



## City of Ashland Building Safety Division

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## Policies / Interpretations / Procedures

**BD-PP-0014**

### PLAN SUBMITTAL FOR NEW SINGLE-FAMILY RESIDENCES

#### **Policy Summary:**

Requires the applicant to submit three sets of plans in conjunction with a permit application for new single-family residences.

#### **Background:**

The County Assessor has requested that a set of building plans for any new single-family residence be forwarded to their office as soon as possible after submittal to Community Development in conjunction with our permit application process. The Assessor believes that early access to these construction plans will facilitate the process of determining an appropriate valuation for the affected properties.

The Oregon Residential Specialty Code (ORSC) Section R106.1 states:

***R106.1 Submittal documents.*** *Submittal documents consisting of construction documents, and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.*

*Two sets are needed for an effective review by the Community Development Department and to ensure that both the applicant and the Department have a set when the permit is issued. The third set would be solely for use by the County Assessor.*

#### **Discussion:**

Upon receipt of the three sets of plans from the applicant, the set intended for the County Assessor will be placed in an agreed upon location in Community Development Department. It is expected that a representative of the County Assessor will pick up these plans at least on a monthly basis. The Assessor agrees that these plans may not be given out to the public and will be destroyed when no longer needed by the Assessor's staff.

If an applicant submits only two sets of plans, Development Services will proceed with the plan review process.

If an applicant prefers to submit a third set of plans which contains the minimum information needed by the Assessor (site plan, floor plans, elevations), the applicant will clearly mark the set of plans intended for the Assessor.

#### **Policy:**

Applicants are required to submit three sets of plans in conjunction with a building permit application for any new single-family residences.