



## Building Permit Application Info. Packet COMMUNITY DEVELOPMENT

601 STATE STREET HOOD RIVER, OR 97031  
[www.co.hood-river.or.us](http://www.co.hood-river.or.us)

### PLANNING

541-387-6840 Fax: 541-387-6873  
Email: [plan.dept@co.hood-river.or.us](mailto:plan.dept@co.hood-river.or.us)

### BUILDING

541-386-1306 Fax: 541-387-6878  
Email: [building@co.hood-river.or.us](mailto:building@co.hood-river.or.us)

- ◆ Planning & Building functions are co-located and part of the Community Development Department.
- ◆ Please read the provided information and fill out the application(s) pages as complete as possible to ensure that your permit can be reviewed in a timely manner.
- ◆ Contact Planning to confirm the zoning and setbacks for the area of proposed construction. You may have to apply for a Conditional Use permit, Scenic Area permit or Land Use permit in order to comply with the Hood River County Zoning requirements. If a new residence is proposed outside of the City Sewer service, a Land Use Compatibility Statement form must be completed. You can request this form from Planning or the Environmental Health Department.
- ◆ You can obtain a physical address at Building for the proposed construction. The address will be temporary until the post office verifies the address. (The City of Cascade Locks assigns addresses within their city limits.)
- ◆ An accurate site plan must be provided (see attached specification) to obtain applicable required approvals from the service districts in your area. Original signatures are required from the various service districts you may need to contact. If you have any questions regarding the applications procedures please contact Building at one of the numbers listed above.

#### Utility Notification

The Oregon Utility Notification Center (ONCE) is the Oregon state agency that administers Oregon's



Call First excavation laws. Anyone proposing to dig is required by law to call 48 hours before excavating. For more information check out [www.digsafelyoregon.com](http://www.digsafelyoregon.com).

It's The Law

**Call: 811**

#### Hazardous Materials

When remodeling the proper removal of hazardous materials is essential, whether residential or commercial. Questions regarding asbestos, underground fuel tanks, hazardous waste, water quality, used woodstoves, or dust problems should be directed to the Department of Environmental Quality (DEQ).

Department of Environmental Quality  
300 SE Reed Market Rd  
Bend, OR 97702

Phone: 541-388-6146 Ext. 226  
Fax: 541-388-8283  
1-800-452-4011

## Required Approvals From Service Districts

◆ Applicant is required to obtain these sign-off's on application prior to submitting to Planning and Building.

- If property is located in the City of Cascade Locks, approvals are needed from the City of Cascade Locks. (City Manager, City Public Works and City Fire Department signatures required)

City of Cascade Locks 374-8484  
140 SE Wa Na Pa/Cascade Locks, OR 97014  
Cascade Locks Fire Department 374-8510

- The Environmental Health Department (Sanitation) sign off is required for all new dwellings, additions of bedrooms, bathrooms, kitchens, and lands outside of a sewer district. The Environmental Health Department will issue a site inspection permit with instructions to comply with the drainfield site evaluation. The Environmental Health Department also requires that new water sources, such as wells and springs be tested for water quality. If the proposed structure will have food service, a signature of approval is required.

Hood River County Environmental Health Department 387-6885  
1109 June Street, Hood River, OR 97031

- Fire Department sign offs are required for all new dwellings and whenever access to a dwelling is changed. The Fire protection District will sign the building permit application and pre-drawn site plan indicating that the building site and roadway are adequate for fire truck access. Check with your fire department for all requirements. The site plan drawing is required on site with the approved building plans. **Prior to occupancy, a final inspection may be required from the appropriate fire district.**

Fire Districts: West Side 386-5551  
WyEast Rural Fire (541)-354-1648  
(Includes Odell and Pine Grove)  
Parkdale 352-6092 or 387-5609  
Dee 354-1820

- All new dwellings and structures to be built in the Urban Growth Area are required to obtain a signature from the City of Hood River Public Works, fees for water, sewer, and Parks & Recreation will be required at this stage. Please contact the City for their fee schedule for these services.

City of Hood River Public Works 386-2383  
918 18th Street, Hood River, OR 97031

- The County Public Works Department requires a driveway permit if the driveway access is off of a County road. If the property requires utilities such as gas, water, electrical, etc. An underground installation permit will be required. Permits may require a performance bond, unless work is completed by a licensed contractor. Additional requirements may be assessed at the time of submitting your application.

Hood River County Public Works 386-2616  
918 18th Street, Hood River, OR 97031

If a new driveway has access onto a state highway, a permit will be required from the State Highway Division. If you have any questions you can call the Oregon Department of Transportation (ODOT) in Troutdale at 503-665-4006 or fax 503-655-5419.

- All applications for building permits require signatures from the water and sewer districts, and irrigation districts with the exception of interior remodels.

Sewer Districts Odell Sanitary District 354-1138  
Parkdale Sanitary District 352-7131  
Hood River City Sewer 386-2383


Water Districts Ice Fountain Water District 386-4299  
Crystal Springs Water District 354-1818  
Odell Water District 354-1885 or 354-1393  
Parkdale Water District 352-5577  
Hood River City Water 386-2383  
Aldridge Ditch & Water 354-1002

Irrigation Districts East Fork Irrigation 354-1185  
Farmers Irrigation 386-3115  
Middle Fork Irrigation 352-6468  
Mt. Hood Irrigation (541)-490-1627  
Dee Irrigation 806-6090 or 806-3248

For Collins, Alder & Carson Hill call Aldridge for water and irrigation. For other areas of Dee call the City of Hood River for water and Dee Irrigation.

- Mechanical, Electrical and Plumbing permits may also be required for your project and can be obtained at the same Hood River County Building office or on line at ***BuildingPermits.Oregon.gov***

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 When all required signatures are obtained, bring the original application and 3 copies of the construction plans (see attached checklist) to the Hood River County Planning & Building Services Department at 601 State Street, Hood River, OR 97031 (2nd floor).

# HOOD RIVER COUNTY ESTIMATED FEE SUMMARY

Effective 7/2019

Estimate for new dwelling on vacant ground in Hood River County (excluding City of Hood River)  
**BASED ON LIVING AREA OF 2,000 S.F. & GARAGE OF 440 S.F. - fees vary w/ building size**  
 Calculated valuation = \$266,361.20

PERMITS		Plan Review	Permit/ Inspections	State Surcharge	Amount Due
<b>HRC Planning Dept.</b>	HRC Land Use Review or Cascade Locks Land Use Review	\$ * 245.00	N/A	N/A	\$ 245.00 or \$ 100.00
	* Stated fee is for land use review for a building permit only. Does not include any prior administrative action that may be required such as in farm or forest zones.				
<b>HRC Building Dept.</b>	Structural Permit - Per bldg size/type	\$ 1928.95	\$ 1253.82	\$ 231.47	\$ 3414.24
	Mechanical Permit* * Varies based on equip. installed	\$ 0.00	\$ 52.50	\$ 6.30	\$ 58.80
	New Address Fee				\$ 30.00
<b>Mid Col. Bldg Codes</b>	Electrical Permit				\$ 220.00
	Plumbing Permit	* Varies based on equip. installed			\$ 383.00
<b>SYSTEM DEVELOPMENT CHARGES</b>					<b>Amount Due</b>
<b>Construction Excise Tax (Schools)</b>		\$1.30 / s.f. of living area			\$ 2,600.00
<b>Construction Excise Tax (Affordable Housing)</b>		1% of construction value			\$ 2,663.61
<b>Transportation System Development Charge</b>		Does not apply w/i city limits of Cascade Locks			\$ 1,606.00
<b>Parks Department System Development Charge</b>		Does not apply w/i city limits of Cascade Locks			\$ 4,220.00
<b>Cascade Locks Public Works / Parks System Development Charges</b>		**(Water, sewer and Parks SDC included)			\$ 5,828.00
<b>AGENCIES</b>					<b>Amount Due</b>
<b>Water</b>	Crystal Springs	* plus labor & materials			*\$ 6,910.00
	Ice Fountain				\$ 3,600.00
	Odell Water				\$ 450.00
	Parkdale Water				\$ 1,000.00
	Oak Grove Water Cooperative				\$ 1,500.00
	City of Cascade Locks	**See above at System Development Charges			\$
<b>Irrigation</b>	Farmer's Irrigation	* plus labor & materials			*\$ 250+/-
	East Fork Irrigation	Varies - Owner bears cost to hook up. Must have water rights.			
	Dee Irrigation	Varies - Owner bears cost to hook up. Must have water rights.			
	Middle Fork Irrigation	Varies - Owner bears cost to hook up. Must have water rights.			
	Mt. Hood Irrigation	No information provided.			
<b>Sanitary</b>	HRC Env. Health (Septic) Fee shown is for permit only. *Additional \$593.00 if Site Evaluation Required				*\$ 811.00
	Odell Sanitary				# \$ 5,185.00
	Parkdale Sanitary				# \$ 3,000.00
<b>Fire Dept.</b>	Wy East Rural Fire Department	\$0.10 / s.f. of new dwelling		\$ 200.00	
	Parkdale Rural Fire Department	\$0.10 / s.f. of new dwelling		\$ 200.00	
	Westside Rural Fire Department	\$0.10 / s.f. of new dwelling		\$ 200.00	
<b>Electrical</b>	Hood River Electric Coop				\$ 105.00
	Pacific Power				# \$ 80.00
	City of Cascade Locks	Based on materials and labor, call City 541.374.8484			\$

# Fees Subject to change

# BUILDING PERMIT APPLICATION



**HOOD RIVER COUNTY  
COMMUNITY  
DEVELOPMENT  
601 State Street  
Hood River, OR 97031**

**PLANNING**  
PHONE 541-387-6840  
FAX 541-387-6873  
plan.dept@co.hood-river.or.us

**BUILDING**  
PHONE 541-386-1306  
FAX 541-387-6878  
building@co.hood-river.or.us

**Inspection Line: (541) 308-0646**

PLANNING	
L.U.P. No.:	
Ref. CUP/NSA/Etc. #	
Date received:	
Date issued:	
BUILDING	
Permit No.:	
Date received:	
Date issued:	
Ref. mech permit #	

<b>Type of Permit</b>		<b>Water Supply:</b>	<b>Waste:</b>
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Multi-Family Dwelling	Public <input type="checkbox"/>	Septic <input type="checkbox"/>
<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Accessory Building	Well <input type="checkbox"/>	Sewer <input type="checkbox"/>
<input type="checkbox"/> Addition/alteration/repair	<input type="checkbox"/> Reroof	<b>Zone/Setbacks</b>	
<input type="checkbox"/> Sprinkler System		Zone:	
<input type="checkbox"/> Sign		Front:	
<input type="checkbox"/> Other		Int. Side:	
<b>Note: Separate applications must be made for mechanical, electrical, &amp; plumbing permits.</b>		Ext. Side:	
<b>Job Site Information</b>		Rear:	
Township:	Range:	Section:	Tax Lot:
Job Address:		City:	
Description of work:		Height:	
Special Conditions on Site:		Other:	
<b>Applicant:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Other		<b>Valuation of Work - for addn/alt/repair, sprinklers, signs, and "other" - incl. equip., mtrls, labor, &amp; overhead and profit.</b>	
SIGNATURE REQUIRED _____		\$	
<b>Owner Name:</b>		<b>Sq. Footage - See back of form to enter s.f. for new bldgs.</b>	
SIGNATURE REQUIRED _____		<b>Fees (Fees are an estimate until plans appvd)</b>	
Mailing Address:		Pd / date	
City:	State:	Land-Use Permit Fee \$	
Phone:	Fax/email:	Plan Check \$	
<b>Contractor</b>		Structural \$	
Company:	Contact Name:	Fire/Life/Safety \$	
Address:		12% Surcharge \$	
City:	State:	New Address \$	
Phone:	Fax/email:	Park & Rec SDC	
CCB No:	Expires:	C.E.T. for Schools \$	
<b>Notice: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under provisions of ORS 701.</b>		Transportation SDC \$	
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. If the work is subject to regulations governing asbestos and/or lead-based paint, I will comply with all such regulations. _____ (initials)		C.E.T. (Afford House) \$	
This application expires if a permit is not obtained within 180 days after filing (accepted as complete), or if the work authorized by the permit is suspended or abandoned for a period of 180 days.		<b>TOTAL</b> \$	
		<b>TOTAL PAID</b> \$ ( )	
		Pd by	
		<b>BALANCE DUE *</b> \$	
		* Refer also to mechanical permit application	

Required Approvals	Signature	Date	Remarks
<input type="checkbox"/> City UGA			
<input type="checkbox"/> Fire Dept.			
<input type="checkbox"/> Public Works			
<input type="checkbox"/> Sanitation			
<input type="checkbox"/> Water District			
<input type="checkbox"/> Irrigation District			
<input type="checkbox"/> Planning Dept.			

Architect/Designer	Permit Calculations
Name:	Number of Bedrooms/Baths
Address:	Total Number of Floors
City/State/Zip:	New Building Area (sq. ft.)
Phone/Fax/email:	Garage/Carport Area (sq. ft.)
Engineer	Covered Porch Area (sq. ft.)
Name:	Deck Area (sq. ft.)
Address:	Unfinished basement (sq. ft.)
City/State/Zip:	Other Structure Area (sq. ft.)
Phone/Fax/email:	Sprinklered (sq. ft.)

#### **MINIMUM REQUIREMENTS FOR STRUCTURAL BUILDING PERMIT SUBMITTAL**

PLEASE NOTE THAT APPLICATIONS LACKING ANY REQUIRED ITEM WILL NOT BE CONSIDERED COMPLETE AND WILL NOT BE ACCEPTED WITHOUT AUTHORIZATION FROM THE PLANS EXAMINER.

- Three complete sets of construction drawings and two sets of calculations.  
Documents must be neatly organized and stapled  
No original pencil or ink drawings - Submit prints/copies only.
- Drawing sets must include:  
Site Plan, Floor Plans, Roof Plan, Foundation Plan, Building Section/Wall Sections, Elevations (4), and method of energy code compliance.
- If your permit is for a remodel or addition, you must include floor plans of existing areas / demolition, and new plans and elevations. Show all proposed new openings.
- A site plan must be drawn to scale (see attached site plan example).
- Floor Plans must be drawn to scale (1/8"=1'-0" Min.)
- Square footages must be shown for each story, and for garage, decks and porches.
- Rooms must be labeled.
- Plans must show locations of roof and foundation vents.
- Plans must show all window and door openings and specify sizes.
- All structural information must be shown on the plans - including all trusses, beams, headers, rafters, joists, footings and posts.
- Include wall bracing information. If prescriptive, specify percentages
- Truss and I-Joist engineering data must be provided.
- If the design does not comply with prescriptive codes or exemptions for engineering, then documents must be provided by an Oregon licensed design professional. Calculations, when required or provided, shall be stamped by the design professional and shall be shown to be applicable to the project under review.
- All structural information must be incorporated into the drawing set – This includes all beams, rafters, headers, joists, footings, and posts. If your plans are engineered, all architectural drawings shall be consistent with the engineer's information.
- Commercial structures requiring the services of a licensed design professional (see ORS 671.030) shall be provided with a Fire and Life Safety Summary.
- Plans must show plumbing fixture layout and HVAC type and location.
- Separate applications are required for mechanical, plumbing and electrical work. Submit a mechanical permit application with you building permit application. Plumbing and electrical permit applications are available or use Oregon e-Permitting.

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**If you need assistance or do not understand any of these requirements, contact the Building Department at 541-386-1306.**



## Plan Review Checklist

The following information is required for submitting construction plans for review. Plans should not be drawn with any red

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Site/Plot plan drawn to scale, see attached example for details required on the plan.  |
| <input type="checkbox"/> | Three (3) complete sets of legible plans drawn to scale. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations exist.   |
| <input type="checkbox"/> | Drainage plan, including drainage-way protection, silt fence design and location of catch basin  |
| <input type="checkbox"/> | Foundation plan and cross section, showing footing and foundation dimensions, anchor bolts, any holdowns and reinforcing steel, connection details, foundation vent size and location, and soil type.  |
| <input type="checkbox"/> | Floor plans showing all dimensions, room identification, door and window sizes and locations, location of smoke detectors, plumbing fixtures, HVAC equipment, balconies and decks.   |
| <input type="checkbox"/> | Cross section(s) and details showing all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, and roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footing, foundation, stairs, fireplace construction, thermal insulation, etc. |
| <input type="checkbox"/> | Mechanical permits need to include HVAC equipment, appliance locations, gas fixtures, ventilations fans, woodstoves, etc.  |
| <input type="checkbox"/> | Elevation views for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect actual grade.   |
| <input type="checkbox"/> | Wall bracing (prescriptive path) should be clearly identified on plans. Plans requiring engineering and lateral analysis (shear wall design) must have design details incorporated into the building plans and verified by the engineer. Exception: separate plan sheets with all notes, schedules and design details can be provided by engineer.   |
| <input type="checkbox"/> | Floor/roof framing plans are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show of attic ventilation.   |
| <input type="checkbox"/> | Basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and waterproofing needs to be provided. Engineered plans are required for walls not complying with prescriptive code.  |
| <input type="checkbox"/> | Two sets of beam calculations using code design values for all beams and multiple joists exceeding prescriptive code requirements including any beam/joist carrying a non-uniform load.  |
| <input type="checkbox"/> | Manufactured floor/roof truss design details are required.   |
| <input type="checkbox"/> | Energy Code Compliance. Identify the prescriptive path in insulation, windows, etc. with the   |
| <input type="checkbox"/> | Engineer's calculations when required or provided (shear wall, roof truss, retaining walls exceeding 4') shall be stamped by an engineer or architect in Oregon and shall be shown to be applicable to the project under review by cross-reference to the applicable plan location.  |



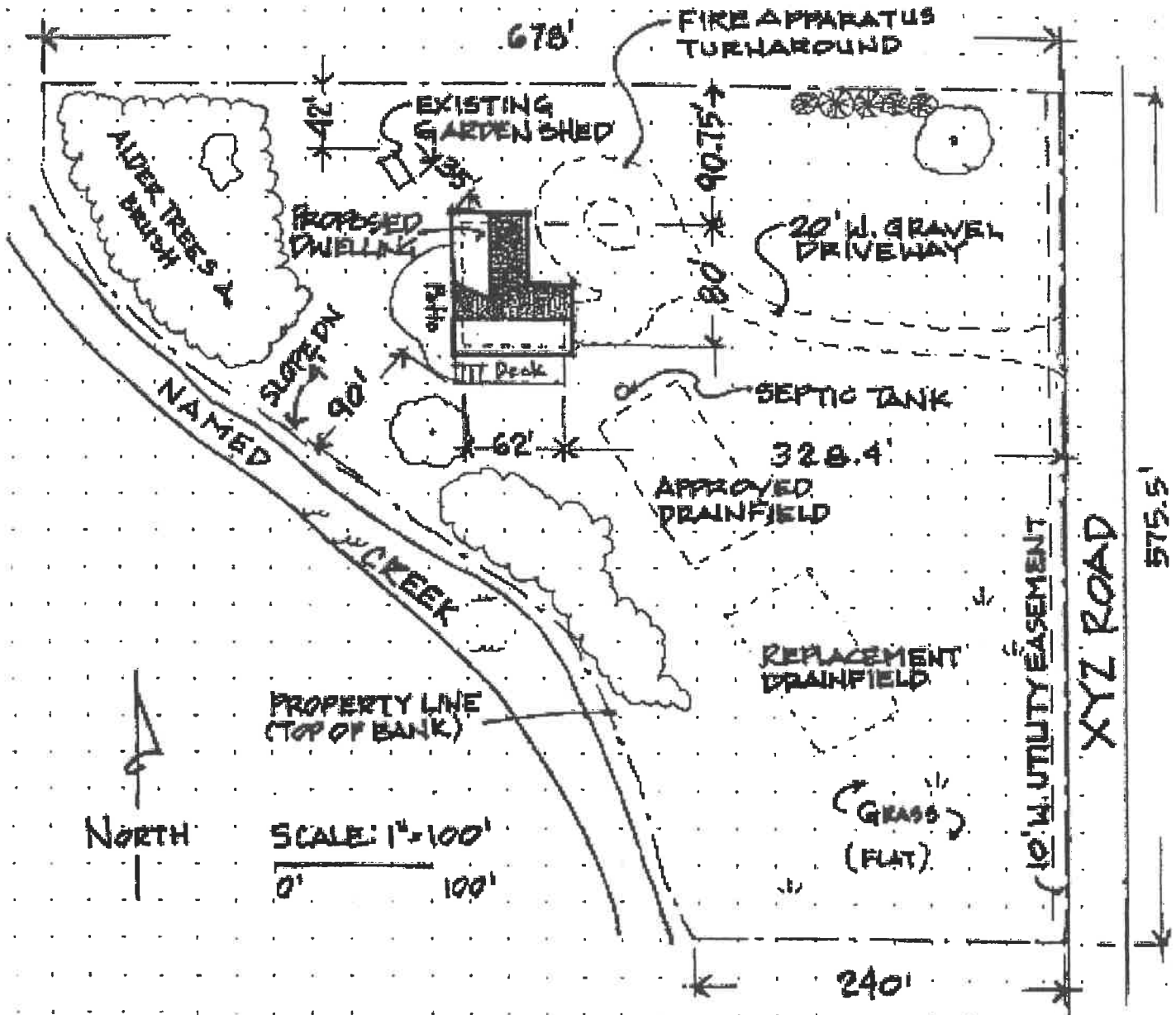
**SITE PLAN EXAMPLE**

Applicant: Joe and Jane Homeowner

Owner: Joe and Jane Homeowner

Property Address: 123 XYZ Road

Twn 3N Rng 8E Sec 10 TxA Lt 2010



**Does your site plan show the following?**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Property Information.                            | <input checked="" type="checkbox"/> Location of utilities, septic drainfields.          |
| <input checked="" type="checkbox"/> Scale and north arrow.                           | <input checked="" type="checkbox"/> All easements (access, utility, irrigation, etc.).  |
| <input checked="" type="checkbox"/> Boundaries of parcel with dimensions.            | <input checked="" type="checkbox"/> Significant slope or terrain features.              |
| <input checked="" type="checkbox"/> Existing and proposed structures.                | <input checked="" type="checkbox"/> Vegetation type.                                    |
| <input checked="" type="checkbox"/> Setback distances of proposed buildings.         | <input checked="" type="checkbox"/> Portion of property in farm or forest use.          |
| <input checked="" type="checkbox"/> Access roads, driveways, turnarounds, & parking. | <input checked="" type="checkbox"/> Vicinity map (if needed to augment your site plan). |

# SITE PLAN

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_ Twn \_\_\_\_\_ Rng \_\_\_\_\_ Sec \_\_\_\_\_ TxLt \_\_\_\_\_

**Does your site plan show the following?**

- Property Information.
- Scale and north arrow.
- Boundaries of parcel with dimensions.
- Existing and proposed structures.
- Setback distances of proposed buildings.
- Access roads, driveways, turnarounds, & parking.
- Location of utilities, septic drainfields.
- All easements (access, utility, irrigation, etc.).
- Significant slope or terrain features.
- Vegetation type.
- Portion of property in farm or forest use.
- Vicinity map (if needed to augment your site plan).



# Information Notice to Owners About Construction Responsibilities

(ORS 701.325 (3))

**Homeowners acting as their own general contractors to construct a new home or make a substantial improvement to an existing structure, can prevent many problems by being aware of the following responsibilities:**

- Homeowners who use labor provided by workers not licensed by the Construction Contractors Board, may be considered an employer, and the workers who provide the labor may be considered employees. **As an employer, you must comply with the following:**
- **Oregon's Withholding Tax Law:** Employers must withhold income taxes from employee wages at the time employees are paid. You will be liable for the tax payments even if you don't actually withhold the tax from your employees. For more information, call the Department of Revenue at 503-378-4988.
- **Unemployment Insurance Tax:** Employers are required to pay a tax for unemployment insurance purposes on the wages of all employees. For more information, call the Oregon Employment Department at 503-947-1488.
- **Oregon's Business Identification Number (BIN):** is a combined number for both Oregon Withholding and Unemployment Insurance Tax. To file for a BIN, go online to the Oregon Business Registry. For questions, call 503-945-8091.
- **Workers Compensation Insurance:** Employers are subject to the Oregon Workers Compensation Law, and must obtain Workers Compensation Insurance for their employees. If you fail to obtain Workers Compensation Insurance, you could be subject to penalties and be liable for all claim costs if one of your workers is injured on the job. For more information, call the Workers Compensation Division at the Department of Consumer and Business Services at 800-452-0288.
- **Tax Withholding:** Employers must withhold Social Security Tax and Federal Income Tax from employee wages. You may be liable for the tax payment, even if you didn't actually withhold the tax. For a Federal EIN number, go online to [www.irs.gov](http://www.irs.gov).

## **Other Responsibilities of Homeowners:**

- **Code Compliance:** As the permit holder for a construction project, the homeowner is responsible for notifying building officials at the appropriate times, so that the required inspections can be performed. Homeowners are also responsible for resolving any failure to meet code requirements that may be found through inspections.
- **Property Damage and Liability Insurance:** Homeowners acting as their own contractors should contact their insurance agent to ensure adequate insurance coverage for accidents and omissions, such as falling tools, paint overspray, water damage from pipe punctures, fire, or work that must be redone. Liability Insurance must be sufficient to cover injuries to persons on the job site who are not otherwise covered as employees by Workers Compensation Insurance.
- **Expertise:** Homeowners should make sure they have the skills to act as their own general contractor, and the expertise required to coordinate the work of both rough-in and finish trades.

**CONSTRUCTION CONTRACTORS BOARD**

PO Box 14140, Salem, OR 97309-5052

Telephone: 503-378-4621 – Fax: 503-373-2007

Website Address: [www.oregon.gov/cch](http://www.oregon.gov/cch)

# Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. (ORS 701.325 (2))

**This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.**

Please check the appropriate box:

I own, reside in, or will reside in the completed structure and my general contractor is:

\_\_\_\_\_

Name

\_\_\_\_\_

CCB#

\_\_\_\_\_

Expiration Date

I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

**I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.**

\_\_\_\_\_  
Print Name of Permit Applicant

\_\_\_\_\_  
Signature of Permit Applicant

\_\_\_\_\_  
Date

Permit #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_





## Residential Energy Additional Measure Selection

Community Development Department  
Mark Van Voast, Building Official

601 State Street ~ Hood River, Oregon 97031

Phone: 541-386-1306 ~ Fax: 541.-387-6878

Email: Building@co.hood-river.or.us

Web: www.co.hood-river.or.us

### RESIDENTIAL INFORMATION

Date: \_\_\_\_\_ Building permit number: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Job address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### INSTRUCTIONS

**Please select type of construction below; sign, date, and complete the entire form. Submit this form with your permit application or your project will be placed on hold until the required information is provided.**

**New construction.** All conditioned spaces within residential buildings must comply with Table N1101.1(1) and two additional measures (one numbered and one lettered) from Table N1101.1(2) on page 2.

**Additions.** Additions to existing buildings or structures may be made without making the entire building or structure comply if the new additions comply with the requirements of this chapter. (N1101.3)

**Large additions.** Additions that are equal to or more than 40 percent of the existing building heated floor area or 600 square feet (55 m<sup>2</sup>) in area, whichever is less, must comply with Table N1101.1(2) on page 2. (N1101.3.1) (Note: You must select one numbered and one lettered measure.)

**Small additions.** Additions that are less than 40 percent of the existing building heated floor area or less than 600 square feet in area, whichever is less, must select one measure from Table N1101.1(2) on page 2 or comply with Table N1101.3 below. (N1101.3.2)

**Exception:** Additions that are less than 15 percent of existing building heated floor area or 200 square feet (18.58 m<sup>2</sup>) in area, whichever is less, are not required to comply with Table N1101.1(2) or Table N1101.3.

**Selected item number:** \_\_\_\_\_ **Selected item letter:** \_\_\_\_\_

*Note: Depending on which Additional Measures you have selected, there may be sub-options that you will have to specify. Check the appropriate box if provided.*

Applicant's signature: \_\_\_\_\_ Print name: \_\_\_\_\_

**TABLE N1101.1(1)  
PRESCRIPTIVE ENVELOPE REQUIREMENTS<sup>a</sup>**

BUILDING COMPONENT	STANDARD BASE CASE		LOG HOMES ONLY	
	Required Performance	Equiv. Value <sup>b</sup>	Required Performance	Equiv. Value <sup>b</sup>
Wall insulation—above grade	U-0.059 <sup>c</sup>	R-21 Intermediate <sup>c</sup>	Note d	Note d
Wall insulation—below grade <sup>e</sup>	C-0.063	R-15/R-21	C-0.063	R-15/R-21
Flat ceilings <sup>f</sup>	U-0.021	R-49	U-0.020	R-49 A <sup>h</sup>
Vaulted ceilings <sup>g</sup>	U-0.033	R-30 Rafter or R-30A <sup>g,h</sup> Scissor Truss	U-0.027	R-38A <sup>h</sup>
Underfloors	U-0.033	R-30	U-0.033	R-30
Slab edge perimeter	F-0.520	R-15	F-0.520	R-15
Heated slab interior <sup>i</sup>	n/a	R-10	n/a	R-10
Windows <sup>j</sup>	U-0.30	U-0.30	U-0.30	U-0.30
Window area limitation <sup>j, k</sup>	n/a	n/a	n/a	n/a
Skylights <sup>l</sup>	U-0.50	U-0.50	U-0.50	U-0.50
Exterior doors <sup>m</sup>	U-0.20	U-0.20	U-0.54	U-0.54
Exterior doors with > 2.5 ft <sup>2</sup> glazing <sup>n</sup>	U-0.40	U-0.40	U-0.40	U-0.40
Forced air duct insulation	n/a	R-8	n/a	R-8

For SI: 1 inch = 25.4 mm, 1 square foot = 0.0929 m<sup>2</sup>, 1 degree = 0.0175 rad, n/a = not applicable.

- a. As allowed in Section N1104.1, thermal performance of a component may be adjusted provided that overall heat loss does not exceed the total resulting from conformance to the required *U*-factor standards. Calculations to document equivalent heat loss shall be performed using the procedure and approved *U*-factors contained in Table N1104.1(1).
- b. *R*-values used in this table are nominal for the insulation only in standard wood framed construction and not for the entire assembly.
- c. Wall insulation requirements apply to all exterior wood framed, concrete or masonry walls that are above grade. This includes cripple walls and rim joist areas. Nominal compliance with R-21 insulation and Intermediate Framing (N1104.5.2) with insulated headers.
- d. The wall component shall be a minimum solid log or timber wall thickness of 3.5 inches (90 mm).
- e. Below-grade wood, concrete or masonry walls include all walls that are below grade and do not include those portions of such wall that extend more than 24 inches (609.6 mm) above grade. R-21 for insulation in framed cavity; R-15 continuous insulation.
- f. Insulation levels for ceilings that have limited attic/rafter depth such as dormers, bay windows or similar architectural features totaling not more than 150 square feet (13.9 m<sup>2</sup>) in area may be reduced to not less than R-21. When reduced, the cavity shall be filled (except for required ventilation spaces). R-49 insulation installed to minimum 6-inches depth at top plate at exterior of structure to achieve *U*-factor.
- g. Vaulted ceiling surface area exceeding 50 percent of the total heated space floor area shall have a *U*-factor no greater than U-0.026 (equivalent to R-38 rafter or scissor truss with R-38 advanced framing).
- h. A = Advanced frame construction. See Section N1104.6.
- i. Heated slab interior applies to concrete slab floors (both on and below grade) that incorporate a radiant heating system within the slab. Insulation shall be installed underneath the entire slab.
- j. Sliding glass doors shall comply with window performance requirements. Windows exempt from testing in accordance with Section NF1111.2, Item 3 shall comply with window performance requirements if constructed with thermal break aluminum or wood, or vinyl, or fiberglass frames and double-pane glazing with low-emissivity coatings of 0.10 or less. Buildings designed to incorporate passive solar elements may include glazing with a *U*-factor greater than 0.35 by using Table N1104.1(1) to demonstrate equivalence to building envelope requirements.
- k. Reduced window area may not be used as a trade-off criterion for thermal performance of any component.  
**Exception:** Table N1101.1(2), Envelope Measure 6: calculation allows baseline case 15 percent of total wall area as window when design case utilizes window area of less than 15 percent.
- l. Skylight area installed at 2 percent or less of total heated space floor area shall be deemed to satisfy this requirement with vinyl, wood or thermally broken aluminum frames and double-pane glazing with low-emissivity coatings. Skylight *U*-factor is tested in the 20-degree (0.35 rad) overhead plane in accordance with NFRC standards.
- m. A maximum of 28 square feet (2.6 m<sup>2</sup>) of exterior door area per dwelling unit can have a *U*-factor of 0.54 or less.
- n. Glazing that is either double pane with low-e coating on one surface, or triple pane shall be deemed to comply with this U-0.30 requirement.

TABLE N1101.1(2)  
ADDITIONAL MEASURES

Envelope Enhancement Measures (Select One)	1	<b>High efficiency walls</b> Exterior walls—U-0.045/R-21 cavity insulation + R-5 continuous
	2	<b>Upgraded features</b> Exterior walls—U-0.057/R-23 intermediate or R-21 advanced, Framed floors—U-0.026/R-38, and Windows—U-0.28 (average UA)
	3	<b>Upgraded features</b> Exterior walls—U-0.055/R-23 intermediate or R-21 advanced, Flat ceiling <sup>c</sup> —U-0.017/R-60, and Framed floors—U-0.026/R-38
	4	<b>Super Insulated Windows and Attic OR Framed Floors</b> Windows—U-0.22 (Triple Pane Low-e), and Flat ceiling <sup>c</sup> —U-0.017/R-60 or Framed floors—U-0.026/R-38
	5	<b>Air sealing home and ducts</b> Mandatory air sealing of all wall coverings at top plate and air sealing checklist <sup>f</sup> , and Mechanical whole-building ventilation system with rates meeting M1503 or ASHRAE 62.2, and All ducts and air handlers contained within building envelope <sup>d</sup> or All ducts sealed with mastic <sup>b</sup>
	6	<b>High efficiency thermal envelope UA<sup>g</sup></b> Proposed UA is 8% lower than the code UA
Conservation Measure (Select One)	A	<b>High efficiency HVAC system<sup>a</sup></b> Gas-fired furnace or boiler AFUE 94%, or Air source heat pump HSPF 9.5/15.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy Star rated
	B	<b>Ducted HVAC systems within conditioned space</b> All ducts and air handlers contained within building envelope <sup>d</sup> <i>Cannot be combined with Measure 5</i>
	C	<b>Ductless heat pump</b> Ductless heat pump HSPF 10.0 in primary zone of dwelling
	D	<b>High efficiency water heater<sup>c</sup></b> Natural gas/propane water heater with UEF 0.85 OR Electric heat pump water heater Tier 1 Northern Climate Specification Product

For SI: 1 square foot = 0.093 m<sup>2</sup>, 1 watt per square foot = 10.8 W/m<sup>2</sup>.

- a. Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- b. All duct joints and seams sealed with listed mastic; tape is only allowed at appliance or equipment connections (for service and replacement). Meet sealing criteria of Performance Tested Comfort Systems program administered by the Bonneville Power Administration (BPA).
- c. Residential water heaters less than 55 gallon storage volume.
- d. A total of 5 percent of an HVAC system's ductwork shall be permitted to be located outside of the conditioned space. Ducts located outside the conditioned space shall have insulation installed as required in this code.
- e. The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026.
- f. Continuous air barrier. Additional requirement for sealing of all interior vertical wall covering to top plate framing. Sealing with foam gasket, caulk or other approved sealant listed for sealing wall covering material to structural material (example: gypsum board to wood stud framing).
- g. Table N1104.1(1) Standard base case design, Code UA shall be at least 8 percent less than the Proposed UA. Buildings with fenestration less than 15 percent of the total vertical wall area may adjust the Code UA to have 15 percent of the wall area as fenestration.

**ENERGY EFFICIENCY**

**TABLE N1101.3  
SMALL ADDITION ADDITIONAL MEASURES (Select one)**

1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
2	Replace all existing single-pane wood or aluminum windows to the <i>U</i> -factor as specified in Table N1101.2
3	Insulate the floor system as specified in Table N1101.2 & install 100 percent of permanently installed lighting fixtures as CFL, LED, or linear fluorescent or a min. efficacy of 40 lumens per watt as specified in Section N1107.2.
4	Test the entire dwelling with a blower door and exhibit no more than 6.0 air changes per hour @ 50 Pascals.
5	Seal and performance test the duct system.
6	Replace existing 78 percent AFUE or less gas furnace with a 92 percent AFUE or greater system.
7	Replace existing electric radiant space heaters with a ductless mini split system with a minimum HSPF of 10.0.
8	Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 9.5.
9	Replace existing water heater with a water heater meeting Conservation Measure D [Table N1101.1(2)]

**TABLE N1101.2  
EXISTING BUILDING COMPONENT REQUIREMENTS**

BUILDING COMPONENTS	REQUIRED PERFORMANCE	EQUIV. VALUE
Wall insulation	U-0.083	R-15
Flat ceiling	U-0.025	R-49
Vaulted ceiling > 10 inches nominal rafter depth	U-0.040	R-25
Vaulted ceiling > 8 inches nominal rafter depth	U-0.047	R-21
Underfloor > 10 inches nominal joist depth	U-0.028	R-30
Underfloor > 8 inches nominal joist depth	U-0.039	R-25
Slab edge perimeter	F-0.52	R-15
Windows	U-0.30	U-0.30
Skylights	U-0.60	U-0.60
Exterior doors	U-0.20	R-5
Exterior doors with > 2.5 ft <sup>2</sup> glazing	U-0.40	R-2.5
Forced air ducts	n/a	R-8

For SI: inch = 25.4 mm, 1 square foot = 0.0929 m<sup>2</sup>.





## Sub-contractor List

Submit with application

**PLANNING**  
 541-387-6840 Fax: 541-387-6873  
 Email: plan.dept@co.hood-river.or.us

**BUILDING**  
 541-386-1306 Fax: 541-387-6878  
 Email: building@co.hood-river.or.us

<b>Owner</b>	
Name:	Permit No.:
Mailing Address:	
City:                      State:                      Zip:	
Phone:                      Fax/email:	Date Received:

<b>Job Site Information</b>
Site Address:
Description of Work:

	Name of Contractor	CCB#	Phone
<b>General Contractor*</b>			
Excavation			
<b>Foundation*</b>			
<b>Framing*</b>			
<b>Electrical*</b>			
<b>Plumbing*</b>			
<b>Mechanical*</b>			
Insulation			
Drywall			
Roofing			

<b>* Mandatory</b>	
<input type="checkbox"/> <b>General Contractor</b>	<input type="checkbox"/> <b>Owner</b>

Print Name
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Signature	Date
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# INSPECTIONS

Inspections performed Mondays thru Thursdays. All requests must be received by 7am the day of inspection request.

3 ways to schedule inspections:



1. On-Line through Oregon e-Permitting - [BuildingPermits.oregon.gov](http://BuildingPermits.oregon.gov)

There is a link to e-Permitting on the Hood River County webpage:

[hrccd.co.hood-river.or.us/departments/building-code-inspections](http://hrccd.co.hood-river.or.us/departments/building-code-inspections)

2. Mobile App for all smart phones: app store: "OR e-Permitting".

3. Inspections can be phoned into the State Inspection Line:

(Use your IVR number from your building permit and inspection code)

1-888-299-2821

**Permit card must be posted in a visible location. Approved plans must be on site at time of all inspections.**

FOOTINGS All forms & steel reinforcement must be in place prior to inspection. Property lines must be clearly identified to verify setbacks requirements.

FOUNDATIONS (STEM-WALLS) All forms, steel reinforcement, hold down anchors and foundation vents must be in place prior to inspection.

CONCRETE SLAB Inspection required for all structural slabs and slabs that include structural footings. Inspections required for slabs poured in habitable space to verify placement of required vapor barrier and insulation. Inspections are also required on garage slabs when a post is required to protect appliances from impact.

UNDER FLOOR/POST & BEAM Required after the floor system is constructed but prior to sheathing. Under floor mechanical and plumbing approvals required at this time.

ROOF SHEATHING Inspection of nailing prior to covering with felt and shingles or roof covering.

WALL SHEATHING Inspection of all exterior wall sheathing and seismic anchors is required prior to siding or cover.

FRAMING/MECHANICAL/ELECTRICAL/PLUMBING ROUGH-IN Inspection required after all rough electrical, rough plumbing, ducts, vents, exhausts and gas piping have been installed and after all framing is complete.

INSULATION All insulation and vapor barriers to be in place. All exterior siding completed. Window and doors should be installed and the labels should be available

SHEETROCK/FIREWALL After all lathing and/or sheetrock, interior and exterior in place, but before any plastering applied or before wallboard joints and fasteners are taped and finished. Firewall inspections required for area separations, such as living unit separations, etc.

FINAL STRUCTURAL/MECHANICAL/PLUMBING/ELECTRICAL After building is completed and prior to occupancy. Structure must comply with safety codes (smoke detectors, handrails, guardrails, house numbers labeled, final grade finished, etc.) and final electrical, plumbing and mechanical completed and operational. Fire department approval for access may be required.

Hood River County Building Services 601 State Street, Hood River, OR 97031 Phone 541-386-1306

# Hood River County Building Inspection Program

601 State Street – Hood River, OR 97031

Phone: 541-386-1306 Fax: 541-387-6878

## System Development Charges (SDC) & Construction Excise Tax (CET) collection form

Date: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Building Permit Applicant:

Building Lot Information:

Name: \_\_\_\_\_

Bldg Permit No. \_\_\_\_\_

Address: \_\_\_\_\_

UGA  Outside UGA

City/State/Zip: \_\_\_\_\_

Map & Tax No. \_\_\_\_\_

Phone No: \_\_\_\_\_

Proposed Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **Hood River County School District CET** (Effective 8/20/18)

Construction Excise Tax Calculation: Residential  Nonresidential

\_\_\_\_\_ Taxable square footage of construction

\_\_\_\_\_ Times \$1.30 per sq ft for residential or \$0.65 per sq ft for nonresidential

\$ \_\_\_\_\_ Equals total Construction Excise Tax due (max \$32,600) for nonresidential

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**Hood River Valley Parks & Recreation District – SDC** (Effective 7/1/19)

Type of Development	# of Dwelling Units	Rate	Total Fee
SFD/MFG Home	_____	\$4,220	_____
Multi-Family (Apt, Condos, ADU)	_____	\$3,044	_____
Lodging Units	_____	\$2,447	_____
Farm Labor Unit	_____	\$2,560	_____

**Hood River County Transportation (Public Works SDC)** (Effective 2/1/18)

Examples:	Unit of Measure	# of Units	Rate per Unit	SDC Fee
210 – Single Family Detached	Dwelling Unit	1	\$1,606.00	\$1,606.00
215- Accessory Dwelling Unit	Per Unit/1/2 fee	1	\$ 803.00	\$ 803.00
240 - Manufactured Housing	Dwelling Unit	1	\$ 837.00	\$ 837.00

**Hood River County Affordable Housing Construction Excise Tax CET** Effective 7/20/17

<input type="checkbox"/> Residential Dwelling	construction value	_____	X 1% =	\$ _____
<input type="checkbox"/> Residential Addition	construction value	_____	X 1% =	\$ _____
<input type="checkbox"/> Manufactured Home	square footage	_____	X .75 =	\$ _____
<input type="checkbox"/> Non Residential (Com/Ind)	construction value	_____	X 1% =	\$ _____

B&F received from: \_\_\_\_\_