

# Building Permit Application

P: 503-682-4960 [permits@ci.wilsonville.or.us](mailto:permits@ci.wilsonville.or.us)

For new construction projects Job Trailers require a separate permit.



29799 SW Town Center Loop East  
Wilsonville, OR 97070

Type of work	
<input type="checkbox"/> New construction	Addition/alteration/replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
Category of construction	
<input type="checkbox"/> Multifamily	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	
Other:	
Job site information and location	
Job address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Deferred Submittal (complete form)	
Scope of work:	
Owner	
Name:	Phone:
Address:	
City/State/ZIP:	
E-mail:	
Contractor	
Business name:	
Address:	
City/State/ZIP:	Phone:
E-mail:	
CCB lic. no.	Exp. Date:
City Business/Metro License No.	Exp. Date:
Applicant	
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone:	
E-mail:	
Owner / Applicant Signature	
Authorized signature:	
Print name:	Date:
This permit application will expire if a permit is not obtained within 180 days after it has been accepted as complete.	

## PERMIT SUBMITTAL STANDARDS

<https://www.ci.wilsonville.or.us/building/page/electronic-plan-review>

### Required Data: Commercial Use

Permit fees\* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation:	
Existing building area:	square feet
New building area:	square feet
Total number of stories:	
Type of Construction	
Occupancy groups	
Existing	
New	
New impervious area	square feet

Fire Sprinkler System? Yes No

New Water Meters:

Domestic:	
Irrigation:	

Do you want any other permit types reviewed at this time? If yes, submit an application for the appropriate types:

[Mechanical](#) [Grading](#) [Plumbing](#); [Site or Interior](#)

[Fire: Alarm, Sprinkler, Fire Service Line](#)

Submit applications to the appropriate Divisions.  
[Erosion Control, Public Works, and Land Use](#)

### Notice

All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed.

**Statement of Fact:** I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit and/or certificate of occupancy, regardless of how or when discovered.

I acknowledge that work related to this Building Permit Application may be subject to regulations governing the handling, removal and/or disposal of asbestos and/or lead-based paint. \_\_\_\_\_ (initials)

### Building Permit Fees\*

\* Applicant will receive an invoice for intake fees, fees

must be paid within 14 days to be considered complete.

Fees not paid in 14 days will be withdrawn and will need to be resubmitted.

SUBJECT PROPERTY:

## SANITARY SEWER » CHARGES

## COMMERCIAL / INDUSTRIAL DEVELOPMENT TYPE – USE 1

+

DEVELOPMENT TYPE	UNIT	RATE
DEVELOPMENT TYPE DESCRIPTION		

## IDENTIFY FIXTURES &amp; CALCULATE # OF EQUIVALENCY FACTOR UNITS (EFUs)

FIXTURE TYPE	NEW FIXTURE(S)	FIXTURE(S) MOVED	FIXTURE(S) CAPPED	EQUIVALENCY FACTOR	EFUs
Bathtub or Shower				2	
Single Sink or Lav				2	
Urinal, Stall, or Wall				5	
Water Closet				6	
Floor Drain/Indirect Waste Receptor, 2"				4	
Floor Drain/Indirect Waste Receptor, 3"				6	
Floor Drain/Indirect Waste Receptor, 4"				8	
Dishwasher, Drain, 2"				3	
Dishwasher, Drain, 3"				4	
Dishwasher, Drain, 4"				6	
Drinking Fountain				1	
Garbage Grinder				4	
Commercial Washer, 0- 5 lbs				2	
Washer, 10-15 lbs				6	
Washer, 15-20 lbs				7	
Washer, 20-25 lbs				8	
Washer, 25-35 lbs				9	
Other:					
TOTAL EQUIVALENCY FACTOR UNITS (EFUs)					

## CALCULATE EQUIVALENT DWELLING UNITS (EDUs)

TOTAL EFU COUNT	APPLIED EFU CREDIT	ADJUSTED COUNT	TOTAL EDUs	EDU RATE	SDC ESTIMATE
		--			



## ADA - Accessibility to Existing Buildings Tenant Improvement Alterations Compliance Report

ORS, Section 447.241 (OSSC, Section 3403.6) states that every project for renovation, alteration, or modification to affected buildings and related facilities that affects or could affect the usability of or access to an area containing a **primary function** shall be made to ensure that, to a maximum extent feasible, the paths of travel to an altered area and the rest rooms, telephones and drinking fountains serving the altered area are readily accessible and useable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope. Disproportionate shall mean all monies expended that exceeds 25% of the value of the work under consideration.

Permit Value \$ \_\_\_\_\_ 25% = : \_\_\_\_\_

Applicant: \_\_\_\_\_ Permit No.: \_\_\_\_\_

In choosing which accessible elements to provide under ORS 447.241, **priority shall be given to those elements that will provide the greatest access. Elements shall be provided in the following order:**

1. Parking (requires a site plan at application)
2. An accessible entrance
3. An accessible rout to the altered area
4. At least one accessible restroom for each sex or a single unisex restroom
5. Accessible telephones
6. When possible, additional accessible elements such as storage and alarms

NOTE: The inspector will be field verifying compliance with this section of the code and may identify items that could be different from what was provided by you on this form. You are required under provisions of this code, to spend up to 25% of the value of this work to remove barriers within this structure regardless of the scope of your work, starting with the parking space. Acceptance of this form and the information contained is not an approval only a method of collection information.

### Check One

- ☐ The altered area is fully compliant. The altered area has been assessed by the applicant to Chapter 11 of the OSSC and found to be compliant (including compliance with items 1-6 noted above).
- ☐ The altered area is not compliant and the following barriers will be removed:
- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

\*Statewide Code Interpretation: <chrome-extension://efaidnbmnnnnibpcajpgclcflefindmkaj/https://www.oregon.gov/bcd/codes-stand/Documents/interp-14-01-25percentdisproportionate.pdf>



# Standards for Plans and Drawings

Welcome to Wilsonville! We are excited about your project and look forward to working together. This guideline is intended to provide direction for preparing and submitting electronic plans. Please review these carefully as straying from these guidelines will cause project delays.

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## General Submittal Requirements

To submit your drawings electronically, you will need to set up an account in the Wilsonville online permitting portal:

<https://www.ci.wilsonville.or.us/onlineportal>

If you need help setting up an account, you can contact the Building Division at (503) 682-4960 or [permits@ci.wilsonville.or.us](mailto:permits@ci.wilsonville.or.us).

## PDF Formatting Requirements

PDFs are the industry standard for electronic plans. Wilsonville only accepts PDF files for plan review. Your PDF files must be properly formatted by following these guidelines. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

- **File Format:** PDF
- **Maximum File Size:** 500 MB
- **Format:** Vector preferred
- **Resolution:** 300 dpi
- **Grouping:** Multiple sheets within a single PDF document
- **Minimum Sheet Size:** 11" x 17"
- **Minimum Font Size:** 10 pt
- **Color:** Black on white preferred

## Document Preparation

- Retain bookmarks when preparing your plan set PDF's in AutoCad, Adobe, BlueBeam, etc.. These often speed up your plan review.
- All documents must be flattened and full-size. Flatten out objects and markups (especially when combining PDF's from consultants who may not have flattened their own work). Check that your flattened PDF's have successfully removed ACAD.SHX and other objects in Adobe acrobat's Tools>Comments view.
- Files must be unprotected and unlocked.
- We do not accept Zip files.

## Plan Set Requirements

Your plans sets must meet the following requirements:

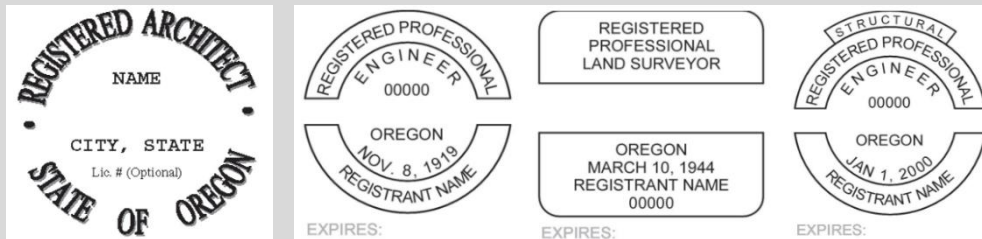
- Scalable with the scale clearly specified and graphically depicted. Minimum scale for single-family, duplex, townhouses, small multifamily, and small commercial projects is ¼"=1'. Minimum scale of floor plans, exterior elevations, and building sections for large multifamily and large non-residential projects is 1/8"=1', when unit plans, core plans, and detail plans are provided at a minimum scale of ¼"=1'.

**Note:** In certain cases, we may allow you to use a smaller scale.

- Clearly denote the paper sheet size.
- Supporting information shall be separate, individual, PDF files.
- Rotate your plans so they are easily viewable in Landscape orientation. Do not mismatch sheet sizes or orientation throughout the set.

- Space for approval stamps should be in the same location on each sheet. The space can be in your title block or in the drawing space, but the lower right corner is preferred.
- The space should be approximately 3" wide and 2" tall.
- For navigation we encourage hyperlinking sheets to an index on the cover page.

For commercial and multi-family projects, registered design professional seals and/or stamps must be included on each page. Ensure expiration dates are valid at the time of submittal and registered in Oregon.



## Document File Naming Guidelines

The file name you give each document must meet certain standards for the upload to be accepted by our system.

- Document file name may not exceed 200 characters, including the period and suffix.
- Do not use any of these invalid characters in a document file name: \* : < > ? / \ | ~ " # % & \* : < > ? / \ { | }.
- You cannot upload a document file name more than once on a record.

## File Type Naming Requirements

File type names shall clearly denote as to their contents. Examples:

- Plan sets
- Structural Calculations
- Equipment Submittals
- Geotechnical Report
- Energy Compliance Forms
- Project Specifications
- Agreement\_Special Inspection

- Agreement\_Deferred Submittal
- Traffic Impact Study

Do not label a plan set as Approved Plan Set. This is a reserved name and file type for City Department purposes. Use the description box to provide clarification if needed.

## Printing Approved Plan Set for the Jobsite

An approved/stamped paper copy of the full plan set, approved coversheet, and permit must still be maintained at the job site for City inspectors to review. After the plans have been approved by the City and you have paid all relevant permit fees, you will be able to download the approved/stamp plan set and print it.

The approved, printed plan set at the job site must be legible and contrastable.

## Related Resources

More detailed application, guidance, checklists, and standards are available online at <https://www.ci.wilsonville.or.us/building>

Check here if not applicable and no items apply

## Deferred Submittal Agreement



### City of Wilsonville Building Division

29799 SW Town Center Loop E  
Wilsonville, OR 97070  
503.682.4960

[www.ci.wilsonville.or.us/Building](http://www.ci.wilsonville.or.us/Building)

Oregon Structural Specialty Code allows a permit applicant to defer certain submittals if approved. Wilsonville Building Division Policy BPP 111 provides the procedures for accepting projects with deferred submittals. This form is a deferred submittal agreement for the following project:

Project Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### Guidelines:

1. **Approval** - Each deferred submittal shall bear the approval of the design professional in responsible charge (DPRC). Notation shall be included that indicates the deferred submittal documents have been reviewed and have been found to be in general conformance to the design of the building.
2. **List** - The back of this form is a list of deferred submittals. The design professional of responsible charge must check which submittals are requested to be deferred and indicate an anticipated submittal date.
3. **Fees** - In accordance with OAR 918-050, a deferred submittal plan review fee will be added when the deferred submittal is submitted for review and approval. The fee will be calculated based on the valuation of each deferred submittal.
4. **Timelines** - Every attempt will be made to provide timely reviews within 5 - 10 business days.
5. **Work Without a Permit** - Work that is constructed without having been reviewed and approved by both the DPRC and the Building Division will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties identified in Wilsonville Municipal code.

#### ACKNOWLEDGMENTS:

\_\_\_\_\_  
Owner Name (Printed)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
General Contractor Name (Printed)

\_\_\_\_\_  
GC Signature

\_\_\_\_\_  
Design Professional in Responsible Charge (Printed)

\_\_\_\_\_  
DPRC Signature

Wilsonville Plans Examiner Acceptance: \_\_\_\_\_

Project Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

<b>T</b>	<b>Deferred Submittal Permit Type</b>	<b>Date</b>	<b>T</b>	<b>Deferred Submittal Permit Type</b>	<b>Date</b>
	1. Acoustical ceiling suspension system			19. Pre-cast concrete structural members or panels	
	2. Auxiliary power systems			20. Prefabricated wall panel	
	3. Awnings			21. Pre-stressed concrete structural members or panels	
	4. Bleachers			22. Raised floor systems	
	5. Carports			23. Stone veneer	
	6. Curtain wall systems			24. Terra cotta veneer	
	7. Wooden, steel, or composite floor or roof trusses			25. Works of art	
	8. Emergency call system				
	9. Exit Illumination			<b>Deferred Submittal - Trade Permit Type</b>	
	10. Fire stopping			1. Fire alarm system	
	11. Glass guardrails			2. Fire sprinkler	
	12. Glazing systems			3. HVAC system	
	13. Intercom system			4. Plumbing system	
	14. Metal guardrails and handrails			5. Shelving systems and steel storage racks	
	15. Post-tensioned concrete structural members or panels			6. Signs	
	16. Skylights			7.	
	17. Smoke and heat vents			8.	
	18. Specialty retaining walls			9.	

**Valuation** - Each deferred submittal item shall include the valuation of the scope at the time it is submitted for review. Valuation is the sum of labor plus materials.

**Work without a Permit** - Work that is constructed without having been reviewed and approved by both the Design Professional in Responsible Charge and Building staff, will be considered as work performed without a permit. Any person or firm performing work prior to approval shall be subject to the penalties prescribed in Wilsonville Municipal Code.



**CITY OF WILSONVILLE**  
Community Development Department  
Building Division  
[www.ci.wilsonville.or.us/building](http://www.ci.wilsonville.or.us/building)  
29799 SW Town Center Loop E  
Wilsonville, OR 97070  
Phone: (503) 682-4960

## BUILDING DIVISION COMMERCIAL SPECIAL INSPECTION AGREEMENT

(Special inspection, testing, and structural observation agreement)

Permit Number: \_\_\_\_\_

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

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

This agreement represents the requirements in Wilsonville for special inspection, testing, and structural observation for construction projects which are designed following the Oregon Structural Specialty Code (OSSC) (the International Building Code with Oregon amendments).

### BEFORE A PERMIT CAN BE ISSUED:

- The registered Design Professional in Responsible Charge (DPRC) shall fill out this Agreement. A completed copy of this form must be submitted to the City prior to the issuance of a building permit. If changes are made as to who will perform the special inspections a new form shall be submitted for approval.
- The owner or the owner's authorized agent shall complete and sign Sections C and D of this agreement.

**STATEMENT OF SPECIAL INSPECTIONS:** In addition to this Agreement, a "Statement of Special Inspections" shall be provided by the registered DPRC per OSSC Sections 107.1, 1704.2, 1704.3, and 1704.6. This program statement must include all work that falls within the categories specifically identified in OSSC Chapter 17. This Statement shall be made as part of the approved plans, and be placed in a conspicuous location, such as the first page of the construction plans or the first page of the structural sheets.

**SPECIAL INSPECTORS:** All special inspectors shall be approved by the Building Department prior to performing any duties. The special inspector shall provide proof of certification as a special inspector for each inspection item. All identified special inspections shall be completed or tested in accordance with the provisions of OSSC Section 1705. The special inspector shall comply with the duties and responsibilities presented in the Oregon Building Officials Association (OBOA) Special Inspection Program and shall observe and document the work for conformance with the approved plans and specifications. All written results of these inspections or tests, including noncompliance lists and final summary letters, shall be provided to the Building Official and the registered design professional in responsible charge.

**SPECIAL INSPECTION REPORTS:** Special inspections are in addition to, and do not replace, inspections required to be performed by City inspectors. **Before proceeding with the project, City inspectors must approve all work after a report by the special inspector has been provided.** Example: Prior to placing concrete in a footing/foundation, approval by BOTH the special inspector and City inspector must be obtained. Reports shall be timely provided on site and via email to the assigned City inspector.

**FINAL REPORT:** The final special inspection and structural observation reports shall be submitted to the Building Division **a minimum of two days prior to requesting a final inspection.** A final inspection request will not be granted until the final special inspection and structural observation reports have been deemed acceptable by the Building Division.



## A. STRUCTURAL OBSERVATIONS (OSSC § 1704.6)

- ☐ Structural observations are not required for this project
- ☐ Structural observations shall be provided following the program noted in the structural drawings
- ☐ The building official has determined that structural observation is required with the following frequency and extent: \_\_\_\_\_

## B. REQUIRED SPECIAL INSPECTIONS AND TESTS (OSSC § 1705)

- ☐ Special Cases (OSSC § 1705.1.1) \_\_\_\_\_
- ☐ Steel Construction (OSSC § 1705.2)
- ☐ Concrete Construction (OSSC § 1705.3)
  - ☐ Anchors Cast in Concrete (OSSC Table 1705.3)
  - ☐ Anchors Post-installed in Hardened Concrete Members (OSSC Table 1705.3)
- ☐ Masonry Construction (OSSC § 1705.4)
- ☐ Wood Construction (OSSC § 1705.5)
- ☐ Soils (OSSC § 1705.6)
- ☐ Driven Deep Foundations (OSSC § 1705.7)
- ☐ Cast-in-Place Deep Foundations (OSSC § 1705.8)
- ☐ Helical Pile Foundations (OSSC § 1705.9)
- ☐ Structural Integrity of Deep Foundation Elements (OSSC § 1705.10)
- ☐ Fabricated Items (OSSC § 1705.11)
- ☐ Special Inspections for Wind Resistance (OSSC § 1705.12)
- ☐ Special Inspections for Seismic Resistance (OSSC § 1705.13)
  - ☐ Structural Steel (OSSC § 1705.13.1)
  - ☐ Structural Wood (OSSC § 1705.13.2)
  - ☐ Cold-formed Steel Light-frame Construction (OSSC § 1705.13.3)
  - ☐ Designated Seismic Systems (OSSC § 1705.13.4)
  - ☐ Architectural Components (OSSC § 1705.13.5)
  - ☐ Plumbing, Mechanical and Electrical Components (OSSC § 1705.13.6)
  - ☐ Storage Racks (OSSC § 1705.13.7)
  - ☐ Seismic Isolation Systems (OSSC § 1705.13.8)
  - ☐ Cold-formed Steel Special Bolted Moment Frames (OSSC § 1705.13.9)
- ☐ Testing for Seismic Resistance (OSSC § 1705.14)
- ☐ Sprayed Fire-Resistant Materials (OSSC § 1705.15)
- ☐ Mastic and Intumescent Fire-Resistant Coatings (OSSC § 1705.16)
- ☐ Exterior Insulation and Finish Systems (EIFS) (OSSC § 1705.17)
- ☐ Fire-Resistant Penetrations and Joints (OSSC § 1705.18)
- ☐ Testing for Smoke Control (OSSC § 1705.19)
- ☐ Sealing of Mass Timber (OSSC § 1705.20)
- ☐ Radon Mitigation Inspections (OSSC § 1705.21)

### C. NAMES OF PARTIES INVOLVED (To be completed by applicant)

Please complete the following information by listing the general contractor responsible for construction and the design professionals involved in the project. **This information is provided for identification only, signatures are not required.**

Contractor: \_\_\_\_\_

Architect of Record: \_\_\_\_\_

Engineer of Record: \_\_\_\_\_

Geotechnical Engineer: \_\_\_\_\_

A special inspection agency may be chosen from any of the approved inspector lists accepted by the Building Division. The Building Division recognizes the agency lists published by [OBOA](#) and the Washington Association of Building Officials ([WABO](#)).

If multiple special inspection are required, and multiple agencies will be used, identify each agency and the special inspections they will perform.

- |  |   |
|--|---|
| <input type="checkbox"/> ACS Testing, Inc. (503) 443-3799              | <input type="checkbox"/> KPFF, Inc. (503) 227-3251 – Inspections Only         |
| <input type="checkbox"/> Carlson Testing, Inc. (503) 684-3460          | <input type="checkbox"/> Krazan & Associates, Inc. (425) 485-5519             |
| <input type="checkbox"/> Clair Company, Inc. (800) 383-8855            | <input type="checkbox"/> Northwest Geotech, Inc. (503) 682-1880               |
| <input type="checkbox"/> FEI Testing & Inspection, Inc. (541) 757-4698 | <input type="checkbox"/> Professional Service Industries, Inc. (503) 289-1778 |
| <input type="checkbox"/> Kleinfelder, Inc. (503) 644-9447              | <input type="checkbox"/> Terracon Consultants, Inc. (503) 659-3281            |

If the agency you desire to employ is not included within the approved lists, use the "Other" box to indicate the agency or inspector you intend to use. A written request to use this agency or individual shall be submitted to the Building Division for review and approval by the Building Official. Include with this request qualifications and validations demonstrating the agency's or individual's competence to perform inspections for the types of construction in question.

☐ Other: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### D. SIGNATURE (To be completed by applicant)

The owner/authorized agent has read the requirements of the Special Inspection and Structural Observation Program, as presented in the program statement prepared by the designer in responsible charge, and Chapter 17 of the OSSC, and agrees to comply with the terms and conditions of the program.

Owner/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

### E. ACCEPTED FOR THE BUILDING DIVISION

Plans Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions pertaining to this agreement, please call (503) 682-4960 #1.



# Oregon Energy Compliance

## Oregon Energy Efficiency Specialty Code (OEESC)

This form provides the required information to demonstrate compliance with the Oregon Energy Efficiency Specialty Code (OEESC), Chapter 13 of the Oregon Structural Specialty Code, and must be submitted to the building official with the plan review documents and required supplementary reports.

**Instructions for this form:** <https://www.oregon.gov/bcd/codes-stand/Documents/oeesc-compliance-form-instructions.pdf>.

### CONTACT & BUILDING INFORMATION

Contact name:	Phone number:	
Email:		
Site address:	Map and tax lot:	
City:	State: Oregon	ZIP:

### COMPLIANCE

**Instructions:** Check the box for the compliance path being used for the project. Use the checklist to show which parts of this form are being completed and the supplementary reports being submitted with this form.

☐ **Performance path:**

**Checklist**

- ☐ COMcheck report is attached. COMcheck results: ☐ Pass ☐ Fail, but energy model report is attached.
- ☐ ZERO Code Calculator report is attached.
- ☐ Part I, Energy Credits, of this form is completed.
- ☐ Part II, if Oregon-specific provisions were used and Part II of this form is completed.

☐ **Prescriptive path:**

**Checklist**

- ☐ COMcheck report is attached.
- ☐ ZERO Code Calculator report is attached.
- ☐ Part I, Energy Credits, of this form is completed.
- ☐ Part II, if Oregon-specific provisions were used and Part II of this form is completed.
- ☐ Simplified building method checklists, if used.

**Simplified building method checklists**

If a simplified building method is being used, check the appropriate box and complete the associated checklist.

- ☐ [Simplified Building Method—Building Envelope](#)
- ☐ [Simplified Building Method—HVAC Systems](#)
- ☐ [Simplified Building Method—Lighting](#)
- ☐ [Energy Credit Supplementary Checklist](#), if COMcheck is not used

**Important note:** For items that are not being included in the current energy plan submittal (e.g., under separate permits or deferred submittals), required energy credits shall be documented on the plans or on a municipality-approved form attached to the submittal.

### PART I – ENERGY CREDITS

Projects shall achieve the total number of credits,  $EC_{adj}$ , required in [OEESC Table 11.5.1-1 \(Adjusted\)](#), which is ASHRAE 90.1, Table 11.5.1-1, as amended by OEESC Section E301.7(b). Part II of this form provides checklists for Oregon-specific provisions. If used or required, complete Part II of this form.

**Special instructions for COMcheck:** To adjust the energy credit requirements to match the OEESC Table 11.5.1-1, in COMcheck-Web, navigate to the “Renewable Energy” tab and in the “Exceptions” field, select “buildings with more than 80% roof area covered by equipment.” This will automatically adjust the required energy credits to the OEESC Table 11.5.1-1 (Adjusted). For projects installing on-site renewables, see instructions for more information.

**Instructions:**

Enter the totals for base energy credits required, Oregon-specific credits required, and the total energy credits required.

- Base credits required: \_\_\_\_\_
- Oregon-specific credits required: \_\_\_\_\_ (Total credits required by OEESC E301.4(c), E301.4(d), and E301.6(b), if used)
- Total credits required: \_\_\_\_\_ (add line 1 & line 2) (Credits achieved shall be greater than or equal to this number)

## PART II – OREGON-SPECIFIC PROVISIONS

COMcheck does not include Oregon-specific provisions from the OEESC. This section shall be used to identify the Oregon-specific provisions used for the project.

- Part IIA shall be used for OEESC exceptions that require additional energy credits.
- Part IIB shall be used for OEESC additional provisions and exceptions that have requirements other than additional energy credits.

**If the project does not use or require any Oregon-specific provisions, Part II does not need to be completed.**

### Part IIA – Exceptions requiring additional energy credits

OEESC Sections E301.4(c), E301.4(d), and E301.6(b), exceptions to ASHRAE 90.1 provisions, require additional energy credits above those required in.

#### Instructions:

- Check the box for each exception (requiring additional energy credits) being used for the project.
- Enter the total number of additional credits required by the OEESC E301.4(c), E301.4(d), and E301.6(b) exceptions, if used, in line 2 of Part I of this form.
- Identify the location on plans and specs.

#### ☐ OEESC E301.4(c) – Exception to Section 8.4.2

The OEESC adds an exception allowing receptacles without automatic control devices where the building achieves **five (5)** additional efficiency credits above the minimum credits required.

By selecting this exception, the applicant is certifying that **five (5)** credits have been added to the total Oregon-specific credits required in line 2 of Part I of this form.

Location on plans and specs.:

#### ☐ OEESC E301.4(d) – Exceptions to Sections 8.4.3.1 and 8.4.3.2

The OEESC adds an exception to the electrical energy monitoring, recording and reporting provisions in ASHRAE 90.1 Sections 8.4.3.1 and 8.4.3.2 that requires **two (2)** additional efficiency credits above the minimum credits required.

By selecting this exception, the applicant is certifying that **two (2)** credits have been added to the total Oregon-specific credits required in line 2 of Part I of this form.

**Note:** The additional efficiency credits used to comply with this exception may be used to comply with Exception 6 to Sections 10.4.7.1 and 10.4.7.2 (OEESC E301.6(b)).

Location on plans and specs.:

#### ☐ OEESC E301.6(b) – Exceptions to Sections 10.4.7.1 and 10.4.7.2

The OEESC adds an exception to the whole-building energy monitoring, recording and reporting provisions in provisions in ASHRAE 90.1 Sections 10.4.7.1 and 10.4.7.2 that requires **two (2)** additional efficiency credits above the minimum credits required.

By selecting this exception, the applicant is certifying that **two (2)** credits have been added to the total Oregon-specific credits required in line 2 of Part I of this form.

**Note:** The additional efficiency credits used to comply with this exception may be used to comply with Exception 6 to Sections 8.4.3.1 and 8.4.3.2.

Location on plans and specs.:

### Part IIB – Provisions and other exceptions

The remaining Oregon-specific provisions from the OEESC do not require additional energy requirements, but do have other additional requirements.

#### Instructions:

- Check the box for each exception or provision being used or required for the project.
- Complete the checklist
- Identify the location on plans and specs., where applicable.

**Part IIB – Provisions and other exceptions—continued**

☐ **OEESC E301.2(a) – Exceptions to Section 5.1.6.3**

The OEESC adds an exception that allows a space to be considered an unconditioned space where the space has a **limited radiant heating system** in accordance with Section 6.5.8.3 as amended by OEESC E301.3(e).

**Checklist:**

- ☐ The coverage area with limited radiant heating is the least of 500 ft<sup>2</sup> or 10% of floor area.
- ☐ Automatic controls for radiant spot heating are provided in accordance with Section 6.5.8.3.
- ☐ The coverage areas are identified on the plans and specifications.

Location on plans and specs.:

☐ **OEESC E301.2(b) – Exceptions to Section 5.4.3.4**

The OEESC adds an exception to the **vestibule and revolving door provisions** in Section 5.4.3.4 of ASHRAE 90.1. To use this exception the building shall be less than 25,000 ft<sup>2</sup> in gross conditioned floor area, have an air leakage rate not exceeding 0.30 cfm/ft<sup>2</sup> and meet the testing requirements of Section 5.4.3.1.4. A whole-building air leakage report showing compliance shall be provided in lieu of a vestibule. Use the [Measured Air Leakage Results Reporting Form](#) to show the results of the air leakage testing.

**Checklist:**

- ☐ Building is less than 25,000 ft<sup>2</sup> in gross conditioned floor area.
- ☐ The air leakage rate is less than 0.30 cfm/ft<sup>2</sup> and testing will be completed in accordance with Section 5.4.3.1.4.
- ☐ The whole-building air leakage report will be provided.
- ☐ The building entry door(s) meeting this exception are identified on the plans and specifications.

☐ **OEESC E301.3(b) – Section 6.4.3.5.1**

**Checklist:**

- ☐ Packaged HVAC systems with less than 241,000 Btu/h cooling capacity, with electric heating capacity of 21,500 Btu/h or greater have heat pump operation for the first stage of heating.
- ☐ The equipment meeting this provision are identified on the plans and specifications.

Location on plans and specs.:

☐ **OEESC E301.3(e) – Exceptions to Section 5.1.6.3**

The OEESC adds an allowance for a space to be considered an unconditioned space where the space has a **limited radiant heating system** in accordance with Section 6.5.8.3.

**Checklist:**

- ☐ The coverage area with limited radiant heating is the least of 500 ft<sup>2</sup> or 10% of floor area.
- ☐ Automatic controls for radiant spot heating are provided in accordance with Section 6.5.8.3.
- ☐ The coverage areas are identified on the plans and specifications.

Location on plans and specs.:

☐ **OEESC E301.3(f) – Exceptions to 6.5.10**

The OEESC adds exceptions to the door switch provisions of ASHRAE 90.1 Section 6.5.10.

**Check the box** for the exception being used.

- ☐ The door is provided for a residential dwelling unit in a building three stories or less.
- ☐ The door is a normally locked door that is not used as a building entry and is approved by the building official.

☐ **OEESC E301.5(b) – Section 9.4.3.1 Lamp and luminaire efficacy in dwelling units**

The OEESC amends the requirements in Section 9.4.3.1 of ASHRAE 90.1 for lamp and luminaire efficacy to require 100% of the permanently installed luminaires use lamps with an efficacy of at least 55 lm/W or have a total luminaire efficacy of at least 45 lm/W.

Location on plans and specs.: