

July 30, 1992

TO: All Holders of the City of Salem Design Standards

EFFECTIVE DATE: August 1, 1992

SUBJECT: **DEVELOPMENT BULLETIN #1**

The following information is distributed as a public service to the Salem development community of contractors, builders, and developers to make them aware of any changes in the City permit and plan approval process which may have an impact on their operations:

**REVIEW OF CONSTRUCTION PLANS FOR PUBLIC FACILITIES:**

The Public Works Department requires review and approval of construction plans for any public facility. Examples of this would be water lines, sewer or storm drain lines, and streets. Typically, these facilities are required as a part of proposed subdivisions.

With all of the construction activity we have experienced this year, the review process has become a lengthy and sometimes cumbersome ordeal for all concerned. We are trying to shorten the amount of time required to get permits, reduce the need for redesign efforts by the developer's engineer, and reduce the delays caused by the large number of incomplete submittals we receive.

To that end, we are taking a number of steps which will greatly enhance our ability to respond to your needs, but will require your cooperation.

1. We are establishing intake requirements which must be met before we will accept any construction or site plans for review. There will be a staff member available in the PAC Center to briefly screen the plans, looking for certain key pieces of information we need to process your application. If that information is not included, the plans will not be accepted for review. Some of your members may find this inconvenient at first, but the result will be a higher level of service for the greater majority without any additional fees from you.

Attached to this letter is a copy of the checklist we will be using to help you avoid unnecessary delays in your projects. This is not intended to represent a complete list of all the information we may need to complete our review; however, it is the minimum amount of information necessary to begin the process.

2. Additionally, for all subdivision plans, a conceptual plan review conference will be required prior to submitting construction plans for review. At that conference we will expect the designers to have completed a conceptual layout of all public facilities

corresponding to the requirements placed on the project during the plat approval process and good engineering practice. There will be no fee for this review conference.

We will assist the designers by briefly reviewing the requirements and confirming the availability of connection points to public facilities. The entire process should be completed within an hour or less and is expected to save the designers many hours of redesign in the final stages. It will also save the City staff time currently spent in marking up “final” plans and returning them to the designers for wholesale revisions.

Following the conceptual review conference, the designers can proceed to final design with a better sense of what the City requirements are going to be during the final review. It is our hope that this process will prevent unpleasant surprises for both sides, speed the construction review substantially, and save you money in the process.

3. The City will be enforcing the published Design Standards very carefully when it comes to public facilities. These standards have evolved over a number of years and represent the minimum standards that are required for public construction. If there are perceived difficulties with any of our standards or a difference of engineering opinion, we would suggest that a permit review is not a good vehicle for discussing the global issues. That will only serve to delay your project. Instead, we would recommend submitting a letter to the Public Works Department, Room 325, Attention: Tim Gerling, Chief Development Services Engineer, outlining the particular standard, the difficulty you feel it causes, and your suggestions for improving it. We will be conducting periodic reviews and updates of these standards and will be very willing to consider any valid suggestions.

Tim Gerling, P.E.  
Chief Development Services Engineer

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Attachment:

1. Plan Submittal Checklist (One- and Two-family Residential)
2. Plan Submittal Checklist (Multifamily/Commercial/Industrial)

Plan Submittal Checklist  
One- and Two-family Residential

Date \_\_\_\_\_

Project Address: \_\_\_\_\_ Contractor Board No.: \_\_\_\_\_  
Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Tax No.: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Project: \_\_\_\_\_ No. Foot Fin.: \_\_\_\_\_ Unf.: \_\_\_\_\_ Garage: \_\_\_\_\_ No. Sty.: \_\_\_\_\_  
New \_\_\_ Remodel \_\_\_ Valuation \$ \_\_\_\_\_ No. of Bdrms.: \_\_\_\_\_ No. of Baths: \_\_\_\_\_

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- \_\_\_\_\_ 1. 3 copies plot plan including north arrow, lot dimensions, elevations
- \_\_\_\_\_ 2. Setbacks, easements, utility connections, other structures and features
- \_\_\_\_\_ 3. Rain/underfloor/footing drains and elevations
- \_\_\_\_\_ 4. Driveway and sidewalk design
- \_\_\_\_\_ 5. Names of adjacent streets
- \_\_\_\_\_ 6. Foundation plan including footer size, wall height, section, and reinforcing
- \_\_\_\_\_ 7. Finish floor elevations
- \_\_\_\_\_ 8. Floor framing plan each floor (post and beam or joists with size and spacing)
- \_\_\_\_\_ 9. Ceiling/roof framing plan or truss layout with reactions
- \_\_\_\_\_ 10. Floor plan with rooms identified
- \_\_\_\_\_ 11. Window sizes, header sizes
- \_\_\_\_\_ 12. Electrical and plumbing fixture layout
- \_\_\_\_\_ 13. Special equipment (fireplace/hydrotub, etc.)
- \_\_\_\_\_ 14. Complete building sections—special sections
- \_\_\_\_\_ 15. Construction details (i.e., structural members, insulation, sheathing, roofing, bracing, dimensions, etc.)
- \_\_\_\_\_ 16. Location of smoke detectors
- \_\_\_\_\_ 17. Handrail/guardrail/headroom details for stairs/landings
- \_\_\_\_\_ 18. Engineering for special conditions (truss, high walls, etc.)

**NOTES**

Plan Submittal Checklist  
Multifamily/Commercial/Industrial

Date \_\_\_\_\_

Project Address: \_\_\_\_\_ Tax No.: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Contractor Board No.: \_\_\_\_\_ Project \_\_\_\_\_ No. Ft. \_\_\_\_\_ No. Sty.: \_\_\_\_\_  
New \_\_\_ Remodel \_\_\_ Multifamily \_\_\_\_\_ Comm. \_\_\_\_\_ Indust. \_\_\_\_\_ Valuation \$ \_\_\_\_\_

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- \_\_\_\_\_ 1. 3 copies plot plan
- \_\_\_\_\_ 2. 3 copies landscaping and irrigation plan
- \_\_\_\_\_ 3. North arrow, lot dimensions, elevations
- \_\_\_\_\_ 4. Setbacks, easements, utility connections
- \_\_\_\_\_ 5. Other structures and features
- \_\_\_\_\_ 6. Driveways, sidewalks, parking, handicap access
- \_\_\_\_\_ 7. Fire Department access and hydrants
- \_\_\_\_\_ 8. Names of adjacent streets
- \_\_\_\_\_ 9. Rain/roof drains and slope to discharge
- \_\_\_\_\_ 10. Stormwater detention design and calculations
- \_\_\_\_\_ 11. Location and size of utilities
- \_\_\_\_\_ 12. Finished floor elevations
- \_\_\_\_\_ 13. Proposed use, building type, occupancy classification
- \_\_\_\_\_ 14. Allowable area, actual area
- \_\_\_\_\_ 15. Engineer or architect stamp on all sheets
- \_\_\_\_\_ 16. Occupant load calculations and exiting, including exit width calculations
- \_\_\_\_\_ 17. Energy worksheets including envelope calculations and lighting budget
- \_\_\_\_\_ 18. Foundation plan including footer size, wall height, section, and reinforcing
- \_\_\_\_\_ 19. Floor framing plan each floor (slab, post and beam, or joist)
- \_\_\_\_\_ 20. Ceiling/roof framing plan or truss layout with reactions
- \_\_\_\_\_ 21. Floor plan with rooms identified
- \_\_\_\_\_ 22. Window sizes and header sizes
- \_\_\_\_\_ 23. Complete building sections—special sections

- \_\_\_\_\_ 24. Construction details (i.e., structural members, insulation, sheathing, roofing, bracing, etc.)
- \_\_\_\_\_ 25. Handrail/guardrail/headroom details for stairs/landings
- \_\_\_\_\_ 26. Smoke detectors, fire alarms, sprinkler system details
- \_\_\_\_\_ 27. Engineering for special conditions (truss, high walls, shear walls, lateral bracing, load transfer, etc.)
- \_\_\_\_\_ 28. Electrical one line, panel and feeder schedule, and equipment layout
- \_\_\_\_\_ 29. Plumbing plans including layout and fixture count
- \_\_\_\_\_ 30. Special equipment (fireplace/hydrotub)
- \_\_\_\_\_ 31. Mechanical plan including layout and make/model of equipment
- \_\_\_\_\_ 32. NPDES permit for sites over five acres

#### **NOTES**