



RESIDENTIAL SUBMITTAL REQUIREMENTS CHECKLIST

TWO (2) SETS OF BUILDING PLANS TO INCLUDE:

SITE PLAN REQUIREMENTS (for all applications)

- Site plan must be legible and drawn to scale
- All property lines and their dimensions
- Locations of all easements with dimensions
- All utilities
- Name(s) of adjacent street(s)
- Location, size, shape and dimensions of all existing and proposed structures
- Dimensions from all structures to property lines and other buildings
- Indicate where building and garage entrances will be
- Show tree locations and trunk diameters measured 4.5' feet above the ground
- All waterways should be drawn on the site plan if any on site (include any floodplain areas)
- Show all site drainage with directional areas
- Include north arrow

ZONING CODE ANALYSIS CHECKLIST

- Identify lot area
- Identify total gross floor area proposed with calculations
- Identify proposed lot coverage, include calculations of area of all principal and accessory structures
- Identify average finished grade
- Identify height of existing and proposed structure(s) (in R-PMV village identify midpoint of sloping roof)
- Calculations for required landscaping and landscape areas shown on plans
- Number of parking spaces proposed

PLANS

- Foundation Plan & Footing Details include all expanded footing sizes and their locations.

City of Sisters
520 E. Cascade Ave., P.O. Box 39
Sisters, OR 97759
(541) 323-5221

Floor Plan

Show all new and any existing square footages. Rooms must be labeled. Windows and door locations and their sizes must be on the plans. Show layout for plumbing, mechanical, heating and electrical systems.

Floor Framing

Provide the manufacturer's layout of the floor system if using an engineered system. Plan must be submitted showing all floor areas with the joist spacing and sizes. All posts and beams must have the sizes on the plans and must indicate how the connections are to be made.

Roof Framing

Provide the manufacturer's layout of the truss system if using an engineering system. Plan must include the sizes of rafters, spacing of rafters, how roof components are to be attached and the size and spacing of the ceiling joist if applicable. Show the location of all headers and their sizes.

Shear Walls

For each wall line provide the type of wall bracing that will be used along with the calculations per each wall. If lateral bracing is to be used show the lateral bracing detail. If shear walls are designed by an architect or engineer, provide the stamped plans along with the calculations and details.

Cross Sections

Include main cross sections that show detail of the foundation, floor, wall, ceiling and roof sections. If the building is two or more stories, include the rise and run of the stairs, handrail and guardrail detail and headroom clearances.

PROVIDE THE FOLLOWING:

In addition to the two (2) complete sets of building plans as described above:

- Two (2) extra copies of the Site Plan;
- One (1) extra copy of the Floor Plan;
- One (1) extra copy of the Building Elevations.

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