JUNCTION CITY/HARRISBURG
PLANNING AND BUILDING DEPARTMENT

Russell Young – Building Official

Residential Submittal Requirements

Junction City/Harrisburg approvals must be obtained before a building permit can be issued.

1. **LAND USE APPROVAL:** If your building project is within a city, you must obtain land use approval from the city.

Note: Some planning reviews or hearings may delay your project. You should begin this process well before you wish to start building. Talk to the respective city planner about your project for specific requirements.

2. **SANITATION:**

   Your property is served by a municipal sewer system, approval must be obtained from the municipality.

Note: Some delay may be experienced in obtaining sanitation approval. You should begin this process well before you wish to start building. Talk to the Public Works Department about your project for specific requirements.

3. **ROADS AUTHORITY:**
   a) Prior to submitting for a permit, obtain approval from the Municipality in which your structure is located.

4. **FIRE AUTHORITY (IN HARRISBURG ONLY):**
   a) Prior to submitting for a permit, obtain approval from the local fire authority. Complete the Access & Water Supply worksheet and return the form signed and approved with your plan submitted.

5. **BUILDING PLAN REVIEW:**
   a) *Residential:* See Requirements and Submittals Checklist.

   b) *Commercial:* See Requirements and Submittals Checklist. A pre-application meeting may be required for commercial or industrial building projects. Contact the Junction City/Harrisburg Building Official for this determination.

Residential Submittal Requirements & Checklist

Junction City Planning & Building
1171 Elm St./PO Box 250 Junction City, OR 97448
www.junctioncityoregon.gov
541-998-4763

Harrisburg Planning & Building
120 Smith St./PO Box 378
Harrisburg, OR 97446
www.ci.harrisburg.or.us
541-995-6655* During the month of July, please call Harrisburg directly for inspections.

Use the following checklist to ensure all necessary information has been provided. ***Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied until all requirements are submitted.*** *Check each box or mark N/A.*

Forms required at submittal:
The following forms, documents, and plans are to be submitted when applicable for residential projects:

- ☐ Completed Residential Permit Application.
- ☐ Completed Residential Submittal Requirements Checklist (this form)
- ☐ Residential Energy Efficiency Checklist.
- ☐ Written permission from property owner.

  Please submit 3 full copies of your building permit structural drawings, and 2 copies of engineering/specifications.

- ☐ **APPROVED & SIGNED** Access & Water Supply Worksheet from the local fire department.

To view Oregon codes online visit http://www.cbs.state.or.us/external/bcd/programs/online_codes.html

Structural Design Criteria

- *Snow Loads* (OSSC section 1608): 20 spf minimum roof snow load, 25 psf ground snow load (less than 4,000 ft. elevation).
- *Wind Loads* (OSSC section 1609): Ultimate wind speed – Risk Category (Cat.) I – 100 mph, Cat. II – 110 mph, Cat. III & IV – 115 mph, Normal wind speed Cat. I – 78 mph, Cat. II – 85 mph, Cat. III & IV – 90 mph, Exposure B or C.
- *Seismic* Design Category D1.
- *Frost Protection* (OSSC sections 1809.5 & 1904.1) *Frost Depth:* 12 inches, *Frost Exposure:* Moderate.
- *Soiling Bearing Pressure* 1,000 PSF (an alternate PSF may be accepted per project with a site specific Geo Tech report. Please note both Junction City **&** Harrisburg use 1,000 PSF soil bearing pressure and footings for conventional light frame construction and should accommodate the following widths: 1 story – 18", 2 stories – 23", 3 stories – 27".

☐ *Site Plans* – ***Please provide three sets*** **(required for *all* projects including remodels):**

- ☐ Legible, including north arrow, and drawn to scale such as (1" = 20').
- ☐ Orientation of footprint matches floor plan, (i.e.garage left).
- ☐ Show all adjacent street names.
- ☐ Show all existing and proposed structures on site with distances from property lines and other structures; setbacks shall be identified with written dimensions and drawn to scale. Include any cantilevers and eaves.
- ☐ Indicate height of all structures inclusive of roof ridgelines (from finished grade).
- ☐ Show all building and garage entrances.
- ☐ Indicate elevation at property corners.
- ☐ For slopes greater than 10% show contours.
- ☐ For lots with 4 ft. or more elevation change across the building footprint, show existing and proposed elevations at the building corners.
- ☐ Show site drainage using arrows to indicate direction of flow; show methods and locations for onsite drainage detention. Show gutters with downspout locations if applicable.

☐ *Plans* – ***Please provide three sets*** **(required for *all* projects including remodels):**

Plans must be legible, drawn to scale (minimum 1/4" = 1') and shall include the following:

☐ *Documents*

- ☐ Floor framing (if using an engineered system, a layout will be required from the manufacturer, including the size, type, and spacing of all floor joists, as well as the size and type for all supporting beam and cross-reference design calculations). All floor-framing sheets, details, and beams must match.
- ☐ Roof framing (if using roof trusses, provide engineered details of each truss to be used including a layout indicating the placement of each truss). Include engineered drag trusses and truss bracing details.
- ☐ Engineering and all related engineering. (2 sets)

☐ *Cover Sheet* – Building Information

- ☐ Code year being used.
- ☐ Energy path being utilized.
- ☐ Number of stories and total height in feet.
- ☐ Building square footage. (*per floor and total)*
- ☐ List work to be performed under this permit.
- ☐ List Design Professional, Architects, Structural Engineers, Owner, Developer, and any other Design Members. (If applicable)

☐ *Elevation Views*

- ☐ Provide elevations showing the building, grade, windows, building height, decks, and patios.

☐ *Foundation Plan*

- ☐ Foundation layout must match (roof, floor joist, truss) layouts.
- ☐ Identify foundation and stem wall dimensions.
- ☐ Identify all interior footings and transfer points for loads above, including sizes, and rebar.
- ☐ Anchor bolt locations.
- ☐ Identify type and location of all hold downs, and mechanical connections.
- ☐ Provide a schedule for all hold down connections and shearwall locations.
- ☐ Identify ventilation location and sizes.

☐ *Floor Plan*

- ☐ Identify each room and/or area including dimensions.
- ☐ Identify emergency egress windows.
- ☐ Identify smoke and smoke/CO2 locations.
- ☐ Identify exhaust fan locations and CFM.
- ☐ Identify water, heater, furnace, plumbing fixtures, balconies, and decks.
- ☐ Provide wall bracing, (R602.10) and/or lateral analysis, related schedule indentifying all shearwalls types including calculations, connections, and locations. Alternativley, an engineered lateral analysis can be submited by a registered design professional. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross references between plan location and details.
- ☐ Identify all landings/decks at all exits.
- ☐ Transfer all engineering to full scale drawings.
- ☐ Provide a legend that distinguishes walls, walls to be removed, and new walls, or a separate before and after floor plan. (Remodel)
- ☐ Beam calculations with all beams sized, identified, and cross-referenced on the plans.

☐ *Cross Section(s) and Details*

- ☐ Show all framing member sizes and spacing (studs, beams, joist, rafters), bearing locations, load transfers, and connections.

☐ *Framing Plan & Stair Details*

- ☐ Specify size, spacing, span, and wood species or metal guage for all stud walls.
- ☐ Indicate all wall, beam, floor, and roof connections.
- ☐ Include stair section showing rise, run, landings, headroom, handrail, and guardrail dimension.

☐ *Roof Framing*

- ☐ Provide plans for the roof assembly indicating member sizing, spacing, bearing locations, load transfers and connections.
- ☐ Provide attic ventilation calculations, including size and location of vents.

Please Note: Plan review fees will be collected at the time of permit submittal. I have read and understand these terms.

*****This application is valid for 180 days*****

By signing, I acknowledge that all information contained in this checklist is true to the best of my knowledge.

Agent/Builder (I certify that I sign this application personally on my own behalf and as agent for the landowner) or Owner

_____	_____
Signature – Agent	Signature – Owner
_____	_____
Printed Name – Date	Printed Name – Date
_____	_____
Email	Email

JUNCTION CITY & HARRISBURG
PLANNING AND BUILDING DEPARTMENT

Russell Young – Building Official

Type of work		Department Use Only	
☐ New construction	☐ Addition/alteration	Permit #	Date received
☐ Demolition	☐ Other	Tax lot/Parcel #	
Category of Construction			
☐ 1 & 2 family dwelling	☐ Commercial/Industrial		
☐ Accessory building	☐ Multi-family		
☐ Other	☐ Manufacured Home		
Job Site Information and Location			
Job site address			
City/State/Zip			
Suite/bldg./apt. #	Project name		
Subdivision	Lot #		
Description of work _____			
		Required Data: 1 & 2-Family Dwelling	
		Valuation	
		Number of bedrooms	
Property Owner		Number of bathrooms	
Name		Total number of floors	
Address		New dwelling area	square feet
City/State/Zip		Garage/carport area	square feet
Phone		Covered porch area	square feet
E-mail		Deck area	square feet
Contact Person		**Required Data: Commercial – Use Checklist**	
Name		Valuation	
Address		Existing building area	square feet
City/State/Zip		New building area	square feet
Phone #1		Number of stories	
Phone #2		Type of construction	
Email		Occupancy groups	
Contractor		Existing	
Business Name		New	
Address		**Notice**	
City/State/Zip		**For Homeowner Installations:** This installation is being made on residential or farm property owned by me or a member of my family, and is exempt from licensing requirements under ORS 701.010.	
Phone	Fax		
CCB license			
Email			
Authorized signature	Date	Signature _____	Date _____
Permit Fees		**Manufactured Home Fees**	
Permit fees are based on the value of the work performed. Indicate the value (round to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.		Manufactured Home Installation	$
		State Surcharge 12%	$
		State Service Charge	$
		Date	$ Total

Choose one from each section
Energy Efficiency
TABLE N1101.1(2)
ADDITIONAL MEASURES

Envelope Enhancement Measures (Select one)	1.	*High Efficiency Walls* Exterior walls – U-0.045/R-21 cavity insulation + R-5 continuous.	R-5 = Rigid insulation over sheathing
	2.	*Upgraded Features* Exterior walls – U-0.057/R-23 intermediate or R-21 advanced, Framed floors – U-0.026/R-38, and Windows – U-0.28 (average UA)	Intermediate & Advanced requirements noted below High efficiency windows
	3.	*Upgraded Features* Exterior Walls – U-0.055/R-23 intermediate or R-21 advanced. Flat Ceiling (e) – U-0.017/R-60, and Framed Floors – U-0.026/R-38	Intermediate & Advanced requirements noted below 50% max. vaulted area per footnote
	4.	*Super Insulated Windows and Attic **OR** Framed Floors* Windows – U-022 (Triple Pane Low-e, and Flat Ceiling (e) – U-0.017/R-60 or Framed Floors – U-0.026/R-38	Super high efficiency windows See note 'e' if more than 50% of floor area vaulted
	5.	*Air Sealing Home and Ducts* Mandatory air sealing of all wall coverings at top plate and air sealing checklist (f), and Mechanical whole-building ventilation system with rates meeting M1503 or ASHRAE 62.2, and All ducts and air handlers contained within building envelope (d) or All ducts sealed with mastic (b).	Requires caulking at floor to wall and wall to ceiling joints
	6.	*High Efficiency Thermal Envelope UA*(g) Proposed UA is 8% lower than the code UA	Calculator required. Recommended BCD thermal calculator.
Conservation Measure (Select one)	A	*High Efficiency HVAC System* (a) Gas-fired furnace or boiler AFUE 94%, or Air source heat pump HSPF 9.5/15.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy Star rated	
	B	*Ducted HVAC Systems within Conditioned Space* All ducts and air handlers contained within building envelope (d) *Cannot be combined with measure 5*	Cadets and radiant floor heat meet this requirement
	C	*Ductless Heat Pump* Ductless heat pump HSPF 10.0 in primary zone of dwelling	Heat loss calculation required is no backup heat (cadets, gas fire place heater, etc. Mechanical contractor will provide calculations
	D	*High Efficiency Water Heater* Natural gas/propane water heater with UEP 0.85 ***OR*** Electric heat pump water heater Tier 1 Northern Climate Specification Product	

For S1: 1 square foot = 0.093 m2, 1 watt per square foot = 10.8 W/ m2.

a.	Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
b.	All duct joints and seams sealed with listed mastic; tape is only allowed at appliance or equipment connections (for service and replacement). Meet sealing criteria of Performance Tested Comfort Systems program administered by the Bonneville Power Administration (BPA).
c.	Residential water heaters less than 55 gallon storage volume.
d.	A total of 5% of all HVAC system's ductwork shall be permitted to be located outside of the conditioned space. Ducts located outside the conditional space shall have insulation installed as required in this code.
e.	The maximum vaulted ceiling surface area shall not be greater than 50% of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026. U-0.026 = R-38 with advanced framing (raised heel truss)
f.	Continuous air barrier. Additional requirement for sealing of all interior vertical wall covering to top plate framing. Sealing with foam gasket, caulk or other approved sealant listed for sealing wall covering material to structural material. (example: gypsum board to wood stud framing).
g.	Table N1104.1 (1) Standard base case design, Code UA shall be at least 8% less than the Proposed UA. Buildings with fenestration less than 15% of the total vertical wall area may adjust the Code UA to have 15% of the wall area as fenestration.

Intermediate Framing = Studs 16" O.C., R-23 insulation, insulated corners and intersections, rigid insulation R-4 or greater in voids over 1".
(see N1104.5.2 for full requirements)

Advanced Framing = Studs 24" O.C., R-21 insulation, insulated corners and intersections, rigid insulation R-4 or greater in voids over 1".
(see N1104.5.1 for full requirements)

Minimum required values per code (Partial list for ref. only. See Table N1101.1(1) for full list and requirements)
Walls – R-21
Flat Ceilings – R-49
Vaulted Ceilings – R-30, R-38 with raised truss heels if over 50% floor area vaulted.
Floors – R-30
Slabs – R-15 perimeter + R-10 throughout if heated
Windows – U.30
Exterior Doors – U.20, U.40 if glazed

NOTE

Info added to this sheet is for convenience/reference only and does not reflect all energy code requirements. See 2017 ORSC Chapter 11 for complete code requirements.

Harrisburg Fire District Plan Review Verification

Department Use Only

Permit Number _____

Date _____

Access and Water Supply Worksheet

Owner Information

Name _____

Mailing Address _____

Phone Number _____

Permit Information

Tax Lot Number _____

Address _____

Fire Area – The total area that can be affected by fire. All areas covered including living space, covered porches, covered decks, garage, and any area that can be a habitable space such as an unfinished basement.

New Construction

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Addition

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

New Addition Area _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Access

Number of buildings on access _____

Approach is 8 degrees or less Yes ☐ No ☐

Width (16 ft. Min.) _____ ft.

Length _____ Height _____

Grade _____ % (As measured at 25' increments)

Turn outs? Yes ☐ No ☐

Turn around within soft of the building Yes ☐ No ☐

Turn around design

Y ☐ T ☐ MOD T ☐ CULDESAC ☐

Is there a bridge or culvert within the access? Yes ☐ No ☐

Water Supply

Building Construction Type – The type of framing or support members.

Building Construction Types

1) Fire Resistive
2) Non Combustible
3) Ordinary (Masonry)
4) Heavy Timber
5) Wood Framed (Typical Residential Home)

Building Construction Type _____

Other buildings closer than 50 ft.?
(Include adjacent properties) Yes ☐ No ☐

Building height to the peak _____ ft.

Building height to the Eaves _____ ft.

Residentail sprinklers proposed in your building plan?

Yes ☐ No ☐

Fire Department Use Only

Received _____ Site Visit? _____ 1142 Calculated Gallons _____

AM&M? _____ Date approved _____ Fire Official _____

FIRE DEPARTMENT REVIEW & APPROVAL *MUST* BE COMPLETED *PRIOR* TO SUBMITTAL FOR PLAN REVIEW

Harrisburg Access and Water Supply Worksheet

This section is meant to serve as information for the completion of the worksheet.

The purpose of this worksheet is to provide the Building Official with a recommendation for access and water supply for the referenced project. The Fire Agency is acting as a consultant and does not have the authority to require any elements of the building permit. It is within the authority of the Building Official to accept or deny any or all elements of the recommendation.

When filling out this document, please be as complete with the information that is being requested as possible. The information provided on the reverse side will allow the local Fire Authority to review the project for adequate access and water supply needs. Each project is reviewed separately and is no way all-inclusive for any future projects. Future projects or phases not declared at this time will be evaluated at the time of application. Please consult your local authority (listed below) if you have any other questions.

All projects will receive a review and corresponding results for each project. If you opt for alternate methods and means for compliance, the Building Official will need to be consulted on the requirements of what will need to be provided for a proper review. If changes are made to the project after a review has been completed, another review will need to be conducted by the local Fire Authority.

Instructions:

1. Include plot plan
2. Show any adjacent buildings that are within 50' of the proposed project.
3. Show access for project. New driveways may require a permit. Include plan for approach off public road if applicable.
4. Fill out Access and Water Supply Worksheet.
5. Contact your local Fire Authority to complete documentation required for a building permit application.

Contact Information

Harrisburg Fire Department
500 Smith St.
Harrisburg, OR 97446
(541) 995-6412

FOR OFFICE USE ONLY		
Temp Electrical: Yes □ No □	**Low-Voltage: Yes □ No □**	**Irrigation System/Backflow Device: Yes □ No □**

Planning Department Review

Setbacks	**Front:**	**Lot Coverage:**	**Permit Fees**	
Side:	**Back:**	**Building Height:**	**Permit fees are based on the value of work performed. Fee methodology is set by the Building Codes Division.**	
Zoning:	**Address Verified: Yes □ No □**		**Structural Permit:**	**$**
Construction Excise Tax: Yes □ No □	**In Flood Zone: Yes □ No □**		▪ **12% Surcharge**	**$**
Zone of Benefit: Yes □ No □	**Flood Zone:**		**Plumbing Permit:**	**$**
City Resolution #	**Flood Ins. Rate Map #:**		▪ **12% Surcharge**	**$**
Pre-Paid Amt: $ Date:	**Elevation Certificate Required: Yes □ No □**		**Mechanical Permit:**	**$**
Historic Site: Yes □ No □	**# of Street Trees:**		▪ **12% Surcharge**	**$**
Wetland: Yes □ No □	**Off-Street Parking Spaces:**		**Electrical Permit:**	
Legal Lot: Yes □ No □	**Riparian: Yes □ No □**			
			▪ **12% Surcharge**	**$**
Special Conditions:			▪	
			▪	**$**
			Plan check fee	**$**
			▪ **Flood Plain Permit**	**$**
approved by:	**date:**		**Total:**	**$**

Structural Permit Fees - 2018

1. Building Permit Fees shall be as follows

Total Valuation	Fee
$1.00 - $2,000	$49.50
$2,001 - $25,000	$49.50 for the first $2,000 in value plus $ 8.58 for each additional $1,000 or fraction thereof, up to and including $25,000.
$25,001 - $50,000	$246.84 for the first $25,000 in value plus $6.44 for each additional $1,000 or fraction thereof, up to and including $50,000.
$50,001 - $100,000	$407.84 for the first $50,000 in value plus $4.29 for each additional $1,000 or fraction thereof, up to and including $100,000.
$100,001- $500,000	$622.34 for the first $100,000 in value plus $3.58 for each additional $1,000 or fraction thereof, up to and including $500,000.
$500,001 and up	$2,054.34 for the first $500,000 in value plus $3.30 for each additional $1,000 or fraction thereof.
2. State Surcharge	12% of the building permit fee
3. Building Plan Review Fee	65% of the building permit fee
4. Fire and Life Safety Plan Review Fee	When required, Fire and Life Safety plan review shall be 40% of the building permit fee
5. Solar Installation Permit Fee	a) Prescriptive system installation permit fee - $150 b) Non-prescriptive systems shall have permit fees and plan review calculated in accordance with the above fee schedule

6. Phased Projects	$200.00 plus 10% of the total project building permit fee not to exceed $1,500 for each phase.
7. Deferred Submittals	65% of the building permit fee calculated according to OAR 918-050-0110 (2) and (3) using the value of the particular deferred portion or portions of the project, with minimum fee of $200.00. This is in addition to the project plan review fee based on the total project valuation.
8. Residential Fire Suppression Permits (Stand Alone System) ***See plumbing permit for multipurpose or continuous loop system***	0 to 2,000 square feet - $206.25 2,001 to 3,600 square feet - $255.75 3,601 to 7,200 square feet - $321.75 7,201 square feet and greater - $419.65
9. Other Inspections and Fees	▪ Re-inspection fee - $77/inspection ▪ Each additional inspection over the allowable - $77/inspection ▪ Inspections for which no fee is specifically indicated - $77/inspection ▪ Investigation fee - $77/hour ▪ Additional plan review - $80/hour ▪ Inspections outside normal business hours - $115/hour (minimum charge of 2 hours)