



Residential Batch Intake Worksheet

Permit Number(s) (Staff Use):

Instructions

- Complete the Batch Intake Worksheet including the Batch Submittal Checklist.
- Provide four (4) sets of plans. Each set of plans will include a site plan (incorporating landscaping, civil, storm water management, and erosion control) architectural drawings and structural drawings for each structure type.
- Provide (1) 11 x 17 site plan
- Bring the completed Batch Intake Worksheet including the Batch Submittal Checklist and the four (4) sets of plans to Permitting Services, attention Permitting Services Team Leader, 2nd floor of the Bureau of Development Services. For further questions please contact Permitting Services at 503-823-7357

Contact Information

Applicant Name _____

Applicant Signature _____

Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ e-mail _____

Lot Owner Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Contractor Name _____ CCB# _____

Project Information

Address
Tax account number: R
Applicable Land Use Review (LU) Numbers
Existing Tax Account Numbers
New Tax Account Numbers, if applicable (attach County printout)
Will there be any demolition of existing structures on the lot? <input type="checkbox"/> yes <input type="checkbox"/> no
If yes, what will be demolished? <input type="checkbox"/> Single family residence with basement <input type="checkbox"/> Garage
Valuation for demo: \$ _____ <input type="checkbox"/> Single family residence without basement <input type="checkbox"/> Accessory structure
What is the site development valuation? (valuation includes grading, shared driveway, landscaping and shared infrastructure) \$ _____

Due Diligence

Has the Planning and Zoning Neighborhood Contact form been completed? <input type="checkbox"/> yes <input type="checkbox"/> no Contact Planning and Zoning at 503-823-7526 for further information.
Have you consulted with: PBOT? <input type="checkbox"/> yes <input type="checkbox"/> no BES? <input type="checkbox"/> yes <input type="checkbox"/> no Water? <input type="checkbox"/> yes <input type="checkbox"/> no

To what code is the structure designed?

- Townhouse:** single family dwelling unit, in a row of attached units on a single tax lot designed to ORSC, Section 317.2.
- Duplex:** two unit single family dwelling, on a single tax lot designed to ORSC, Section 317
- Single Family Residence:** single family dwelling designed to IRC

Unit Information

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
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Total number of units for this structure type:	Square footage for this structure type
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Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

BATCH SUBMITTAL CHECKLIST

The residential BATCH process is used to intake and process one- and two-family residential submittals for **three** or more structures at one time.

REQUIRED DOCUMENTS:

- Four sets of building plans
- 11" x 17" Site Plan
- (2) Engineering calculations (lateral)(stamped & signed) or Prescriptive Path Worksheet
- (2) Beam calculations (vertical/gravity)
- Residential Batch Intake Worksheet (***with valuation for site development for units on same lot***)
- New Single Family Residential Minimum Submittal Checklist and Sample Site Plan
- Simplified Approach Form
- Simple Site Erosion Control Requirements Form
- 2017 Additional Energy Measures Requirements Form
- Radon Control Methods, 2011 Oregon Residential Specialty Code, Appendix F Form
- Residential Water Service Application W-3

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED:

- (2) Roof truss engineering (stamped & signed)
- (2) Floor truss engineering (stamped & signed)
- (2) Geotechnical report for >20% slope
- (2) Fire sprinklers if applicable
- Draft townhouse maintenance Agreement (***for units on individual lots***)
- Mechanical Permit Application ***for each unit*** signed by homeowner or subcontractor with applicable licences
- Electrical Permit Application ***for each unit*** signed by homeowner or subcontractor with applicable licences
- Plumbing Permit Application ***for each unit*** signed by homeowner or subcontractor with applicable licences