



Where Life is Sweet

CITY OF HERMISTON- BUILDING DEPARTMENT

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COMMERCIAL BUILDING PLANS

Plans and documentation checklist

The permit process includes a review of your building plans and materials. The following list is to be used as a guide.

1. **Site plan and civil drawings (building department use only. Planning Dept. may have different requirements)**, drawn to scale on minimum of 24 x 36 paper, which includes the following
 1. North arrow, scale, lot dimensions, setbacks and all public and/or private easements
 2. Names of all adjacent streets, and all property lines including those within the project site
 3. Layout of buildings, decks, driveways, sidewalks, parking and handicap/fire department access
 4. Finish floor elevations
 5. Existing public and private utilities located on the property (Storm, Water & Sewer)
 6. Proposed utility's location to point of connection/discharge, size, slope, length, and material: including footing and under-floor drains and fire service/hydrants
 7. All applicable structures on the property
 8. ADA Accessibility, parking, entrances, & accessible routes
2. **Building Plans** drawn to scale with correct building orientation and north arrow. Preferred size is 24 x 36.
3. **Proposed use**, building type and occupancy classification
4. Oregon Engineer or architect stamp on all sheets with expiration date and one needs to be an original signature
5. **Energy Compliance forms**, or provide prescriptive values
6. **Foundation plan** including footing size, wall height, sections and required reinforcing
7. **Floor details:**
 1. Floor framing plan at each floor (post & beam or joists w/ size & spacing, including deck attachments and connections) or
 2. I joist layout from manufacturer with calculation for beams
8. **Ceiling/roof framing plan or truss layout** with reactions and delivery list for truss profiles
9. **Floor plan(s)** existing and proposed showing room ID's and all plumbing fixtures, location of smoke & carbon monoxide detectors
10. **Window sizes**, typical
11. **Rated assembly details.** Floor-ceilings & walls
12. **Complete building sections-** special sections including exterior decks
13. Construction details for structural members, insulation, sheathing, roofing, bracing, etc.
14. Handrail, guardrail, stair headroom and stairs/landing details
15. **Engineering for special conditions** (truss, high walls, bracing, etc.) to be transferred to plans showing the expiration date of the engineering stamp
16. **Plumbing layout and fixture content. Restrooms in compliance with ADA requirements**
17. **Mechanical plan** including layout and make/model of equipment
18. **Exit signs**, exit lighting and emergency lighting
19. **Other items** which may be required
 1. Smoke detectors, fire alarms, sprinkler system detail
 2. Show/list special equipment