



City of La Grande Residential plan submittal requirements

1. **Zoning approval:** Get this from your local planning department. *Planning departments often have separate fees for this. (see planning department contacts below)*
2. **Building Division Set-back and Flood information form:** This form will be supplied and completed by your local planning department. Your local planning department will notify you if you are in a flood zone. Please note, if you are in a flood zone, you **MUST** supply us with an Elevation Certificate from a licensed land Surveyor.
3. **DEQ permit:** (if there is to be a septic tank.) Houses placed with city supplied water and sewer service do not need this.
4. **Energy Form:** This form can be filled out in our office. It must be correctly filled out by the time you submit.
5. **Moisture Content Form:** This Form can be filled out in our office at time of submittal.
6. **1 set of plans electronically preferred** (each set to include the following):
 - Approved plot or site plan
 - Foundation plan
 - Floor Joist Plan (for each level)
 - Roof Plan – Truss package or rafters
 - Floor plan for each floor
 - Elevations of finished structure – (4) for new construction
 - Cross Section diagram – Include R values being used
 - Beam & Header Calculations **IF** not using dimensional lumber
 - Wall bracing schedule
7. **Building Codes:** All SFD submitted plans must be designed to meet current Oregon Building Codes, 2017 Oregon Residential Specialty Code, 2017 Oregon Specialty Plumbing Code, 2017 Oregon Specialty Electrical Code, available to view free of charge @: <https://www.oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx>

Here is a list of the phone numbers you may need for Union County

Planning Departments		Other	
City of La Grande	541-962-1307	Call Before you DIG	1-800-332-2344
City of Island City	541-963-5017	Oregon DEQ	1-800-304-2513
City of Imbler	541-534-6095		
City of Elgin	541-437-2253		
City of Cove	541-568-4566		
City of Union	541-562-5197		
City of North Powder	541-898-2185		
City of Summerville	541-534-6701		
Union County (4th street in La Grande)	541-963-1014		