

# **CITY OF SISTERS RESIDENTIAL INTAKE CHECK LIST**

Two sets of plans are required at the time of submittal. Plans shall be drawn to scale and shall include a plot plan showing the location of all easements, property lines, drainage areas, the proposed building and other buildings that exist on the property. Please indicate any grade changes of the proposed project site. Complete and accurate building plans are necessary for the effective and timely review of your permit application.

Check the following boxes as they apply to the work of your project.

- FOUNDATION PLANS:** CORRECT DIMENSIONS TO SCALE, HOLDOWN LOCATIONS, ANY SPREAD FOOTINGS, REINFORCING AND CONNECTION DETAILS.
  
- ELEVATIONS:** ELEVATIONS OF THE FRONT, REAR, LEFT AND RIGHT SIDES OF THE PROPOSED PROJECT OR ADDITION.
  
- FLOOR PLAN(S):** ALL DIMENSIONS, WINDOW & DOOR SIZES, SMOKE ALARMS, PLUMBING FIXTURES, ROOM IDENTITY, DECKS & BALCONIES, etc.
  
- WALL BRACING:** PROVIDE ALL WALL BRACING LOCATIONS ON THE PLANS. IF NONE PERSECTIVE, PROVIDE ENGINEERING CALCULATIONS AND SHEAR WALL LOCATIONS.
  
- FLOOR/ROOF FRAMING DETAILS:** PROVIDE BEAM SIZES, SPACING, FRAMING MEMBER SIZES, BEARING LOCATIONS, AND ATTIC ACCESS LOCATION. INCLUDE ALL ENGINEERED AND PREFABRICATED DESIGNS AND CALCULATIONS.
  
- BEAM CALCULATIONS:** ALL BEAMS AND JOIST CARRYING A NON-UNIFORM LOAD.
  
- CROSS-SECTION(S):** PROVIDE ALL FRAMING MEMBER SIZES, SPACING, HEADERS, JOISTS, etc. DETAILS OF WALL FRAMING, FLOOR FRAMING, ROOF FRAMING, ROOF SLOPE, ROOF TYPE, INSULATION, SIDING MATERIAL AND etc., ARE NEEDED.
  
- BASEMENT/RETAINING WALLS:** PROVIDE A CROSS-SECTION OF THE WALL(S) SHOWING PERSECTIVE WALL TYPE AND REINFORCEMENT OR WHEN REQUIRED PROVIDE ENGINEERING.

*PLEASE NOTE: AN APPLICATION FOR A PERMIT FOR ANY PROPOSED WORK SHALL BE DEEMED TO HAVE BEEN ABANDONED 180 DAYS AFTER THE DATE OF FILING. THE BUILDING OFFICIAL IS AUTHORIZED TO GRANT ONE OR MORE EXTENSIONS. THE EXTENSION SHALL BE REQUESTED IN WRITING AND JUSTIFIABLE CAUSE DEMONSTRATED.*

\_\_\_\_\_  
OWNER OR AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE