

**CITY OF GRESHAM  
BUILDING DEVELOPMENT DIVISION**

1333 NW Eastman Parkway  
Gresham, OR 97030  
503-618-2845  
FAX: 503-492-4291

**RESIDENTIAL NEW CONSTRUCTION CHECKLIST**

**PROJECT INFORMATION**

Subdivision Name:	Lot #:		
Address:	City:	State:	Zip:
Reference No.:	Map and Tax Lot No.:		
Contact Person Name:	Company:		
Phone:	Fax:		
Cell Phone:	Email:		

**NOTES AND INSTRUCTIONS**

- The purpose of this checklist is to help define a complete submittal package. Plan review will not take place until a complete package is submitted.
- "R" means: information is required for plan review.
- "P" means: the information is provided.
- "NA" means: the information does not apply.

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NOTE: For houses over 3,600 square feet, sprinklers may be required if adequate fire flow is not available. (Available fire flow will be confirmed during Plan Review.) For information about available fire flow, please contact Jason Branstetter at 503-618-2516.

<b>SECTION 1.0</b>				<b>GENERAL PROJECT</b>	
Construction Drawings					Notes/Location on Plans
1.1	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Plans/Drawings</b>	
1.2	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Title Block</b> <b>Cover Sheet (to include square feet of the following)</b> <ul style="list-style-type: none"> <li>- 1st Floor</li> <li>- 2nd Floor</li> <li>- 3rd Floor</li> <li>- Finished Basement</li> <li>- Unfinished (Basement/Future Habitable Space)</li> <li>- Garage</li> <li>- Total Deck</li> <li>- Total Porch</li> </ul>	
1.3	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Professional Stamp</b> <b>Architect Stamp - Electronic</b> <b>Engineer Stamp - Digital</b>	

<b>SECTION 2.0</b>				<b>LAND USE (CITY)</b>	
2.1	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Land Use Actions Completed (Final Plat Recorded, SFR1)</b>	
2.2		NA <input type="checkbox"/>		No Planning Action Required	

<b>SECTION 3.0</b>				<b>LAND USE (COUNTY)</b>	
3.1	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Stamps on Drawings of the following Departments:</b> <ul style="list-style-type: none"> <li>- Planning</li> <li>- Fire</li> <li>- Sanitary</li> <li>- Storm/Erosion</li> <li>- Grading</li> </ul>	
3.2	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Verification of Approved Plat/Lot</b>	
3.3	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Conditions of Approval</b>	
3.4	P <input type="checkbox"/>	NA <input type="checkbox"/>		Septic System Approval	

<b>SECTION 4.0</b>				<b>SITE PLAN</b>	
4.1	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Contact Name and Phone Number</b>	
4.2	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>North Arrow, Pointing Toward Edge of Sheet, for Orientation</b>	
4.3	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Full Address of Property</b>	
4.4	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Indicate Lot Number and Subdivision Name</b>	
4.5	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Safe Neighborhood Standards</b>	
4.6	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Easements</b>	
4.7	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Building Setbacks (including Decks 30 Inches or More Above Grade)</b>	
4.8	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Driveway Location</b>	
4.9	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Clear Vision</b>	

4.10	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Street Tree Type and Location</b>	
4.11	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Overhangs and Projections</b>	
4.12	P <input type="checkbox"/>	NA <input type="checkbox"/>		Buffers	
4.13	P <input type="checkbox"/>	NA <input type="checkbox"/>		Retaining Wall	
4.14	P <input type="checkbox"/>	NA <input type="checkbox"/>		Subdivision Conditions of Approval for Building Permit (including Storm Water Quality System and Supporting Documents)	
4.15	P <input type="checkbox"/>	NA <input type="checkbox"/>		Infill Lot/Flag Lot Requirements	
4.16	P <input type="checkbox"/>	NA <input type="checkbox"/>		Ensure House Dimensions and Setbacks Equal Lot Line Dimension	
4.17	P <input type="checkbox"/>	NA <input type="checkbox"/>		Special Purpose Districts - Flood Plain - Hillside - HCA (Habitat Conservation Area) - ESRA (Environmentally Sensitive Area)	
4.18	P <input type="checkbox"/>	NA <input type="checkbox"/>		Tree Protection Measures (for Trees to be Retained)	
4.19	P <input type="checkbox"/>	NA <input type="checkbox"/>		Location of Existing Trees - Significant or Otherwise	
4.20	P <input type="checkbox"/>	NA <input type="checkbox"/>		Location of Fire Hydrant, Catch Basin, Street Lights, Stop Sign (if applicable)	

P = Provided    NA = Not Applicable    R = Required

## SECTION 5.0

## UTILITY/DRAINAGE PLAN

### Construction Drawings

5.1	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Water Meter at Property Line</b>	
	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Sewer Lateral Connection at Property Line</b>	
	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Downspouts and Storm Sewer Location</b>	
	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Surface Drainage or Systems (Swales and Berms, Backyard Drainage Systems, etc.)</b>	
	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Drywells, Rain Drains, French Drains and Rain Drain Lines</b>	
	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Property Lines and Dimensions to Scale (include Square Footage of Property Area)</b>	
	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Minimum Setbacks from all Property Lot Lines in Feet and Inches</b>	
	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Curb and Corner Elevations (at Street in Front of Property at a Corner, Set to "Zero," and show + or - for Other Corners in Feet and Inches)</b>	
	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Location and Dimension of Driveway Approach and any Setbacks from Property Lines</b>	
	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Direction of Surface Water Flow on Property, along with Discharge into Street or Storm Drain System. Coordinate this with the Plat of Property/Subdivision in Compliance with Civil Drawings</b>	
	P <input type="checkbox"/>	NA <input type="checkbox"/>		Backflow Prevention for Irrigation	
	P <input type="checkbox"/>	NA <input type="checkbox"/>		Water Wells and Septic Systems (Dimensions from Property Lines in Feet and Inches)	
	P <input type="checkbox"/>	NA <input type="checkbox"/>		Projections into Setbacks	

	P <input type="checkbox"/>	NA <input type="checkbox"/>		Decks (with Dimensions and Height above Grade Indicated)	
	P <input type="checkbox"/>	NA <input type="checkbox"/>		If more than 4 Feet Elevation Differential, show Contour Lines at 2 Foot Intervals	
	P <input type="checkbox"/>	NA <input type="checkbox"/>		Slopes on Grade, not to Exceed 2:1 on the Cut and Fill Slopes, Specifically when Grade Change is Greater than 4 Feet at Building Envelope	
	P <input type="checkbox"/>	NA <input type="checkbox"/>		Retaining Walls (Engineered Drawings Required if Height is over 4 Feet including Footing, or if the Wall Supports Additional Loads)	
	P <input type="checkbox"/>	NA <input type="checkbox"/>		Flood Elevations if within 10 Horizontal Feet of Property Line	

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## SECTION 6.0 BUILDING DRAWINGS

Construction Drawings					<i>Notes/Location on Plans</i>
6.1	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Floor Plan(s)</b>	
6.2	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Cross Sectional Drawings and Details</b>	
6.3	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Foundation Plan (to include Basement, Retaining Walls, if applicable)</b>	
6.4	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Elevation Views</b>	
6.5	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Floor/Roof Framing</b>	
6.6	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Radon Mitigation</b>	
6.7	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Energy Code Details</b>	
6.8	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>General Notes/Specifications</b>	
6.9	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Furnace Shown on Drawings</b>	
6.10	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Smoke Detection/Carbon Monoxide</b>	
6.11	P <input type="checkbox"/>	NA <input type="checkbox"/>		Prescriptive Wall Bracing Drawings/Details	
6.12	P <input type="checkbox"/>	NA <input type="checkbox"/>		Lateral Engineering Drawings/Details	

Supporting Documents					
6.13	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Beam Calculations</b>	
6.14	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Manufactured Roof/Floor Truss Drawings/Details</b>	
6.15	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Prescriptive Envelope Requirements/Details or Energy Code Compliance Forms</b>	
6.16	P <input type="checkbox"/>		R <input type="checkbox"/>	<b>Residential EPSC Plan</b>	
6.17	P <input type="checkbox"/>	NA <input type="checkbox"/>		Prescriptive Wall Bracing Calculations	
6.18	P <input type="checkbox"/>	NA <input type="checkbox"/>		Lateral Engineering Calculations	
6.19	P <input type="checkbox"/>	NA <input type="checkbox"/>		Soils Report	

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Note: The City of Gresham Building Division does not accept reversed residential house plans with the exception of plans meeting all of the following: single-story, under 4,000 square feet and of "simple construction." "Mirror image" reversed plans are NOT accepted under any circumstances.