City of Ashland Building Safety Division
51 Winburn Way • Ashland, OR 97520
Phone (541) 488-5305 • Fax (541) 488-6066
Email: Building@ashland.or.us

Residential Building Permit Submittal Form

Location:		Date:
Description of Project:		
Valuation of Project: *See Determination of Valuation Policy for additional information*		
Type: ☐ SFR ☐ ARU/2nd Unit ☐ Addition ☐ Large Remodel ☐ Detached Accessory Structure ☐ Change of Use/Occupancy		
APPLICANT INFORMATION:		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
PROPERTY OWNER INFORMATION:		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
CONTRACTOR INFORMATION:		☐ **Work to be done by Owner**
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Ashland Business License #		CCB#

SUBMITTAL CHECKLIST:

YES	NO	N/A	GENERAL INFORMATION:
			PDF of Digital Plans - Submit to Building@ashland.or.us *Plans must be drawn to scale, minimum 11x17 inches in size, and legible*
			Design Professional, Architect and/or Engineer(s) name, phone, and Email
			Name, Address, Phone and Email of all owners and contractors (include license #s)
			Design Criteria
			Code Analysis
			Gross Square Footage
			Total Square Footage of Impervious Surface
			If Remodel, show total # of plumbing fixtures being replaced, relocated, or added
			Any conditions imposed as part of an approved planning action shall be shown

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YES	NO	N/A	
			Demolished Structures Information
			Energy Forms *See Energy Forms & Bulletins for additional information*
			Moisture Content & High Efficiency Lighting Form
			Structural Design Loads (snow load, wind, and exposure) *Default load is 25 lbs. per sq. ft.*
			PLOT PLAN:
			Show all Proposed and Existing Buildings
			Direction Indicator (north arrow)
			Easement Locations (private/public) and maintenance agreements for common areas
			Show distances between Property Lines and Buildings *See Property Pin Policy for additional information*
			Location of storm drains, sanitary sewer, water service connection, and electric service panel
			Show point of termination for footing, roof, and storm drains (Street or approved disposal site)
			Show Contour Lines (topography)
			Basement and Retaining Walls (cross sections and details or attached engineering)
			Provide calculations for all structural loads (include member reports)
			FOUNDATION PLAN:
			Elevation of footing and foundation details (including hold downs and their locations)
			FLOOR PLAN:
			Show each floor and use of all rooms and areas
			If Remodel or Addition, show existing Floor Plan
			Provide bracing design, prescriptive and/or engineered
			FRAMING CROSS SECTION & DETAILS
			Show coverings for all surfaces (roofing, ceilings interior, exterior, and projections) *Identify materials compliance with R324.7 Wildfire Mitigation*
			ELEVATIONS:
			Show all sides of building
			Provide Solar Calculations
			ROOF PLAN:
			Engineered Trusses
			Deferred Trusses
			Stick Frame
			MECHANICAL PLAN
			Show all heating, ventilation, and A/C equipment and location of each
			Gas fixtures (appliances) listed w/ BTU requirements
			FIRE ACCESS & WILDFIRE MITIGATION
			Show distance to closest fire hydrant
			Wildfire Mitigation Plan Submittal Form

Applicant's Signature:_____ **Date:** _____

2021 ORSC Residential Energy Form

RESIDENTIAL INFORMATION

Date: _____ Permit Number: _____

Applicant's Name: _____ Signature: _____

Job Address: _____ City: _____ State: _____ Zip: _____

INSTRUCTIONS

Please select type of construction below; sign, date, and complete the entire form. Submit this form with your permit application or your project will be placed on hold until the required information is provided.

☐ **New construction.** All conditioned spaces within residential buildings must comply with Table N1101.1(1) and one additional measure from Table N1101.1(2) on page 2.

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. (N1101.3)

☐ **Large additions.** Additions that are equal to 600 square feet (55 m^2) in area must comply with Table N1101.1(2) on page 2. (N1101.3.1) *(Note: You must select one measure.)*

☐ **Small additions.** Additions that are less than 600 square feet in area must select one measure from Table N1101.1(2) on page 2 or comply with Table N1101.3 on page 2. (N1101.3.2)

☐ **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.

☐ Change of use or occupancy

See additional information on page 3 of this document for further clarification.

☐ Alterations and Repairs

Note: *N1101.2.3 change of occupancy or use. Definition of "Change of use" for purposes of Section N1101.2.3 is a change of use in an existing residential building and shall include any of the following: any unconditioned spaces such as an attached garage, basement, porch, or canopy that are to become conditioned spaces; any unconditioned, inhabitable space that is to become conditioned space, such* as a large attic. **N1101.2.3.1 Change of use. See section N1101.2.3.2 Change of occupancy. See section.**

TABLE N1101.2
EXISTING BUILDING COMPONENT REQUIREMENTS

BUILDING COMPONENT	REQUIRED PERFORMANCE	EQUIVALENT VALUE
Wall insulation	U-0.083	R-15
Flat ceiling	U-0.025	R-49
Vaulted ceiling > 10 inches nominal rafter depth	U-0.040	R-25
Vaulted ceiling > 8 inches nominal rafter depth	U-0.047	R-21
Underfloor > 10 inches nominal joist depth	U-0.028	R-30
Underfloor > 8 inches nominal joist depth	U-0.039	R-25
Slab-edge perimeter	F-0.52	R-15
Windows	U-0.30	U-0.30
Skylights	U-0.50	U-0.50
Exterior doors	U-0.20	R-5
Exterior doors with > 2.5ft^2 glazing	U-0.40	R-2.5
Forced air ducts	n/a	R-8

For SI: inch-25.4mm, 1 square foot = 0.0929m^2

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

☐	1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
☐	2	Replace all existing single-pane wood or aluminum windows to be *U*-value as specified in Table N1101.2.
☐	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.
☐	4	Test the entire dwelling with blower door and exhibit no more than 4.5 air changes per hour @ 50 Pascals.
☐	5	Seal and performance test the duct system.
☐	6	Replace existing 80 percent AFUE or less gas furnace with a 92 percent AFUE or greater system.
☐	7	Replace existing electric radiant space heaters with a ductless mini-split system with a minimum HSPF of 10.0.
☐	8	Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 9.5.
☐	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

TABLE N1101.1(2) ADDITIONAL MEASURES

1 ☐	**HIGH EFFICIENCY HVAC SYSTEM** a. Gas-fired furnace or boiler AFUE 94%, or 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
2 ☐	**HIGH EFFICIENCY WATER HEATING SYSTEM** a. Natural gas/propane water heater with minimum UEF 0.90, or 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
3 ☐	**WALL INSULATION UPGRADE** Exterior walls – U-0.045/R-21 conventional framing with R-5.0 continuous insulation
4 ☐	**ADVANCED ENVELOPE** Windows - U-0.21 (Area weighted average), and Flat ceiling – 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)
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 • Programmable thermostat for all heaters in bedrooms
6 ☐	**HIGH EFFICIENCY THERMAL ENVELOPE UA** Proposed UA is 8 percent lower than the code UA
7 ☐	**GLAZING AREA** Glazing area, measured as the total of framed openings is less than 12 percent of conditioned floor area
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

Choose one of the following methods to meet the Mechanical Whole-House Ventilation System requirements (see BCD technical bulletin)	
☐	Supply and exhaust fans providing continuously-operating, balanced, WHV without a furnace.
☐	Supply and exhaust fans providing continuously-operating, balanced, WHV with a furnace.
☐	Central Fan Integrated Supply (CFIs) continuously-operating, balanced WHV. Furnace serves as the intake fan. Shall be interlocked with exhaust system and an override switch.
☐	Heat recovery/energy recovery ventilation providing continuously-operating, balanced, WHV. Supply may be connected to the central furnace return air.
☐	Other approved method detailed on the construction documents. Reference page number _____.

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 c.i. / 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-0.27	U-0.27	U-0.27	U-0.27
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 m^2, 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 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.

N1101.2.3 Change of occupancy or use.

Definition of "change of use" for purposes of Section N1101.2.3 is a change of use in an existing residential building and shall include any of the following: any unconditioned spaces such as an attached garage, basement, porch, or canopy that are to become conditioned spaces; any unconditioned, inhabitable space that is to become *conditioned space*, such as a large attic.

N1101.2.3.1 Change of use.

A building that changes use, without any changes to the components regulated in this chapter, is required to comply with Table N1101.2 to the greatest extent practical. Changes of use that are greater than 30 percent of the existing building heated floor area or more than 400 square feet (37 m^2) in area, whichever is less, shall be required to select one measure from Table N1101.3.

N1101.2.3.2 Change of occupancy.

Alteration and repair of conditioned nonresidential buildings, such as a small church or school, that are changing occupancy to residential *dwellings* shall use Table N1101.2 to the greatest extent practical and select one measure from Table N1101.1(2) or N1101.3.

Exception: The minimum component requirements shall be disregarded when thermal performance calculations are completed for change of use to Group R-3 occupancy, when such calculations demonstrate similar performance to the requirements of Table N1101.2.

N1101.4 Information on plans and specifications.

Plans and specifications shall show in sufficient detail all pertinent data and features of the building and the equipment and systems as herein governed, including, but not limited to: exterior envelope component materials; *R*-values of insulating materials; *fenestration U-factors*; HVAC equipment efficiency performance and system controls; lighting; an additional measure from Table N1101.1(2); and the other pertinent data to indicate compliance with the requirements of the chapter.

Moisture Content & High-Efficiency Interior & Exterior Lighting System Acknowledgment Form

I, _____, am the authorized agent or the owner at the following address:

_____
Street Address

_____
City State Zip Code

_____
Permit #

A) **R318.2 Moisture Content.** Prior to the installation of interior finishes, the B*uilding Official* shall be notified in writing by the general contractor that all moisture-sensitive wood framing member used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.

B) **N1107.2 High-Efficiency Lamps.** All permanently installed lighting fixtures shall be high-efficiency light sources. E**xception:** Two permanently installed lighting fixtures are not required to be high-efficiency light sources when controlled by a dimmer or automatic control.

C) **N1107.3 High-Efficacy Exterior Lighting –** Same requirements as N1107.2 above.

By signing below, I certify that I will meet the required minimums for the above mentioned building codes.

Print Name: _____

Signed: _____ Date: _____
(Circle One) Owner/General Contractor/Authorized Agent

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Sewage Backflow Acknowledgement

It shall be the applicant's responsibility to verify if the drainage of any plumbing fixtures are located below the next upstream manhole or below the main sewer level. Where fixture openings are below the next upstream manhole or below the main sewer level, backflow preventers shall be installed in accordance with 710.1 of the current Oregon Plumbing Specialty Code (OPSC). Failure to install such device could result in crawl spaces and homes filling with sewage when main sewer systems are backed up. By signing this form you acknowledge this requirement and the risk that comes with failing to install such device when required.

Site Address: _____

Applicant's Signature_____ Date_____

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Wildfire Mitigation Plan Submittal Form

Instructions: Identify in each section how compliance with R327.4 Wildfire Hazard Mitigation requirements are achieved (Check and fill in information for all that applies).

Roofing (R327.4.3)

Note: There are additional requirements for preventing intrusion of embers and flames in open spaces between roofing and roof deciding and additional flashing requirements

	Material (Minimum Class B)	Manufacturer	Product Name	Fire-Resistance Rating Class A or B

Rain Gutters (R327.4.3.1)

	Non-combustible rain gutter with non-combustible corrosion-resistant screening

Vents (Flame and Ember-Resistant): Eave, Soffit, Cornice, and Ceiling <12 feet above grade or surface below (R327.4.4.1)

	Vented Roof (vents that are listed and tested by ASTM E2886, or Building Official approval)
	Unvented Roof (see attachment, all conditions shall be met)

	Location	Manufacturer	Product Name	Approval Listing #

All Other Vents (R327.4.4)

	Material
	Corrosion-resistant with maximum 1/8'' non-combustible corrosion-resistant metal mesh

Exterior Wall Covering (R327.4.5)

Note: There are additional requirements for how wall coverings terminate. For combustible siding/wall covering, fill out the following table or explain how you will achieve requirements:

	Location	Orientation	Material	Manufacturer	Product Name	Approval Listing #
	One layer of minimum 5/8'' exterior grade Type X behind covering or 1-hour fire-resistive assembly					

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Overhanging Projections, Roof Eaves, Soffits, Cornices, Patio/Porch Ceilings, or Underfloor Protection of Elevated Structures (R327.4.6.1.4)

Note: Gable end overhangs beyond an ext. wall other than at the lower end of rafter tails are exempt.

	Location	Material	Manufacturer	Product Name	Approval Listing #
	One layer of minimum 5/8'' exterior grade Type X behind covering or 1-hour fire-resistive assembly				

Walking Surfaces (R327.4.7)

Note: Fill this in for any combustible surface decking material planned. If none, label N/A.

	Material	Manufacturer	Product Name	Approval Listing #

Glazing in Windows, Doors, Skylights (R327.4.8)

	Material
	All, dual glazing, tempered glass, glass block, or a fire resistance rating of not less than 20 min.

Applicant Name _____

Applicant Signature _____

Date _____

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Attachment: Unvented Roofs

R806.5 Unvented attic and unvented enclosed rafter assemblies.

Unvented *attics* and unvented enclosed roof framing assemblies created by ceilings that are applied directly to the underside of the roof framing members and structural roof sheathing applied directly to the top of the roof framing members/rafters, shall be permitted where all the conditions are met:

1. The unvented *attic* space is completely within the *building thermal envelope*.
2. Interior Class I vapor retarders are not installed on the ceiling side (*attic* floor) of the unvented *attic* assembly or on the ceiling side of the unvented enclosed roof framing assembly.
3. A minimum insulation level of R-20 air-impermeable or rigid board insulation embedded into *air-permeable insulation* shall be installed above all recessed fixtures, such as recessed lights and exhaust fans.
4. Where wood shingles or shakes are used, a minimum ¼-inch (6.4mm) vented airspace separates the shingles or shakes and the roofing underlayment above the structural sheathing.
5. Any *air-impermeable insulation* shall be a Class II vapor retarder, or shall have a Class II vapor retarder coating or covering in direct contact with the underside of the insulation.
6. Insulation shall comply with Item 6.1, 6.2, or 6.3. Where preformed insulation board is used as the *air-impermeable insulation* layer as specified in the items below, it shall be sealed at the interior perimeter or each individual sheet to form a continuous layer.

   6.1 Where only *air-impermeable insulation* is provided, it shall be applied in direct contact with the underside of the structural roof sheathing.

   6.2 Where *air-permeable insulation* is installed directly below the structural sheathing, rigid board or sheet insulation shall be installed directly above the structural roof sheathing to an insulation level not less than R-20 for condensation control.

   6.3 Where both *air-impermeable* and *air-permeable insulation* are provided, the *air-impermeable insulation* shall be applied in direct contact with the underside of the structural roof sheathing to an insulation level not less than R-20 and shall be in accordance with the R-values in Table R806.5 for condensation control. The *air-permeable insulation* shall be installed directly under the *air-impermeable insulation*.

R327.4 Wildfire Hazard Mitigation Construction Guide for Wildfire Hazard Zones

Underfloor and Attic Vents ORSC Section R327.4.4.1

All Vents:
All vents shall have screening made of corrosion-resistant metal mesh with minimum 1/16" and maximum 1/8" grid ***or*** be designed to resist flame and ember intrusion (ASTM E2886).
Eave, Soffit, and Cornice Vents less than 12' above grade or surface:
All vents shall have screening made of corrosion-resistant metal mesh with minimum 1/16" and maximum 1/8" grid ***and*** be designed to resist flame and ember intrusion (ASTM E2886).

Rain Gutters
ORSC Section R327.4.3.1

Non-combustible materials with provisions to prevent the accumulation of leaves and debris in the gutters (Non-combustible corrosion resistant metal screening).

Underfloor Protection
ORSC Section R327.4.6.4

Underfloor area of elevated structures shall be enclosed or meet non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" exterior grade Type X applied behind the exterior covering of the underside, or 1-hour fire resistive exterior wall assembly.

Roofing
ORSC Section R327.4.3

Roofing shall be asphalt, slate, metal, tile, clay, concrete, or equivalent minimum Class B. **Wood shingle or shake materials are prohibited.** Cap off or fire block spaces between roofing and roof deck to prevent flame and ember intrusion and provide galvanized valley flashing where valley flashing is installed.

Windows, Doors, Skylights Glazing
ORSC Section R327.4.8

Exterior windows, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels (typical dual pane), glass block, or have a minimum fire-resistant rating of 20 minutes.

Overhanging Projections
ORSC R327.4.6.1; R327.4.6.2; R327.4.6.3

All enclosed roof eaves, soffits, cornices, exterior patio/porch ceilings and floor projections less than 12' above grade or the surface below shall be covered with either non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" ext. Type X applied behind the exterior covering, or 1-hour fire resistive exterior wall assembly (Gable end overhangs are exempt).

Walking Surfaces
ORSC Section R327.4.7

Deck, porch, and balcony walking surfaces greater than 30" and less than 12' above grade or the surface below shall be constructed of minimum 2" nominal lumber for decks <= 200 sq. ft., non-combustible, ignition-resistant conforming to ASTM E84 or UL 723, exterior fire retardant treated wood, meets ASTM E2632 and ASTM 2726 criteria, or meets ASTM E2632 with ignition-resistant wall covering.

Exterior Wall Covering
ORSC Section R327.4.5

Wall covering materials shall be noncombustible, ignition-resistant, heavy timber, log wall, or wall assemblies tested in accordance with ASTM E2707. Alternatively, one layer of minimum 5/8" exterior grade Type X applied behind the exterior wall covering or cladding or 1-hour fire resistive exterior wall assembly. Exterior wall coverings shall extend from the top of the foundation to the roof, and terminate at 2" nominal solid wood blocking between rafters at all roof overhangs, or in the case of enclosed eaves or soffits, shall terminate at the underside of the enclosure.