



City of Tigard
COMMUNITY DEVELOPMENT DEPARTMENT
Residential Building Permit Submittal Requirements

So you're submitting a residential building permit?

You will need to submit a physical application and physical plans in person at the Permit Center.

Make sure you **completely** fill out a Building Permit Application. **Don't forget to include:**

- Email address.
- Signature.
- Building Permit Application Checklist. Read through **all** sections (including Jurisdictional Specifics) and ensure you have **all** the required items prepared.

Want to reduce the risk of needing corrections? Before you go! Try emailing a copy of your plans to tigardplanneronduty@tigard-or.gov for pre-review for planning.

Required Site Plan Elements:

- 3 copies of site plan on max 11x17"

Items required for **all** residential permits:

- Drawn to standard scale
- North arrow
- Site address, project name, lot #
- Street names
- Applicant name and phone #
- Lot and setback dimensions
- Existing structures & square footage
- Footprint of new structure and FFE
- Sidewalk/driveway dimensioned
- Lot area and lot coverage percentage
- Erosion control

Items required for all residential permits **except** sheds, decks, carports, and similar accessory structures:

- Retained trees, drip line / tree protection
- Street and site trees shown / labeled
- Table calculating tree canopy at maturity (N/A for SFR)
- Courtyard rectangle dimensioned (if applicable)
- Vision clearance triangle
- Utility locations & easements
- Property corner elevations
- LIDA (>1,000 sf disturbance)

Required Elevation Plan Elements

Example on reverse side of this sheet:

(For SFR: **calcs** needed *only* on street-facing)

- Drawn to standard scale
- Building height dimensioned
- Façade dimensioned
- Windows and doors dimensioned

- Garage doors dimensioned
- Summary table with calculations for:
 - Total façade area
 - Total window and door area
 - Total garage width
 - Total façade width

Required Floor Plan Elements (N/A for SFR):

- Each story floor dimensioned
- Each story floor area calculated

- Summary table that includes
 - Total floor area
 - Floor area per story
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Building Permit Application

Residential



City of Tigard

13125 SW Hall Blvd., Tigard, OR 97223
 Phone: 503.718.2439 Fax: 503.598.1960
 Inspection Line: 503.639.4175
 Internet: www.tigard-or.gov

FOR OFFICE USE ONLY		
Received Date/By:	Permit No.:	
Plan Review Date/By:	Other Permit:	
Date Ready/By: Notified/Method:	Juris:	<input checked="" type="checkbox"/> See Page 4 for Supplemental Information

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	
Lot no.:	
Tax map/parcel no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
CCB lic.:	

REQUIRED DATA: 1- AND 2-FAMILY DWELLING	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation:	\$
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
Other structure area:	square feet
REQUIRED DATA: COMMERCIAL-USE CHECKLIST	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation:	\$
Existing building area:	square feet
New building area:	square feet
Number of stories:	
Type of construction:	
Occupancy groups:	
Existing:	
New:	
BUILDING PERMIT FEES* (Please refer to fee schedule)	
Structural plan review fee (or deposit):	
FLS plan review fee (if applicable):	
Total fees due upon application:	
Amount received:	
PHOTOVOLTAIC SOLAR PANEL SYSTEM FEES*	
Commercial and residential prescriptive installation of roof-top mounted PhotoVoltaic Solar Panel System. Submit two (2) sets of roof plan with connection details and fire department access, along with the 2010 Oregon Solar Installation Specialty Code checklist.	
Permit Fee (includes plan review and administrative fees):	\$180.00
State surcharge (12% of permit fee):	\$21.60
Total fee due upon application:	\$201.60

Authorized signature:

Print name:	Date:
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This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

* Fee methodology set by Tri-County Building Industry Service Board.

Building Permit Application Checklist

One- and Two-Family Dwelling



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Received Date/By:	Permit No.:	
Associated permits:		
<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Other:		

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW				Yes	No	N/A
1	Land use actions completed. See jurisdiction criteria for concurrent reviews.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Verification of approved plat/lot.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Fire district approval required. Name of district: _____.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Septic system permit or authorization for remodel. Existing system capacity _____.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Sewer permit.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Water district approval.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Soils report. Must carry original applicable stamp and signature on file or with application.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Erosion control <input type="checkbox"/> plan <input type="checkbox"/> permit required. Include drainage-way protection, silt fence design and location of catch-basin protection, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	3 Complete sets of legible plans. Must be drawn to scale, showing conformance to 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. <i>Plan review cannot be completed if copyright violations exist.</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Site/plot plan drawn to scale. The plan must show lot and building setback dimensions; property corner elevations (if there is more than a 4-ft. elevation differential, plan must show contour lines at 2-ft. intervals); location of easements and driveway; footprint of structure (including decks); location of wells/septic systems; utility locations; direction indicator; lot area; building coverage area; percentage of coverage; impervious area; existing structures on site; and surface drainage.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Foundation plan. Show dimensions, anchor bolts, any hold-downs and reinforcing pads, connection details, vent size and location.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Floor plans. Show all dimensions, room identification, window size, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	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.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	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 four foot at building envelope. Full-size sheet addendums showing foundation elevations with cross references are acceptable.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Wall bracing (prescriptive path) and/or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Floor/roof framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Basement and retaining walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 22, "Engineer's calculations."			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Beam calculations. Provide two sets of calculations using current code design values for all beams and multiple joists over 10 feet long and/or any beam/joist carrying a non-uniform load.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Manufactured floor/roof truss design details.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Energy Code compliance. Identify the prescriptive path or provide calculations. A gas-piping schematic is required for four or more appliances.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Engineer's calculations. When required or provided, (i.e., shear wall, roof truss) shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JURISDICTIONAL SPECIFICS						
23	Three (3) site plans are required for Item 11 above. Site plans must be 8-1/2" x 11" or 11" x 17".			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Two (2) sets each are required for Items 16, 19, 20 and 22 above.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Building plans shall not contain red lines or tape-ons. "Mirrored" building plans will not be accepted.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	"Reversed" building plans must meet criteria outlined in the Permit & System Development Fees document.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	"Drawn to scale" indicates standard architect or engineer scale.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Site plan to include tree size, type and location per approved project street tree plan (if applicable), and City of Tigard Street Tree List.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Site plan to include trees and tree protection measures as required by conditions of approval. Tree locations, driplines, and protection measures must be drawn to scale and must include the project arborist's signature of approval.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	A Clean Water Services' <i>Sensitive Area Pre-Screening Site Assessment</i> form is required for all building additions, including decks, patio covers (over non-impervious surface) and accessory structures to existing residential dwellings on a lot of record approved prior to September 9, 1995.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>