



City of Ashland Building Safety Division

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Building@ashlandoregon.gov

Commercial Building Permit Submittal Form

Location:		Date:	
Description of Project:			
Total Project Valuation: *See Determination of Valuation Policy for additional information		\$	
Mechanical Valuation:		\$	
Type:	Multi-Family Residential	Mixed Use Bld.	Commercial Bld.
	Tenant Improvement	Common Area	Structural/Roof
	Other (please describe):		Commercial Addition Change of Use/Occupancy
Planning Action Number (if applicable):			
APPLICANT INFORMATION:			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Email:		
PROPERTY OWNER INFORMATION:			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Email:		
CONTRACTOR INFORMATION:			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Email:		
ARCHITECT/ENGINEER/DESIGN PROFESSIONAL INFORMATION:			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Email:		

SUBMITTAL CHECKLIST:

YES	NO	N/A	GENERAL INFORMATION:
			PDF of Digital Plans - Submit to Building@ashland.or.us <i>Plans must be drawn to scale, minimum 11x17 inches in size, and legible.</i> <i>If files are too large to email, please call #541-488-5305 to request access to our digital DropBox.</i>
			Design Professional, Architect and /or Engineer(s) name, phone, and email
			Name, Address, Phone and Email of all owners and contractors (include license #s)
			Signed statement of consent from Property Owner
			List Design Criteria and supporting calculations for all Structural components of project as required by Ch. 16 OSSC and ASCE-7
			Provide a Code Analysis and include the following information: Construction type Existing and proposed Occupancy types Occupant loads and supporting calculations Means of Egress sizing and supporting calculations including the path of the exit discharge to the public right of way Number of required exits based on occupant loads and travel distances Allowable areas and supporting documentation Plumbing fixture requirements per Chapter 29 OSSC Accessibility requirements per Chapter 11 OSSC and ORS 447.241 Accessibility to Existing Buildings Alterations Compliance Report
			Gross Square Footage
			Does the project require a design professional (Architect or Engineer, licensed through the State of Oregon?) YES NO *See When is an Architect/Engineer Required Handout for additional information
			Complete Special Inspection Agreement Form
			Complete Existing Building Form
			Any conditions imposed as part of an approved planning action shall be shown
			PLOT PLAN:
			Show all Proposed and Existing Buildings
			Total Square Footage of Impervious Surface
			Direction Indicator (north arrow)
			Easement Locations (private/public) and maintenance agreements for common areas
			Show distances between Property Lines and Buildings *See Property Pin Policy for additional information
			Location of storm drains, sanitary sewer, water service connection, and electric service panel
			Show point of termination for footing, roof, and storm drains (Street or approved disposal site)
			Show Contour Lines (topography)
			Basement and Retaining Walls (cross sections and details or attached Engineering)
			Provide calculations for all structural loads (include member reports)
			FOUNDATION PLAN:
			Elevation of footing and foundation details (including hold downs and their locations)
			FLOOR PLAN:
			Show each floor and use of all rooms and areas
			If Remodel or Addition, provide existing and proposed Floor Plans
			Provide bracing design, prescriptive and/or engineered

YES	NO	N/A	CROSS SECTION & DETAILS:
			Show all materials that make up the assemblies for roof, wall, ceilings, floors, and projections, including flashing and finishes
			ELEVATIONS:
			Show all sides of building and identify as North, South, East and West
			Provide Solar Calculations
			ROOF PLAN:
			Engineered Trusses
			Deferred Trusses (include on Deferred Submittal Form)
			Stick Frame
			FIRE PLAN:
			Fire Protection System Shop Drawings for Fire Alarms and Sprinklers per OSSC 107.2.2
			Deferred Fire Protection System Shop Drawings for Fire Alarms and Sprinklers (include on Deferred Submittal Form)
			ELECTRICAL PLAN:
			One-line drawings, panel schedules, and load calculations
			MECHANICAL PLAN:
			Mechanical Valuation (labor, materials, overhead & profit whether paid for or not)
			Provide schedule of all heating, ventilation, and A/C equipment and location of each
			Gas line schematic diagram with BTU requirements for each fixture (appliance)
			PLUMBING PLAN:
			Show rider diagram with all pipe sizes for DWV system and water supply system
			Show backflow devices
			Description of each plumbing fixture being replaced, relocated, or added
			DRAINAGE SYSTEM:
			Show spot elevations to determine direction of runoff to storm sewer
			LANDSCAPE SYSTEM:
			Include sprinkler and low voltage electrical
			ENERGY COMcheck FORMS:
			Provide complete and signed COMcheck forms under the current State of Oregon adopted Energy Standards for each of the building elements listed below: Building Envelope Mechanical Lighting
			EXCAVATION PERMIT REQUIREMENTS:
			Location of retaining walls and corresponding engineering
			Topography of site
			Easement/Right-of-Way - Label roads and utility locations
			PW Permit with City Engineer Signature
			Electric utility distribution plan with stamp
			Preliminary Plat
			Engineering grading plan (show elevations for cuts and fills with total cubic yardage)
			Soils report

Applicant's Signature

Date



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Property Owner Consent Form

PROPERTY OWNER INFORMATION

Name of Property Owner

Property Owner's Business Name (if applicable)

Email Address

Mailing Address

City

Zip

PREMISES LOCATION INFORMATION

Physical Address

City

Zip

Tenant Applicant (Business Name)

INFORMED CONSENT

I own the property identified above as an individual.

The property identified above is owned by a legal entity and I am entitled to act on that legal entity's behalf.

I/We, as the owner(s) of the subject property identified above, consent to the filing of this application and use of the property for the purposes described herein.

Signature: _____

Date: _____

Signature: _____

Date: _____



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Sub-Contractor Information

Please be advised that the City of Ashland Building Division cannot perform inspections until all sub-contractor information has been submitted and licensing requirements have been verified.

ELECTRICAL SUB-CONTRACTOR:		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Ashland Business License #:		CCB#:
MECHANICAL SUB-CONTRACTOR:		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Ashland Business License #:		CCB#:
PLUMBING SUB-CONTRACTOR:		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Ashland Business License #		CCB#

Commercial Construction – Who can do the WORK?

APPLICANT	STRUCTURAL	MECHANICAL	PLUMBING	ELECTRICAL
Applicant is the owner and the structure will not be for rent, sale, lease, or exchange	YES	YES	YES	NO
Applicant is the owner and the structure is/will be for sale	NO	NO	NO	NO
Applicant is the owner and the structure is/will be for rent or lease	YES	YES	NO, except for repairs to existing plumbing, which do not include changes to the plumbing inside a wall, floor, crawl space, or ceiling and do not change the configuration of a plumbing system	NO
Applicant is the renter	YES, but the work must not be done for compensation and structure is not intended to be for sale	YES, but the work must not be done for compensation and structure is not intended to be for sale	NO, except for repairs to existing plumbing, which do not include changes to the plumbing inside a wall, floor, crawl space, or ceiling and do not change the configuration of a plumbing system	NO
Applicant is the owner's regular employee	YES, as long as it is not intended to be for sale before, upon, or after completion	YES, as long as it is not intended to be for sale before, upon, or after completion	NO, except for repairs to existing plumbing, which do not include changes to the plumbing inside a wall, floor, crawl space, or ceiling and do not change the configuration of a plumbing system	NO
Applicant has a general contractor license only and is not the owner or renter	YES	YES	NO	NO
Reference	ORS 701.010	ORS 701.010	ORS 447.040, 693.020 OAR 918-695-0020	ORS 479.540 to 560

Plumbing Notes:

Repair: Repair means the act of replacing or putting together plumbing parts that restore the existing plumbing system to a safe and sanitary operating condition. (ORS 693.020(e)(A))

Regular Employee: Regular employee means a person who is subject to the provisions of ORS 316.162 to 316.221 (withholding taxes from paycheck) and who has completed a withholding exemption certificate required by the provision or ORS 316.162 to 316.221 (ORS 693.020(e)(B))

Electrical Notes:

Immediate Family: Immediate Family of an owner is the owner's parent, step-parent, or parent's domestic partner, sibling and sibling's spouse or domestic partner, child and child's spouse or domestic partner, spouse or domestic partner, spouse's or domestic partner's child and the child's spouse or domestic partner, grandchild, and grandparent. OAR 918-261-0040(3)



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Sewage Backflow Acknowledgement

It shall be the applicant's responsibility to verify if the drainage of any plumbing fixtures are located below the next upstream manhole or below the main sewer level. Where fixture openings are below the next upstream manhole or below the main sewer level, backflow preventers shall be installed in accordance with 710.1 of the current Oregon Plumbing Specialty Code (OPSC). Failure to install such device could result in crawl spaces and homes filling with sewage when main sewer systems are backed up. By signing this form you acknowledge this requirement and the risk that comes with failing to install such device when required.

Site Address: _____

Applicant's Signature _____

Date _____