

City of Coos Bay

The Process to Obtain a Building Permit



Public Works & Development Department

500 Central Avenue

Coos Bay, Oregon 97420

(541) 269-8918

Fax (541) 269-8916

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Process to Obtain Permits

The City of Coos Bay administers the building, mechanical inspection program within the city limits. The State and City codes are designed to ensure the safety and structural integrity of buildings and other structures.

1. Owner prepares required plans and drawings. Please note that there is a potential that a portion or all of the plans may need to be engineered.
2. Owner submits plans and application(s) to the Public Works and Development Department with a plan check fee.
3. Permit information is entered into the City's computer, information submitted is verified for completeness, and files are made.
4. The plans are routed to Engineering, Planning, Building Codes, Fire Dept and Fire Marshall for review.
5. After the plans are reviewed, the building permit fees are set, the paperwork is completed, and the owner is notified that the approved plans are ready to be picked up.
6. The plan review is normally completed within 21 days from the date submitted.
7. Construction may commence with the owner/contractor requesting inspections. (The following is a general, not inclusive, list of required inspections: Reinforcing steel or structural framework, foundation, concrete slab or under-floor, framing, insulation and vapor barrier, lath and/or gypsum board, final).
8. Inspections are passed when the project is completed; the owner/contractor calls for the building permit final approval or corrections noted to the owner/contractor.
9. Once finalized, the residential office copy plans are kept for two years and commercial for ten years.

General Requirements

1. Plans must be picked up within six months of the date of the plan review or an additional plan check will be charged.
2. Any dimensions shown in this packet are for reference only and may or may not apply to your particular situation.
3. The minimum plans shown in this packet are for a relatively simple structure using standard construction methods.
4. Construction involving more complex construction methods may require a more complete set of plans including roof framing plans, floor framing plans, beam connection and /or post connection details, etc. Underground houses or houses built in a high hazard flood plain area are to be stamped by an Oregon Licensed Engineer.
5. Written verification from the Coos Bay - North Bend Water Board listing all accessible fire hydrants, and their respective flows, within 500 feet of the subject property will be required to be submitted with all new construction plans.

CITY OF COOS BAY

HOW TO PREPARE YOUR PLOT PLAN & SUBMIT BUILDING PLANS.

The #1 reason for delays in approving a permit application is an incomplete Plot Plan. Please refer to checklist inside.

A plot plan is needed to review your development proposal for zoning, addressing, and sanitation and building requirements.

***A PLOT PLAN MUST BE ON A SHEET NO LARGER THAN 11"x 17".
LARGER PLOT PLANS WILL BE REJECTED***

Five Tips Before You Start

1

Talk to the Public Works & Development Department (541) 269-8918

Prior to submitting a development application, contact the Public Works & Development Department to discuss your project.

2

Check Your Records

To help you create your plot plan get a copy of the Assessor's tax map that shows your property configuration. Other sources of information are aerial photos, deed and title records, an appraiser's report, or surveys.

3

Draw to a Scale Divisible by 10

A uniform drawing scale is important to accurately display how various elements of your development proposal fit together. A good ruler or engineer's scale works great.

- An example of a drawing scale is 1"=50'- in other words, every 50' on your property will equal 1" on your plot plan. This will allow you to measure distances on your property and draw them proportionally on your plot plan. **You MUST use a scale divisible by 10 – i.e. 1" = 10', 20', and 60'.**

4

Keep a Copy

Once your plot plan drawing(s) are complete, make a copy for your personal records. You can possibly use the same plot plan each time you apply for new development projects.

PLEASE CALL (541) 269-8918 IF YOU HAVE ANY QUESTIONS Monday-Friday 9am - 5pm

BUILDING AND PLOT PLAN CHECKLIST

FAILURE TO INCLUDE ALL APPLICABLE INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR BUILDING PERMIT.

Please verify that the plot plan contains each of the elements listed below.

GENERAL INFORMATION

1. ☐ Owner's name, address and phone number.
2. ☐ Assessor's map and tax lot number, address of building site, block, lot, and subdivision name.
3. ☐ North arrow.
4. ☐ **SCALE – MUST BE DIVISIBLE BY 10**
5. ☐ Accurate shape and dimensions of parcel or development plot including square footage of lot or parcel.
6. ☐ Lengths of **all** property lines.
7. ☐ Public and private roads or access easement locations – including road names.
8. ☐ Driveway location and parking areas.
9. ☐ Copy of the access easement, if the new driveway crosses a separate property.

PROPOSED STRUCTURE (s)

10. ☐ Distance of the proposed and existing structure(s) on all sides from the centerline of the road (right-of-way).

EXISTING STRUCTURE (S)

11. ☐ Clearly label **all** structures on the property and indicate if structures are proposed, existing, or to be removed
Structures include: Single family Dwelling, shop, garage, carport all commercial and non-commercial buildings.
***Note the relative height above grade of proposed structure and the number of stories.**
12. ☐ Location and dimensions of all structures and distances of each to property lines.

SUBMIT BUILDING PLANS

13. ☐ *Residential* - **two** copies of the building plans - **four** copies of the plot plan.
14. ☐ *Commercial* - **four** copies of the building plans - **six** copies of the plot plan.
15. ☐ **FOUNDATION PLAN**

Show size, shape, and dimension of foundation and/or basement walls. Show size and location of all footings or pier pads, posts, girders, joints and connectors. Show access location and footing drain location. Show any areas to be filled and indicate depth of fill. Show grade within 10 ft of the building.

16. ☐ **FLOOR PLAN**

Show floor plan of each floor or level, including basements, lofts or mezzanines. Show use of all rooms or areas and the size, type of all doors, windows, stairs, and wall openings and floor covering. Indicate location and type of chimneys, heating systems, plumbing fixtures, fireplaces, skylights and appliances. Indicate size of total building and areas or rooms in building. Show attic access location and size.

17. ☐ **CROSS SECTION**

Show size and spacing of all framing members. Show roof design to include engineer trusses or rafters. Indicate type and thickness of all floor, wall, roof sheathing and roof covering. Show ceiling height, roof pitch and indicate finish materials to be used. Show bearing partitions and foundation footing and/or pier pads. Indicate finish grade and call out areas to be excavated. Specify amount of reinforcing steel in foundations or retaining walls. Indicate finish grade in relation to any retaining walls. Indicate excavation slopes and fill slopes and specify height or depth of each. Show all insulation values.

18. ☐ **ELEVATIONS:** Show elevation of all views. Show chimneys, windows, doors, pertinent vertical dimensions, exposed structural beam and/or posts. Indicate grade of building site in immediate area of building.

19. ☐ **PARKING PLAN:** If required, a parking plan is to be submitted containing the following, lot and stall dimension, stall lines for parking, handicap, loading spaces. Location of wheel stops and proposed and existing curb cuts, location and description of traffic directions signs (including pavement signs). Size and location of storm drain system components existing and proposed. Description of lighting if any.

20. ☐ **HYDRANTS:** Location and distance of fire hydrant(s) located within 500 ft of the property as measured along vehicular access.

21. ☐ **LANDSCAPING:** Kind, amount and location of landscaping along perimeters of rights of way or property lines.

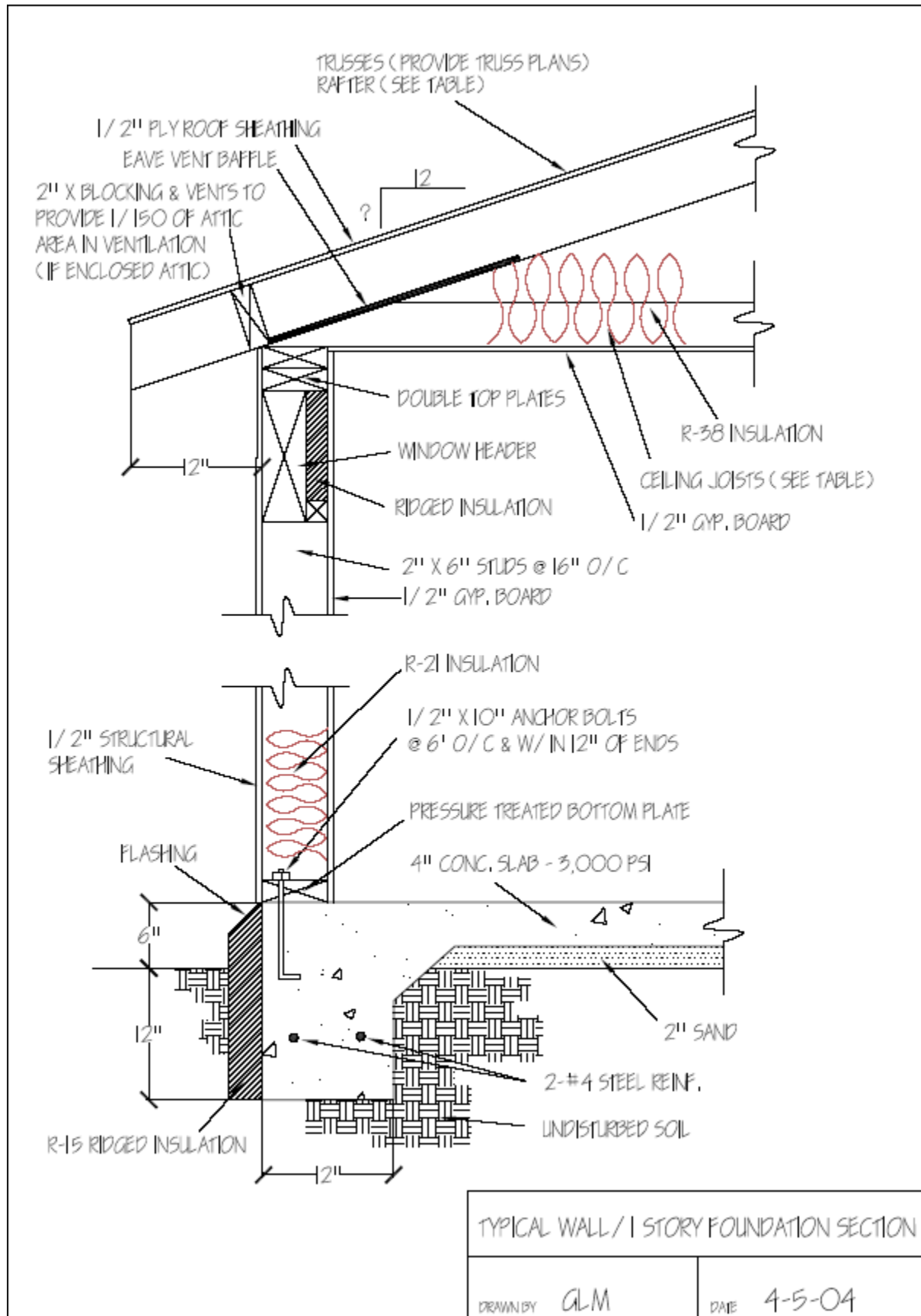
22. ☐ **UTILITIES**

Location of existing and proposed water, electric and sewer lines.

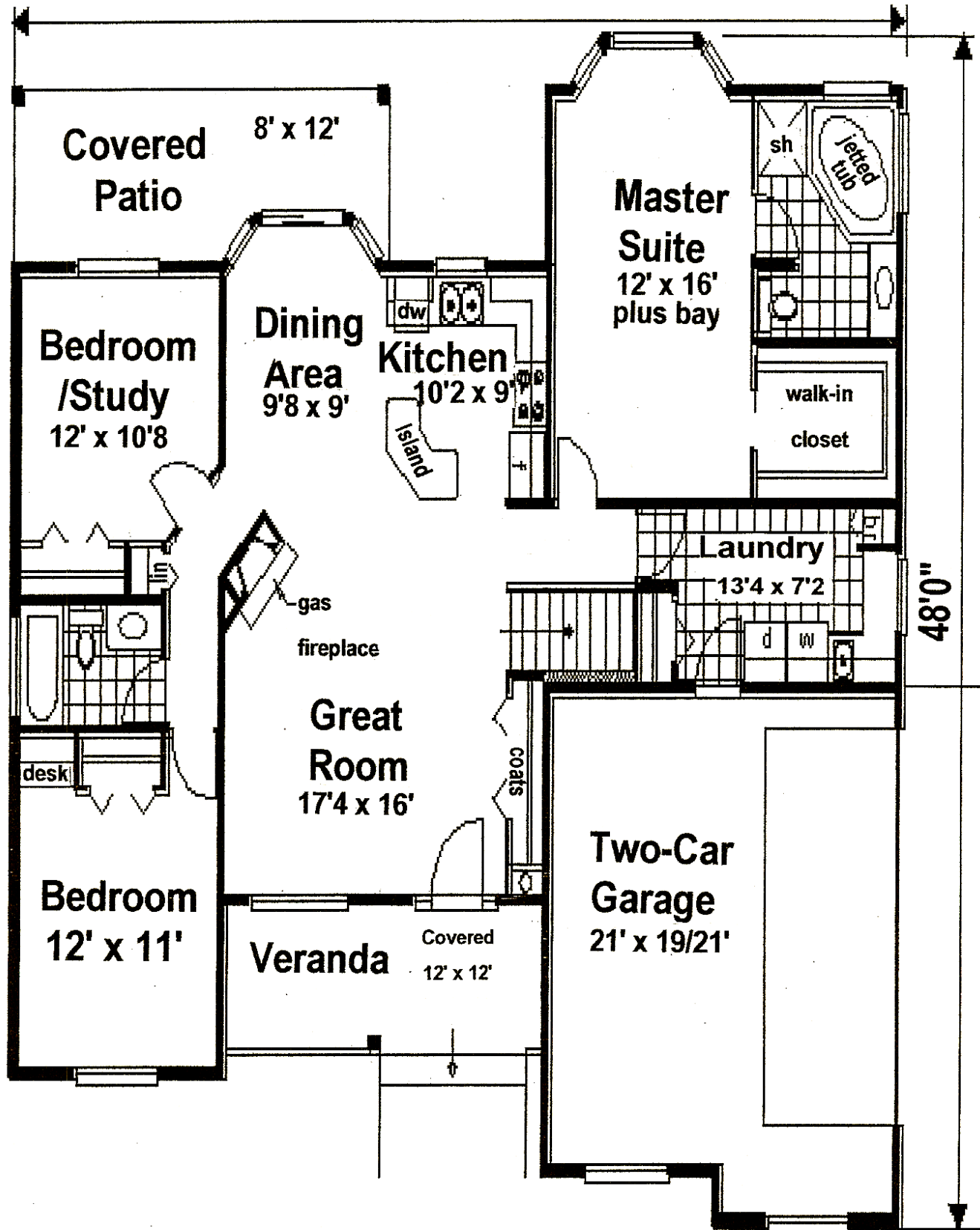
23. ☐ **FENCING**

Show type(s) and location(s) of all existing and proposed fencing.

EXAMPLE OF AN ACCEPTABLE CROSS SECTION



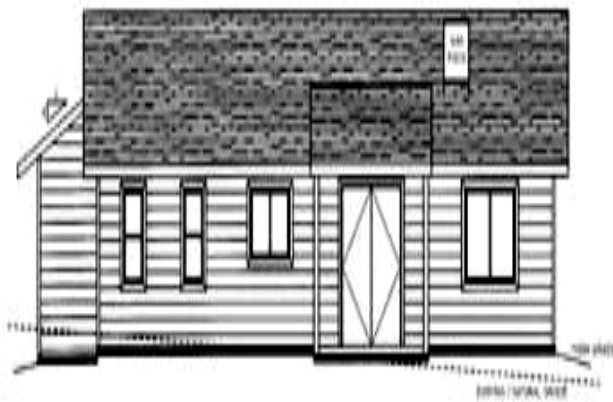
Floor Plan Example
54'6"



Elevation Sample



FRONT ELEV.



REAR ELEV.

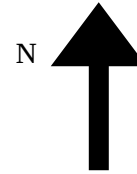


RIGHT ELEV.

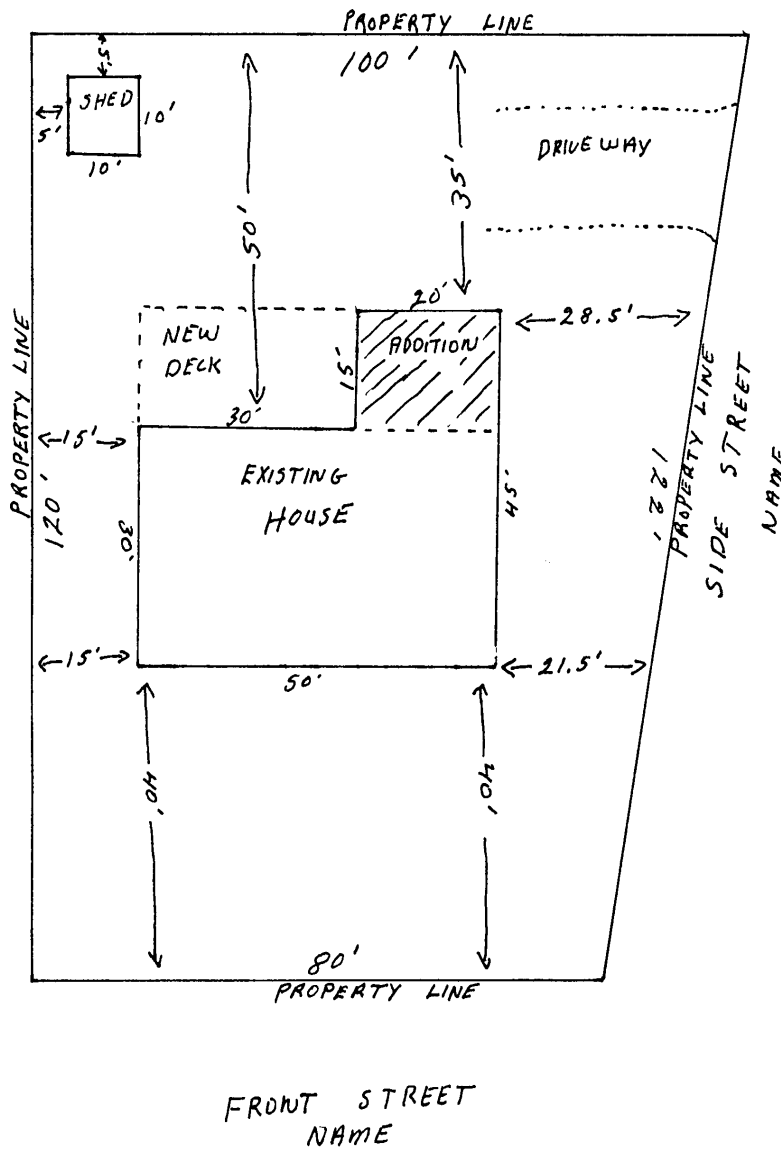


LEFT ELEV.

Jane Doe
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Coos Bay, OR 97420
541- 269-8918
25-13-17AA-100



EXAMPLE OF AN ACCEPTABLE PLOT PLAN



SCALE = 1" = 20'