



*Working with Oregonians
to ensure safe building
construction while
supporting a positive
business climate.*

Prefab Plan Review Submittal Checklist

Department of Consumer & Business Services
Building Codes Division/State Inspection Services
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Requirements for a *Custom Plan Review* or a *Design Master Plan (DMP)* submittal:

- **Oregon:** two sets of plans
- **Idaho and/or Washington:** four sets of plans
- Prefabricated Structure Application for Plan Approval or Renewal (form #2557)
- Application for Official Insignia of Approval for Prefabricated Structure (form #2619)
- State Inspection Services Prefabricated Structures Plan Review and Permits Fee Worksheet, *fee schedule attached* (form #2961)
- Notification to Local Enforcement Agency (NLEA) – if applicable (form #2556)
- Appropriate fees

Note: All forms must be completed if area is not applicable, write N/A). Forms must have signature of authorized agent where requested.

List for MINIMAL *Custom Plan Review* or *Design Master Plan (DMP)* submittal:

PLUMBING (if unit will be plumbed):

- Potable water demand calculations
- Type, weight and/or schedule of approved piping to be installed
- Fixture legend show fixtures to be installed, include total number of fixtures, type, make and model
- Isometric drawing of the drain-waste, vent and water system
- Identify what areas will be installed/completed on site

ELECTRICAL:

- Feeder riser diagram showing panel location and circuit schedules
- Size of wire feeding the panel
- Feeder riser diagram showing panel location and circuit schedules
- A one line riser diagram showing bonding, grounding and conductor sizes
- Type, location and layout of all equipment

STRUCTURAL:

- Floor plan including all dimensions, windows and doors
 - Floor and roof framing details
 - Structure elevations (minimum of two views)
 - Structure cross sections
 - Structural calculations
 - Energy documentation
 - Complete specifications (material and fastening schedules)
 - Architect/engineer stamp (wet stamp/signature on at least one complete set of plans)
 - Mechanical details including: equipment location, size, type and layout
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