



City of Redmond
411 SW 9th St Ste 213
Redmond, OR 97756
Ph: (541) 923-7721 Fax: (541)
548-0706 website:
www.ci.redmond.or.us

| FOR OFFICE USE ONLY | | |
|------------------------------------|----------------|-----------------------------------------------------------------------------------|
| Received Date/By: | Permit No: | |
| Plan Review Date/By: | Other Permits: | |
| Date ready/By: Notified/Method: | Jurisdiction: | <input checked="" type="checkbox"/> See Page 2 for Supplemental Information |

ADU Permit Checklist

New ADU application and packet

Two sets of plans **or** apply online at
www.buildingpermits.oregon.gov

Choose a payment option for your System Development
Charges (SDC Payment Option Form)

Pay plan review fee

For Questions – Please contact us at: 541-923-7721 or
cddcounter@ci.redmond.or.us



ADU PLAN SUBMITTAL CHECKLIST

Clear Button

| | The words that have highlights are the information that is often missed and the application will not be accepted unless everything applicable on this list has been submitted. | Yes | No | N/A |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 1 | 2 (Two) Complete sets (One extra floor plan) of legible plans drawn to scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident. For approved Master Plans, submit the stamped re-issue set with two additional sets of plans. | | | |
| 2 | 2 (Two) Site/Plot plans drawn to scale and the scale used noted on the plot plan. The plan must show: North arrow, lot and building setback dimensions; property corner elevations (if there is more than 1-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building); location of easements and driveway, street names, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage. Please provide the percentage of the slope and if the slope is a north facing or south facing slope. If canyon rim property, provide and meet requirements of the Redmond Development Code Section 8.0335 development standard along the perimeter of the canyon. If driveway cut or sidewalk permits will be issued, show location(s) and dimensions on plot plans. Driveway approaches should include wings (minimum cut width is 20', maximum is 33' - see back of this form for details). | | | |
| 3 | Foundation plan and Cross Section. Show footing and foundation dimensions, size and dept of all enlarged footings for point loads, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location. | | | |
| 4 | Floor plans. Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc. | | | |
| 5 | Cross sections(s) and details. Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc. | | | |
| 6 | Elevation view. Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change is greater than 1-ft. at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable. | | | |
| 7 | Wall bracing (prescriptive path) and/or lateral analysis plans. Building plans must show construction details and locations of lateral brace panels; for non -prescriptive path analysis provide specifications and calculations to engineering standards. | | | |
| 8 | Floor/roof framing plans are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection detail. Show location of attic ventilation. For engineered systems, provide manufacture engineer stamped floor/truss design details. | | | |
| 9 | Beam calculations. Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam joist carrying a non-uniform load. | | | |
| 10 | Energy Code Compliance. Compliance with ORSC Table N1101.1(1) and (2) additional measures from ORSC Table N1101.1(2). Two Additional Measure #_____. | | | |
| 11 | Planning Article I Zoning Standards Sections 8.0135, 8.0140 and 8.0325. See attached details of the code sections. | | | |

I hereby certify that I have read and examined this checklist and know that if the information that is applicable to my application is not submitted, my building permit will be deemed incomplete and the plan review will not be completed until all the information is received by the Building Department. I understand that once the plan review is complete, I am responsible for all plan review fees. By signing below, I agree to pay any additional plan review fees not covered by my deposit, whether this permit is issued or not.

Signature of Owner or Applicant _____ Date _____

ADU PLAN SUBMITTAL CHECKLIST

Accessory Dwelling Units and Guest Houses

| | | |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Check One (Yes or No)</p> <p>(Yes or No)</p> | <p>Size of the Accessory Dwelling Unit (ADU) Is the size of the ADU more than 300 square feet and less than 800 square feet?</p> <p>Is it more than 50 percent of the floor area of the primary dwelling unit?</p> | |
| <p>Check One (Yes or No)</p> | <p>Garage Is the accessory dwelling located above a garage, the ADU may not exceed the footprint of the garage?</p> <p>1 parking space is required in addition to the two parking spaces required for the primary dwelling unit. If the garage faces an alley the setback must be 20'.</p> | |
| <p>Check One (Yes or No)</p> | <p>Separate access from Exterior Is the ADU separately accessible from the exterior?</p> <p>An ADU must be able to function as a separate unit. If the entrance is accessed via stairs, a covered porch or other sufficient means of preventing snow and ice from accumulating on the stairs shall be provided.</p> | |
| <p>Check One (Yes or No)</p> <p>(Yes or No)</p> | <p>Separate accessible utilities. Will sewer and water be taken from residence on the property?</p> <p>Will water and sewer be taken from the street and a new water meter installed?</p> <p>Depending on how the utilities come to the ADU can affect the System Development Charges. Additional fees may be required to tap into City Sewer or City Water.</p> | |
| <p>Check One (Yes or No)</p> | <p>Bathroom and Kitchen Does the ADU have a bathroom and a kitchen?</p> | |
| <p>Check One (Yes or No)</p> <p>(Yes or No)</p> <p>(Yes or No)</p> | <p>Do you have CCR's or Covenants, Conditions and Restrictions in your subdivision, if so, do they allow ADUs?</p> <p>Is there a size limit for a Single Family Dwelling?</p> <p>Does your submittal meet those requirements?</p> <p>Please verify before submittal for permits.</p> | |

ADU PLAN SUBMITTAL CHECKLIST



All zoning standards must be met based on code sections 8.0135, 8.0140 and 8.0325

Article I, Zoning Standards

8.0325 Accessory Dwelling Units and Guest Houses. Accessory Dwelling Units (ADU's) and Guest Houses, when allowed in the underlying zone, are permitted subject to the following. The terms "accessory dwelling unit" and "guest house" are used synonymously herein except for the size limitations, and are listed as separate and distinct uses in Table A; guest houses shall not contain kitchens.

1. The size of a stand-alone accessory dwelling unit shall be no less than 300 square feet in gross floor area and no more than 800 square feet in gross floor area, but shall not be more than 50 percent of the floor area of the primary dwelling unit. Guest houses shall be no less than 300 square feet in gross floor area and no more than 1200 square feet in gross floor area.
2. If the accessory dwelling unit is located above a garage, the ADU may not exceed the footprint of the garage.
3. Each accessory dwelling unit shall have 1 parking space in addition to the two parking spaces required for the primary dwelling unit.
4. An accessory dwelling unit must be able to function as a separate dwelling unit. This includes the following:
 - A. The accessory dwelling unit must be separately accessible from the exterior. An interior entrance to the primary residence may be approved, pursuant to review and acceptance by the Community Development Director or designate;
 - B. The accessory dwelling unit must have separately accessible utilities.
 - C. The accessory dwelling unit shall contain a kitchen.
 - D. The accessory dwelling unit shall contain a bathroom.
5. The finished floor height of an accessory dwelling unit shall be entirely above the natural or finished grade, whichever is higher, on all sides of the structure.
6. An accessory dwelling unit shall be located within the dimensional requirements of the zone district in which the property is located.
7. If the entrance is accessed via stairs, a covered porch or other sufficient means of preventing snow and ice from accumulating on the stairs shall be provided.
8. Accessory dwelling units shall be developed in accordance with the requirements of this title which apply to residential development in general. These include, but are not limited to, all applicable International Building and Fire Code requirements related to adequate natural light, ventilation, fire egress, fire suppression, and sound attenuation between living units. This standard may not be varied.

[Section 8.0325 amended by Ord. #2016-17 passed January 31, 2016]

ADU PLAN SUBMITTAL CHECKLIST

8.0140 Table B, Minimum Standards. The following minimum standards apply in each of the Residential zones as follows:

| Standard: | Zone: | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|---------|--------|-------|
| | R-1 | R-2 | R-3 | R-4 | R-5 |
| Minimum Lot size - Square Feet | | | | | |
| Single Family | 9,000 | 9,000 | 7,500 | 6,000 | 6,000 |
| Duplex | NA | D 10,000 | A 8,000 | 7,500 | 7,500 |
| Duplex Lot | | | 4,250 | 3,750 | 3,750 |
| Townhouse | | | E | E | E |
| Multi-family Dwelling | NA | NA | NA | F | F |
| Multi-family Complex | NA | NA | | F | F |
| Maximum Density (1 unit per # s.f.) F Does not apply to multi-family | | | 4,250 | 3,000 | 2,500 |
| Minimum Setback Distance | | | | | |
| C F, and H below | | | | | |
| Front Façade, excluding garage which must be 20 feet back from the property line | 15 | 15 | 15 | 10 | 10 |
| Interior Side | B 5/10 | B 5/10 | B 5/10 | B 5/10 | 5 |
| Street Side | 15 | 15 | 15 | 15 | 15 |
| Rear | 20 | 20 | 20 | 20 | 5 |
| Garage | 20 | 20 | 20 | 20 | 20 |
| Maximum Building Height F | 32 | 32 | 32 | 40,E | 40,E |
| B Interior side yards must provide a minimum of 5 feet on one side and 10 feet on the other side for single family and duplex residences. Where alley access is provided, both interior side yards may be reduced to 5'. Exceptions to this 10' setback are allowed (1) when the lot was created prior to the adoption of this standard (November 9, 2006); or (2) on cul de sac lots; or (3) on flag lots, or (4) parcels created by partition. | | | | | |
| C Does not include solar setbacks, which are calculated separately | | | | | |
| G. Street trees are required to be provided in accordance with Section 8.3035(5)(K) | | | | | |
| H. ADU Rear-Yard and Other Setbacks (Zones R-1 and R-2 – no change to setbacks since the lot sizes are quite large.) | | | | | |
| For all other zones: | | | | | |
| 2 story ADUs – 20-foot rear yard setback; | | | | | |
| 2 story ADU that abuts an alley - 10-foot rear yard setback (driveway must still be 20 feet deep) | | | | | |
| 1 story ADU – 10-foot rear yard setback | | | | | |
| 1 story ADU that abuts a 20-foot-wide alley - 5-foot rear yard setback (driveway must still be 20 feet deep) | | | | | |
| ADU abutting a street corner – maintain front yard setback – side may be 5 feet for either 1 or 2 stories (driveway must still be 20 feet deep) ADU cannot extend in front of the house or front yard setback. | | | | | |
| ADU on lot abutting a commercial/industrial property - 5 foot rear yard setback regardless of height. | | | | | |
| N/A = "not allowed" | | | | | |
| All distances shown are measured in feet. | | | | | |

[Section 8.0140 amended by Ord. #2012-04 passed April 24, 2012]
 [Section 8.0140 amended by Ord. #2013-04 passed May 14, 2013]



CITY OF REDMOND
Community Development Department

411 SW 9th St
Redmond, OR 97756
(541) 923-7721
Fax: (541) 548-0706
www.ci.redmond.or.us

Accessory DWELLING APPLICATION

711-__-_____

Master plan # 711-

PROPERTY INFORMATION

Project Description: _____

Property Address/Tax Lot: _____
No. Street City State Zip Code

of Bedrooms ____ Dwelling Height ____ Residence Sq. Footage ____ Garage Sq. Footage ____ Porch & Deck Sq. Footage: ____

Water Source: Water District Community Well Shared Well City Cistern

Sewer Source: City Private Sewer Septic Deschutes Co Permit # _____

CONTACT INFORMATION

Owner(s) Name: _____ Phone: _____

Owner's Mailing Address: _____
No. Street City State Zip Code

Contractor: _____ Email _____ CCB #: _____

Contact Person: _____ Phone: _____ Contact Cell: _____

Owners Email Address: _____

Contact Person's Email Address: _____

Electrical INFORMATION Contractor: _____ License #: _____

Temporary Power Needed? Now At Issuance No Property for Sale, Rent or Lease? Yes No

Temporary Power Contractor: _____ License #: _____

Limited Energy/Low Voltage - **MARK ALL THAT APPLY:**

| | | | |
|--------------------------|-------------------------------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Audio/Stereo System | <input type="checkbox"/> | Landscape Irrigation Control |
| <input type="checkbox"/> | Burglar Alarm | <input type="checkbox"/> | Outdoor Landscape Lighting |
| <input type="checkbox"/> | Garage Door Opener | <input type="checkbox"/> | Vacuum System |
| <input type="checkbox"/> | Fire/Security Alarm | <input type="checkbox"/> | Other (specify): |
| <input type="checkbox"/> | Heating/Thermostat/Ventilation/Air Conditioning | | |

MECHANICAL INFORMATION Contractor: _____ License #: _____

Heat Source: Gas Electric Both Oil Solar System Wood Other (Specify) _____

MARK ALL THAT APPLY AND IF APPLICABLE COMPLETE BOXES TO THE RIGHT:

| | | | | | |
|--------------------------|--------------------------------|--------------------------|-------------------|--------------------------|------------------|
| <input type="checkbox"/> | Furnace / Forced Air Unit → | <input type="checkbox"/> | Under 100,000 BTU | <input type="checkbox"/> | Over 100,000 BTU |
|--------------------------|--------------------------------|--------------------------|-------------------|--------------------------|------------------|

| | | | | |
|--------------------------------------------------|--|-------------------|--|-------------------|
| Heat Pump → | | Under 100,000 BTU | | Over 100,000 BTU |
| Cadet Heater / Baseboard Electric Wall Heaters → | | Enter Quantity | | |
| Wood Stove, Pellet, Zero Clearance Fireplaces → | | Enter Quantity | | |
| Boiler → | | Over 200,000 BTU | | Under 200,000 BTU |
| Radiant Floor Heating → | | Open Loop | | Closed Loop |
| Exhaust Fans → | | Enter Quantity | | |

If **Gas**, check all that apply: _____ Number of gas vents: _____

| | | | | |
|--------------|--|--------------------------------------|--|-------------|
| Range | | Dryer | | Furnace |
| Water Heater | | Free Standing Stove/Insert/Fire Logs | | Barbeque |
| Boiler | | Radiant Floor Water Heater | | Log Lighter |

If **Propane**, Contractor: _____ License #: _____

PLUMBING INFORMATION Contractor: _____ License #: _____

Distance from water source to dwelling: _____ Distance from dwelling to septic tank/sewer connection: _____ # Bathrooms: _____

Back flow device for landscaping /irrigation _____

SIDEWALK AND DRIVEWAY INFORMATION Contractor: _____ License #: _____

PUBLIC WORKS EXCAVATION PERMIT IS REQUIRED IF THERE WILL BE ANY SEWER OR WATER TAPPING PROPOSED. SYSTEM DEVELOPMENT OPTION LETTER MUST BE SUBMITTED AT TIME OF APPLICATION.

BUILDING OFFICE USE ONLY:

Electrical:

| |
|-------------------------------|
| Sq. Ft. (R3+U) _____ U= _____ |
| Limited/Restricted Energy |
| Temporary Service |

Plans Examiner Info:

| |
|---------------------------|
| Bedroom _____ /Bath _____ |
| ½ U _____ Sq. Ft. |
| Use Job Value Calculator |

*****Mechanical:**

| | | |
|---------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------|
| Air conditioner | | Hydronic hot water system |
| Air handling unit of up to 10,000 cfm | | Fuel fired or electrical heat exchanger (used in hydronic heating system) |
| Air handling unit 10,001 cfm and over | | Mini split system |
| Appliance/equipment regulated by code, but not classified in other category | | Suspended heater, recessed wall heater or floor mounted unit heater |
| Appliance, vent installation, relocation or replacement not included in an appliance permit | | Vent - flue for gas fireplace / water heater |
| Boiler/compressor/absorption system up to 3 HP or 100,000 BTU | | Ventilation fan connected to single duct |
| Evaporative cooler other than portable | | Ventilation system not a portion of heating or airconditioning system authorized by permit |
| Furnace – greater than 100,000 BTU | | Water heater |

| | | | |
|--|-------------------------------------------------------------|--|----------------------|
| | Furnace – up to 100,000 BTU | | Wood/pellet stove |
| | Gas fuel piping outlets | | Other fuel appliance |
| | Heat pump | | Other: |
| | Hood served by mechanical exhaust, including ducts for hood | | Other: |

***Most common mechanical fees. See mechanical fee schedule for complete list.

Plumbing:

| | |
|--|-----------------------------------------------|
| | Bathrooms |
| | Water over 100' |
| | Sewer over 100' |
| | # of Kitchens (if ADU) |
| | Back flow device for landscaping / irrigation |

Other:

| | |
|--|-------------------------|
| | Transportation SDCs |
| | Water or sewer Tap fees |

TABLE .1(2)
ADDITIONAL MEASURES

| | | |
|-----------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Envelope Enhancement Measures (Select One) | 1 | High efficiency walls Exterior walls—U-0.045/R-21 cavity insulation + R-5 continuous |
| | 2 | Upgraded features Exterior walls—U-0.057/R-23 intermediate or R-21 advanced, Framed floors—U-0.026/R-38, and Windows—U-0.28 (average UA) |
| | | 3 |
| | 4 | Super Insulated Windows and Attic OR Framed Floors Windows—U-0.22 (Triple Pane Low-e), and Flat ceiling (e) —U-0.017/R-60 or Framed floors—U-0.026/R-38 |
| | | 5 |
| | 6 | High efficiency thermal envelope UN Proposed UA is 8% lower than the code UA (g) |
| Conservation Measure (Select One) | A | High efficiency HVAC system 9 Gas-fired furnace or boiler AFUE 94%, or Air source heat pump HSPF 9.5/15.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy Star rated |
| | | Ducted HVAC systems within conditioned space All ducts and air handlers contained within building envelope (d) Cannot be combined with Measure 5 |
| | C | Ductless heat pump Ductless heat pump HSPF 10.0 in primary zone of dwelling |
| | | D |

For SI: 1 square foot = 0.093 m². 1 watt per square foot = 10.8 W/m².

- a. Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- b. All duct joints and seams sealed with listed mastic; tape is only allowed at appliance or equipment connections (for service and replacement). Meet sealing criteria of Performance Tested Comfort Systems program administered by the Bonneville Power Administration (EPA).
- c. Residential water heaters less than 55 gallon storage volume.
- d. A total of 5 percent of an HVAC system's ductwork shall be permitted to be located outside of the conditioned space. Ducts located outside the conditioned space shall have insulation installed as required in this code.
- e. The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026.
- f. Continuous air barrier. Additional requirement for sealing of all interior vertical wall covering to top plate framing. Sealing with foam gasket, caulk or other approved sealant listed for sealing wall covering material to structural material (example: gypsum board to wood stud framing).
- g. Table NI 104.1 (1) Standard base case design, Code UA shall be at least 8 percent less than the Proposed UA. Buildings with fenestration less than 15 percent of the total vertical wall area may adjust the Code UA to have 15 percent of the wall area as fenestration..



CITY OF REDMOND
Public Works Department

SYSTEM DEVELOPMENT CHARGE PAYMENT OPTIONS

Effective since August 1, 2008, the City of Redmond has offered three payment options for System Development Charges (SDCs).

Note: Owners that are currently in default, or have previously defaulted within the past 24 months, on any SDC Collection Point Deferral Agreement or Payment Plan are only allowed Option 1.

Please check one of the following:

Option #1: Payment at time of Building Permit

If paid at time of Building Permit issuance, the SDCs will be reduced by 2.75% (effective July 1, 2019 to June 30, 2020) from the Council approved SDC rates.

Option #2: SDC Deferral

Payment of SDCs (full rate) may be deferred to the earlier of the following:

- Final Inspection
- 9 months (from date of agreement)

Under this scenario, the **owner of the property** will be required to enter into an SDC Collection Point Deferral Agreement and a lien will be placed upon the property (City lien docket).

Note:

- Preparation of the SDC Collection Point Deferral Agreement and ownership verification may take up to a week and will require a notarized signature of the property owner.
- It is recommended that the owner disclose the agreement to their lender **prior** to signing the agreement. Some lenders may require SDCs to be paid upon first draw.

Option #3: Payment Plan

Per City Code Section 4.725, the City of Redmond offers a Payment Plan option for payment of SDCs. Payments are made in twenty semi-annual installments and interest is charged at prime plus 2.5%. The application for the SDC Payment Plan (\$150 fee) must be made at the City of Redmond Finance Department. The Payment Plan option will require a lien to be placed upon the property.

Owner's Signature

Date