



COMMERCIAL STRUCTURAL APPLICATION

CROOK COUNTY COMMUNITY DEVELOPMENT

300 NE 3rd Street, Room 12, Prineville, Oregon 97754

(541) 447-3211

✉ bld@crookcountyor.gov

🌐 www.co.crook.or.us

Use the following checklists to ensure all necessary information has been provided. Failure to submit all requirements will delay your application being processed.

Architectural/Construction Drawings - Minimum Requirements:

Any building resulting in the footprint of 4,000 square feet or greater OR with a ceiling height 20' or more to be designed by an Oregon Registered Design Professional, Engineer's or Architect's seal and signature. All change in occupancy permits must be designed by an Oregon Registered Design Professional, Engineer's or Architect's seal and signature.

1. Architectural Drawings

- | Staff | Applicant |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Elevations and sections. |
| <input type="checkbox"/> | <input type="checkbox"/> Include occupant load calculation for every floor, room, and or space. |
| <input type="checkbox"/> | <input type="checkbox"/> Identify all new, existing, and eliminated exits. |
| <input type="checkbox"/> | <input type="checkbox"/> Show maximum travel distance and all fire life safety requirements on egress plans. |
| <input type="checkbox"/> | <input type="checkbox"/> Show locations of all permanent rooms, walls, and shafts. Specify use of each room and/or area. |
| <input type="checkbox"/> | <input type="checkbox"/> Include stair section showing rise, run, landings, headroom, handrail, and guardrail dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> Note uses of adjacent tenant spaces. |
| <input type="checkbox"/> | <input type="checkbox"/> Provide door and door hardware schedules. |
| <input type="checkbox"/> | <input type="checkbox"/> Identify the location of all new walls, doors, windows, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> Provide details and assembly numbers for any fire resistive assemblies. |
| <input type="checkbox"/> | <input type="checkbox"/> Indicate all rated walls, doors, windows, and penetrations. |
| <input type="checkbox"/> | <input type="checkbox"/> Provide a legend that distinguishes existing walls, walls to be removed, and new walls. |
| <input type="checkbox"/> | <input type="checkbox"/> Show location of appliances that can generate grease vapors. |
| <input type="checkbox"/> | <input type="checkbox"/> Identify fire alarm panel and remote annunciator(s). |
| <input type="checkbox"/> | <input type="checkbox"/> Include basement areas (whether they are to be used for this project or not). |
| <input type="checkbox"/> | <input type="checkbox"/> Show fire sprinkler riser rooms. |
| <input type="checkbox"/> | <input type="checkbox"/> Identify location of specialty suppression systems. |
| <input type="checkbox"/> | <input type="checkbox"/> Show accessible requirements, existing and proposed. |

2. Reflected Ceiling Plan

- | Staff | Applicant |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Provide ceiling construction details. |
| <input type="checkbox"/> | <input type="checkbox"/> Show location of all emergency lighting and exit signage. |
| <input type="checkbox"/> | <input type="checkbox"/> Include lighting fixture schedule. |

3. Structural Drawings

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Type of materials to be used with size, spacing and connections. |
| <input type="checkbox"/> | <input type="checkbox"/> Specify size, spacing, span, and wood species or metal gauge for all stud walls. |
| <input type="checkbox"/> | <input type="checkbox"/> Indicate all wall, beam, and floor connections. |

4. Crook County Fire & Rescue Requirements

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> All applications require a stamped site plan from CC Fire & Rescue. Visit https://crookcountyfireandrescue.com or call 541-447-5011 for more information |
|--------------------------|--|

5. Valuation Breakdown

Provide an accurate breakdown of costs (time & materials / equipment) to complete this project.

Structural	Mechanical	Plumbing	Electrical	Other

6. Supplemental Items

- Deferred Submittal Application:** Deferred submittals are required when a portion of the plan is submitted for review **after** the original submission. See the Deferred Submittal Form for complete details.
Deferred Submittal Form: ☐ Included ☐ Not Included/Applicable
- Subcontractor Applications:** All subcontractor permits will require an application to be completed with the subcontractors' information before the total permit cost can be calculated and before the permit can be issued. These applications may be found on our website: <https://co.crook.or.us/commdev/page/commercial-applications>
- Special Inspections:** Any commercial project requiring special inspections by the design professional and/or by State code, is required to submit a complete Special Inspection and Testing Agreement before permit issuance.
☐ Yes (application attached) ☐ No (application not required)
- Medical Gas Plans:** Show location of all piping, valves, vacuum pumps and compressors. Show size and type of all piping and fittings. Show location and type of all alarms and outlets. Show location and volume of all supply gas. Provide specifications of vacuum pumps and compressors and ventilation requirements for storage areas. *"Example may include the use of general anesthesia which could result in a patient becoming incapable of recognizing a fire emergency or of immediately leaving the building without assistance."*
Will there be procedures that render a patient incapable of unassisted self-preservation? ☐ Yes ☐ No
- Access Controlled Egress:** If your project includes access control systems, you must submit an Access Controlled Egress System Checklist.
- Emergency Responder Radio Coverage:** If your building is 50,000 sq. ft. or larger, contains a basement, or is a below grade building, you must submit an Emergency Responder Radio Coverage Checklist.

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

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Received By: _____ Date: _____



Commercial Structural Application

Crook County Community Development

300 NE 3rd St. Room 12, Prineville, OR 97754

Phone: 541-447-3211 Email: bld@crookcountyor.gov

Received:

Initials:

Office Use Only

Planning Approval #:	Septic Permit or Auth. #:	
Fire Sprinklers Required: Yes / No	Address/Fire Marker: Yes / No	Park & Rec Fees Required: Yes / No
Flood Zone: Yes / No	Flood Certificate Required: Yes / No	SDC's: Yes / No

SITE INFORMATION

Business Name:			
Site Address:			
City	State	Zip	
TWN:	RGE:	SEC:	TL:

PROJECT TYPE AND USE

<input type="checkbox"/> New		<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Remodel	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Sign	<input type="checkbox"/> Other:
Will there be Fire suppression? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will there be fire alarms? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Full Description of Project:							
Job Valuation;							
<i>(Permit fees are based on the value of the work performed. Indicate the value (to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application)</i>							
New Sq Ft:		Existing sq ft:		Building Height:		# of Stories:	
Type of Construction:		Occupancy Group/s:			Occupancy load:		
Does the project entail any of the following? Restaurant, Pool/spa, and or medical? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Is the property on a rim? <input type="checkbox"/> Yes <input type="checkbox"/> No if "Yes": a rim inspection may be needed							

OWNER & APPLICANT INFORMATION

Record Owner:	Phone #:		
Mail address:	City:	St:	Zip:
Owner Email:			
Applicant:	Phone #:		
Mailing Address:	City:	St:	Zip:
Applicant email:			

GENERAL CONTRACTOR INFORMATION

General Contractor:	Phone #:		
Mailing Address:	City:	St:	Zip:
CCB License #:			
Contact Email:			

**Separate applications are required for plumbing, mechanical, electrical, fire suppression systems and/or fire alarms.*

Owner's Signature:	DATE:
Applicant's Signature:	PHONE #: