



Planning to construct a Single Family Dwelling

Begin by determining if the property is located rural, within city limits or in an urban growth boundary.

Contact Clatsop County Land Use Planning (503-325-8611) or visit Webmaps at <https://delta.co.clatsop.or.us/map>

The following steps will help lead you through the permit process.

STEP 1: Complete the Information Application for Planning (page#1)

- A.** Provide a detailed description of the proposed project description. Contact information including Email addresses and phone number(s) are required for the permit issuance process.
- B.** If the property has not been assigned an address, leave the job site address field blank. Submit a completed **New Address Request** and \$225.00. (Application page 10-11)
- C.** If the property is located in **FEMA flood zone**, a Floodplain Application, payment of \$110.00 and approval will be required prior to applying for a development permit.
- D.** If the property is located in the **Geological Hazard Overlay (GHO)**, a Geological Hazard Review Application or a Geological Hazard Waiver along with a geo technical report prepared by a certified engineering geologist or a registered professional geologist, payment of \$85.00 and approval will be required prior to applying for a development permit.
- E.** If the property has mapped **Wetlands** indicated, Land Use Planning can help guide you through the process.
- F.** **Grading, Drainage, Erosion Control Plan Review**, if applicable. (Application pages 8-9)
- G.** **Road Approach Permit**, if applicable.
Contact Public Works Dept for a county road; ODOT for a state Hwy;
or if a private road, provide copy of easement/owner's approval giving your right to use the roadway. (Contact list included in packet)
(Application pages 12-13)
- H.** If the property is located in a Homeowner's Association (HOA), approval maybe required from the HOA

STEP 2: Agency Review and Approval Form (pages 2-3)

Obtain ALL signoffs from the SEPTIC, WATER, and FIRE agencies.
(A list of contact numbers is provided in this packet)

STEP 3: PLANNING LAND USE - Obtain the Development Permit

Submit with your other documentation:

- ✓ Erosion Control Plan (page 4)
- ✓ Plot Plan (page 5)
- ✓ Lighting Fixture Plan (page 6)

STEP 4: BUILDING CODES: Ready to Submit Construction Plans for Review

**Construction plans are reviewed digitally through Blue Beam software.
Please provide unlocked PDF plans to help expedite the review process.**

- ✓ Submit your Issued Development Permit, including all documents.
- ✓ Submit in PDF, the construction plans including a floor plan, truss and joist details. If the plans are engineered stamped, provide the structural calculations.
- ✓ Submit the Dwelling Permit application, Plan Review Submittal Checklist, Energy Measures Selection form, Moisture Content and Lighting Fixtures forms (See forms pages 16-27)
- ✓ Plan Review fees will be assessed. You will receive an email which contains the invoice and link to pay the plan review fee online through Oregon EPermitting. Note: check your spam folder for ClatsopCountyNoReply@Accela.com.

Residential construction plans require approximately two (2) weeks for review. Commercial, industrial or institutional plans requiring life safety review could take three (3) weeks, depending on the complexity of the plan review.

When the plans are approved and the permit is Ready to Issue,

- *You will receive an email with an invoice and a link to pay the Permit fees online through Oregon Epermitting.*
- *The permit will be issued and notification will be emailed applicant and contractors on record.*
- *The Approved Plans will be available to access online through Oregon Epermitting.*

*If you have questions for Building Codes, you may contact us at
503-338-3697 or buildingdivision@clatsopcounty.gov*

CONTACT NUMBERS

Clatsop County Building Codes

800 Exchange Street, Suite 100
Astoria, Oregon 97103
Hours: 7:30am - 4:00pm – Mon-Fri
Phone: 503-338-3697
FAX: 503-338-3666
buildingdivision@clatsopcounty.gov

Clatsop County Land Use Planning

800 Exchange Street, Suite 100
Astoria, Oregon 97103
Hours: 7:30am - 4:00pm - Mon-Fri
Phone: 503-325-8611
FAX: 503-338-3606
comdev@clatsopcounty.gov

Clatsop County Onsite Wastewater

820 Exchange Street, Suite 100
Astoria, Oregon 97103
Hours: 7:30am -12pm & 1- 4:30pm, Mon-Thurs
7:30 - 11:30am Friday
Phone: 503-325-9302 FAX: 503-325-9303
envhealth@clatsopcounty.gov

Clatsop County Roads Division

1100 Olney Avenue
Astoria, Oregon 97103
Hours: 8:00 am - 4:30 pm - Mon-Fri
Phone: 503-325-8631
FAX: 503-325-9312
roads@clatsopcounty.gov

Clatsop Soil & Water Conservation District

750 Commercial, Room 207
Astoria, Oregon 97103
(US Post Office Building)
Phone: 503-325-4571
office@clatsopswcd.org

Oregon Dept of Transportation

350 W. Marine Drive
Astoria, Oregon 97103
Hours: 8:00am - 5:00pm
Phone: 503-325-7222
FAX: 503-325-1314
astoriaodotadmin@odot.oregon.gov

SEWER DISTRICTS

Arch Cape Sanitary District

Matt Gardner, ACSD Manager
32065 E Shingle Mill Lane
Arch Cape, OR 97102
Phone: 503-436-2790
FAX: 503-436-1467
mattgardneracutil@gmail.com

Miles Crossing Sanitary Sewer

Carl Gifford
34795 Hwy 101 Business
Astoria, OR 97103
Phone: 503-325-4330
FAX: 503-338-6915
billing@yrlcoffice.org

Sundown Sanitary District

Mark Schacher
503-791-6250
mcschacher@gmail.com

Shoreline Sanitary District

John Glen, Chairman
PO Box 732
Warrenton, OR 97146
Phone: 503-861-0574
jglen@pacifier.com

Westport Sewer District

1100 Olney Avenue
Astoria, OR 97103
Phone: 503-325-8631
FAX: 503-325-9312
dkeranen@clatsopcounty.gov

WATER SERVICE AGENCIES

Arch Cape Water and Sanitary District

Matt Gardner, ACSD Manager
32065 E Shingle Mill Ln
Arch Cape, OR 97102
Phone: 503-436-2790
mattgardneracutil@gmail.com

Burnside Water Association

Curt Krusick, Pres
PO Box 625
Astoria, OR 97103
Phone: 503-458-5525
bwah2o@gmail.com

Falcon Cove Beach Water District

Charles Dice
79387 Ray Brown Rd
Arch Cape, OR 97102
Phone: 503-436-0146
fcbsdwd@gmail.com

Fernhill Community Water System

Sherri Peterson
92571 Fernhill Road
Astoria, OR 97103
Phone: 503-325-7097
fernhillcws@gmail.com

John Day Water District

Nate Alfonse
PO Box 1317
Astoria, OR 97103
Phone: 503-791-9084

Knappa Water Association

Lidia Hebert
92755 Allen Road
Astoria, OR 97103
Phone: 503-458-6461
kknappa@centurytel.net

Olney-Walluski Water Association

Bill Young
90029 Hwy 202
Astoria, OR 97103
Phone: 503-325-1375 or 737-259-0996
crmewfy@gmail.com

Riverpoint-Willowdale Water

Dorothy Gillies
91609 Hwy 202
Astoria, OR 97103
Phone: 503-468-0006
willowdalewater@gmail.com

Seaside Public Works

1387 Avenue U
Seaside, OR 97138
Phone: 503-738-5112
cdadmin@cityofseaside.us

Warrenton, City of Water District

Brian Crouter
PO Box 250
Warrenton, OR 97146
Phone: 503-861-0914
bcrouter@ci.warrenton.or.us

Westport Water Association

Cynthia Reeves
49206 Highway 30
Westport, OR 97016
Phone: 503-455-9201 503-455-9231
creeves355@gmail.com

Wickiup Water District

Michelle Bolton
92648 Svensen Market
Road Astoria, OR 97103
Phone: 503-458-6555
michelle@wickiupwaterdistrict.com

Youngs River, Lewis & Clark Water

Carl Gifford
34583 Highway 101 Business
Astoria, OR 97103
Phone: 503-325-4330
billing@yrlcoffice.org

Oregon Water Resources Department

Nikki Hendricks, Watermaster Office
(Local) 4000 Blimp Blvd Suite 400
Tillamook, OR 97141
Phone: 503-815-1967
FAX: 503-815-1968
Nikki.M.Hendricks@water.oregon.gov

Oregon Water Resources Department

725 Summer Street NE, Suite A
Salem, OR 97209
Phone: 503-986-0900
FAX: 503-986-0904

FIRE DEPARTMENTS

Astoria Fire Department

Dan Crutchfield, Chief
555 30th Street
Astoria, OR 97103
Phone: 503-325-4237
dcrutchfield@astoria.or.us

Cannon Beach RFPD

Mark Reckmann, Chief
188 Sunset Blvd
Cannon Beach, OR 97110
Phone: 503-436-2949
FAX: 503-436-9639
mreckmann@cbfire.com

Elsie-Vinemapple RFPD

Mike Wammack, Chief
Hans Mulder, Asst Chief
42644 Loyd Lane
Seaside, OR 97138
Phone: 503-755-2233
FAX: 503-755-2232
evrfpd@centurytel.net

Gearhart Fire Department

Josh Como, Chief
PO Box 2530
Gearhart, OR 97138
Phone: 503-738-7838
FAX: 503-738-9385
joshcomo@cityofgearhart.com

Hamlet Fire Department

Matt Verley, Chief
37240 Highway 26
Seaside, OR 97138
Phone: 503-440-5064
mverley@hotmail.com

John Day-Knapa Fire District

Kurt Donaldson, Chief
43114 Hillcrest Loop
Astoria, OR 97103
Phone: 503-458-6610
FAX: 503-458-6228
kdonaldson@knappafire.com

Lewis & Clark RFPD

Jeff Golightly, Chief
34571 Hwy 101 Business
Astoria, OR 97103
Phone: 503-325-4192
FAX: 503-325-7353
Lewisclarkfire@gmail.com

Mist-Birkenfeld RFPD

Joe Kaczinski, Chief
12525 Highway 202
Mist, OR 97016
Phone: 503-755-2710
Fax: 503-755-2556
joek@mistbirkenfeldrfd.org

Nehalem Bay Fire and Rescue

Chris Beswick, Chief
36375 Hwy 101 N,
Nehalem, OR 97131
Phone: 503-368-7590
FAX: 503-368-7580
c.beswick@nbfrd.org

Olney Walluski Fire and Rescue

Jeremy MacDonald, Chief
36115 River Point Drive
Astoria, OR 97103
Phone: 503-325-5440
Olneyfire.fc@gmail.com

Seaside Fire & Rescue

Joey Daniels, Chief
150 S Lincoln
Seaside, OR 97138
Phone: 503-738-5420
FAX: 503-717-9318
jdaniels@cityofseaside.us

Warrenton Fire Department

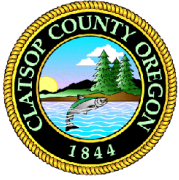
Brian Alsbury, Chief
PO Box 250
Warrenton, OR 97146
Phone: 503-861-2494
FAX: 503-861-2351
firechief@ci.warrenton.or.us

Warrenton RFPD

Bob Kyle
PO Box 1003
Warrenton, OR 97146
Phone: 503-861-8599

Westport Fire & Rescue

Greg Brody, Chief
91177 Ferry Rd
Westport, OR 97016
Phone: 503-455-0727
FAX: 503-455-0727
Chief_2101@msn.com



Clatsop County Community Development
800 Exchange Street, Suite 100
Astoria, Oregon 97103
Phone 503 325-8611 Fax 503 338-3606

Email: comdev@clatsopcounty.gov Website: www.clatsopcounty.gov

<input type="checkbox"/> Development Permit	Fee \$85	<input type="checkbox"/> Flood Review	Fee \$110	<input type="checkbox"/> Geologic Hazard Review	Fee \$85
<input type="checkbox"/> Grading, Drainage, Erosion Control	Fee \$150	<input type="checkbox"/> Flood Renewal	Fee \$50	<input type="checkbox"/> Address	Fee \$225
<input type="checkbox"/> Other – Description		<input type="checkbox"/> Road Approach	Fee \$0	<input type="checkbox"/> Road Name	Fee \$265
			Fee \$	Total Due \$	

All owners of record, per Clatsop County Assessment records, **must sign the application**.

Representatives of public agencies, corporations, trusts, etc. must provide documentation of signing authority (Power of Attorney, Trust Document, etc.).

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Project Description: _____

Property Address _____

Owner: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Signature: _____ Date: _____

Owner: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Signature: _____ Date: _____

Applicant/Other: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Base Zone(s): _____ Overlay(s): _____

Map ID(s): _____ Acres: _____

Contiguous Properties in same ownership: _____

Existing Structures: _____

ALL HIGHLIGHTED ITEMS ARE REQUIRED.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Contact Clatsop County Community Development to determine if additional documentation is required.

SEWAGE DISPOSAL:

Contact the sewer district serving your property or Clatsop County Environmental Health for septic approval at 503-325-9302

☐ None Required Signature, & Date: _____

☐ Sewer Signer Title & Printed Name: _____

☐ Septic Agency: _____

Permit# or Sign Off: _____

Permit Required: Yes ☐ No ☐ Site Approval Granted: Yes ☐ No ☐

WATER AVAILABILITY

Contact the water district serving your property OR
Oregon Water Resources Department at 503-815-1967, Nikki.M.Hendricks@water.oregon.gov

☐ None Required Signature & Date: _____

☐ Private Water Signer Title & Printed Name: _____

☐ Public Water Agency Name: _____

Gallons per minute _____

☐ Well, Spring, etc. ☐ Potability Test and/or Water Master Certificate attached

FIRE ACCESS AND REQUIREMENTS

Contact the fire district serving your property

Signature & Date: _____

Signer Title, Printed Name & Agency: _____

Applicant must contact fire official prior to final building inspection: Yes ☐ No ☐

Comments: _____

Water/Fire Flow: _____ Number of Hydrants: _____ Hydrant Location(s) _____

☐ Firebreak, clear and maintain firebreak of at least _____ feet radius around proposed structure.

MANUFACTURED/MOBILE HOME PLACEMENT

Contact Clatsop County Assessment & Taxation, 820 Exchange #210, Astoria, OR 97103 503-325-8522

Signature & Date: _____

Printed Name & Title: _____

REQUIRED DOCUMENTS – ALL PERMITS

☐ Erosion Control Plan ☐ Plot Plan ☐ Stormwater Drainage Plan

Development Permit – Supporting Documents

Permit#: _____

☐ Outdoor Lighting Plan

☐ Parking Plan

☐ Other: _____

Flood Hazard Permit – Supporting Documents

Permit#: _____

- ☐ Elevation Certificate
- ☐ Foundation Plan
- ☐ Building Elevation Drawings
- ☐ Other: _____

Geologic Hazard Review – Supporting Documents

Permit#: _____

- ☐ Certified Engineering Geologist or Registered Professional Geologist Report or Waiver Letter
- ☐ Other: _____

Grading, Drainage, Erosion, Road Access – Supporting Documents

Permit#: _____

- ☐ Completed Application and Road Access Permit/Application

FOR OFFICE USE ONLYFront Setback determined by access to the property not front of building.**PERMIT #** _____ **OWNER & PARCEL ID:** _____

Setbacks	Required	Actual	Notes
(N, S, E, W) Front	_____	_____	_____
(N, S, E, W) Side	_____	_____	_____
(N, S, E, W) Side	_____	_____	_____
(N, S, E, W) Rear	_____	_____	_____

Structure Height

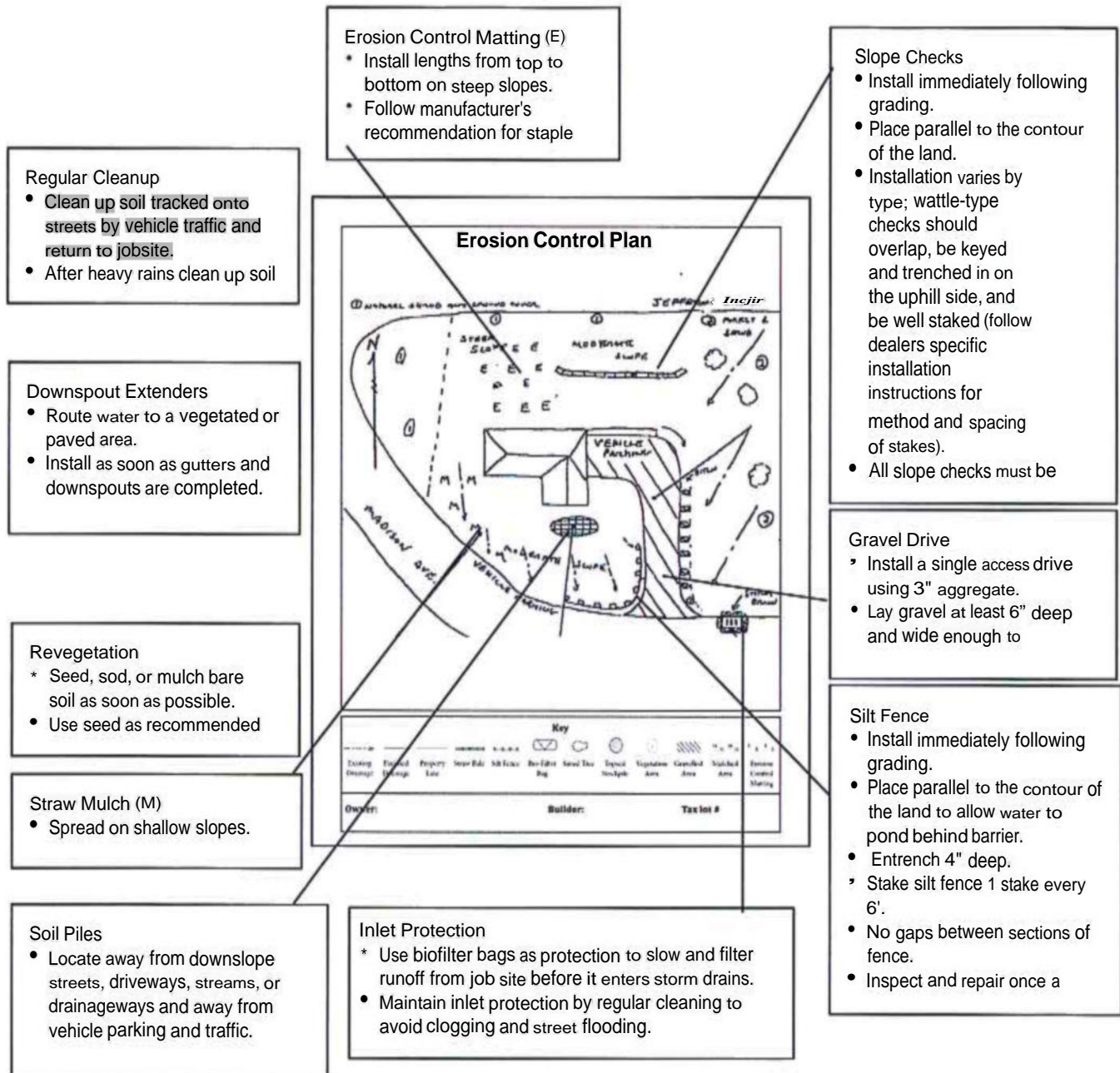
- ☐ 18 feet maximum Oceanfront (Zones RSA-SFR, CBR, CR)
- ☐ 26 feet maximum
- ☐ 35 feet maximum
- ☐ Other _____

Other













- ☐ Access – County or ODOT Permit# _____
- ☐ Average Grade Calculations
- ☐ Beaches & Dunes Stabilization and/or Revegetation
- ☐ Coastal Shorelands
- ☐ Conditional Use Permit # _____
- ☐ Deed Restriction County Clerk Recording # _____
- ☐ DSL Wetland Fill/Removal Permit# _____
- ☐ Lot Coverage
- ☐ Resource Zone Certification County Clerk Recording # _____
- ☐ Road Improvement
- ☐ Temporary Use Permit # _____
- ☐ WLUN Submit Date _____ Permit # _____

Erosion Control Plan

1. Draw the streets and roadways leading to the property.
2. Draw the property boundaries.
3. Indicate which direction is north.
4. Draw the proposed location of all buildings.
5. Show directions of water flow off the property.
6. Indicate all slopes and label them as steep, moderate or gentle.
7. Designate location of all access to the property and where vehicle parking will be located.
8. Indicate what and where erosion control measures will be used.



Erosion Control Plan

Key											
											
Existing Drainage	Finished Drainage	Property Line	Straw Bale	Silt Fence	Bio-Filter Bag	Saved Tree	Topsoil Stockpile	Vegetation Area	Gravelled Area	Mulched Area	Erosion Control Matting
Owner:			Builder:				Tax lot #				

Residential Plot Plan

Proposed Use: _____

Owner(s): _____

Applicant: _____

MAP ID: _____

Situs Address: _____

Must include all of the following information in the space provided below

- All property lines
- Location of all existing and proposed structures and distances of each structure from ALL property lines
- Distance of all structures from surface waters (lakes, streams, wetlands, etc.)
- Location of all waste water systems, including septic tanks, drain fields, holding tanks, etc.
- Location of all access roads, driveways, parking and easements
- Storm water drainage plan. Show locations of downspouts, dry wells, culverts and the direction of surface water flow.
- Identify the location(s) and type(s) of outdoor lighting to be installed
- Attach a specification sheet for each outdoor fixture type to be used.

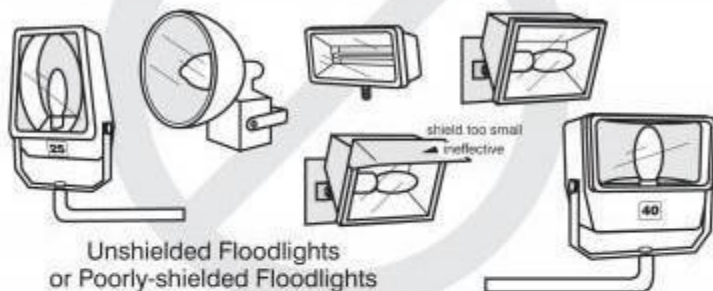
North

West

East

Unacceptable / Discouraged

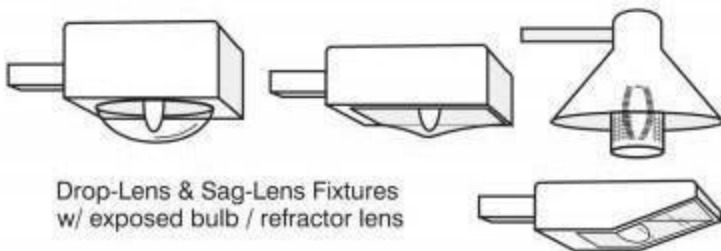
Fixtures that produce glare and light trespass



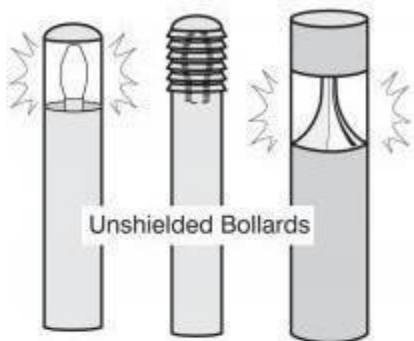
Unshielded Floodlights
or Poorly-shielded Floodlights



Unshielded Wallpacks
& Unshielded or
Poorly-shielded Wall
Mount Fixtures

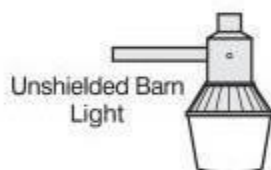


Drop-Lens & Sag-Lens Fixtures
w/ exposed bulb / refractor lens

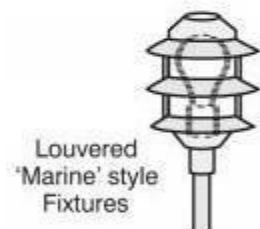


Unshielded Bollards

Unshielded Streetlight



Unshielded Barn
Light



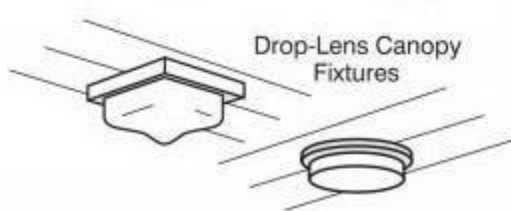
Louvered
'Marine' style
Fixtures



Unshielded
'Period' Style
Fixtures



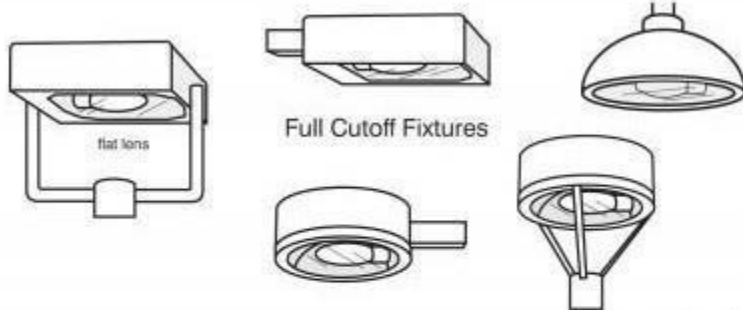
Unshielded PAR
Floodlights



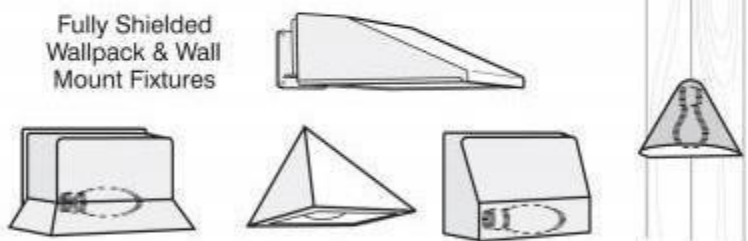
Drop-Lens Canopy
Fixtures

Acceptable

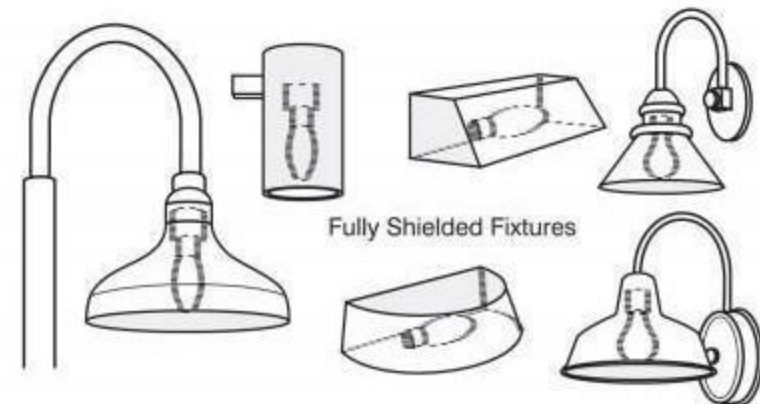
Fixtures that shield the light source to minimize glare and light trespass
and to facilitate better vision at night



Full Cutoff Fixtures



Fully Shielded
Wallpack & Wall
Mount Fixtures



Fully Shielded Fixtures

Full Cutoff Streetlight



Fully Shielded
Barn Light



Fully Shielded
Walkway
Bollards



Fully Shielded
Decorative
Fixtures



Fully Shielded
'Period' Style
Fixtures



Flush Mounted or Side
Shielded Under Canopy
Fixtures



Shielded / Properly-aimed
PAR Floodlights

Circle lighting fixture(s) to be used and sign here:



Clatsop County

Community Development

800 Exchange Street, Suite 100, Astoria, Oregon 97103

Phone 503 325-8611 Fax 503 338-3606

comdev@clatsopcounty.gov www.clatsopcounty.gov

Grading, Drainage & Erosion Control Plan Review

Fee: \$150 for First ½ Hour; \$100 per additional hour - Permit # _____

Required for land disturbing activities that include any of the following conditions or project components:

- | | |
|--|---|
| <input type="checkbox"/> Steep Slopes >20% within the disturbed area | <input type="checkbox"/> Proposed Slopes >3:1 and >6 feet in height of fill |
| <input type="checkbox"/> Retaining Walls >30 inches | <input type="checkbox"/> Any Commercial/Industrial Development |
| <input type="checkbox"/> Removal/Fill >30 cubic yards, either imported, removed or relocated on site. | |
| <input type="checkbox"/> Wetland Fill >50 cubic yards require a permit from the Oregon Department of State Lands. | |
| <input type="checkbox"/> > 3,000 square feet of disturbed area. <input type="checkbox"/> >one (1) acre of disturbed area requires a 1200-C permit from Oregon DEQ. | |
| <input type="checkbox"/> Any new, realigned or relocated roads/culverts for any proposed development. <input type="checkbox"/> Road Approach Permit # _____ | |
| Proximity to Sensitive areas: <input type="checkbox"/> Wellheads within 100 feet <input type="checkbox"/> Septic drain fields (primary & reserve) within 10 feet | |
| <input type="checkbox"/> Streams within 50 feet <input type="checkbox"/> Wetlands, mapped or known within 50 feet | |

Erosion Control Schedule of activities:

Maximum of _____ CY removed from _____

Maximum of _____ CY fill/gravel placed on _____

☐ Property owner ☐ Builder/Contractor/Developer is responsible for placement, monitoring and maintenance of temporary and permanent erosion control measures.

All land clearing, construction, or development involving the movement of earth shall conform to the plan as approved by the Clatsop County Engineer on permit # _____

All transport or materials is via (list roads) _____

All activities will be completed by date: _____

All Contractors/Builders/Developers must sign this application. Representatives of public agencies, corporations, trusts, etc. must provide documentation of signing authority.

CONTRACTOR(s): _____

Mail Address: _____ City/State/Zip _____

Contact Phone: _____ Email: _____

Signature: _____ Date: _____

BUILDER/DEVELOPER(s): _____

Mail Address: _____ City/State/Zip _____

Contact Phone: _____ Email: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Property Description – Map ID: _____ Site Address: _____

Project Description: _____

Zoning: _____ Overlay District(s): _____

Plan Elements

A. Site Map drawn to scale and depicting accurate size and distances for the following elements:

1. A scale and north arrow.
2. The location of the development site in relation to the property boundaries.
3. The location of all internal or adjacent roadways and access easements.
4. The location and size of all existing and proposed structures >200 square ft.
5. The location of any lakes, rivers, streams, wetlands, channels, ditches or other watercourses on or near the development site.
6. The direction of surface water flow.

B. Erosion Control Plan containing the following elements:

1. A scale and north arrow.
2. The location of existing vegetation adjacent to any watercourse.
3. Areas where vegetative cover will be retained and the type and location of measures taken to protect vegetation from damage.
4. Areas where vegetative cover will be removed and the location of temporary and permanent erosion control measures to be used including, but not limited to: silt fencing, straw bales, graveling, mulching, seeding, and sodding.
5. Indication of slope steepness, by degree, percentage or ratio. Include gradient of surface water flow.
6. The general slope or terrain characteristics of adjacent property.
7. Location of the construction access driveway(s) and vehicle parking area(s).
8. Location of soil/fill stockpiles.
9. Location of existing and proposed buildings, including locations of downspouts.

Public Works Reviewer Signature: _____

Name: _____ Date: _____

☐ Approved

☐ Approved with Conditions

☐ Denied

Inspection Required prior to Building Codes Final: ☐ YES ☐ NO



Clatsop County Community Development
800 Exchange Street, Suite 100
Astoria, Oregon 97103
Phone 503 325-8611 Fax 503 338-3606
comdev@clatsopcounty.gov www.clatsopcounty.gov

New Address Application – Fee \$225

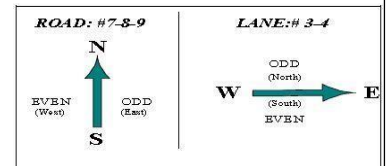
Owner Name: _____ Map ID: _____

Access Permit #: ODOT _____ Clatsop County _____ Access Street Name: _____

Cross Street _____ Fire Dept _____ School _____

Water _____ Sewer _____ Power _____ Gas _____

Provide a statement indicating the driveway is complete or a detailed description of how the driveway is marked in the field.
Failure to provide this information may result in the delay of your address assignment.



OFFICE USE ONLY: NEW ADDRESS: _____

Beginning Address: _____ Distance (+/_): _____

Final: _____ Comments: _____

Road Name Application – Fee \$265

☐ Third house to be constructed on a private road or driveway, **OR**

☐ New Subdivision. Name: _____

Names are limited to fifteen (15) characters and a total of three words excluding the suffix (Rd, Ln)

Choice 1: _____

Choice 2: _____

Choice 3: _____

(Office Use Only)

☐☐☐

The road suffix is assigned based on the direction the road generally travels. Select one.

☐ **Lane (LN)** West-East

☐ **Road (RD)** South-North

The following suffixes have specific criteria that must be met in order to be assigned, please consult with county planning staff to determine if your road qualifies for these designations: **Court (CT)** **Drive (DR)** **Loop (LP)**

A road name can only be assigned with a majority agreement of the affected property owners. If an agreement cannot be reached, the name will be selected by Clatsop County.

All new road names are subject to approval by the following: Clatsop County Surveyor, Clatsop County Sheriff. Clatsop County Planning Department and Astoria PSAP 911

******ROAD NAME ONLY******

AFFECTED PROPERTY OWNERS

Authorization from a majority of property owners must be included. Attach additional sheets if necessary.

1. Name(s): _____

Address: _____

Phone & Email: _____

Map ID: _____

Comments: _____

I/We agree with the proposed name change.

Owner Signature(s): _____

2. Name(s): _____

Address: _____

Phone: _____

Map ID: _____

Comments: _____

I/We agree with the proposed name change.

Owner Signature(s): _____

3. Name(s): _____

Address: _____

Phone: _____

Map ID: _____

Comments: _____

I/We agree with the proposed name change.

Owner Signature(s): _____



Clatsop County Public Works

Permit No. _____

1100 Olney Avenue

Astoria, Oregon 97103

Phone 503 325-8631 Fax 503 325-9312

roads@clatsopcounty.gov www.clatsopcounty.gov

Application & Permit to Construct Approach Road

Applicant Name: _____

Applicant, declares that he/she is the owner or lessee of the real property adjoining the highway at the location described herein and has the lawful authority to apply for this permit. When approved, the application is subject to the terms and provisions contained herein and attached hereto.

Road Name: _____ **Map ID:** _____

Side of Road: North ☐ South ☐ East ☐ West ☐

Between/Near Landmarks: _____

Provide Sketch Below and/or Attach Map

Applicant Signature: _____ Date: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Your signed permit will be mailed to you. Please allow two (2) weeks for processing.

Section Below to be Completed by the Public Works Department

Site Distance Adequate: Yes ☐ No ☐ If no, explain: _____

Culvert Required: Yes ☐ No ☐ Size _____ Type _____ Length _____

Rock Required: Yes ☐ No ☐ Size _____ Amount _____

The county will install the above culvert: Yes ☐ No ☐ For a prepaid fee of \$ _____

Special Comments _____

Permit Approved: _____ Date _____

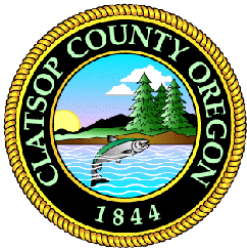
Construction Approved: _____ Date _____

When construction is approved, provide copy to Clatsop County Building Codes

COUNTY COMMENTS AND/OR CONDITIONS

Special Comments: _____

Permit Approved By: _____ Date: _____



Clatsop County Public Works

1100 Olney Avenue

Astoria, Oregon 97103

Phone 503 325-8631 Fax 503 325-9312

roads@clatsopcounty.gov www.clatsopcounty.gov

Permit No. _____

Application & Permit to Occupy or Perform Operations Upon a County or Public Road

Applicant Name: _____

Applicant Address: _____

City _____ State _____ ZIP _____ Phone _____

Email Address: _____

Contractor Name: _____

Road Name: _____

Side of Road or Angle of Crossing: _____

Facility Depth (Minimum 30"): _____

Distance from Edge of Pavement: _____

Method of Compaction: _____

Type and Size of Compaction Equipment: _____

Size and Type of Pipe: _____

Type of Cable: _____

Certificate of Insurance: On File Attached To Follow

Description and Location of Operations and/or Facilities

Attach Plans if Applicable

Signature: _____ Date: _____

COUNTY COMMENTS AND/OR CONDITIONS

Special Comments: _____

Permit Approved By: _____ Date: _____

Section 1. Authority. This chapter is adopted under the authority granted by ORS 374.310 and the County Home Rule Charter.

- A. All authority contained in ORS 374.305-374.325, relating to County roads applies to any facility within a Public right-of-way.
- B. The Director or the Directors designee is given the authority to issue all permits provided for in this chapter and to make all decisions necessarily related to those permits.

Section 2. Definitions. As used in this chapter:

- A. Approach permit means a permit allowing construction or alteration of a private driveway, approach road or other facility that provides ingress to or egress from a Public road.
- B. County road means a public road under the jurisdiction of the County that has been designated as a County road.
- C. Facility includes all roads, driveways, utilities, fences, ditches, culverts, structures, signs, landscapes and other items of a diverse nature that may be placed within or upon a Public right-of-way.
- D. Local access road means a public road that is not a County road, state highway or federal road.
- E. Public road means a road over which the public has a right-of way that is a matter of public record.
- F. Director means the Director of Public Works as being responsible for administration of County road activities and includes those individuals designated by the Director to carry out the purposes of this chapter.
- G. Driveway includes all private roads that connect to a public road and provide ingress to or egress from property.
- H. Right-of-way means land, property, or an interest therein, usually in a strip, acquired for or devoted to road purposes.
- I. Road means the entire right-of-way of any public or private way that provides ingress to or egress from property by means of vehicles or other means or that provides travel between places by means of vehicles. Road includes, but is not limited to:
 - A. Ways described as streets, highways, throughways or alleys;
 - B. Road related structures that are in a right-of-way, such as tunnels, culverts or similar structures; and
 - C. Structures that provide for continuity of the right-of-way, such as bridges.
- J. Road encroachment permit means a permit allowing facilities to be placed within a Public road right-of-way. The permit shall state whether the permitted use is temporary or permanent.
- K. Roadway means the portion of a road, including shoulders, for vehicular use.
- L. Traveled Way means that portion of the right-of-way, exclusive of the shoulders, designed and intended for vehicular travel.
- M. Tree Removal Permit means a permit allowing the alteration or removal of trees located within a county right-of-way.

Sections 3. Interpretation. This chapter should be construed to ensure the safe use of public roads, to preserve the structural integrity of public roads and to allocate the cost of private development upon private developers and not upon County government. Nothing in this chapter should be interpreted as implying a right or privilege to place, build, enlarge or otherwise work on any facility in the right-of-way of a public road.

Section 4. Work in Right-of-Ways; Permit Required; Conditions. Except as provided in this chapter, no person other than County agents or employees shall place, build, enlarge or otherwise work on any facility in the right-of-way of a public road without first obtaining a Road Encroachment Permit from the Director. This applies to all work, including, but not limited to, the following:

- A. Constructing, grading, surfacing or providing drainage facilities for a private driveway or approach road;
- B. Pipelines, irrigation lines, sewer lines, underground cables, overhead wires and utility poles;
- C. Signs, billboards, symbols, notices, advertisements or directional guides;
- D. Sidewalks, curbs, gutters, retaining walls, meters, inlet basins, fences and ornamental objects;
- E. Planting of trees or other vegetation.

Section 5. Exceptions to Certain Requirements; Interpretation. A permit is not required for utilizing lawfully installed facilities as intended when installed, providing the work does not involve excavation. This exception includes the following:

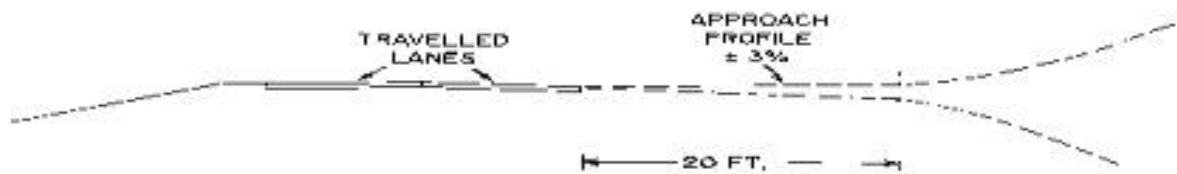
- A. Inspection and cleaning of sewer and storm water facilities;
- B. Inserting cables in existing conduits or making service connections within a terminal structure; and
- C. Utilization that is expressly acknowledged by prior permit provisions.

D. Other activities approved in writing by the Director.

Section 6. Signs, Billboards, Symbols, Notices, Advertisements or Directional Guides. Trees, vegetation, permanent signs, billboards, symbols, notices, advertisements or directional guides shall not be allowed in a county right-of-way unless allowed by law, designed to facilitate traffic safety and located without causing unreasonable risk to the traveling public. Temporary signs, notices, or directional guides may be allowed for a period not exceeding seven (7) consecutive days if in the opinion of the Director the sign, notice, or directional guide will facilitate the safe and efficient use of the public road.

Section 7. General Requirements for Approach Permits. Except as otherwise provided in this chapter, no person shall construct or alter a private driveway, approach road or other facility providing ingress to or egress from a public road without first obtaining an Approach Permit. The general requirements of this permit include but are not limited to the following:

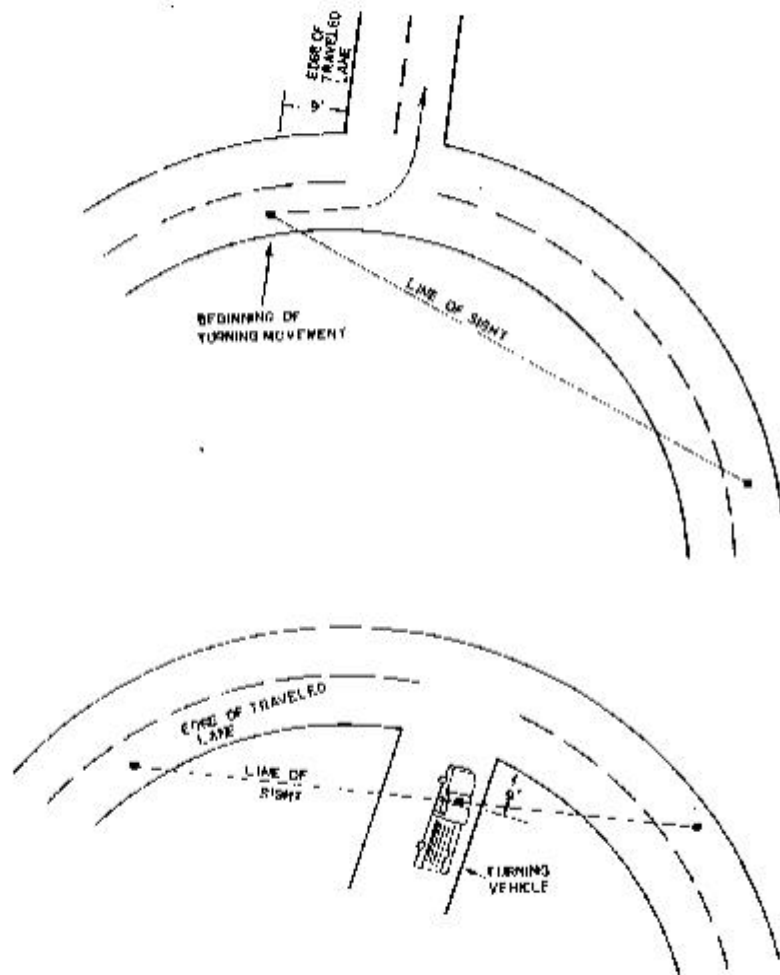
- A. The applicant must be the owner or lessee of the real property abutting the road and have the authority to apply for this permit.
- B. Construction or use of the proposed approach road may not be prohibited by law, agreement or by any permit or license issued by a governmental agency.
- C. The holder of the permit must construct the approach so as not to interfere with normal road maintenance operations.
- D. The profile of the approach centerline shall not exceed + or - 3% from the edge of the traveled surface for a distance of 20 feet, as follows:



- E. An approach permit may be denied when, in the opinion of the Director, lack of adequate sight distance or multiple intersecting approaches would create traffic safety hazard. The applicant may be required to remove brush, widen cut banks, relocate the proposed approach or otherwise satisfy sight distance requirements and ensure that those distances are maintained. The minimum recommended sight distances for the estimated speed of the traffic (not necessarily the posted speed) are given below. The sight distance should be measured from the height of the driver's eye or approximately forty-five inches.

Speed (mph)	Minimum Sight Distance (ft.)
25	180
30	200
35	250
40	325
45	400
50	475
55	550

Sight distance shall be measured from the center of the traveled lane from a point where the turning vehicle beings its turn (9 feet behind the edge of the traveled lane) to the center of the traveled lane of which the turning vehicle may enter or cross, measured at a height above each spot of 42 inches as follows:



- F. The driveway or approach road shall as near as practicable intersect the public road at right angles.
- G. Failure to construct any approach in conformance with these provisions, permit conditions or with plans submitted by the applicant may result in cancellation of the permit and removal of the partially constructed approach at the applicant's sole expense.
- H. Proper barricades and warning signs must be maintained at all times during construction by the holder of this permit to ensure the safety of the motoring public.
- I. The public road is to be restored to its original or to a better condition. All excess rock or dirt is to be removed from the traveled portion of the road by brooming or washing, as directed. Final clean-up is to be completed within one week after the approach is constructed.
- J. The entire cost of maintaining the road approach from the outside edge of the roadway to the right-of-way line shall be the responsibility of the applicant.
- K. The maximum width for a driveway in residential and resource lands shall be twenty-four (24) feet. The maximum width for a driveway in industrial and commercial lands shall be thirty (30) feet except driveways for service stations and trucking businesses may be up to forty (40) feet in width. In no case shall the traveled way of any driveway be less than twelve (12) feet.
- L. The minimum distance between driveways shall be twenty-five feet (25) measured from the nearest edges of the traveled ways.

Section 8. Change in Use of Approach Road; Permit Required. A change in the manner of using an approach road that connects to or intersects a public road requires a new approach permit. A changed use includes, but is not limited to:

- A. Any physical change requiring excavation, placing of an embankment, a culvert extension, construction of head walls and repair or alteration of any existing lawfully installed facility pertinent to a driveway or approach road;
- B. Any substantial change in the type or number of vehicles that were anticipated in the approval of the latest existing permit on file for a driveway or approach road; and

- C. Any other change in the approach road or its use, which the Director finds, may adversely affect the public's safety or the public's interest in the County road in the absence of limitations or conditions.

Section 9. Alteration and Removal of Vegetation in County Road Rights-of-Way.

- A. All trees within a County road right-of-way are subject to the County's control, and no tree may be altered or removed without a permit from the County. The permit requirement does not apply to public utilities or the County while exercising their rights within the right-of-way. In issuing a permit, the County shall have the authority to impose such conditions as it deems necessary to the public's safety and convenience.
- B. The County has and claims the right to remove or alter any tree, or remove any other vegetation, situated entirely within the County road right-of-way if, in the judgment of the Director, such removal is necessary to the use or improvement of the road or related facilities or for the public's safety.
- C. If the Director finds that a tree to be removed may have marketable or ornamental value to the owner of the land abutting the half of the right-of-way on which the tree is situated, the County shall first send notice to the abutting owner, giving the owner thirty (30) days within which to secure a permit to alter or remove the tree or other vegetation. If within that period of time the tree or other vegetation is not removed or altered to the extent necessary to the public safety and convenience as found by the Director, the County may remove or alter the tree or vegetation and, if it is a merchantable tree, retain it to defray the cost of removal. For purposes of giving notice under this subsection, the owner according to the Assessor's records of the property abutting the half of the right-of-way within which the tree is situated shall be deemed the tree owner. If the Director or his or her designate determines that an emergency exists which may affect the public safety, no notice shall be required prior to the removal of the tree or vegetation.

Section 10. Review of Permit Applications. After a completed application with the required fee has been submitted, the Director shall review the application and shall issue a permit if the proposal complies with the provisions of this chapter and State law. The Director may impose additional written conditions on a permit after finding that such conditions are necessary to the public interest in the safe use of the road or the preservation of public improvements or adjoining property. The Director shall prepare appropriate forms to assist the applicant in providing the information necessary for the application review. If the applicant disagrees with the Director's interpretation of the regulations, with the Director's decision to deny the permit, or with the conditions imposed by the Director, or if the Director finds that the proposal raises problems of public safety or problems having to do with the public use or protection of the road, which problems are not addressed in the regulations, then either may refer the application to the Board of County Commissioners, which Board shall, within thirty (30) days, afford them an opportunity to be publicly heard and make its final decision in the matter. If the Board finds that the proposal creates a problem to public interests in the road that cannot be solved by the application of the regulations or of adequate conditions, the Board shall deny the application.

Section 11. Permit Fees and Classifications. Permit fees shall be established by resolution of the Board of Commissioners and shall be paid at the time of application.

Section 12. Allocation of Costs.

- A. The entire cost of installing, maintaining, repairing, operating, or using the facility and any expense incident to a facility or operation authorized by a permit shall be paid by the applicant.
- B. The applicant shall reimburse the County for any reasonable and necessary expenses that the County may incur in connection with the facilities or operations authorized by the permit. The reimbursement of the County shall be made by the applicant within ten (10) days after receiving a statement from the Director.

Section 13. Liability and Control.

- A. The applicant shall indemnify and hold harmless the County and its agents against all damages, claims and expenses resulting from any injury to or death of any person or from the loss of, or damages to property when such damage, claim or expense arises out of the construction, installation, maintenance, repair, removal, relocation, operation, or use of the facility covered by the permit, or out of any operation authorized by the permit.
- B. The County, its officers, or employees shall not be held responsible or liable for injury or damage that may occur to facilities covered by the permit or any connection thereto by reason of road maintenance and construction operations or resulting from motorist or road user operations or road contractor or permittee operations.
- C. The applicant shall employ methods in performing the operations authorized by the permit that the Director may require in order to properly protect the public from injury and the road from damage.

- D. During any operations, the applicant shall maintain such flag persons, signs, lights, flares, barricades, and other safety devices during work and non-work hours as required by the Director.
- E. The applicant shall minimize interference with or interruption of traffic upon any Public road. Except in emergencies, there shall be no interference with or interruption of traffic upon and along the road until a plan for the satisfactory handling of traffic has been prepared by the permit holder and approved by the Director. The applicant shall notify the Director of any emergency as soon as possible.
- F. All traffic control and safety devices used for the protection of the work areas shall conform to the current provisions of the Oregon Manual on Uniform Traffic Control Devices, Technical Bulletin No. 28".
- G. To ensure compliance with the terms and conditions of the permit, the County reserves the right to inspect actions taken under a permit at any time and to require the applicant to correct all deviations from the permit.
- H. Any supervision and control exercised by the Director shall in no way relieve the applicant of any duty or responsibility to the general public, nor shall such supervision and control relieve the applicant from any liability for loss, damage, or injury to persons or property.
- I. Notice must be given to the Director at least two (2) working days prior to commencement of actual construction under a permit.

Section 14. Insurance and Bond.

- A. Unless waived in writing by the Director, the applicant or his contractor shall obtain and carry, for the period of time required for the complete installation of the facilities authorized by the permit, including the repair and restoration of the road facilities, and also during such future period of time when operations are performed involving the repair, relocation, or removal of said facilities authorized by permit, a liability and property damage insurance policy providing coverage against any claim or suit for property damage, person injury, or death resulting from any activities of the applicant, agents, or contractors in connection with the construction, installation, repair, or removal of facilities authorized by the permit and the repair and restoration of the road facilities. The policy shall also include as named insured, the County, its officers, agents, and employees except as to claims against the applicant, for personal injury to any officers, agents, and employees of the County or damages to any County property. The policy shall provide coverage in the following amounts: \$50,000 for property damage resulting from any single occurrence; and \$100,000 for the death or injury of any person, subject to a limit of \$500,000 for injuries or death resulting from any single occurrence. The policy shall be by an insurance company duly authorized and licensed to do business in the State of Oregon. A copy of the policy shall be submitted to the Director and approved by him before any work is commenced under this permit.
- B. When requested in writing by the Director, the applicant or his contractor, shall furnish for the period of time required for the complete installation of the facilities authorized by this permit, including the repair and restoration of the road facilities, and also during such future periods of time when operations are performed involving the repair, relocation, or removal of said facilities authorized by the permit, a bond or cash deposit in the amount specified in the special provisions of the permit. If a bond is furnished, it must be written by a surety company duly qualified and licensed to do business in Oregon and in a form satisfactory to the Director. No work shall be commenced under the permit until security has been submitted to and approved by the Director.

Section 15. Effective Period of Permit.

- A. Any construction, alteration or repair allowed by a permit must be completed within six (6) months of issuance or the permit will lapse. Upon completion of construction, a permit is effective indefinitely unless a specific period is stated in the permit.
- B. Failure of the applicant to comply with the terms of a permit after a ten (10) day written notice from the Director shall be sufficient cause for cancellation of a permit.
- C. The permit, the privileges granted, and the obligations of the permit holder created thereby shall be binding upon the successors and assigns of the permit holder. Permit holders shall give the Director written notice of assignment or transfer.

Section 16. Construction and Location Details.

- A. The applicant shall submit with any application the following:
-

- (1) Drawings or sketches showing in detail and to scale the location of the proposed facility or operation with respect to existing and planned road improvements, the traveled way, the right-of-way lines, and where applicable, the access control lines and approved access points;
 - (2) The details of the attachment method if facilities are to be attached to a road structure;
 - (3) Pressure pipelines data, if applicable, as set forth below:
 - a. Design pressure of pipe;
 - b. Normal operating pressure; and
 - c. Maximum operating pressure.
- B. The applicant's completed facility shall be in conformance with the information required by this ordinance and the applicants permit unless written permission is obtained from the Director to modify during installation. When a modification is approved, applicant shall furnish the Director four sets of as constructed drawings or sketches.
- C. All work in connection with the facility authorized by the permit shall be done in a neat and workmanlike manner to the satisfaction of the Director, and construction shall conform to the rules of the Oregon Public Utility Commission, the Oregon Board of Health, or other governmental agencies having regulatory authority over the facility. If the above agencies do not prescribe standards that provide the degree of protection substantially equal to the following industry codes, then the appropriate industry codes shall apply:
1. United States of America Standards Institute, 10 East 40th Street, New York, NY 10016:
 - a. USAS B 31.1.0; Current Issue; Power Piping Systems;
 - b. USAS B 31.3; Current Issue; Petroleum Refinery Piping;
 - c. USAS B 31.4; Current Issue; Liquid Petroleum Transportation Piping Systems;
 - d. USAS B 31.8; Current Issue; Gas Transmission and Distribution Piping Systems.
 2. American Petroleum Institute, 1271 Avenue of the Americas, New York, NY 10020: API RP1102; Current Issue; Recommended Practice for Liquid Petroleum Pipelines Crossing Railroads and Highways.
 3. American Water Works Association, 2 Park Avenue, New York, NY 10016: AWWA Standards and Specifications; Current Issue.
 4. National Bureau of Standards, U.S. Department of Commerce, or sale by Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20401:
 - a. National Electric Safety Code; Current Issue;
 - b. Safety Rules for the Installation and Maintenance of Electric Supply and Communication Lines; Current Issue.
- D. Corrugated metal pipe and concrete pipe used as a conduit or casing pipe or a gravity flow carrier pipe shall, as a minimum, conform to requirements of the current issue of State of Oregon, Standard Specifications for Highway Construction. Smooth iron or steel pipe used as a conduit or casing pipe shall be the standard type used for pressure pipe.
- E. No trench shall be excavated with a top width in excess of twenty-four (24) inches more than the outside diameter of the pipe, conduit, or cable to be installed unless permission is obtained from the Director.
- F. The backfilling of all trenches and tunnels must be accomplished immediately after the facility authorized by the permit has been placed therein and must be well tamped and fully compacted so as to allow the least possible amount of subsequent settlement.
- G. All debris, refuse, and waste of all kinds which may have accumulated upon the road right-of-way by reason of the operations of the applicant shall be removed immediately upon completion of the said operations, and the road right-of-way restored to the condition it was prior to construction.
- H. Unless permission is obtained from the Director to open cut for pipeline or conduit which crosses under the surfaced portion of the road and shoulders, road or street connections, road approaches, or driveways, the permit holder shall tunnel, jack, bore or drive under the surface in accordance with the following provisions:
1. Trenching shall be no nearer the toe of the fill slope in fill sections or the point where the outer edges of the surfacing meets the sub-grade and a minimum of 4 feet from the edge of the pavement.
 2. Tunneling shall be by an approved method that supports the surrounding materials to prevent caving or settlement. Areas around the installed pipe or conduit shall be backfilled with moist sand, granular material, or cement grout filling all voids and packed in place with mechanical tampers or other approved devices. Lagging, bulk heading, and timbering shall be removed as the backfilling progresses.

3. Jacking, driving, or boring shall be by a method approved by the Director which will hold disturbances of surrounding material to a minimum. Sluicing and jetting is not permitted. Voids or displacement outside the outside perimeter of the pipe, conduit, or cable where greater than 0.1 foot, shall be filled with sand or cement grout packed in place.
- I. When permission is granted to open cut the surfaced portion of the road, the following provisions shall be followed:
 1. Trench edges in paved areas shall be sawn or cut to neat lines by methods satisfactory to the Director to a depth sufficient to permit removal of pavement without damage to pavement to be left in place. Pavement within the cutting limits, together with all other excavated material, shall be removed and disposed of outside road right-of-way.
 2. No more than half of the traveled way shall be trenched at one time. The opened half shall be completely backfilled before opening the other half.
 3. Closure of intersecting streets, road approaches, or other access points will not be permitted. Upon trenching across such facilities, steel running plates, planks, or other satisfactory methods shall be used to provide for traffic to enter or leave the road or adjacent property.
 4. No more than 300 feet of trench longitudinally along the road shall be open at one time and no trench shall be left in open condition overnight.
 5. Immediately after a facility authorized by a permit has been placed in a trench outside of a roadway, the trench shall be backfilled with compacted granular material which cannot be ribboned out between the finger and thumb, and which is free from humus, organic matter, vegetable matter, frozen material, clods, sticks and debris, and contains no stones having a dimension greater than three inches.
 6. Immediately after a facility authorized by a permit has been placed in a trench within a roadway, the trench shall be backfilled with a flowable fill material or controlled density fill (CDF). This material shall be placed to an elevation that will allow placing the following foundation material and wearing surface:
 - a. Where original surface was asphalt concrete or bituminous treatment or mix:
 - (i) Wearing surface: Asphalt concrete placed to a compacted thickness of four inches or the thickness of the removed pavement, whichever is greater;
 - (ii) Foundation material: Either 1-0 inch or 3/4-0 inch aggregate placed to a compacted thickness of eight (8) inches or the thickness of the removed stone base, whichever is greater.
 - b. Where original surface was crushed rock or gravel: either 1-0 inch or 3/4-0 inch aggregate placed to a total compacted thickness of four inches or the thickness of the removed stone base and wearing surface, whichever is greater.
 - c. All materials in subparagraphs a. and b. of this paragraph, and their placement, shall conform to the requirements of the current Oregon State Highway Standard Specifications for Highway Construction.
 7. For a period of one year following the patching of the paved surface, the applicant shall be responsible for the condition of pavement patches and, during that time, shall, upon request of the Director, repair to the Director's satisfaction any patches which become settled, cracked, broken, or otherwise faulty.
- J. Unless permission is obtained from the Director, direct burial of cable placed by the ploughing method shall be limited to a minimum of four feet outside the surfaced portion of the road.
- K. Standard warning signs for buried power or communications cable and for pipelines carrying gas or flammable liquids shall be placed at each crossing under the road and at intervals along longitudinal installations as required by current PUC order, or as specified by the Director:
 1. Signs shall be offset as near the right-of-way as practical; and
 2. Signs for installations located within the roadbed may be placed behind existing guardrail.
- L. Pole line locations over the roadway shall have a minimum height of the lowest wire at 20 feet; locations parallel and not on the traveled portion, the minimum height of the lowest wire shall be 18 feet. Poles shall be located not less than 12 feet from the edge of pavement on paved-surfaced roads, or not less than 8 feet from the shoulder on gravel-surfaced roads. Wherever possible, poles shall be located along the tangent sections of roads and on the short curve radius side of curves. Poles to be located on the long radius side of curves will require additional approval by the Director and will be subject to special conditions.
- M. Pedestals installed as part of a buried cable installation are to be located one foot from the right-of-way line unless permission is obtained from the Director to locate elsewhere. In no case shall the pedestals be located within the

road maintenance operating area, including mowing operations, or nearer the pavement edge than any official highway sign in the same general location.

- N. The buried cable or pipe depths shown on the permit form represents the distance from the top of the surface or ground line to the top of the cable or pipe.

Section 17. Adoption of State Standards. To the extent that standards have not otherwise been adopted by the county, the county adopts, pursuant to ORS 368.205, as standard specifications for construction, improvement and repair to public roads, the standard specifications for highway construction adopted by the Oregon Department of Transportation.

Section 18. Removal, Relocation and Repair.

- A. Permits issued under this chapter are subject to modification by the County including removal, relocation, or repair of any facility covered by the permit at the sole cost of the applicant.
- B. Upon receiving written notice from the Director to remove, relocate, or repair a facility, the applicant shall, within thirty (30) days, make arrangements for the work to be done at the permit holder's cost, in accordance with the notice and instructions received from the Director. Before commencing this work, the permit holder shall furnish such insurance and post such bond as required by the Director.
- C. Should the permit holder fail to remove, relocate, or repair the facility, the Director may remove, relocate, or repair it and submit a statement of costs for the work to the permit holder. Upon receiving the statement, the permit holder shall pay to the County the full amount of removal, relocation, or repair costs. The applicant, in obtaining a permit, also agrees to pay statutory court costs, disbursements, and attorney fees if an action must be commenced to obtain costs billed pursuant to this section.

Section 19. Other Agencies. Nothing in a permit issued pursuant to this chapter is intended to grant rights or imply approval in areas not falling within the authority and jurisdiction of the Director. It is the responsibility of the applicant to determine the need for and to obtain such licenses, permits, or other form of approval that may be otherwise required by Clatsop County or by state agencies, federal agencies, cities, utility companies, and railroads.

Section 20. Violations; Removal or Correction of Installations; Prosecution.

- A. If any person fails to obtain a permit or to comply with the appropriate regulations or permit conditions, the Director may remove or correct the installation and recover the cost from the person responsible.
- B. In addition, any person who violates or fails to comply with any of the provisions of this chapter may be prosecuted as provided in Chapter 38, Clatsop County Code of Regulations. A separate offense may be deemed committed each day during or on which such unlawful condition is maintained or continued after citation or notice of violation has been given
- C. The decision to enforce any permit requirement or condition is not a ministerial act but rather a decision left to the discretion of the Director.



RESIDENTIAL SUBMITTAL REQUIREMENTS/CHECKLIST

Clatsop County Building Code Division
800 Exchange St, Ste 100 Astoria Oregon 97103
Phone: 503-338-3697 Fax: 503-338-3666
Email: buildingdivision@clatsopcounty.gov

Initial each line item to verify requirements are met. The submittal will not be accepted without this completed checklist. Plan review fee is required at time of submittal.

I. General

- ☐ Electronic File types shall be in .PDF format and unlocked to allow mark-ups. Locked plans will not be accepted
- ☐ Plan orientation of all pages in landscape format
- ☐ Completed permit application and this checklist must be uploaded with submittal
- ☐ Moisture, Lighting, and Energy Measure forms completed and uploaded with submittal

II. Site Plan

- ☐ Site plan is legible and drawn to scale, (ex. $\frac{1}{4}" = 1'$) with North arrow indicated
- ☐ Orientation of footprint matches floor plan. Mirrored or flipped plans are not accepted
- ☐ Property line locations with existing easements indicated
- ☐ Locations of utilities indicated. Sewer, water, power, gas, septic tank and drain field
- ☐ Existing and proposed structures shown with dimensions to other buildings and property lines

III. Plans

- ☐ Plans are legible and drawn to scale (ex. $\frac{1}{4}" = 1'$)
- ☐ Energy measures shown on plan details, i.e. floor, wall, and ceiling R-values
- ☐ Footing/Foundation plan shown with all structural elements including hold-downs
- ☐ Building elevation views from all four directions. Show building height from finished grade to peak of highest point of roof. Building sites with $>4'$ elevation changes must be indicated on elevation drawings. Where all cripple wall segments along a braced wall line do not exceed 48 inches in height, the cripple walls shall be permitted to be redesignated as a first-story wall for purposes of determining wall bracing requirements. Where any cripple wall segment in a braced wall line exceeds 48 inches in height, the entire cripple wall shall be counted as an additional story. If the cripple walls are redesignated, the stories above the redesignated story shall be counted as the second and third stories, respectively
- ☐ Typical cross sections for living and garage space
- ☐ Engineering details when required, must be included on all appropriate plan sheets
- ☐ Indicate location of all heat sources and water heaters. Indicate natural gas, propane, or electric
- ☐ Floor framing. If engineered components are proposed, include layout from manufacturer. Include size, type, and spacing of all floor joists and supporting beams with cross referenced design calculations
- ☐ Roof framing. If trusses are proposed include stamped truss details and layout. Include size, type, and spacing of all rafters. Trusses shall be designed at 135 mph wind speed



RESIDENTIAL SUBMITTAL REQUIREMENTS/CHECKLIST

Clatsop County Building Code Division
800 Exchange St, Ste 100 Astoria Oregon 97103
Phone: 503-338-3697 Fax: 503-338-3666
Email: buildingdivision@clatsopcounty.gov

Beam calculations with all beams sized, identified and cross referenced on the plans

____ Lateral wall bracing per ORSC R602.10 or provide engineered design. Indicate Braced Wall Method used. All Braced Wall Lines (BWL) and Braced Wall Panels (BWP) must be shown on the plans.¹

____ The plans must clearly show which edition of the ORSC was used. (2008, 2017, or 2021) Plans will be reviewed to the 2021 ORSC unless otherwise indicated on the plan documents. The 2008 and 2017 ORSC provisions will not be accepted as of October 1, 2021.

All construction drawings that have been developed electronically must be submitted electronically. All plans will be reviewed and returned electronically.

Hand drawn plans are accepted when drawn on minimum 11 x 17 paper and to scale. (Ex. $\frac{1}{4}" = 1'$) Hand drawn plans will be scanned, reviewed, and returned electronically. Paper copies of approved hand drawn plans are available upon request.

By signing, I acknowledge that all information contained in this checklist is true to the best of my knowledge. I also acknowledge that missing or incomplete information may be cause for rejection of this submittal or cause unnecessary delays in the plan review process.

Builder, Builder's Agent, or Property Owner

Signature _____

Print _____

Date _____

Phone _____

Email _____

¹ Wall bracing requirements have existed in building codes for nearly 100 years and have evolved immensely through numerous code revisions. Early code amendments provided the designer with prescriptive options to avoid unnecessary costs of engineering. The 2003 Oregon Residential Specialty Code contained only five pages dedicated to prescriptive wall bracing. After six code cycles the number of pages dedicated to wall bracing has exploded to roughly 45 pages containing detailed design requirements. The 2021 ORSC contains provisions for prescriptive braced wall lines, braced wall panels, foundation and connection (top and bottom) requirements. Unless your designer is extremely well prepared, it is highly recommended that you consult a licensed engineer to prepare the lateral wall bracing design for this submittal. A missing, incomplete, or incorrect lateral wall bracing design will cause your project to be delayed.



New Single Family Dwelling Combination Permit Application

Clatsop County Building Codes Division

800 Exchange St Ste 100

Astoria, Oregon 97103

Phone: 503-338-3697 • Fax: 505-338-3666

buildingdivision@clatsopcounty.gov

DEPARTMENT USE ONLY

Permit no.:

This project has final land-use approval:

Signature:

DEQ approved:

Signature:

This permit is issued under OAR 918-460-0030.

Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

Note: It is not the responsibility of the Building Division to send reminders notifying the permit holder of expiration dates.

LOCAL GOVERNMENT APPROVAL

Zoning approval verified? ☐ Yes ☐ No

Flood Zone? ☐ Yes ☐ No

APPLICANT INFORMATION

Name:

Mailing address:

City/state/ZIP:

Phone: Phone:

Email:

JOB SITE INFORMATION AND LOCATION

Job site address:

City/state/ZIP:

Project name:

Directions to job site:

Parcel no.:

ELECTRICAL CONTRACTOR INSTALLATION

Business name:

Address:

City/state/ZIP:

Phone: Mobile phone:

Fax: Email:

CCB license no.: BCD license no.:

Signing supervisor name & license no.:

MECHANICAL CONTRACTOR INSTALLATION

Business name:

Address:

City/state/ZIP:

Phone: Mobile phone:

Fax: Email:

CCB license no.: LPG license no.:

PLUMBING CONTRACTOR INSTALLATION

Business name:

Address:

City/state/ZIP:

Phone: Mobile phone:

Fax: Email:

CCB license no.: BCD license no.:

Journeyman name & license no.:

CONTRACTOR INSTALLATION

Business name:

Address:

City/state/ZIP:

Phone: Mobile phone:

Fax:

Email:

CCB license no.:

Signature:

PROPERTY OWNER INFORMATION

Name:

Mailing address:

City/state/ZIP:

Phone: Mobile phone:

Email:

OWNER INSTALLATION

Electrical ☐ Yes ☐ No

Fire ☐ Yes ☐ No

Foundation ☐ Yes ☐ No

Framing ☐ Yes ☐ No

Mechanical ☐ Yes ☐ No

Plumbing ☐ Yes ☐ No

Roofing ☐ Yes ☐ No

Siding ☐ Yes ☐ No

Structural ☐ Yes ☐ No

Windows ☐ Yes ☐ No

This installation is being made on residential or farm property owned by me or a member of my immediate family.

Sign here:

PRIMARY CONTACT

Name:

Phone:

Email:



440-5032-CB (5/15/COM)

VALUATION INFORMATION									
Job description:					Total square footage (dwelling and attached garage):				
					Building height _____ ft. _____ in no. of bathrooms: _____				
					no. of kitchens: _____				
					Decks / porches / covered patios _____ (total sq. ft.)				
					Unfinished basement _____ (total sq. ft.)				
					Living area sq. ft. _____ (total sq. ft.)				
					Garage sq. ft. _____ (total sq. ft.)				
					Carport _____ (total sq. ft.)				
Declared job value: \$					No. of stories: _____ Limited or restricted energy _____				
PLUMBING									
Water service: total linear feet:				Storm sewer: total linear feet:			Sanitary sewer: total linear feet:		
HEATING / COOLING									
Type of fuel:									
Boiler	Electric	Geothermal	LPG	Natural gas	Oil	Photovoltaic	Solid fuel		
Other									
Secondary type of fuel:									
Boiler	Electric	Geothermal	LPG	Natural gas	Oil	Photovoltaic	Solid fuel		
Other									
			Qty						Qty
Air handling unit of up to 10,000 cfm						Air conditioner			
Air handling unit greater than 10,000 cfm						Furnace – up to 100,000 BTU			
Furnace – greater than 100,000 BTU						Floor furnace, including vent			
Heat pump						Evaporative cooler other than portable			
Suspended heater, recessed wall heater, or floor mounted unit heater						Mini split			
						Radiant in-floor heating system			
OTHER FUEL APPLIANCES									
Wood / pellet stove						Water heater			
Gas or wood fireplace/ insert						Pool or spa heater, kiln			
Decorative gas fireplace						Oil tank / gas / diesel generators			
Chimney / liner / flue / vent						Installation domestic-type incinerator			
ENVIRONMENTAL EXHAUST AND VENTILATION									
Range hood / other kitchen equipment						Attic / crawl space fans			
Ventilation system not a portion of heating or air-cooling system authorized by permit						Flue vent for water heater or gas fireplace			
						Clothes dryer exhaust			
Appliance vent installation not included in appliance permit						Ventilation fan connected to single duct			
Other environmental exhaust / ventilation									
FUEL PIPING									
Gas fuel piping outlets									



Residential Energy Efficiency Measures Selection Form

DEPARTMENT USE ONLY
Permit no.:
Submittal Date:
Permit Issue Date:

For the purpose of energy efficiency the Oregon Residential Specialty Code regulates exterior envelopes as well as the design, construction, and selection of heating, ventilation, air-conditioning systems, and insulation values. This form is intended to identify under which provision of the code your project will meet the requirements for energy conservation. Applicants are asked to complete this form by selecting which provision of the code their project meets and providing the required submittal information associated with that requirement either on this form or as part of the construction documents.

APPLICANT INFORMATION
Name:
Address:
City/State/ZIP:
Phone:
Email:

JOB SITE INFORMATION AND LOCATION
Job site address:
City:
State/ZIP:
Occupancy Type: <input type="checkbox"/> Single-Family <input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Other

INSTRUCTIONS
Select the type of construction. If the project is an addition, select the applicable addition type and enter the selected measures accordingly; print and sign your name. Submit this form with your permit application or your project will be placed on hold until the required information is provided.
<input type="checkbox"/> New construction. All conditioned spaces within residential buildings shall comply with Table N1101.1(1) and one additional measure from Table N1101.1(2).
<input type="checkbox"/> 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.
<input type="checkbox"/> Large additions. Additions that are equal to or more than 600 square feet in area are required to select one measure from Table N1101.1(2). Enter the selected Table N1101.1(2) additional measure_____
<input type="checkbox"/> Small additions. Additions that are less than 600 square feet in area are required to select one measure from Table N1101.1(2) or select one measure from Table N1101.3. <div style="margin-left: 40px;"> <input type="checkbox"/> Selected Table N1101.1(2) additional measure _____ </div> <div style="margin-left: 40px;"> <input type="checkbox"/> Selected Table N1101.3 additional measure _____ </div>
<input type="checkbox"/> Exception: Additions that are less than 225 square feet in area are not required to comply with Table N1101.1(2) or Table N1101.3.
Note: Depending on the additional measure you have selected, there may be sub-options that you will have to specify. Check the appropriate box, if provided.

TABLE N1101.1(2) – ADDITIONAL MEASURES

<input type="checkbox"/>	1a	HIGH-EFFICIENCY HVAC SYSTEM^a
<input type="checkbox"/>	1b	a. Gas-fired furnace or boiler AFUE 94 percent, or
<input type="checkbox"/>	1c	b. Air-source heat pump HSPF 10.0/14.0 SEER cooling, or c. Ground-source heat pump COP 3.5 or Energy Star rated
<input type="checkbox"/>	2a	HIGH-EFFICIENCY WATER HEATING SYSTEM
<input type="checkbox"/>	2b	a. Natural gas/propane water heater with minimum UEF 0.90, or
<input type="checkbox"/>	2c	b. Electric heat pump water heater with minimum 2.0 COP, or c. Natural gas/propane tankless/instantaneous heater with minimum 0.80 UEF and Drain Water Heat Recovery Unit installed on minimum of one shower/tub-shower
<input type="checkbox"/>	3	WALL INSULATION UPGRADE [*](see page 5 of this form for commentary) Exterior walls—U-0.045/R-21 conventional framing with R-5.0 continuous insulation
<input type="checkbox"/>	4	ADVANCED ENVELOPE Windows—U-0.21 (Area weighted average), and Flat ceiling ^b —U-0.017/R-60, and Framed floors—U-0.026/R-38 or slab edge insulation to F-0.48 or less (R-10 for 48”; R-15 for 36” or R-5 fully insulated slab)
<input type="checkbox"/>	5	DUCTLESS HEAT PUMP For dwelling units with all-electric heat, provide: Ductless heat pump of minimum HSPF 10 in primary zone replaces zonal electric heat sources, and programmable thermostat for all heaters in bedrooms
<input type="checkbox"/>	6	HIGH EFFICIENCY THERMAL ENVELOPE UA^c Proposed UA is 8 percent lower than the code UA
<input type="checkbox"/>	7	GLAZING AREA Glazing area, measured as the total of framed openings is less than 12 percent of conditioned floor area
<input type="checkbox"/>	8	3 ACH AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION Achieve a maximum of 3.0 ACH50 whole-house air leakage when third-party tested and provide a whole-house ventilation system including heat recovery with a minimum sensible heat recovery efficiency of not less than 66 percent.

For SI: 1 square foot = 0.093 m², 1 watt per square foot = 10.8 W/m².

- Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- 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.
- In accordance with Table N1104.1(1), the Proposed UA total of the Proposed Alternative Design shall be a minimum of 8 percent less than the Code UA total of the Standard Base Case.

TABLE N1101.3 – SMALL-ADDITION ADDITIONAL MEASURES (SELECT ONE)

<input type="checkbox"/>	1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
<input type="checkbox"/>	2	Replace all existing single-pane wood or aluminum windows to the U-factor as specified in Table N1101.2
<input type="checkbox"/>	3	Insulate the existing floor, crawl space, or basement wall systems as specified in Table N1101.2 and install 100 percent of permanently installed lighting fixtures as CFL, LED, or linear fluorescent, or a minimum efficacy of 40 lumens per watt as specified in Section N1107.2.
<input type="checkbox"/>	4	Test the entire dwelling with a blower door and exhibit no more than 4.5 air changes per hour @ 50 Pascals.
<input type="checkbox"/>	5	Seal and performance test the duct system.
<input type="checkbox"/>	6	Replace existing 80-percent AFUE or less gas furnace with a 92-percent AFUE or greater system.
<input type="checkbox"/>	7	Replace existing electric radiant space heaters with a ductless mini split system with a minimum HSPF of 10.0.
<input type="checkbox"/>	8	Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 9.5.
<input type="checkbox"/>	9	Replace existing water heater with a water heater meeting: Natural gas/propane water heater with minimum UEF 0.90, or Electric heat pump water heater with minimum 2.0 COP.

NOTICE

On April 1, 2021, the 2021 ORSC became effective, introducing new requirements and revisions to existing requirements for air sealing, insulation and installation of ducts, as well as new requirements for continuously-operating, balanced mechanical whole-house ventilation (WHV) and revised other requirements. A portion of the code sections outlining energy efficiency requirements and approved measures are included on page 5 of this document, and the code in its entirety can be viewed on the BCD website at www.bcd.oregon.gov

Air Sealing Requirements (ORSC N1104.8)

All new construction shall now incorporate the former 2017 ORSC Table N1101.(2) Measure #5, regarding 'air sealing and ducts'. Building thermal envelopes shall be constructed to limit air leakage by the use of 'Air Barriers' in accordance with section N1104.8.1 and 'Sealing Requirements' in accordance with N1104.8.2.

Insulation of Ducts (ORSC N1105.2)

All new duct systems, or new portions of duct systems exposed to unconditioned spaces, and buried ductwork within insulation that meets the exception to Section N1105.3, shall be insulated to a minimum level of R-8. Duct systems, or new portions of duct systems, located entirely within the building thermal envelope may be insulated to a level less than R-8.

Installation of Ducts (ORSC N1105.3 & M1601.4.11)

All new duct systems, air handling equipment and appliances shall be located fully within the building thermal envelope. It may not always be practical, or technologically or economically feasible to construct all duct systems fully within the building thermal envelope, as such exceptions to this new requirement are offered. See the portion of code section copied below, and see additional BCD Technical Bulletin for additional commentary and diagrams.

Whole House Ventilation (ORSC M1505.4)

All new HVAC systems are now required to be provided with a balanced mechanical whole-house ventilation (WHV) systems. WHV systems shall be designed in accordance with Sections M1505.4.1 through M1505.4.4. Balanced ventilation systems are a combination of exhaust and supply methods providing approximately equal (within a 10% margin) indoor exhaust and outdoor supply air flow. Outside air should be taken from a known fresh air location then filtered and tempered before delivery to the conditioned space. Balanced ventilation should not affect the pressure of the interior space relative to outdoors. WHV systems shall provide outdoor air at a continuous rate as determined in accordance with Table M1505.4.3(1) or equation 15-1.

WHOLE HOUSE BALANCED VENTILATION SPECIFICATIONS

Describe method of balanced WHV and list associated equipment below: _____

WHV Intake/Supply - Make & Model # (*specify local intake, furnace if serves as intake, central fan integrated supply, or other*): _____

WHV Exhaust - Make & Model #:

WHV Control/Interlock Unit - Make & Model #: ☐ Intermittent Operation

WHV HRV/ERV, Dampers, Misc. - Make & Model #:

WHV System Mechanical Ventilation Rate (outdoor air): _____ CFM

Min. Required Mechanical Ventilation Rate (outdoor air) Table M1505.43(1) or Equation 15-1: _____ CFM

Equation 15-1: Ventilation rate in cubic feet per minute = (0.01 x Total square foot area of house) + ([7.5 x (number of bedrooms + 1)])

Exception: Intermittent WHV Ventilation Rate Factor Table M1505.4.3(2): _____ x _____ CFM = _____ CFM

APPLICANT SIGNATURE

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Signature:

Date:

Print name:

Blower Door Results Reporting

2021 Oregon Residential Specialty Code (ORSC) Compliance

This form provides the necessary information to demonstrate compliance with the sealing requirements of Section N1104.8.2 or Additional Measure #8 from Table N1101.1(2) in Chapter 11 of the Oregon Residential Specialty Code (ORSC). Where applicable, this form shall be provided to the local building official after testing and before the Certificate of Occupancy is issued.

Jurisdiction:

COMPANY INFORMATION

Company name:		CCB/EEAST no.:	
Address (Street or P.O. Box):		Phone:	
City:		State:	Zip:
Technician's name:		Email:	

PROJECT INFORMATION

Builder:		Community:	Lot:
Street address:			
City:		State: OR	Zip:
One-family, two-family, or townhouse:		Number of stories:	
Permit #:	Conditioned floor area (SF):	Conditioned volume (CF):	

Section N1104.8.2 – Sealing Required

If selecting an Additional Measures #1-7 from Table N1101.1(2) enter the Blower Door Test Results below.

I hereby certify that the blower door test results are: _____ ACH50 and _____ CFM@50Pa and have been determined using standard industry protocol such as ANSI/RESNET/ICC 380.

☐ PASS – Less than or equal to 4.0 ACH50

☐ FAIL – Greater than 4.0 ACH50

Table N1101.1(2) – Additional Measure No. 8

If selecting an Additional Measures #8 from Table N1101.1(2) enter the Blower Door Test Results below.

I hereby certify that the blower door test results are _____ ACH50 and _____ CFM@50Pa and have been determined using standard industry protocol such as ANSI/RESNET/ICC 380.

☐ PASS – Less than or equal to 3.0 ACH50

☐ FAIL – Greater than 3.0 ACH50

BLOWER DOOR CALCULATIONS

$ACH50 = (CFM50 \times 60) / \text{Conditioned Volume}$

TECHNICIANS NAME & SIGNATURE

Print name:

Signature:

Test Date:

REFERENCED CODE SECTIONS

N1104.8 Air leakage. The building thermal envelope shall be constructed to limit air leakage in accordance with this section

N1104.8.1 Air barriers. A continuous air barrier shall be installed and fully aligned with the building thermal envelope on every vertical portion of air-permeable insulation and on the warm side of horizontal, air-permeable insulation. Air-permeable insulation shall not be used as a sealing material.

Exception: Unvented attics, continuous insulation walls and similar conditions where an impermeable insulation layer forms an air barrier.

N1104.8.2 Sealing required. Exterior joints around window and door frames, between wall cavities and window or door frames, between walls and foundation, between walls and roof, between wall panels, at penetrations or utility services through walls, floors and roofs and all other openings in the exterior envelope shall be sealed in a manner approved by the building official.

Sealing for the purpose of creating a continuous air barrier shall be in accordance with the applicable requirements of Table N1104.8, or the dwelling shall be tested to demonstrate a blower door result not greater than 4.0 ACH50.

N1104.8.2.1 Top plate sealing. At all walls in contact with vented attics, the wall covering (gypsum board or other) shall be sealed to the top plate with caulk, sealant, gasket or other approved material.

N1105.3 Installation of Ducts. All new duct systems and air handling equipment and appliances shall be located fully within the building thermal envelope.

Exception:

1. Ventilation intake ductwork and exhaust ductwork.

2. Up to 5% of the length of HVAC system ductwork shall be permitted to be located outside of the thermal envelope.

3. Ducts deeply buried in insulation in accordance with all of the following:

3.1. Insulation shall be installed to fill gaps and voids between the duct and ceiling, and a minimum of R-19 insulation shall be installed above the duct between the duct and the unconditioned attic.

3.2. Insulation depth marker flags shall be installed on the ducts every 10 feet or as approved by the building official.

COMMENTARY

***TABLE N1101.1(2) - ADDITIONAL MEASURES - #3 WALL INSULATION UPGRADE:** consists of minimum stud cavity insulation and a continuous layer of R-5 rigid exterior insulation boards such as; expanded polystyrene (EPS), extruded polystyrene (XPS), polyisocyanurate (PIC), or rigid mineral fiber (MF). Be advised cladding attachment shall be done in accordance with manufacturers installation instructions, and or in accordance with ORSC R703.9 Exterior Insulation and Finish Systems (EIFS) or other prescriptive code methods for 'installation over foam plastic sheathing'. Additionally, the provisions of R703.1.1 Exterior Wall Envelope shall be followed.

**TABLE N1104.8
AIR BARRIER INSTALLATION AND AIR SEALING REQUIREMENTS**

COMPONENT	AIR BARRIER CRITERIA
General requirements	A continuous air barrier shall be installed in alignment with the building thermal envelope.
	Breaks or joints in the air barrier shall be sealed.
Ceiling/attic	The air barrier in any dropped ceiling or soffit shall be aligned with the insulation and any gaps in the air barrier shall be sealed.
	Access openings, drop-down stairs, or knee wall doors to unconditioned attic spaces shall be gasketed and sealed.
Walls	The junction of the foundation and sill plate shall be sealed.
	The junction of the top plate and the top of interior walls shall be sealed between wall cavities and windows or door frames.
	All penetrations or utility services through the top and bottom plates shall be sealed.
	Knee walls shall be sealed.
Windows, skylights and doors	The space between framing and skylights, and the jambs of windows and doors shall be sealed.
Rim/band joists	Rim/band joists shall be a part of the thermal envelope and have a continuous air barrier.
Floors Including cantilevered floors and floors above garages	The air barrier shall be installed at any exposed edge of insulation.
Crawl space walls	Exposed earth in unvented crawl spaces shall be covered with a Class I vapor retarder with overlapping joints taped.
Shafts, penetrations	Duct shafts, utility penetrations and flue shafts opening to exterior or unconditioned space shall be sealed.
Garage separation	Air sealing shall be provided between the garage and conditioned spaces.
Recessed lighting	Recessed light fixtures installed in the building thermal envelope shall be sealed to the finished surface.
Shower/tub on exterior walls	The air barrier installed at exterior walls adjacent to showers and tubs shall separate the wall from the shower or tub.
Electrical/phone box on exterior walls	The air barrier shall be installed behind electrical and communication boxes. Alternatively, air-sealed boxes shall be installed.
HVAC register boots	HVAC supply and return register boots that penetrate building thermal envelope shall be sealed to the subfloor, wall covering or ceiling penetrated by the boot.

TABLE N1101.1(1)
PRESCRIPTIVE ENVELOPE REQUIREMENTS^a

BUILDING COMPONENT	STANDARD BASE CASE		LOG HOMES ONLY	
	Required Performance	Equiv. Value ^b	Required Performance	Equiv. Value ^b
Wall insulation—above grade	U-0.059 ^c	R-21 Intermediate ^c	Note d	Note d
Wall insulation—below grade ^e	C-0.063	R-15 <u>c.i.</u> /R-21	C-0.063	R-15/R-21
Flat ceilings ^f	U-0.021	R-49	U-0.020	R-49 A ^h
Vaulted ceilings ^g	U-0.033	R-30 Rafter or R-30A ^{g, h} Scissor Truss	U-0.027	R-38A ^h
Underfloors	U-0.033	R-30	U-0.033	R-30
Slab-edge perimeter ^m	F-0.520	R-15	F-0.520	R-15
Heated slab interior ⁱ	n/a	R-10	n/a	R-10
Windows ^j	<u>U-0.27</u>	<u>U-0.27</u>	<u>U-0.27</u>	<u>U-0.27</u>
Skylights	U-0.50	U-0.50	U-0.50	U-0.50
Exterior doors ^k	U-0.20	U-0.20	U-0.54	U-0.54
Exterior doors with > 2.5 ft ² glazing ^l	U-0.40	U-0.40	U-0.40	U-0.40

For SI: 1 inch = 25.4 mm, 1 square foot = 0.0929 m², 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.
- 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 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 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 thermal envelope requirements.
- k. A maximum of 28 square feet of exterior door area per dwelling unit can have a U-factor of 0.54 or less.
- l. Glazing that is either double pane with low-e coating on one surface, or triple pane shall be deemed to comply with this requirement.
- m. Minimum 24-inch horizontal or vertical below-grade.

Special thanks to the Building Officials and staff of the cities of Seaside, Warrenton, Cannon Beach and Clatsop County for a consensus effort to produce this form. It is the intent of those involved to create a user's guide to assist building designers in navigating the complex code provisions of energy efficiency. Please contact your code official with specific concerns as you use this guide.





Moisture Content Acknowledgement Form

Community Development Building Codes Division

800 Exchange St Ste 100 Astoria, OR 97103

Phone: 503-338-3697 • Fax: 503-338-3666

buildingdivision@clatsopcounty.gov

You must submit this form to Building Codes Division before issuance of the Certificate of Occupancy.

I, _____, am the general contractor or the owner/builder at the following address:

Street address: _____

City: _____

Permit number: _____

If applicable:

Subdivision/Lot: _____ and/or map and tax lot: _____

To conform with the 2021 Oregon Residential Specialty Code (ORSC), Section R318.2, I am notifying the building official that I am aware of the moisture content requirement of ORSC Section R318.2 and have taken steps to meet this code requirement.
[Section R318.2 is provided for reference.]

Section R318.2 Moisture content. Prior to issuance of the insulation/vapor barrier approval required by R109.1.5.2 of this code:

- (A) All moisture-sensitive wood framing members used in construction shall have a moisture content of not more than 19 percent of the weight of dry wood framing members.
- (B) The general contractor or the owner who was issued the structural permit shall notify the building official on a division-approved form that the contractor or the owner who was issued the structural permit is aware of and has taken steps to meet the requirement in paragraph (A).

Signature: _____

Date: _____



Residential Certificate of Lighting Fixtures

Community Development Building Codes Division

800 Exchange St, Ste 100 Astoria, OR 97103

Phone: 503-338-3697 • Fax: 503-338-3666

buildingdivision@clatsopcounty.gov

You must submit this form to Building Codes Division before issuance of the Certificate of Occupancy.

To conform with the 2021 Oregon Residential Specialty Code (ORSC), Section N1107.2, I am notifying the building official that 100 percent of the permanently installed lighting fixtures are compact or linear fluorescent, or a minimum efficacy of 40 lumens per input watt.

Date: _____

Building Permit number: _____

Owner's name: _____

Job address: _____

City: _____ State: _____ ZIP: _____

General contractor/owner signature: _____

Printed name: _____