



# Tri-County Commercial Application Checklist

Department of Consumer & Business Services  
**Building Codes Division • Tri-County Services**  
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 www.oregonbcd.org

PROJECT INFORMATION			
Project name:			Date:
Project address:	City:	State:	ZIP:
Scope of work:			
Reference no.:		Map and tax-lot no.:	
Contact person name:		Company:	
Phone:		Fax:	
Cellular phone:		E-mail:	
PRE-SUBMITTAL PROCESS			
An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.			
SECTION 1.0 – GENERAL PROJECT DATA			
1.1	Required	No. of sets of plans: _____	
1.2	Required	Cover sheet plan index	
1.3	Required	Building occupancy classification	
1.4	Required	Building type of construction classification	
SECTION 2.0 – STRUCTURAL DATA			
2.1	Required	Site plan or building location map	
2.2	P NA	Structural calculations	
2.3	P NA	Structural engineer's report	
SECTION 3.0 – PLUMBING DATA			
3.1	Required	Roof plan	
3.2	Required	Parapet and scupper cross section(s)	
3.3	Required	Minimum roof class required	
3.4	P NA	Pre-re-roof inspection report	
3.5	Required	Roofing system listing information	
SECTION 4.0 – JURISDICTIONAL: SPECIFIC REQUIREMENTS			
4.1	P NA	Required _____	