

Building Permit Application

P: 503-682-4960 permits@ci.wilsonville.or.us



29799 SW Town Center Loop East
Wilsonville, OR 97070

Type of work	
<input type="checkbox"/> New construction	Addition/alteration/replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
Category of construction	
<input type="checkbox"/> Multifamily	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	
Other:	
Job site information and location	
Job address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Description of Work	
List all known deferred submittals associated to this project	
Owner	
Name:	Phone:
Address:	
City/State/ZIP:	
E-mail:	
Contractor	
Business name:	
Address:	
City/State/ZIP:	Phone:
E-mail:	
CCB lic. no.	Exp. Date:
City Business/Metro License No.	Exp. Date:
Applicant	
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone:	
E-mail:	
Owner / Applicant Signature	
Authorized signature:	
Print name:	Date:
This permit application will expire if a permit is not obtained within 180 days after it has been accepted as complete.	

PERMIT SUBMITTAL STANDARDS

<https://www.ci.wilsonville.or.us/building/page/electronic-plan-review>

Required Data: Commercial Use

Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation:	
Existing building area:	square feet
New building area:	square feet
Total number of stories:	
Type of Construction	
Occupancy groups	
Existing	
New	
New impervious area	square feet

Fire Sprinkler System? Yes No

New Water Meters:

Domestic:	
Irrigation:	

Do you want any other permit types reviewed at this time? If yes, submit an application for the appropriate types:

[Mechanical](#) [Grading](#) [Plumbing: Site or Interior](#)
[Fire: Alarm, Sprinkler, Fire Service Line](#)

Submit applications to the appropriate Divisions.
[Erosion Control, Public Works, and Land Use](#)

Notice

All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed.

Statement of Fact: I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit and/or certificate of occupancy, regardless of how or when discovered.

I acknowledge that work related to this Building Permit Application may be subject to regulations governing the handling, removal and/or disposal of asbestos and/or lead-based paint. _____ (initials)

Building Permit Fees*

* Applicant will receive an invoice for intake fees, fees must be paid within 14 days to be considered complete. Fees not paid in 14 days will be withdrawn and will need to be resubmitted.



ADA - Accessibility to Existing Buildings Tenant Improvement Alterations Compliance Report

ORS, Section 447.241 (OSSC, Section 3403.6) states that every project for renovation, alteration, or modification to affected buildings and related facilities that affects or could affect the usability of or access to an area containing a **primary function** shall be made to ensure that, to a maximum extent feasible, the paths of travel to an altered area and the rest rooms, telephones and drinking fountains serving the altered area are readily accessible and useable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope. Disproportionate shall mean all monies expended that exceeds 25% of the value of the work under consideration.

Permit Value \$ _____ 25% = : _____

Applicant: _____ Permit No.: _____

In choosing which accessible elements to provide under ORS 447.241, **priority shall be given to those elements that will provide the greatest access. Elements shall be provided in the following order:**

1. Parking (requires a site plan at application)
2. An accessible entrance
3. An accessible rout to the altered area
4. At least one accessible restroom for each sex or a single unisex restroom
5. Accessible telephones
6. When possible, additional accessible elements such as storage and alarms

NOTE: The inspector will be field verifying compliance with this section of the code and may identify items that could be different from what was provided by you on this form. You are required under provisions of this code, to spend up to 25% of the value of this work to remove barriers within this structure regardless of the scope of your work, starting with the parking space. Acceptance of this form and the information contained is not an approval only a method of collection information.

Check One

- The altered area is fully compliant. The altered area has been assessed by the applicant to Chapter 11 of the OSSC and found to be compliant (including compliance with items 1-6 noted above).
- The altered area is not compliant and the following barriers will be removed:
- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

*Statewide Code Interpretation: <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.oregon.gov/bcd/codes-stand/Documents/interp-14-01-25percentdisproportionate.pdf>



Standards for Plans and Drawings

Welcome to Wilsonville! We are excited about your project and look forward to working together. This guideline is intended to provide direction for preparing and submitting electronic plans. Please review these carefully as straying from these guidelines will cause project delays.

General Submittal Requirements

To submit your drawings electronically, you will need to set up an account in the Wilsonville online permitting portal:

<https://www.ci.wilsonville.or.us/onlineportal>

If you need help setting up an account, you can contact the Building Division at (503) 682-4960 or permits@ci.wilsonville.or.us.

PDF Formatting Requirements

PDFs are the industry standard for electronic plans. Wilsonville only accepts PDF files for plan review. Your PDF files must be properly formatted by following these guidelines. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

- **File Format:** PDF
- **Maximum File Size:** 500 MB
- **Format:** Vector preferred
- **Resolution:** 300 dpi
- **Grouping:** Multiple sheets within a single PDF document
- **Minimum Sheet Size:** 11" x 17"
- **Minimum Font Size:** 10 pt
- **Color:** Black on white preferred

Document Preparation

- Retain bookmarks when preparing your plan set PDF's in AutoCad, Adobe, BlueBeam, etc.. These often speed up your plan review.
- All documents must be flattened and full-size. Flatten out objects and markups (especially when combining PDF's from consultants who may not have flattened their own work). Check that your flattened PDF's have successfully removed ACAD.SHX and other objects in Adobe acrobat's Tools>Comments view.
- Files must be unprotected and unlocked.
- We do not accept Zip files.

Plan Set Requirements

Your plans sets must meet the following requirements:

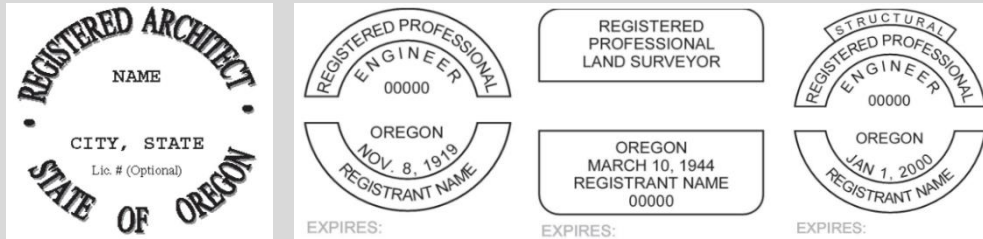
- Scalable with the scale clearly specified and graphically depicted. Minimum scale for single-family, duplex, townhouses, small multifamily, and small commercial projects is ¼"=1'. Minimum scale of floor plans, exterior elevations, and building sections for large multifamily and large non-residential projects is 1/8"=1', when unit plans, core plans, and detail plans are provided at a minimum scale of ¼"=1'.

Note: In certain cases, we may allow you to use a smaller scale.

- Clearly denote the paper sheet size.
- Supporting information shall be separate, individual, PDF files.
- Rotate your plans so they are easily viewable in Landscape orientation. Do not mismatch sheet sizes or orientation throughout the set.

- Space for approval stamps should be in the same location on each sheet. The space can be in your title block or in the drawing space, but the lower right corner is preferred.
- The space should be approximately 3” wide and 2” tall.
- For navigation we encourage hyperlinking sheets to an index on the cover page.

For commercial and multi-family projects, registered design professional seals and/or stamps must be included on each page. Ensure expiration dates are valid at the time of submittal.



Document File Naming Guidelines

The file name you give each document must meet certain standards for the upload to be accepted by our system.

- Document file name may not exceed 200 characters, including the period and suffix.
- Do not use any of these invalid characters in a document file name: * : < > ? / \ | ~ " # % & * : < > ? / \ { | }.
- You cannot upload a document file name more than once on a record.

File Type Naming Requirements

File type names shall clearly denote as to their contents. Examples:

- Plan sets
- Structural Calculations
- Equipment Submittals
- Geotechnical Report
- Energy Compliance Forms
- Project Specifications
- Agreement_Special Inspection

- Agreement_Deferred Submittal
- Traffic Impact Study

Do not label a plan set as Approved Plan Set. This is a reserved name and file type for City Department purposes. Use the description box to provide clarification if needed.

Printing Approved Plan Set for the Jobsite

An approved/stamped paper copy of the full plan set, approved coversheet, and permit must still be maintained at the job site for City inspectors to review. After the plans have been approved by the City and you have paid all relevant permit fees, you will be able to download the approved/stamp plan set and print it.

The approved, printed plan set at the job site must be legible and contrastable.

Related Resources

More detailed application, guidance, checklists, and standards are available online at <https://www.ci.wilsonville.or.us/building>

Check here if not applicable and no items apply

Deferred Submittal Agreement



**City of Wilsonville
Building Division**
29799 SW Town Center Loop E
Wilsonville, OR 97070
503.682.4960
www.ci.wilsonville.or.us/Building

Oregon Structural Specialty Code allows a permit applicant to defer certain submittals if approved. Wilsonville Building Division Policy BPP 111 provides the procedures for accepting projects with deferred submittals. This form is a deferred submittal agreement for the following project:

Project Name: _____ Permit Number: _____

Project Address: _____

Applicant: _____ Phone: _____

E-Mail: _____

Guidelines:

- Approval** - Each deferred submittal shall bear the approval of the design professional in responsible charge (DPRC). Notation shall be included that indicates the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building.
- List** - The back of this form is a list of deferred submittals. The design professional of responsible charge must check which submittals are requested to be deferred and indicate an anticipated submittal date.
- Fees** - In accordance with OAR 918-050, a deferred submittal plan review fee will be added when the deferred submittal is submitted for review and approval. The fee will be calculated based on the valuation of each deferred submittal.
- Timelines** - Every attempt will be made to provide timely reviews within 5 - 10 business days.
- Work Without a Permit** - Work that is constructed without having been reviewed and approved by both the DPRC and the Building Division will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties identified in Wilsonville Municipal code.

ACKNOWLEDGMENTS:

Owner Name (Printed)

Owner Signature

General Contractor Name (Printed)

GC Signature

Design Professional in Responsible Charge (Printed)

DPRC Signature

Wilsonville Plans Examiner Acceptance: _____

Project Name: _____ Permit Number: _____

T	Deferred Item	Date	T	Deferred Item	Date
	1. Acoustical ceiling suspension system			19. Post-tensioned concrete structural members or panels	
	2. Auxiliary power systems			20. Pre-cast concrete structural members or panels	
	3. Awnings			21. Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs.	
	4. Bleachers			22. Prefabricated wall panel	
	5. Carports			23. Pre-stressed concrete structural members or panels	
	6. Curtain wall systems			24. Raised floor systems	
	7. Wooden, steel, or composite floor or roof trusses			25. Shelving systems and steel storage racks	
	8. Emergency call system			26. Signs	
	9. Exit Illumination			27. Skylights	
	10. Fire alarm system			28. Smoke and heat vents	
	11. Fire sprinkler			29. Specialty retaining walls	
	12. Fire stopping			30. Stone veneer	
	13. Glass guardrails			31. Terra cotta veneer	
	14. Glazing systems			32. Works of art	
	15. HVAC system			33.	
	16. Intercom system			34.	
	17. Metal guardrails and handrails			35.	
	18. Plumbing system			36.	

Valuation - Each deferred submittal item shall include the valuation of the scope at the time it is submitted for review. Valuation is the sum of labor plus materials.

Work without a Permit - Work that is constructed without having been reviewed and approved by both the Design Professional in Responsible Charge and Building staff, will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties prescribed in Wilsonville Municipal Code.



CITY OF WILSONVILLE
Community Development Department
Building Division
www.ci.wilsonville.or.us/building
29799 SW Town Center Loop E
Wilsonville, OR 97070
Phone: (503) 682-4960

BUILDING DIVISION COMMERCIAL SPECIAL INSPECTION AGREEMENT

(Special inspection, testing, and structural observation agreement)

Permit Number: _____

Project Name: _____

Project Address: _____

This agreement represents the requirements in Wilsonville for special inspection, testing, and structural observation for construction projects which are designed following the Oregon Structural Specialty Code (OSSC) (the International Building Code with Oregon amendments).

BEFORE A PERMIT CAN BE ISSUED:

- The registered Design Professional in Responsible Charge (DPRC) shall fill out this Agreement. A completed copy of this form must be submitted to the City prior to the issuance of a building permit. If changes are made as to who will perform the special inspections a new form shall be submitted for approval.
- The owner or the owner's authorized agent shall complete and sign Sections C and D of this agreement.

STATEMENT OF SPECIAL INSPECTIONS: In addition to this Agreement, a "Statement of Special Inspections" shall be provided by the registered DPRC per OSSC Sections 107.1, 1704.2, 1704.3, and 1704.6. This program statement must include all work that falls within the categories specifically identified in OSSC Chapter 17. This Statement shall be made as part of the approved plans, and be placed in a conspicuous location, such as the first page of the construction plans or the first page of the structural sheets.

SPECIAL INSPECTORS: All special inspectors shall be approved by the Building Department prior to performing any duties. The special inspector shall provide proof of certification as a special inspector for each inspection item. All identified special inspections shall be completed or tested in accordance with the provisions of OSSC Section 1705. The special inspector shall comply with the duties and responsibilities presented in the Oregon Building Officials Association (OBOA) Special Inspection Program and shall observe and document the work for conformance with the approved plans and specifications. All written results of these inspections or tests, including noncompliance lists and final summary letters, shall be provided to the Building Official and the registered design professional in responsible charge.

SPECIAL INSPECTION REPORTS: Special inspections are in addition to, and do not replace, inspections required to be performed by City inspectors. **Before proceeding with the project, City inspectors must approve all work after a report by the special inspector has been provided.** Example: Prior to placing concrete in a footing/foundation, approval by BOTH the special inspector and City inspector must be obtained. Reports shall be timely provided on site and via email to the assigned City inspector.

FINAL REPORT: The final special inspection and structural observation reports shall be submitted to the Building Division **a minimum of two days prior to requesting a final inspection.** A final inspection request will not be granted until the final special inspection and structural observation reports have been deemed acceptable by the Building Division.

A. STRUCTURAL OBSERVATIONS (OSSC § 1704.6)

- Structural observations are not required for this project
- Structural observations shall be provided following the program noted in the structural drawings
- The building official has determined that structural observation is required with the following frequency and extent: _____

B. REQUIRED SPECIAL INSPECTIONS AND TESTS (OSSC § 1705)

- Special Cases (OSSC § 1705.1.1) _____
- Steel Construction (OSSC § 1705.2)
- Concrete Construction (OSSC § 1705.3)
 - Anchors Cast in Concrete (OSSC Table 1705.3)
 - Anchors Post-installed in Hardened Concrete Members (OSSC Table 1705.3)
- Masonry Construction (OSSC § 1705.4)
- Wood Construction (OSSC § 1705.5)
- Soils (OSSC § 1705.6)
- Driven Deep Foundations (OSSC § 1705.7)
- Cast-in-Place Deep Foundations (OSSC § 1705.8)
- Helical Pile Foundations (OSSC § 1705.9)
- Structural Integrity of Deep Foundation Elements (OSSC § 1705.10)
- Fabricated Items (OSSC § 1705.11)
- Special Inspections for Wind Resistance (OSSC § 1705.12)
- Special Inspections for Seismic Resistance (OSSC § 1705.13)
 - Structural Steel (OSSC § 1705.13.1)
 - Structural Wood (OSSC § 1705.13.2)
 - Cold-formed Steel Light-frame Construction (OSSC § 1705.13.3)
 - Designated Seismic Systems (OSSC § 1705.13.4)
 - Architectural Components (OSSC § 1705.13.5)
 - Plumbing, Mechanical and Electrical Components (OSSC § 1705.13.6)
 - Storage Racks (OSSC § 1705.13.7)
 - Seismic Isolation Systems (OSSC § 1705.13.8)
 - Cold-formed Steel Special Bolted Moment Frames (OSSC § 1705.13.9)
- Testing for Seismic Resistance (OSSC § 1705.14)
- Sprayed Fire-Resistant Materials (OSSC § 1705.15)
- Mastic and Intumescent Fire-Resistant Coatings (OSSC § 1705.16)
- Exterior Insulation and Finish Systems (EIFS) (OSSC § 1705.17)
- Fire-Resistant Penetrations and Joints (OSSC § 1705.18)
- Testing for Smoke Control (OSSC § 1705.19)
- Sealing of Mass Timber (OSSC § 1705.20)
- Radon Mitigation Inspections (OSSC § 1705.21)

C. NAMES OF PARTIES INVOLVED (To be completed by applicant)

Please complete the following information by listing the general contractor responsible for construction and the design professionals involved in the project. **This information is provided for identification only, signatures are not required.**

Contractor: _____

Architect of Record: _____

Engineer of Record: _____

Geotechnical Engineer: _____

A special inspection agency may be chosen from any of the approved inspector lists accepted by the Building Division. The Building Division recognizes the agency lists published by [OBOA](#) and the Washington Association of Building Officials ([WABO](#)).

If multiple special inspection are required, and multiple agencies will be used, identify each agency and the special inspections they will perform.

- ACS Testing, Inc. (503) 443-3799
- KPFF, Inc. (503) 227-3251 – Inspections Only
- Carlson Testing, Inc. (503) 684-3460
- Krazan & Associates, Inc. (425) 485-5519
- Clair Company, Inc. (800) 383-8855
- Northwest Geotech, Inc. (503) 682-1880
- FEI Testing & Inspection, Inc. (541) 757-4698
- Professional Service Industries, Inc. (503) 289-1778
- Kleinfelder, Inc. (503) 644-9447
- Terracon Consultants, Inc. (503) 659-3281

If the agency you desire to employ is not included within the approved lists, use the "Other" box to indicate the agency or inspector you intend to use. A written request to use this agency or individual shall be submitted to the Building Division for review and approval by the Building Official. Include with this request qualifications and validations demonstrating the agency's or individual's competence to perform inspections for the types of construction in question.

Other: _____ Phone Number: _____

D. SIGNATURE (To be completed by applicant)

The owner/authorized agent has read the requirements of the Special Inspection and Structural Observation Program, as presented in the program statement prepared by the designer in responsible charge, and Chapter 17 of the OSSC, and agrees to comply with the terms and conditions of the program.

Owner/Authorized Agent: _____ Date: _____

E. ACCEPTED FOR THE BUILDING DIVISION

Plans Examiner: _____ Date: _____

For any questions pertaining to this agreement, please call (503) 682-4960 #1.



Energy Code Compliance

2021 Oregon Energy Efficiency Specialty Code (OEESC) Compliance

Check here if not applicable and no items apply

This form provides the required information to demonstrate compliance with the 2021 Oregon Energy Efficiency Specialty Code (OEESC), Chapter 13 of the 2019 Oregon Structural Specialty Code, and must be provided to the building official at the time of submitting the plan review documents.

Jurisdiction:

BUILDING INFORMATION

Applicant name:

Phone number:

Project name:

Address / location:

City:

State: OR

ZIP:

Primary building use (As indicated on ZERO Code Calculator report):

Number of floors:

Part I COMcheck information

Compliance path:

- Performance path
- Prescriptive path

COMcheck (Standard 90.1-2019) results:

- Pass
- Fail *For performance path, submit the energy model report with this form.

Prepared by or under the supervision of:

Date:

Part II Projected energy use

Enter the ZERO Code 2.0 Calculator results for projected energy use.

Estimated building energy consumption: _____ MBtu/yr

Part III Estimated available renewables for the building

Enter the ZERO Code 2.0 Calculator results for offsets.

Total renewable energy to achieve Net Zero: _____ MBtu/yr

On-site PV generational potential: _____ MBtu/yr

Remaining off-site renewable energy: _____ MBtu/yr

CHECKLIST AND APPLICANT SIGNATURE

COMcheck report and ZERO Code 2.0 Calculator report must be submitted with this form.

- COMcheck report is attached
- Energy model report is attached (if COMcheck failed)
- ZERO Code Calculator report is attached
- 2021 OEESC COMcheck supplement report is attached

Print Name

Signature

Date

SECTION 5: ENVELOPE COMPLIANCE...continued			
Plans and specs.:			
Printed name Registered design professional	Signature	Registration number	Date
SECTION 6: HVAC			
6.4.3.5.1: Packaged HVAC Equipment with Electric Heat		<input type="checkbox"/> Check if not applicable	
<input type="checkbox"/> Packaged HVAC systems with less than 241,000 Btu/h cooling capacity, with electric heating capacity of 21,500 Btu/h or greater have heat pump operation for first stage of heating Plans and specs.:			
6.5.8.3: Radiant Heating for Enclosed Unconditioned Spaces		<input type="checkbox"/> Check if not applicable	
<input type="checkbox"/> Overhead radiant heating for occupied areas of the lesser of 500 ft ² or 10% of floor area <input type="checkbox"/> Automatic control: manual time switch or occupancy sensor Plans and specs.:			
SECTION 8: POWER			
8.4.2: Receptacle Control Exception		<input type="checkbox"/> Check if not applicable	
Building is not providing controlled receptacles required per Section 8.4.2. Additional efficiency provided with the following method (select one) <input type="checkbox"/> Performance Compliance report showing minimum 5% better performance than minimum <input type="checkbox"/> Section 11 ECB report included or <input type="checkbox"/> Appendix G report included <input type="checkbox"/> COMcheck Envelope Compliance report showing minimum 3% passing or higher <input type="checkbox"/> ASHRAE 90.1-2019 COMcheck forms included <input type="checkbox"/> COMcheck Lighting report showing minimum 5% passing or higher <input type="checkbox"/> ASHRAE 90.1-2019 COMcheck forms included			
Printed name Registered design professional	Signature	Registration number	Date
SECTION 9: LIGHTING			
9.4.3: Dwelling units		<input type="checkbox"/> Check if not applicable	
<input type="checkbox"/> Dwelling units lighting with 100% high efficacy lamps Plans and specs.:			