



Benton County Community Development

4500 SW Research Way, Corvallis, Oregon 97333 | 541-766-6819 | co.benton.or.us/cd

Residential Submittal Checklist

Applicant Name:	Date:
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This checklist is intended as a guide only. Completing this will facilitate a streamlined permitting process. Should you have any questions or need assistance, please contact us at 541-766-6819. The information listed below is the **minimum** information required for a complete submittal package. **Incomplete submittals will not be accepted for review.** If additional information is required, you will need to schedule another appointment. *For electronic access to the associated links, please go to <https://www.co.benton.or.us/building/page/single-family-dwelling-permit-application>.

Documents Required for All Submittals	Check Box	N/A	Staff use
1 Sewage Disposal Application . Provide a copy of the approved septic permit from Environmental Health or your completed application.			
2 Stormwater Management Application . Provide a copy of your completed application from Benton County Public Works.			
3 This Submittal Checklist . Completed with all attachments.			
4 Application . Complete all information on both sides of the form. If you are an owner performing ANY work yourself, please include #11 below.			
5 Energy Efficiency Additional Measures Form . Check the boxes next to the measures you have selected. <i>Note that the building plans must also indicate the additional measures you chose.</i>			
6 Access and Water Supply Worksheet . Return completed form signed by your local Fire Authority.			
7 Address Request/Confirmation Form . Provide completed form.			
8 Water Acknowledgement Form . Provide completed form and documentations.			
Plans Required for All Submittals	Check Box	N/A	Staff use
9 Site/Plot Plans (3 copies) . Site plans must be drawn to scale on minimum 11"x17" paper, with sufficient white space provided for reviewers' notes and stamps.			
10 Building Plans (3 sets) . Plans must be legible, drawn to scale on minimum 11"x17" paper, and show conformance with the applicable current local and state building codes.			
Additional Documents that May Be Required for Your Submittal	Check Box	N/A	Staff use
11 Property Owner Statement Regarding Construction Responsibilities Form . Required when a property owner is performing any portion of work. (ORS 701.325(3))			
12 Residential Water or Sewer Service District Approval . If located in a service district.			
13 Road Approach Permit . Required if a new road approach is needed or upon review by Benton County Public Works it was determined that improvements are needed to existing approach.			
14 Fire Sprinklers (2 copies) . Plans must be legible, drawn to scale on minimum 11"x 17" paper, and show conformance with the applicable current NFPA document(s).			
15 Geotechnical report (2 copies) . Provide a geotechnical report prepared and stamped by a current registered design professional licensed in Oregon.			
16 Manufactured roof truss design details (2 sets) . Provide roof truss drawings and layout stamped by an engineer licensed in Oregon.			
17 Manufactured floor truss design details (2 sets) . Provide floor truss drawings and layout stamped by an engineer licensed in Oregon.			

Additional Documents that May Be Required for Your Submittal Continued	Check Box	N/A	Staff use
18 Engineer's calculations (2 sets). Engineering calculations shall be prepared and stamped by a current Oregon licensed architect or engineer. Design details and connections must be incorporated into the plans.			
19 <u>Floodplain Development Permit.</u> For construction located in a floodplain area (or within 50 feet of a floodplain area).			

Steps in Submittal and Permit Process:
<input type="checkbox"/> Step 1: Call Community Development at 541-766-6819 to schedule an appointment to submit all documents. My appointment date and time is: _____
<input type="checkbox"/> Step 2: Attend in-person appointment at the (Kalapuya Building, 4500 SW Research Way) to submit documents to Community Development. Submit payment for departmental reviews.
<input type="checkbox"/> Step 3: Once reviews are complete and permit(s) are ready to issue, you will receive a notification requesting payment for any remaining balance.
<input type="checkbox"/> Step 4: Once the permit(s) are paid in full, you will need to pick up your permit package at Community Development (Kalapuya Building, 4500 SW Research Way). Your permit(s) have now been issued.
<input type="checkbox"/> Step 5: Once the permit(s) are issued and work is ready, the applicant/owner/contractor may call in for inspections.
<input type="checkbox"/> Step 6: Prior to requesting final inspections, you will be asked to submit the following three documents via email to permitcheck@bentoncountyor.gov : <ul style="list-style-type: none"> ○ Moisture Content Acknowledgment Form ○ Residential Certificate of Lighting Fixtures ○ List of Contractors on project
<input type="checkbox"/> Step 7: A final inspection is required to legalize the structure, and obtain a Certificate of Occupancy, if applicable.

By signing below, I hereby confirm that I have completed this checklist and submitted all necessary materials to the best of my ability.

Signature: _____	Date: _____
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