



City of Umatilla

Building Division

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Umatilla, OR 97882

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COMMERCIAL PLAN REVIEW SUBMITTAL CHECKLIST

The permit process includes a review of your building plans and materials. **If you are submitting paper plans and documentation, you must submit two copies of each item.** The following list is intended to be used as guide in preparing the plans and documentation you must submit. Contact a permit technician for assistance.

- Plot plan and civil drawings**, drawn to scale on minimum size of 11x17 page, which includes the following:
 - North arrow, scale, lot dimensions, setbacks, and all public and/or private easements, names of all adjacent streets, and all property lines including those within the project site.
 - Layout of buildings, decks, driveways, sidewalks, parking, and handicap/fire department access.
 - Corner and finished floor elevations and 5 feet elevation contours
 - Existing public and private utilities located on the property (Storm, Water & Sewer)
 - Proposed utilities location to point of connection/discharge, size, slope, length, and material: including roof, footing and under-floor drains and fire service/hydrants
 - All applicable structures and features on the property
 - Information on street frontages (width of right-of-way, type and width of street, including curbs, gutters, sidewalks and pavement type)
 - Erosion Control Plan and Permit Application Form
- Building plans** drawn to scale with correct building orientation and north arrow.
- Proposed use**, building type, occupancy classification. "Code Summary."
- Allowable area according to use classification, actual square footage.
- Engineer or architect stamp on all sheets with expiration date with one original signature. If plans are deferred, a Deferral Form must be included in the submittal package.
- Energy compliance forms**, or provide prescriptive values
- Foundation plan** including footing size, wall height, sections and required reinforcing.
- Footing details** for exterior porches, decks, roofs and awnings.
- Floor details**: A). Floor framing plan at each floor (post & beam or joists w/size & spacing, including deck attachments and connections) or B). *I joist* layout from manufacturer with calculation for beams.
- Ceiling/roof framing plan or truss layout** with reactions and delivery list for truss profiles.
- Floor plan(s)** existing and proposed showing room I.D.'s and all plumbing fixtures, location of smoke & carbon monoxide detectors.
- Window sizes**, typical and garage header sizes.
- Special equipment** (fireplace, woodstove, hydro massage tub, tub access panel etc.).
- Complete building sections** – special sections including exterior decks.
- Construction details for structural members, insulation, sheathing, roofing, bracing, etc.
- Handrail, guardrail, stair headroom and stairs/landing details.
- Engineering for special conditions** (truss, high walls, bracing etc.) to be transferred to plans showing the expiration date of the engineering stamp.
- Plumbing layout and fixture content.**
- Mechanical plan** including layout and make/model of equipment.
- Exit signs**, exit lighting and emergency lighting.
- Other items** which may be required:
 - Hazardous material inventory statement including all MSDS sheets.
 - Smoke detectors, fire alarms, sprinkler system detail.
- Electrical plans** need to be submitted separately.

*The above checklist items must be submitted for the plan review can be started. Minor changes or notes on submitted plans may be in blue or black ink. **Red ink is reserved for department use only.***