



# RESIDENTIAL STRUCTURAL APPLICATION

(Accessory Buildings, Additions, & Remodels)

## Crook County Residential Application Checklist

300 NE 3<sup>rd</sup> Street, Room 12, Prineville, Oregon 97754



(541) 447-3211



bld@crookcountyor.gov



www.co.crook.or.us

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Site Address: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The following items are **REQUIRED**. The Checklist **MUST** be completed before your application will be accepted. Check the boxes of the items you are submitting with this application.

### STAFF APPLICANT

- Site/Plot plan:** The plan must show lot and building setbacks, location of easements, driveway, footprint of all existing or proposed structures (including decks), location of wells/septic systems & drain fields, utility locations.
- Foundation plan and cross section:** Footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection detail, foundation vent size and location, and soil type.
- Floor plans:** Showing joist layout, point loads, dimensions, room identification, door and window sizes and location, location of smoke detectors, water heater, HVAC, ventilation fans, plumbing fixtures, balconies, and decks 30 inches above grade or more.
- Cross sections & 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, foundation, stairs, fireplace construction, thermal insulation, etc.
- Elevation views:** Minimum of 2 elevations for additions and remodels, exterior elevations must reflect actual grade if the change in grade is greater than 4' at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.
- Wall framing/bracing (prescriptive path and/or lateral analysis plans):** Building plans must show wall construction and details, locations of lateral brace panels. For non-prescriptive path analysis provide specifications and calculations to engineering standards. Identify type of wall bracing and locations.
- Engineered truss drawings:** Engineered and stamped truss drawings with layout and design.
- Basement & retaining wall cross sections:** details of placement of reinforcing steel, drains, and waterproofing. Engineered plans required for retaining walls exceeding 4' tall, and basement wall not complying with prescriptive code requirements.
- Beam calculations:** Provide calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements and/or any beam/joist carrying a non-uniform load.
- Engineer's calculations when required or provided (sheer wall, roof truss, retaining walls exceeding 4' tall):** shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review by cross-reference to the application plan location.
- Fire sprinkler plans (If required):** Plans must show system layout, system specifications and calculations.

The following applicant or agent has reviewed and completed this application packet and affirms all requirements have been met for application submittal.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

(Staff Signature)



## Residential Structural (Accessory Buildings, Additions & Remodels)

Crook County Community Development  
300 NE 3<sup>rd</sup> St. Room 12, Prineville, OR 97754  
541-447-3211

Received:
Initials:

Office Use Only

<b>Planning Approval #:</b>	<b>Planner's Signature:</b>
<b>Septic Permit or Auth #:</b>	<b>SDC's: Yes / No      Park &amp; Rec Fees Required: Yes / No</b>
<b>Fire Sprinklers Required: Yes / No</b>	<b>Flood Zone: Yes / No      Flood Certificate Required: Yes / No</b>

JOB SITE INFORMATION			
Site Address:	City:	State:	Zip:
TWN:	RGE:	SEC:	TL:

PERMIT TYPE AND USE	
<input type="checkbox"/> Detached Garage <input type="checkbox"/> Shop <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Other (specify):	
Description of Work:	
Enclosed Structure Sq Ft:	Lean-to / Carport / Deck/porch /Covered Patio Sq Ft:
Structure Height:	# Of Stories:      # of Additional bedrooms:      Valuation of Project: \$
Will this structure be housing livestock? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this property on a rim? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, a rim inspection may be needed.	

OWNER & APPLICANT INFORMATION			
Recorded owner name:	Phone #:		
Mailing Address:	City:	St:	Zip:
Owner email:			
Applicant name:	Phone #:		
Mailing Address:	City:	St:	Zip:
Applicant email:			

GENERAL CONTRACTOR INFORMATION			
General contractor name:	Phone #:		
Mailing Address:	City:	St:	Zip:
CCB License #:	Site Contact:		
Contact Phone #:	Contact email:		

\*\*\* IF THE CONTRACTOR CHANGES, CCCD MUST BE NOTIFIED AT THE TIME OF CHANGE. A NEW PERMIT MAY BE REQUIRED.

**Applicant certifies the information provided is true and correct and understands that any incorrectly provided information can result in a denial, or if erroneous information is discovered later or improper application of the code occurred, this permit may be revoked.**

Applicant Signature:	Date:
Owner Signature:	Date:

Permit #

**PLEASE NOTE:** Structural permits do NOT include your plumbing, mechanical or electrical permits. Those must be applied for separately with the appropriate applications.