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Residential Building Plan Submittal and Inspection Process

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PLAN SUBMITTAL PROCESS: WHAT YOU'LL NEED TO GET STARTED

2 Complete sets of legible plans drawn to scale to include the following:

- Foundation Plan
- Floor Plans – Identify use of each room
- Cross Sections and Detail
- Elevation Views
- Wall Bracing
- Floor / Roof Framing
- Site Plan

2 Sets of Erosion Control Plans

2 Sets of Additional Submittals to include:

- Beam Calculations
- Manufactured Truss Design Details
- Engineer's Calculations – one wet stamp
- Lot Coverage Calculations

Permit Applications to include:

- Building Permit Application
- Mechanical Permit Application
- Plumbing Permit Application
- Erosion Control Permit Application
- Water Connection Application
- Sewer Connection Application
- Driveway Permit Application

Please visit our website at www.astoria.or.us for more information or to download your required forms. For additional help please call the Building Department **503-325-1004**, or Public Works **503-338-5173**, 8am-5pm, Monday thru Friday.

ABOUT US

The Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation. The Department provides staff support to the Planning Commission (APC), the Historic Landmarks Commission (HLC), the Design Review Committee (DRC), and the Traffic Safety Advisory Committee (TSC).

The Department administers both the City Comprehensive Plan and the Development Code. The Department also administers the City's Building Inspection Program.

**24 HOUR INSPECTION REQUEST
LINE: 503-325-1004**

INSPECTION PROCESS

*The following is a list of inspections that need to be completed in order to achieve final approval for occupancy. Not all inspections may apply. Contact the Building Department at **503-325-1004** with questions on your project.*

EROSION: Inspection for compliance with erosion control measures as set forth on the plot plan submitted with permit application.

- Install erosion control immediately after dig out and then call for inspection.
- Before the final building inspection, call for a final erosion inspection first.

SETBACKS: Have the corners staked and the property lines strung so the inspector can verify setbacks prior to requesting a footing inspection.

ELECTRICAL UFFER GROUND: A 20-foot section of No. 4 re-bar must be installed in the footing. This bar shall extend at least 12 inches above the foundation. This bar will be used as the primary ground for the electrical system and must be installed before footing inspection is requested.

FOOTING: After the setback inspection has been approved, install footing forms and reinforcement as needed, then call for a footing inspection.

FOUNDATION: Request this inspection after forms are in place. All reinforcement, electrical ground rod, hold down systems, and engineering shall be in place before inspection.

POST & BEAM MECHANICAL: Crawl space area, duct work, and plenums are installed, inspected, and approved before post and beam framing inspection is requested.

POST & BEAM PLUMBING: Crawl space area plumbing systems are installed, inspected, and approved before post and beam framing inspection is requested.

POST & BEAM FRAMING: Crawl space areas require inspection before decking is installed. The crawl space plumbing and mechanical system must be in place, inspected, and approved before post and beam inspection. When the crawl space area is more than 4 feet in height, the permittee may request to forgo all post and beam inspections and continue with construction.

ROUGH COVER ELECTRICAL: Call Clatsop County Building Codes **503-338-3698** for electrical inspection when the in-wall wiring is completed.

LIMITED ENERGY: Call Clatsop County Building Codes **503-338-3698** for limited energy inspection when the in-wall low voltage wiring is complete. This inspection should be performed along with the rough electrical inspection.

GROUND WORK PLUMBING: Plumbing systems which are installed under concrete areas must be tested, inspected, and approved before concrete is placed.

24 HOUR INSPECTION REQUEST LINE: 503-325-1004

ROUGH IN PLUMBING: When all plumbing which is to be concealed is installed, it must be tested, inspected, and approved.

GAS TEST: Gas pipe and test is most often inspected with the mechanical rough in. It can be performed later if the pipe is visible. After installing the pipe and applying an air test with a gauge, call for an inspection.

ROUGH IN MECHANICAL: When all mechanical systems which are to be concealed are installed, an inspection and approval must be requested.

INTERIOR & EXTERIOR SHEAR WALLS: Some dwellings are designed with brace panels and interior shear walls. Some are designed with exterior shear walls and panels, and some are designed with both. In either case, they need to be inspected before they are covered.

FIREPLACE: This inspection should be requested while the mason is working on the fireplace, because many of the installation requirements are not visible after installation.

MASONRY VENEER: Inspection of veneer should also be done while the mason is installing. The reinforcement and fastenings are not visible after installation is complete.

CONCRETE WORK:

- **Basement:** After forms, insulation, and vapor barriers are in place, call for inspection.
- **Garage:** After forms and protection post for furnace and water heater are in place, clear an area around plenum; complete compaction and call for inspection.
- **Driveway:** Call for inspection after forms are set.
- **Sidewalk & Approach:** Call for inspection after forms are set. The setup must meet the City of Astoria right-of-way standards. Questions, call **503-338-5173**.

FRAMING: This is considered one of the most important inspections during the process. Every structural detail will be examined for compliance with codes and approved plans. This inspection can be performed only upon completion of the following inspections: rough cover electrical, rough in plumbing, rough in mechanical, interior shear wall and hold downs.

INSULATION: When framing is completed and approved, the wall insulation can be installed and inspected. The attic and under-floor insulation will be inspected during final inspection.

SHOWER PAN: This will usually be installed by the tile contractor and only applies when a tile mudset shower basin is installed. The inspection should be requested when the sub pan has been installed and is under test.

RAIN DRAIN PERIMETER: This will include all rain drain systems around the building perimeter. Call for inspection when installation is complete.

RAIN DRAIN: Include all rain drain systems installed to the point of termination.

UNDER-FLOOR DRAIN: This is the drain for crawl space and under-floor slab area. Request inspection after installation is completed.

FOOTING DRAIN: Occupied and usable areas require waterproofing of exterior walls and drains around footings. When these are installed, call for inspection.

PLUMBING SEWER: The building sewer for the structure to the point of termination will be inspected after pipe is laid and test applied to system.

CITY SEWER: The connection of the building sewer line to the public sewer system is inspected with the plumbing sewer. Call Public Works **503-338-5173**, or the Building Department **503-325-1004** for inspection of the connection to the City sewer.

WATER SERVICE: The potable water service must be inspected before cover is applied.

FINAL INSPECTIONS

It is best to call for final inspections for Electrical and Public Works before the other three finals (if applicable). They can be done separately as needs dictate. As with all permits, please call for inspections only after the work has been completed.

PUBLIC WORKS: Grading/Erosion Control, driveway, water and sewer permit conditions need to be completed and signed off by the Public Works Department, **503-338-5173**.

MECHANICAL: To be performed when all piping, vents and systems are complete and operational.

ELECTRICAL: To be performed when lights, outlets and fixtures are installed and operate properly.

PLUMBING: To be performed when fixtures are installed, finished and operate properly.

BUILDING: To be performed when components inside and out are complete and all above applicable inspections are approved. Or, when the entire project is done. Call our 24 hour inspection line at



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Additional resources at www.thinkpermit.com

HOW TO CONTACT US

Building Codes Permit Technician **503-325-1004**
buildingdivision@astoria.or.us

Building Official **503-325-1004**
buildingofficial@astoria.or.us

Administrative Assistant **503-338-5183**
comdevadmin@astoria.or.us

City Planner **503-338-5183**
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Community Development Director ... **503-338-5183**
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CITY OF ASTORIA
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