope floor
- ☐ Vapor barrier
- ☐ Fire separation/sheetrock
- ☐ Fire rated doors
- ☐ Exterior wall sheathing

10. Energy

- ☐ Window U-values
- ☐ HVAC Equipment
- ☐ Fresh air method