



## Washington County Development Forum ~ October 2013

Tips to work through the land development  
and permitting process efficiently

### General Tips

#### **Know your point of contact –**

- Before you leave our office or conclude your phone conversation with a staff member, make sure you have a specific point of contact among our staff, in case you have additional questions or need to follow-up your visit or call.

### Current Planning Section [www.co.washington.or.us/currplan](http://www.co.washington.or.us/currplan)

Lobby Hours: Monday – Thursday 8:00 a.m. – 4:00 p.m.

Phone: (503) 846-8761

Office Phone: Monday – Friday 8:00 a.m. – 5:00 p.m.

Community Development Code: [www.co.washington.or.us/devcode](http://www.co.washington.or.us/devcode)

1. **Be prepared.** Know your property case file number, address, taxlot and map numbers.
2. **Keep good records.** Remember that staff works with many applicants every day, so it is helpful for you to keep track of which staff members you talked to, what section they work for and what advice was given to you.
3. **Be aware.** You may need to hire technical staff to assist in the application process.
4. **Educate yourself.** Read all code section brochures handed to you by staff. It's your responsibility to be familiar with the standard requirements.
5. **Read your conditions of approval** and staff report carefully first. Conditions are structured into the phases of permitting. Remember, many land use approvals require Final Approval prior to the issuance of building permits.
6. **Give yourself enough time** to do your due diligence. Current Planning Development Assistance staff can provide you with general information in person and via telephone during established hours. However, it is not always possible for staff to provide all the information you need within a short time frame. Formal consultations with staff for a specific proposal, known as "pre-application meetings," are available for a fee. Be aware that the waiting period for a pre-application meeting may be several weeks and you may need to contact outside agencies (i.e. Clean Water Services, ODOT, etc.) as part of your due diligence. In order to get the most out of your pre-application conference, be prepared to submit a proposed site plan or elevations with your pre-application conference request.

7. **Washington County is just one component** of the development process. You are responsible to work with other municipal service providers (fire department, health department, water provider, etc.) to satisfy the required application documentation.
8. **Contact Current Planning** staff to discuss setbacks, facade standards, etc. before submitting building permits if you are not sure if your plans will satisfy land use requirements. A preliminary consult with staff can eliminate the need to revise plans during the building permit review process which can save time.
9. **Review your conditions of approval** prior to requesting final inspections. There are almost always conditions that must be completed prior to final inspection and occupancy. Conditions may include installing street trees, completing right-of-way improvements, landscaping, payment of Transportation Development Tax, etc. When submitting your Final Approval application, be sure to include evidence of compliance with **all** identified conditions of approval. Current Planning staff will confirm the conditions are satisfied. While it may seem easiest to refer to documents previously submitted or submitted to other departments, the reality is that doing so consumes additional staff time and delays approval. Final inspection of a structure will not be approved until ALL required conditions of approval have been completed.



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### **Building Services**

[www.co.washington.or.us/building](http://www.co.washington.or.us/building)

Lobby Hours: Monday – Thursday 8:00 a.m. – 4:00 p.m.

Phone: (503) 846-3470

Office Phone: Monday – Friday 8:00 a.m. – 5:00 p.m.

[www.co.washington.or.us/inspections](http://www.co.washington.or.us/inspections)

### **Building Permit Process**

1. Be sure applications are fully complete and accurate.
2. If you already have a permit, be sure to reference that number.

### **Commercial Project Permits:**

1. Provide a complete code summary on the plans.
2. Ensure that any deferred submittals have been run through the RDPR for their stamp of compliance before walking in the door.
3. Talk to Land Use before arriving at the building counter to ensure that you can use the property in the manner in which you desire.
4. As a general rule, walk in the door with three copies of Oregon stamped engineering for any equipment to be installed weighing over 400lbs. or suspended more than 3 feet above the floor.

### **Residential Projects Permits:**

1. Provide a detailed scope of work.
2. For modification to existing buildings and revisions, please cloud the areas of work on the plans, clearly define existing from new. Use two different pages if necessary (existing/new).
3. Consider fire fighting water requirements.
4. Contact us in advance to learn what we'll need on plans based upon the work to be done.

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## **STRUCTURAL ENGINEERING**

### A-DESIGN NARRATIVE:

- Oregon Structural Specialty Code (OSSC-10) and/or Oregon Residential Specialty Code (ORSC-11).
- Scope of Design: Complete Lateral and Gravity Design, Lateral Only Design, Partial Design.
- Structural Configuration: (Regular or Irregular) ASCE 7-05, Section 12.3.2.

### B-DESIGN LOADS AND PARAMETERS (OSSC 1603 to 1613):

- Roof and Floor Dead Load, Design Snow Load per Site Elevation, Floor Live Load.
- Retaining wall loading, and design criteria. (Copy of geotechnical report required)
- Wind Loads (Speed, Exposure, Importance Factor, etc.).
- Seismic Load (SDS, SD1, R, I, etc.) Dead load take-off required if in less than 12 psf.

### C-STRUCTURAL ANALYSIS:

- Vertical lateral force resisting system proposed: (Shear Walls, Frames, Cantilever Columns, etc.)
- Roof and Floor Diaphragms Design Proposed, ASCE 7-05, Section 12.10

### D-STRUCTURAL DETAILING AND COMPLETE LOAD PATH ISSUES; ASCE 7-05, Section 12.14.2:

- Discontinuous element.
- Special requirements - For wood framed buildings per OSSC section 2305: a) washer plate b) nominal 3x- member.
- Deck lateral bracing/handrail/guardrail design calculations & details, OSSC, Section 1607.7.
- Holdown anchorage design per ACI 318-05 Appendix D or per ICC-ES.

### E-QUALITY CONTROL / QUALITY ASSURANCE PROGRAM, OSSC-10, Section 1704 and 1710

- Special Inspection requirements (steel frames, special concrete shear walls, etc.).
- Structural observation/Geotechnical Engineer observation.