



OREGON CITY

NSFR Application

698 Warner Parrott Road
Oregon City, OR 97045
Phone: 503-722-3789 - Fax: 503-722-3880

Permit #	
Date:	Recv'd:

TYPE OF WORK	
<input type="checkbox"/> New construction	
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Cross street/directions to job site:	
Subdivision:	Lot No.
Tax map/parcel No.	
DESCRIPTION OF WORK	
PROPERTY OWNER	
Name:	
Address:	
City/State/ZIP:	
Phone #	Email:
Owner Installation: This installation is being made on the property that I own, which is not intended for sale, lease, rent, or exchange. ORS 701.010	
Owner Signature:	
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone #	Fax #
E-mail:	
GENERAL CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone #	Fax #
E-mail:	
CCB Lic. No.	OC/Metro Lic. No.
Authorized signature:	
Print name:	Date:

FEE SCHEDULE	
<i>Permit fees are based on the value of the total work performed. Indicate the total value to the nearest dollar.</i>	
REQUIRED RESIDENTIAL INFORMATION	
Valuation:	
Number of Bedrooms:	
Number of Bathrooms:	
Number of Floors:	
New Dwelling Area:	Square Feet
Garage/Carport Area:	Square Feet
Covered Porch Area:	Square Feet
Deck Area:	Square Feet
Other Structure Area:	Square Feet
DESIGN PROFESSIONAL	
Firm:	
Address:	
City:	
State:	Zip Code:
Contact Name:	
Phone #	
E-Mail:	
NOTICE	
All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction (city) they are working in.	
BUILDING PERMIT FEES	
Fee Due Upon Application	
TOTAL PERMIT FEE	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

PLEASE COMPLETE OTHER SIDE



Oregon Residential Specialty Code
Building Permit Application Checklist
 698 Warner Parrott Rd – Oregon City, OR 97045
 Phone: 503-722-3789 Fax: 503-789-3880

For Official Use Only:
Associated Permits:
 BM: _____ BE: _____
 BP: _____ Other: _____

THE FOLLOWING ARE REQUIRED FOR PLAN REVIEW	Yes	No	N/A
1. Completed Planning Application Form			
2. Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc. (Verified w/ Plan Review)			
3. Septic System permit or authorization for remodel. Existing system capacity: _____ (If applicable)			
4. Two (2) Site/Plot plans drawn to scale. Two (2) Site Plans MINIMUM 11" by 17" in size with MINIMUM 10 pt. font and accurately Drawn to Scale (Minimum Architect scale is 1/8 inch per foot. Engineer scale is 1:20): <ul style="list-style-type: none"> • Address, Subdivision Name and Lot Number (If applicable) • An Identified Scale and North Arrow • All Property Lines • Existing and Proposed Structures including Decks and Eves • Setback Envelope • Driveway Curb Cut Width (Curb to Back of Sidewalk) • Location & Dimensions of all Public and Private Utilities and Easements (Identify if onsite) 			
5. Two (2) Complete Sets of plans. Must be drawn to scale (minimum scale is 1/8 inch per foot, 11"x17" in size, with minimum 10 pt. font), showing conformance to 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 exist. If plans submitted are intended as a "Master Plan" set, a letter of permission is required from the contractor and copyright owner.			
6. Two (2) complete sets of Beam Calculations. Using current code design values for all beams and multiple joists over 10 feet long and/or any beam/joist carrying a non-uniform load.			
7. Two (2) complete sets of Manufactured floor/roof truss details.			
8. Two (2) complete sets of Design Professional/Engineer's Calculations. When required or provided shall have the registered Design Professional's stamp and signature licensed in Oregon and shall be shown to be applicable to the project under review.			
9. Erosion Control Application. Include drainage-way protection, silt fence design and location of catch-basin protection, etc. <input type="checkbox"/> Plan <input type="checkbox"/> Permit Required			
10. Energy Code Compliance. Identify the prescriptive path or provide calculations.			
11. Elevation Views. Provide elevations for new construction; minimum two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change is greater than 4-ft at the building envelope. Full size sheet addendum's showing foundation elevations with cross-reference are acceptable. A four sided view is required.			
12. Foundation Plan. Show dimensions, anchor bolts and hold-downs and reinforcing pads, connection details, vent size and locations.			
13. Foundation plans corresponding to lot (elevations, steps, sloping lot, pony walls, etc.)			
14. Floor Plans. Show all dimensions, room identification, window size, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc. Copyrighted plans cannot be changed unless a letter is provided from the copyright owner.			
15. Cross section(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, roof slope, ceiling height, siding material, footings and foundations, stairs, fireplace construction, thermal insulation, etc.			
16. Wall Bracing. (Prescriptive path) and/or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provides			
17. Floor/Roof Framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing and bearing locations. Show attic ventilation.			
18. Basement and Retaining Walls. Provide cross sections and details showing placement of rebar.			
19. Driveway Grade (maximum 20%)			
20. Identify: Number of fireplaces, wood or pellet stoves, if air conditioning/heat pump is included and if a landscape irrigation system is to be provided.			
21. Sewer Permit. Issued with Building Permit			
22. Show roofline on site with setbacks. Show finished floor elevations (garage and main floor).			

**** Checklist must be completed before plans review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use.**

**** In the event that only one set of plans are provided, copies will be made and charged at the current copy fee schedule.**



ADDRESS AND STREET NAME APPLICATION

Note: By submitting this request in writing, you certify that you are qualified to make this request and are taking responsibility for any changes made.

Applicant: _____

Contact Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

I am:

- | | |
|--|--|
| <input type="checkbox"/> Requesting a NEW address | <input type="checkbox"/> Requesting to CHANGE my EXISTING address |
| <input type="checkbox"/> Requesting a NEW street name | <input type="checkbox"/> Requesting to CHANGE my EXISTING street name |

Existing Address and/or Street Name: _____

If Multiple Addresses, please attach a separate sheet

Proposed Address or Street Name: _____

Map and Tax Lot Number: ____ S ____ E ____ TL _____

Nearest Cross Street: _____

This property is: Across the street from: Next door to :

(Neighbor's Address) _____

Please include the following with this application when submitted:

- Descriptive map with property clearly marked
- Separate sheet with names and addresses of others to be notified of results (if applicable)
- Separate sheet of any multiple addresses on property (if applicable)
- Any additional useful information (optional, but will help move things quicker)

Addresses take at LEAST one week to research and route through Emergency Services. **Thank you** for your cooperation. The results of this application will mailed to the address specified above.

** OFFICIAL USE ONLY BELOW THIS LINE **

INSTRUCTIONS FOR PREPARATION OF A
RESIDENTIAL SITE PLAN

[Instrucciones para la preparación de un plano para un sitio/solar residencial]

Site plan must be **current**, drawn to scale on **8½ x 11 paper**, and **show all property lines**. If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage. [Plano del solar/sitio debe estar **al día**, dibujado a escala sobre **papel tamaño 8½ x 11** y **muestre todos los linderos de propiedad**. Si no puede dibujar a escala, aún debe mostrar linderos de propiedad indicando las dimensiones actuales o número total de acres.]

Failure to include all of the items listed below may delay the review necessary to obtain a permit. [El no incluir todos los datos enumerados bajo puede demorar el repaso necesario para obtener un permiso.]

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN: [Detalles que debe mostrar en su plano del sitio/solar]

- 1. **NORTH ARROW.** [Flecha con dirección hacia el norte]
- 2. **SCALE OF DRAWING.** [Dibujo a escala]
- 3. **STREET NAME** accessing the parcel. [Nombre de la calle con acceso al lote]
- 4. **ALL PROPERTY LINES AND DIMENSIONS** – existing and proposed. [Todos los linderos de propiedad y dimensiones – “existentes” y “propuestas”]
- 5. **DRIVEWAYS AND ROADS** – existing and proposed. [Camino de entrada para coches y carreteras– “existentes” y “propuestas”]
- 6. **EXISTING AND PROPOSED STRUCTURES** – label as “Proposed” and “Existing”. Include dimensions and distance to all property lines and other structures. [Estructuras propuestas y existentes – designe como “Propuesto” y “Existente”. Incluya dimensiones y distancia a toda líneas de propiedad y otra estructuras.]
- 7. **UTILITY LINES AND EASEMENTS.** [Líneas de servicios públicos y acceso forzoso]
- 8. **GEOGRAPHIC FEATURES** – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways. [Rasgos geográficos – declinación del terreno y orientación, acantilado, riachuelo, buhedo, o otras vías de desagüe.]
- 9. **WELLS** – existing and proposed on this parcel and adjacent parcels within 100 feet. [Pozos – existentes y propuestos sobre esta parcela y parcelas cercanas dentro de 100 pies.]
- 10. **FENCES, RETAINING WALL** – location of existing and/or proposed. [Cercas, muros de contención – ubicación de existente y/o propuesta.]
- 11. **PARTITIONING** (if applicable) – shown by dotted lines, with parcels labeled as “Parcel 1”, “Parcel 2”, etc. [Partición (si fuera pertinente) – muestre con línea de puntos, con parcelas designadas como “Parcela 1”, “Parcela 2, etc.]
- 12. **SEPTIC SYSTEM and REPLACEMENT AREA** – existing and proposed. Show existing septic tank, drain field lines and distance from structure(s). [Sistema séptico y área de reemplazo – existente y propuesto. Indique tanques sépticos existentes, líneas de drenaje del terreno y distancia de la(s) estructura(as).]
- 13. **CUTS/FILLS** – show existing and proposed. [Cortes/Rellenos – indique existentes y propuestos.]
- 14. **ELEVATIONS** – at lot corners or construction area and at corners of building site. [Elevaciones – en lotes de esquina o area de construcción y esquinas del lugar de edificación.]

sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan: **[Si el servicio de alcantarilla sanitaria no está disponible, un sistema séptico debe ser instalado.** Incluya los siguientes datos en el plano del solar/sitio.]

TEST HOLES – show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important. [Agujeros de control – indique la distancia entre los agujeros y linderos de propiedad. Un agujero de control debe ser ubicado en el centro del area de instalación del sistema inicial. Precisión de ubicación es muy importante.]

Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit. [Información adicional tal como tablas para patios, pasadizos, extensiones de techo más allá de las paredes del edificio, etc., puede ser requerido para la emisión de su permiso.]

Permit Technician Initials _____ Date _____

USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN

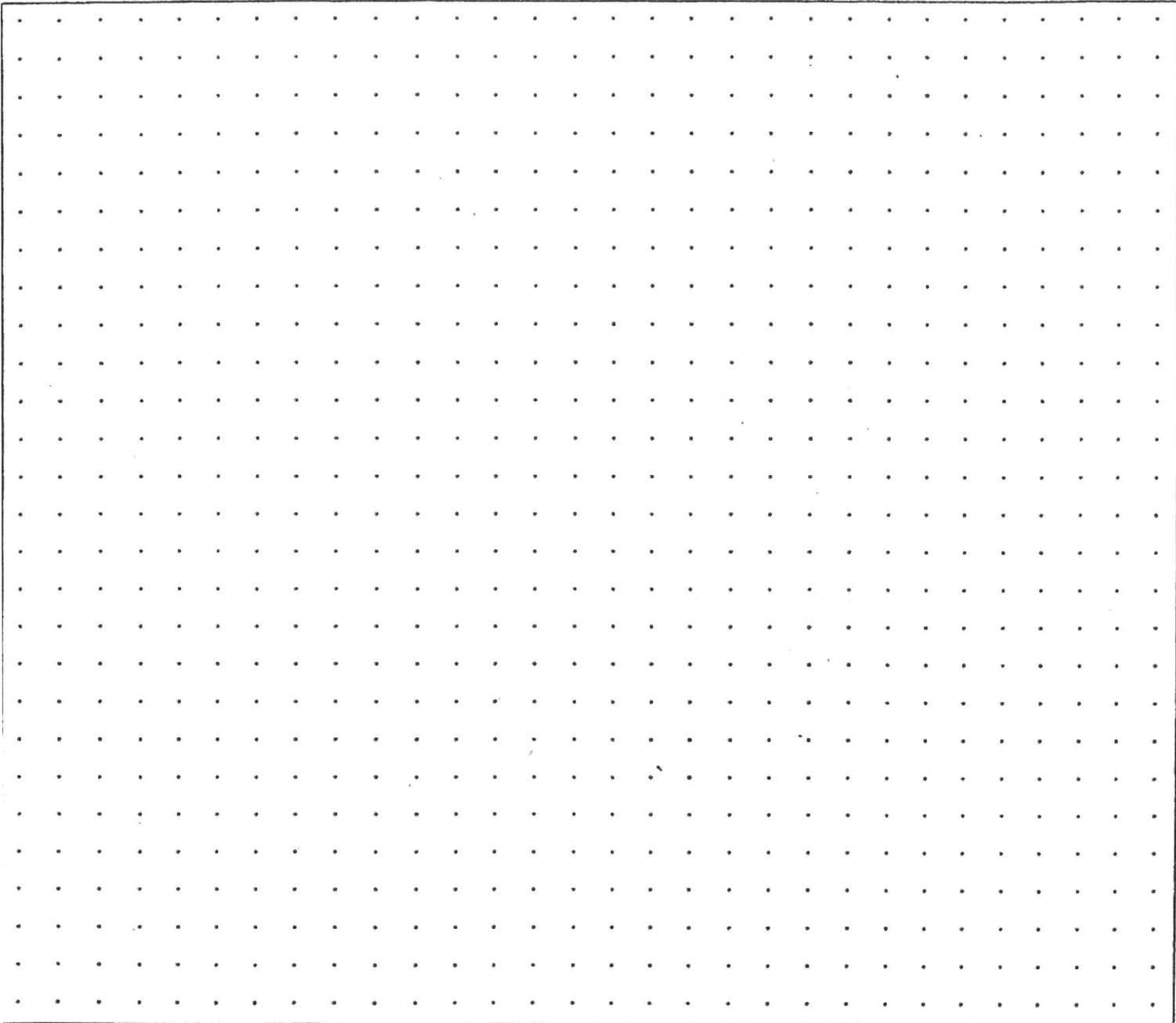
[UTILIZE EL LADO REVERSO DE ESTE FORMULARIO PARA DIBUJAR SU PLANO DEL SOLAR/SITIO]

Property Owner(s) Name [Nombre de Propietario(s)]: _____ Phone [Teléfono]: _____
Site Address [Dirección del sitio]: _____ City [Ciudad]: _____ Zip [Zona Postal]: _____

Assessor Map # [# del Mapa Asesor] (T-R-SecTL(s): _____ Total # Acres [# Total de Acres]: _____
 Zoning Designation [Designación de Zonas]: _____ Planning Map [Mapa Proyectista]: _____

SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS
[PLANO DEL SOLAR/SITIO DEBE MOSTRAR TODOS LOS LINDEROS Y DIMENSIONES]

- Drawn to Scale [Dibujado a Escala]: 1 square [1 cuadrado] = _____ feet [pies]
 Feet Not Drawn to Scale [Pies No Dibujado a Escala]: Total Acres [Total de Acres] _____



I certify that the above information is accurate to the best of my knowledge. I AM THE [] Owner or [] Authorized Agent
 Yo certifico que la información arriba mencionada es certera según lo que yo sé [SOY EL] [DUENO] o [Agente Autorizado]

My telephone number is [Mi número de teléfono es]: _____ NAME (please print) [NOMBRE (en letras de molde): _____
 Applicant's Signature [Firma del Solicitante]: _____ Date [Fecha]: _____
 Applicant's Mailing Address [Dirección Postal del Solicitante]: _____ City [Ciudad]: _____ Zip [Zona Postal]: _____

FOR OFFICE USE ONLY

PLANNING: _____ Date: _____
 PUBLIC WORKS: _____ Date: _____
 BUILDING INSPECTION: Acceptable for Planning Requirements ONLY _____ Date: _____

REQUIRED INSPECTIONS FOR RESIDENTIAL PROJECTS

113.1 Types of inspections:

For on-site construction, the building official, upon notification from the permit holder or permit holder's agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or permit holder's agent wherein the same fails to comply with this code.

113.1.1 Foundation Inspection:

Shall be made after poles or piers are set or trenches or basement areas are excavated and forms erected and any required reinforcing steel is in place and prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment and special requirements for wood foundations.

113.1.1.1 Concrete Slab or Under-floor Inspection:

Shall be made after all in-slab or under-floor building service equipment, conduit/piping accessories, slow to low point drains required and other ancillary equipment items are in place but before any concrete is placed or floor sheathing installed, including the subfloor.

113.1.2 Plumbing, Mechanical and Electrical:

Rough inspection: Shall be made prior to covering or concealment, before fixtures are set, and prior to framing inspection.

113.1.3 Frame and Masonry Inspection:

Shall be made after the roof, masonry, all framing, fire stopping, draft stopping and bracing are in place and after the plumbing, mechanical and electrical rough inspections are approved.

113.1.3.1 Insulation and Vapor Barrier Inspections:

Shall be made after all insulation and required vapor barriers are in place, but before any lath or gypsum board interior wall covering is applied.

Exceptions:

1. Ceiling and floor insulation visible during final inspections.
2. The building official may allow the frame, insulation and vapor barrier inspections to be performed simultaneously.

113.1.5 Other Inspections:

In addition to the called inspections above, the building official may make or require any other inspections to ascertain compliance with the applicable codes.

113.1.6 Final Inspection:

Shall be made after the building is completed and ready for occupancy.



Public Utility Service Application

Building Permit Number

Applicant / Owner

Phone Number

Service Type:

- Single-Family Dwelling Commercial Industrial
- Multi-family _____ number of units Manufactured Dwelling Other

Water Service and Size Requested:

- Domestic Fire Suppression System Back Flow Device for Irrigation

Signature of Applicant _____

XX

OFFICE USE ONLY BELOW THIS LINE

XX

WATER:

SDC Fee: _____ Meter Size: _____ Service Line Size: _____

SANITARY:

SDC Fee: _____ Service Line Size: _____

STORM:

SDC Fee: _____ Service Line Size: _____

TRANSPORTATION:

SDC Fee: _____

PARKS:

SDC Fee: _____

Prepared By: _____ DATE: _____



Planning Review for New Homes and Additions

Please complete this packet prior to submittal of building permits and attach a site plan drawn to scale. If any section of the application is incomplete, the application will be returned.

Approved By: _____

Date: _____

Applicant: _____

Phone: _____ Email Address: _____

Site Address or Clackamas County Map and Tax Lot: _____

Project Name (If Applicable): _____ Lot Number: _____

Subdivision/Partition File Number: _____

Application for: A new home An addition of _____ square feet

1. Applicable Overlay Zones, Plans or Fees

Please identify all overlay districts identified on your [Property Zoning Report](#). If any of the items below are marked, additional review may be needed. Contact the Planning Division (P) or Building Division (B) at 503.722.3789, or Development Services Division (DS) at 657.0891 for additional processes, fees and restrictions.

- Individually Designated Historic Structure (P) Historic Overlay District (P) Barlow Trail Corridor (P)
- Willamette River Greenway Overlay District (P) Flood Management Overlay (B) Natural Resources Overlay District (P)
- High Water Table (DS) Sewer Moratorium Area (DS) Geologic Hazards Overlay District (DS)
- None

<i>Staff Only</i>		
Additional Review Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial _____

2. Lot Specific Conditions of Approval (DS/P)

List all lot requirements identified in the land division staff report approval (mitigation trees, home orientation, easements, etc). Contact the Planning Division at 503.722.3789 for a copy of the staff report.

3. Plat Restrictions (DS)

Identify the size and location of all restrictions on your plat below and on the site plan. Plats may be obtained on OCMAP or from the Development Services Department.

Easements (PUE, SSE, etc.): _____

Non-Vehicular Accessways (NVA): _____

Other Restrictions: _____

Not Applicable

<i>Staff Only</i>			
Plat Restrictions Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	Initial _____	

4. Grading (DS)

The placement or removal of fill on a property may require additional review and permits.

Are you moving or placing more than 6" of fill below the building footprint? Yes No

If yes, a geotechnical report is required approving the fill placement from the Development Services Department.

Do you have an approved geotechnical report? Yes No

Are you moving or placing 10 or more cubic yards of fill onsite? Yes No

If yes, a grading permit is required from the Development Services Department.

Do you have an approved grading permit? Yes No

Questions? Contact Development Services (DS) at 503-496-1560

Staff Only			
Fill Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required Initial _____

5. Stormwater (DS)

Stormwater flow control and/or water quality requirements exist for projects that:

Creates 5,000 square feet of new or replaced impervious surface

Creates 500 square feet of new impervious surface (in the NROD overlay)

Creates 1,000 square feet of new or replaced impervious surface and is a commercial use.

1. Square footage of all new or replaced impervious surface (asphalt, concrete, buildings, structures) _____

2. Does the proposal use fuel dispensing, major material storage, a washing facility, heavy chemical use, or has land with known contamination? Yes No

Questions? Contact Development Services (DS) at 503-496-1560

Staff Only			
Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial _____

6. Number of Driveways (DS)

Each property may have up to one (1) driveway per street frontage. Do not count alleys.

Number of street frontages: _____ Number of existing driveways: _____

Number of driveways proposed: _____

Not Applicable (No driveway or access taken from alley)

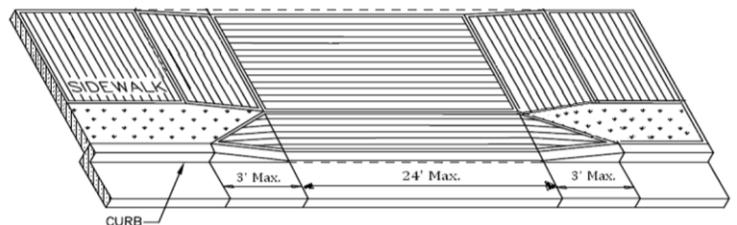
Questions? Contact Development Services (DS) at 503-496-1560

Staff Only			
Number of Driveways Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

7. Driveway Width (DS)

The width of the driveway curb cut is limited at the sidewalk and property line by the number of interior or exterior parking spaces onsite, including the driveway. Show the driveway and curb cut on your site plan.

Number of Interior and Exterior Parking Spaces Onsite	Minimum Driveway Width at Sidewalk or Property Line	Maximum Driveway Width at Sidewalk or Property Line
One	10 feet	12 feet
Two	12 feet	24 feet
Three or More	18 feet	30 feet



*The width of the wing (transition) adjacent to the driveway may not be larger than 3 feet.

Number of interior and exterior parking spaces onsite: _____

Width of driveway proposed: _____ Width of wings proposed: _____

Not Applicable (No driveway or access taken from alley)

Questions? Contact Development Services (DS) at 503-496-1560

Staff Only			
Driveway Width Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

8. Street Improvements (DS)

Additions of more than 50% of the existing square footage of the home may require street improvements (such as a sidewalk, planter strip, street tree, etc) if they currently do not exist.

1. Square footage of the existing home (including living space and garage(s))..... _____
2. New square footage proposed (including living space and garage(s))..... _____
3. Line 2 divided by line 1 and multiplied by 100:..... _____

If line 3 is 50% or more, please complete a Street Improvement Meeting form at www.orcity.org and submit it to the Development Services Division.

Not Applicable (No addition proposed)

Questions? Contact Development Services (DS) at 503-496-1560

Staff Only			
Street Improvement Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

9. Main Entrance on the Home (P)

New or modified main entrances to the home shall meet one of the following requirements ([OCMC 17.20.050](#)):

- Face the street
- Be at an angle up to 45 degrees from the street. Approximate Angle _____
- Open to a covered porch that is at least 60 square feet and is a minimum depth of 5 feet deep on the front or street side corner of the lot.

Total Size _____ Total Depth _____

Staff Only			
Main Entrance Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable	Initial _____

10. Building Height and Setbacks (P)

Identify the building height and the setbacks (distance between the proposed foundation/support and the property line). The minimum distances may be found in dimensional standards of your zoning designation in Title 17 of the Oregon City Municipal Code. Provide the associated building and site plans with all of the dimensions below. Contact the Planning Division (P) at 503.722.3789 for assistance.

**Left and Right Setbacks are determined by facing the property from the abutting street or right-of-way.*

Zoning Designation: _____

Building Height (in Feet): _____

Minimum Left Setback: _____

Number of Stories: _____

Minimum Right Setback: _____

Minimum Garage Setback: _____

Minimum Rear Setback: _____

Minimum Front Setback: _____

Minimum Rear Porch Setback: _____

Minimum Front Porch Setback: _____

Maximum Projection into Setback: _____

Staff Only			
Building Height and Setback Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable	Initial _____

11. Lot Coverage (P)

All structures 200 square feet or greater (excluding decks, covered and uncovered porches and eave overhangs), when combined, are limited to the following lot coverage:

- R-10, R-8 and R-6 Dwelling Districts: 40% Maximum Lot Coverage
- R-5 Dwelling District: 50% Maximum Lot Coverage
- R-3.5 Dwelling District: 55% Maximum Lot Coverage

1. Square footage of all existing building footprints over 200 square feet (see exclusions above): _____
2. Square footage of all proposed building footprints over 200 square feet (see exclusions above): _____
3. Total square footage of all building footprints over 200 square feet (line 1+2):..... _____
4. Total square footage of property: _____
5. Line 3 divided by line 4 and multiplied by 100:..... _____

Not Applicable

<i>Staff Only</i>			
Lot Coverage Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

12. Street Tree (P)

A street tree is required for all new homes or additions 25% or more of the existing square footage of the home. Contact the Planning Division (P) at 503.722.3789 for assistance.

Are you applying for a new home? Yes

If yes, is the subdivision or partition from 2004 or newer? Yes (no tree required) No (tree required)

Are you applying for an addition to your home? Yes

1. Square footage of proposed addition _____
2. Existing square footage of your home (including the living space and garage) _____
3. Divide line 1 by Line 2 and multiply by 100 _____
4. Is line 3 25 or greater? Yes (tree required) No (tree not required)

If required, please complete the following:

Species (identified on the Street Tree List or by a certified arborist): _____

Size (min. of 2" in caliper measured 6" above the root crown): _____

Planting location: _____

Refer to [Chapter 12.08](#) of the Oregon City Municipal Code for additional restrictions on placement of the street tree. The Planning Division may approve other options such as planting a tree in your front yard, designating an existing tree in your front yard as a street tree, or paying into a street tree fund.

<i>Staff Only</i>			
Street Tree Required Prior to Occupancy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial _____

13. Applicability of Residential Design Elements (P)

Are you building a new home? Yes No

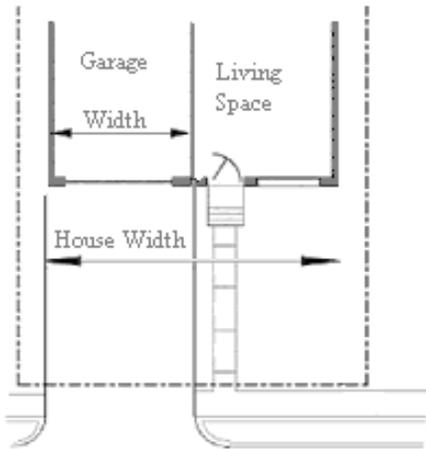
Are you building a new carport or garage? Yes No

Are you expanding the size of an existing carport or garage? Yes No

If you have marked **no** on all of the above, please proceed to section 17. If you marked yes to **any** of the above, proceed to section 14.

14. Width of Garage on Front of Home (P)

The garage width is measured from the interior of the garage. A garage may not be greater than 60% of the width of the home. Contact the Planning Division (P) at 503.722.3789 for assistance.



1. Width of the home:..... _____
2. Width of garage (measured from the inside wall):.. _____
3. Divide line 2 by line 1 and multiply by 100:..... _____

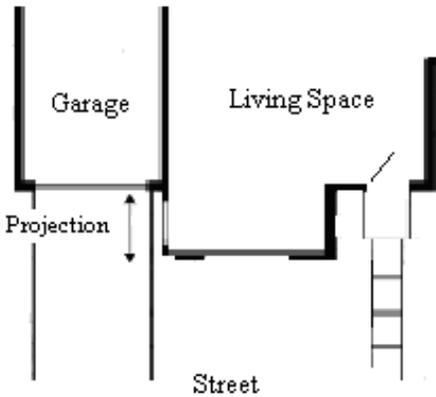
Not Applicable – The home is less than 24 feet wide, has a rear/side Loaded garage, or has no attached garage.

Staff Only

Width Calculated Correctly? Yes No Not Applicable Initial _____

15. Projection of Garage from the Living Space of the Home (P)

Measure the projection of the garage in relation to the furthest forward living space in the home. The garage cannot project more than 8 feet from the adjacent living area (unless the garage is side-oriented). Porches are not considered in this determination. Contact the Planning Division (P) at 503.722.3789 for assistance.



- There is no garage attached to the house.
- The garage is *recessed* _____ feet
- The garage is *level*
- The garage *extends* _____ feet
- Not Applicable – The home is less than 24 feet wide, has a rear/side Loaded garage, or has no attached garage.

Staff Only

Projection Calculated Correctly? Yes No Not Applicable Initial _____

16. Home Design Options (P)

Please determine the applicable standard below. The garage width is measured from the interior of the garage. A garage may not be greater than 60% of the width of the home or project more than 8 feet from the adjacent living area (unless the garage is side-oriented). Porches are not considered in this determination. Contact the Planning Division (P) at 503.722.3789 for assistance.

- There is no Garage on the Property.**
 - The front of the home shall include 5 home design elements from the next page.
- The Garage is Detached from the Home.** If there is no garage attached to the house:
 - The front of the home shall include 5 home design elements from page 6.
- The Garage is on the Side or Rear of the Home.**
 - The front of the home shall include 5 home design elements from the next page.
- The Home is Less than 24 feet Wide with a Garage in Front.**
 - The garage shall not extend closer to the street than the adjacent living space; and
 - The garage shall be no wider than 12 feet; and
 - The front of the home shall include 6 home design elements from the next page; and
 - The home shall comply with one of the following:
 - There is interior living area above the garage which is set back no more than 4 feet from the garage; or
 - There is a covered balcony above the garage, at least the same length as the garage wall, at least 6 feet deep and accessible from the interior living area.
- **The Garage is Less than 50% of the Width of the Front of the Home (Measured at the Inside Walls of the Garage).**
 - And does not Project in Front of the Adjacent Living Space.
 - The front of the home shall include 6 home design elements from the next page
 - And Projects in Front of the Adjacent Living Space.
 - The garage shall not extend more than 8 feet in front of the adjacent living space; and
 - The front of the home shall include 9 home design elements from page 5 (including element 6 or 20).
- **The Garage is Less than 60% of the Width of the Front of the Home (Measured at the Inside Walls of the Garage).**
 - And is Recessed 2 or more feet or more from the Adjacent Living Space.
 - The front of the home shall include 7 home design elements from the next page.
 - And is NOT Recessed 2 feet from the Adjacent Living Space.
 - The garage shall not extend more than 4 feet in front of the adjacent living space; and
 - The front of the home shall include 8 home design elements from the next page (including element 6 or 20).
- The Garage is Side-Oriented in Front of the Home.**
 - The garage shall not extend more than 32 feet in front of the adjacent living space; and
 - The front of the home shall include 6 home design elements from the next page; and
 - Windows shall occupy a minimum of 15% of the street-facing garage wall.
- Not Applicable**

Staff Only

Correct Option Chosen? Yes No Not Applicable Initial _____

17. Corner Lots and Through Lots (P)

Corner and through lots shall meet **all** of the following:

- The **front of the home** shall comply with one of the Home Design Options above; **and**
- The **corner street-facing side** of the home shall comply with 3 of the Home Design Options on page 6 **and**
- The **corner street-facing side** shall comply with home design element #8; **and**
- The **corner street-facing side** shall comply with home design element #10.
- Not Applicable

Staff Only

Corner and Through Lot Standards Met? Yes No Not Applicable Initial _____

18. Home Design Elements (P)

Required Number of Elements on the Front of the Home: _____

Required Number of Elements on the Corner (Street Side) of the Home: _____

Front Corner (Street Side)

1. _____ _____ Dormers.
2. _____ _____ Gable roof or Hip roof.
3. _____ _____ Building face with 2 or more offsets of ≥ 16 inches. Number of offsets _____
4. _____ _____ Roof overhang of ≥ 16 inches. Size of roof overhang _____
5. _____ _____ Entry recessed ≥ 2 feet behind the front façade and ≥ 8 feet wide.
Distance entry recessed from the front façade _____ Width of entry _____
6. _____ _____ ≥ 60 square foot covered front porch that is ≥ 5 feet deep; or
 ≥ 40 square foot covered porch with railings that is ≥ 5 feet deep and elevated entirely ≥ 18 inches.
Total Size of porch _____ Total Depth _____ Elevation of porch _____
7. _____ _____ Bay window that extends ≥ 12 inches outward from the main wall of a building and forming a bay or alcove in a room within. Extension of bay window _____
8. _____ _____ Windows and main entrance doors that occupy $\geq 15\%$ of the lineal length of the home (not including the roof and excluding any windows in a garage door).
1. Length of Wall _____
2. Linear length of windows _____
3. Divide line 2 by line 1 and multiply by 100 _____
9. _____ _____ Window grids in all windows (excluding windows in the garage door or front door).
10. _____ _____ ≥ 4 inch window trim. Width of trim _____
11. _____ _____ **Worth 2 elements.** ≥ 4 inch window trim on all elevations of the house. Width of trim _____
12. _____ _____ **Worth 2 elements.** Wood, clad wood, or fiberglass windows on all of the elevations.
13. _____ _____ **Worth 2 elements.** Windows recessed ≥ 2 inches from the facade on all of the elevations.
14. _____ _____ Front balcony that projects from the wall of the building and is enclosed by a railing or parapet.
15. _____ _____ ≥ 60 square feet of shakes, shingles, brick, stone or other similar decorative materials.
Square footage of shakes, shingles, brick, stone or other similar decorative materials _____
16. _____ _____ All garage doors are ≥ 9 feet in width or less.
17. _____ _____ All garage doors wider than 9 feet are designed to resemble 2 smaller garage doors.
18. _____ _____ ≥ 2 windows in each garage door.
19. _____ _____ A third garage door is recessed a minimum of 2 feet from the living space.
20. _____ _____ A window over the garage door that is ≥ 12 square feet with ≥ 4 inch window trim.
Square Footage of Window _____ Trim Size _____
21. _____ _____ There is no attached garage onsite.
22. _____ _____ The living space of the dwelling is within 5 feet of the front yard setback.
23. _____ _____ The driveway is composed entirely of pervious pavers or porous pavement.

Not Applicable

Staff Only

Home Design Options Approved? Yes No Not Applicable Initial _____

19. Front Yard Landscaping - For all New Homes (P)

The front yard is required to be landscaped with plants and groundcover. The area between the front lot line and the front building line shall be landscaped in accordance with the zoning:

Zoning	Minimum % Landscaping in Front of the Home
R-10, R-8, R-6 & R-5	33%
R-3.5	26.4%

- Zoning of site: _____
- Square footage of the area in front of the home: _____
- Minimum square feet of landscaping required (line 2*percentage required above): _____
- Square footage of landscaping proposed: _____

Not Applicable

Staff Only			
Front Yard Landscaping Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required Initial _____

20. Front Yard Shrub and Accent Plants – For all New Homes (P)

Shrubs and/or accent plants are required to be planted within the front yard of the home. At a minimum, one shrub or accent plant (minimum of three-gallon) is required to be planted in front of the home for every 4 linear feet of foundation.

- Length of foundation: _____
- Number of 3-gallon shrub or accent plants required (line 1 divided by 4). Do not round up: _____
- Number of 3-gallon shrub or accents plant proposed: _____

Not Applicable

Staff Only			
Front Yard Shrubs Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required Initial _____

21. On Site Trees - For all New Homes (P)

On site trees ensure that residential lots are landscaped and to encourage the retention of trees, minimize the impact of tree loss during development and ensure a sustainable tree canopy in Oregon City. The amount of trees to be protected, planted or paid into a tree fund is based on your lot size and due prior to occupancy. See [Oregon City Municipal Code Chapter 17.20.060](#) for more information. Contact the Planning Division (P) at 503.722.3789 for assistance.

Lot Size (square feet)	Tree Diameter Required to be Protected, Planted or Paid into Tree Fund (inches)
0 – 4,999	4"
5,000 – 7,999	6"
8,000 – 9,999	8"
10,000 – 14,999	10"
15,000 +	12"

Option 1: Tree Preservation

If you choose to utilize existing trees to meet this requirement the following standards apply:

- The trees shall be located on private property.
- The trees shall be a minimum of 2" caliper, measured at breast height.
- Species identified in the Large Native and Heritage Tree Species are counted as twice the size. (Example: an Oregon White Oak with a 2" caliper at DBH is counted as 4").

Option 2: Mitigation Trees

Recent subdivisions and partitions may have been required to plant trees to make up for the trees which were removed with the land division. Please refer to land division approval to identify the number and size of mitigation

trees required for your property.

21. On Site Trees – Continued (P)

Option 3: Trees to be Planted

If you choose to utilize existing trees to meet this requirement the following standards apply:

- All deciduous trees shall measure a minimum 2” caliper at 6” above the root crown and all coniferous trees shall be a minimum of 6’ in height.
- Mitigation trees required for the subdivision may be counted.
- Trees planted on R-6, R-8 and R-10 zoned lots shall include at least one tree in the front yard setback, unless it is demonstrated that it is not feasible due to site constraints.
- Trees planted on R-5 and R-3.5 zoned lots may be planted anywhere on the lot as space permits.
- Species identified in the Large Native and Heritage Tree Species are counted as twice the size. (Example: an Oregon White Oak with a 2” caliper at 6” above the root crown is counted as 4”).

Large Native and Heritage Tree Species Which Count as Twice the Size

Common Name	Scientific Name
Oregon White Oak	<i>Quercus garryana</i>
Pacific willow	<i>Salix lucida</i> spp. <i>lasiandra</i>
Western red cedar	<i>Thuja plicata</i>
Western hemlock	<i>Tsuga heterophylla</i>
Northern Red Oak	<i>Quercus rubra</i>
Bur Oak	<i>Quercus macrocarpa</i>
Bigleaf Maple	<i>Acer macrophyllum</i>
Grand Fir	<i>Abies grandis</i>
Douglas Fir	<i>Pseudotsuga menziesii</i>
American Elm hybrids (disease resistant)	<i>Ulmus</i> spp.
Western yew	<i>Taxus brevifolia</i>

Option 4: Payment to the Tree Fund

This option may be used where site characteristics or construction preferences do not support the preservation or planting options identified above. The payment, made prior to occupancy, goes to a dedicated fund for trees. The large native or heritage tree incentive does not apply when using this option.

Option Chosen:

Size of Lot: _____ Minimum Inches of Tree Caliper Required Onsite: _____

Option 1: Existing Trees Preserved (Identify Caliper and Location): _____

Option 2: Mitigation Trees (Identify Species and Caliper): _____

Option 3: Trees Proposed to be Planted (Identify Species, Caliper and Location): _____

Option 4: Tree Fund (Identify the Number of 2” Trees Donated): _____

Not Applicable

Staff Only			
On Site Trees Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required Initial _____

Thank you for completing this application form. Please submit this form to the Planning and Building Divisions located at 698 Warner Parrott Road, Oregon City, Oregon 97045 from 8:30am – 3:30pm Monday – Friday with a Building Permit Application Checklist and all necessary documentation. For additional information, please contact the departments at 503.722.3789. Thank you.



2019 PERMIT APPLICATION EROSION PREVENTION AND SEDIMENTATION CONTROL Single Family Residential Lot Development

Building Permit Applicant

Name: _____
Address: _____
Phone: _____

Site Steward – Person responsible for erosion and sediment control for the duration of the project

Name: _____
Address: _____
Phone: _____
Cell Phone: _____
Fax: _____
E-mail: _____

Building Site Address

Street address: _____
Subdivision name & lot #: _____

Information to be included on Site Plan:

- | | |
|----------------------------------|---|
| 1. Scale – 1" = 50' | 6. Location of all erosion control facilities |
| 2. Property lines | 7. Location of nearest downstream catch basin & proposed method of protection |
| 3. Contour lines | 8. Location of project information sign |
| 4. Location of all structures | 9. Sheet size – 8 ½" x 11" |
| 5. Location of impervious ground | |

Describe proposed erosion control facilities:

(Also show locations of erosion control facilities on site plan – include details with plan)

Describe mulching and revegetation plan:

(Also show limits of mulching and revegetation on site plan)

Describe method of protection of nearest downstream catch basin:

(Also show location of catch basin and proposed protection devices on site plan)

NOTICE

- Materials tracked into streets shall be cleaned up prior to the close of each workday by means of dry sweeping (e.g. with a broom &/or shovel). Materials shall **not** be washed down the road into the storm system or water bodies.
- The following will result in an enforcement action by the City:
 1. Visible or measurable erosion resulting in off-site sediment transport.
 2. Failure to maintain the project information and address signs in a readable condition.
- Protective devices located at catch basins shall be maintained throughout the duration of the project.

CONSENT STATEMENT

I authorize representatives of the City of Oregon City to enter upon the property for which I have applied for permit, for the purpose of making inspections.

Signature of Authorized Agent or Owner:

X _____ Date _____

**CITY OF OREGON CITY
STANDARD CONSTRUCTION SPECIFICATIONS
For: Building Sewer Laterals**

BUILDING SEWERS

Definition: Building Sewers are those private sewerlines which connect the building drain to the public service lateral. Building sewers are installed and maintained by the property owners.

Public Services Lateral are those sewer lines to which a private building sewer connects, or may connect. They may also be known as service lateral or building service lateral. Public service laterals are located within public street right-of-ways (R/W) or public utility easements. The service lateral may or may not be existing. If it is not, it is the property owner's responsibility to install and the City's responsibility to maintain the lateral from the main to the face of the curb or pavement edge.

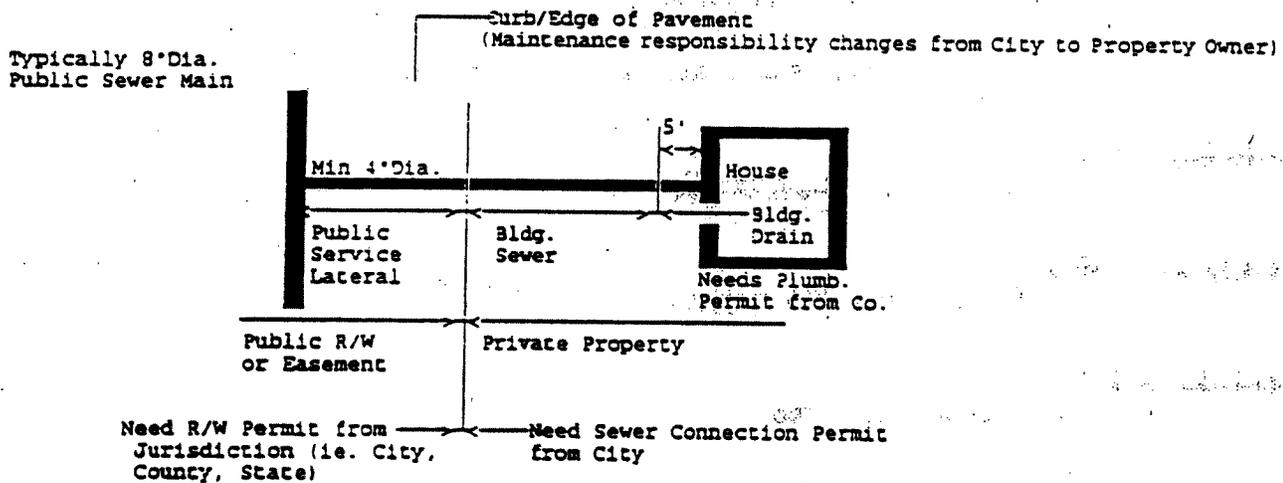


FIGURE 1

Permits: You must obtain the proper permits first. See Figure 1.

Working Hours:

All excavation work and inspections shall be done during Public Works working hours unless prior arrangements have been made. Public Works working hours are: Monday through Friday, 7:30am to 4:00pm. In case of emergencies, off hours, Public Works can be reached at 655-8211.

Utility Locations:

All utility line locations shall be identified prior to excavation work. The one call phone number is 246-6699.

OSHA:

All excavation work must be done to OSHA Standards, including traffic control signing and shoring. Public Works reserves the right to shut down any project within city limits that does not comply to OSHA Standards. OSHA consultants: 229-6193.

Approved Materials:

1. Building Sewer:
A.B.S., P.V.C., A.S.T.M. 3034 or cast (no hub)
2. Public Service Lateral:
P.V.C. sewer pipe, ASTM D3034, SDR 35
Ductile Iron Pipe, Class 50
3. Plumbing code bends and fittings must be used.

Minimum Size:

4 inch diameter for single family.

Minimum Grade:

1/4 inch fall per foot (2% slope).

Minimum Cover:

1. Building Sewer: 1 foot
2. Public Service Lateral:
4 feet (unless otherwise approved by the City Engineer).

Service Connections:

Shall not be connected to manholes unless approved by the City engineer. Taps shall not be in the side or top of mainline, but at 45 degrees. Mainline taps must be cut with hole saw and proper insert-a-tee installed, hole sawed and proper banded tee used, or section of main cut out and a WYE coupled in with proper banded rubber fittings - Fernco or similar fittings. All existing laterals shall be connected to, with Fernco or approved coupling.

Same Day Backfill:

Street excavations shall be backfilled the same day; or with prior approval from the Public Works, plating and barricading may be approved.

Asphalt Restoration Requirements:

Cuts in road surface must be saw cut and paved back within 7 days to a minimum of 3" A.C. on a residential street and 5" A.C. for arterial and collector streets, or match existing, whichever is greater. Temporary cold patch shall be applied the same day as backfilling.

Abandoned Septic Tanks:

The tank shall be pumped out by a D.E.Q. certified pumping contractor and a receipt given to the building sewer lateral inspector. The bottom shall be broken or drilled and completely filled with sand, gravel or other approved material. The tank top shall be broken in or removed to completely fill the tank. The fill material shall be compacted to 95% relative maximum density. Compaction testing may be required.

Note: Those sites with on-site septic systems shall have the on-site septic systems properly abandoned within 30 days of the sanitary sewer lateral inspection and approval for use.

Abandoned Sewer Laterals:

Shall be plugged with a mechanical plug or capped within 5 feet of property line and marked with a pressure treated 2x4.

Clean-Up:

Contractors shall remove any material tracked onto the street surface or sidewalk the same day of the project. If the contractor does not have the equipment to properly clean the street or sidewalk, said contractor is to schedule another contractor for cleaning purposes.

Inspections:

No line installed or repaired shall be covered until inspected. Call the Public Works Department at #657-8241, 48 hours prior to inspection for scheduling inspections.

Abandoned septic tanks shall be inspected upon completion of abandoning procedure.

Tracer Wire:

Shall be installed from the mainline or end of service lateral to the cleanout located outside of the building. The wire shall be exposed or accessible at the cleanout when backfilled. The wire shall be green, 18 gauge, insulated copper and connected to any existing locating wire and taped.

Water Test:

A test fitting shall be installed in the line where the building sewer lateral connects to the main line or existing lateral for testing purposes; the entire system from the test fitting back to the house shall be filled with water to the point of overflow in a vertical stand pipe, with a minimum head of 2 feet at the upper end. The water level shall be held for a minimum of fifteen 15 minutes with no loss.

Cleanouts:

Approved type, two way cleanout shall be installed within 5 feet of the building. Additional one way cleanouts shall be installed every 100 feet or after every 135° change in direction. A one way cleanout shall be installed at the curb or where house lateral connects to City service lateral and shall be used for testing. Curb cleanouts shall be extended to within 6 inches of the surface and have removable caps. Caps shall be centered in and covered by an irrigation type box with latching lid. When cleanouts are located in a driveway, an approved meter box may be used..

Pipe Bedding and Pipe Zone Material:

3/4 inch - 0 crushed rock (pit run or reject crusher sand maybe approved as a substitute for 3/4 inch - 0 crushed rock in trenches that have no ground water in the pipe zone). All voids under the pipe must be backfilled and compacted with bedding material. On private property, where earth is used for trench backfill material, a minimum of 6 inches of 3/4 inch - 0 crushed rock, or approved material shall be placed over the pipe by hand to protect the pipe during backfill.

Trench Backfill Material:

For inside of public right-of-ways(R/W) and areas under pavement, the trench backfill shall be the same requirement as the pipe bedding. For outside of public R/W and not under a structural section, the trench backfill may be native material. Compaction minimum is 95% in the right-of-ways and paved areas, and 85% in non-buildable areas. The City may require compaction testing. For further standards refer to the City's Standard Public Works Construction Notes and the 1990 edition, Oregon Chapter APWA Standard Specifications for Public Works Construction.



OREGON CITY

625 Center Street | PO Box 3040 | Oregon City OR 97045
Ph: (503) 657-0891 | TOLL FREE (888) 873-1676 | Fax (503) 657-3339

2019 APPLICATION FOR BUSINESS LICENSE

NEW OWNERSHIP CHANGE ADDRESS CHANGE NAME CHANGE No. _____

Business Information		Business Owner and Contact Information	
Business Name		Owner Name	
Business Site Address		Home Address	
City, State, Zip		City, State, Zip	
Business Phone		Phone	
Business Email		Email	
Business Mailing Address		Emergency Contact Name	
City, State, Zip		Emergency Contact Phone	
Federal ID No. (EIN) ____ - ____ - ____		Metro Contractor's License	
4 Digit SIC Code (if known) ____ - ____		State License # (if applicable)	

Detailed Description of Business (REQUIRED): What specific activity are you conducting?

Indicate type of ownership Sole proprietor Partnership LLC Corporation Non-Profit

Is your business located within the City limits of Oregon City? Yes No Total number of persons doing business in Oregon City? _____ Hours of Operation? _____

Zoning of property where business is located: (see reverse) Is the proposed business a permitted use within the zone? Yes No

Business based in home? Yes No If "YES" Home-Based Business Worksheet form required. (see reverse)

Marijuana business? Yes No If "YES" Marijuana Business Supplemental Questionnaire form required.

Business has a sign in the right-of-way? Yes No If "YES" additional fees may apply. (see reverse)

Hazardous materials? Yes No List: _____

I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE, CORRECT, AND COMPLETE. ADDITIONALLY, I CERTIFY THAT THIS BUSINESS COMPLIES WITH ALL STATE, FEDERAL, AND LOCAL LAWS.
Yes No

Applicant's Signature: _____

Credit Card Information (if paying with credit card)	Account Number	Exp. Date	3 Digit CSC (back of card)
	_____	____/____	_____
	Visa <input type="checkbox"/> M/C <input type="checkbox"/>	Using payment schedule, list amount paid	FEE \$

PAYMENTS MUST ACCOMPANY APPLICATION. MAKE CHECKS PAYABLE TO: City of Oregon City
A business license does not authorize the holder to conduct business in violation of any zoning ordinance or other state, federal, or local law.

OFFICE USE ONLY

Amount Paid	Receipt #	<input type="checkbox"/> Cash <input type="checkbox"/> Check	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	SIC Code	Date Paid / By
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WHO NEEDS A BUSINESS LICENSE?

Oregon City Municipal Code Chapter 5.04 requires all businesses conducting business inside the city limits of Oregon City to obtain an Oregon City business license.

HOW TO APPLY FOR A BUSINESS LICENSE

Complete this **Application for Business License** form and submit it with the applicable fees, either:

- in person at 625 Center Street
- by mail to Business Licensing, PO Box 3040, Oregon City, OR 97045
- by fax to (503) 657-3339
- by email to licensing@orccity.org

This form can be found online at <https://www.orccity.org/economicdevelopment/business-licenses>. Applications must be filled out completely. Incomplete applications will expire if not completed within 90 days. In the event a license application expires, the applicant may reapply for the business license. Businesses operating in the City must comply with all building, zoning, signage, fire and police requirements. Completion of the application does not imply business license approval. The business may not begin until the business license and all necessary permits, signs and inspections are approved by the City. Before submitting an application for a business license, please contact Community Development at (503) 722-3789 to verify that your business is a **permitted use within the zone** you are located in. To determine the zoning of the property where the business is located, visit <https://www.orccity.org/maps/what-zone-am-i>.

Additional forms can be found at <https://www.orccity.org/economicdevelopment/business-licenses>

- Marijuana businesses are required to complete the **Marijuana Business Supplemental Questionnaire** form.
- Home-based businesses located in the City are required to complete the **Home-Based Business Worksheet** form.

BUSINESS LICENSE FEES

Submittal of a business license application requires payment of a non-refundable application fee of \$55 plus the annual business license fee.

$$\begin{array}{ccccccc} \$55 & + & \$ & = & \$ & & \\ \text{application fee} & & \text{annual business} & & \text{TOTAL FEE} & & \\ & & \text{license fee} & & & & \\ & & \text{(see chart below)} & & & & \end{array}$$

The cost of the annual business license is dependent on the number of employees and whether the business is operating from a fixed place of business within the city. When figuring the number of employees, include all persons involved in the business including owners, officers, employees and others operating within the City of Oregon City. Please verify the business location as it relates to Oregon City's jurisdictional boundary. New businesses that begin after June 30th of the current year may pay ½ of the annual business license fee listed below.

	<u>NUMBER OF EMPLOYEES</u>	<u>FIXED PLACE OF BUSINESS WITHIN CITY</u>	<u>NO FIXED PLACE OF BUSINESS WITHIN CITY</u>
Commercial Business:	1 – 25	\$ 166	\$ 210
	26 – 50	\$ 258	\$ 348
	51 – 100	\$ 350	\$ 486
	101 or more	\$ 442	\$ 624

*Amounts above include the \$78 Community Safety Advancement Fee. (OCMC 13.36.040)

Home-based Business:	-n/a-	\$ 88	-n/a-
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Any business that is tax-exempt under section 501(c)(3) of the Internal Revenue Code is exempt from payment of these business license fees upon submission of a copy of their IRS letter indicating their exempt status.

If you intend to have a sign in the Right of Way, please contact Community Development at (503) 722-3789 to discuss hours of placement, size of sign, etc. to determine if additional fees apply.

WHAT IF THE BUSINESS LICENSE IS DENIED?

If the issuance of a business license is denied, the city shall send to the applicant written notice of the denial or revocation, and of the right to an appeal. The denial or revocation of the license is final unless the applicant/license holder appeals the decision in writing to the city manager within ten business days of receipt of the notification. The city manager shall, within ten business days after the appeal is filed, consider all the evidence in support of or against the action appealed and render a decision either sustaining or reversing the denial or revocation. The decision of the City Manager shall be the final decision of the city. (OCMC 5.04.090)

QUESTIONS?

Contact the business license office at 503-657-0891 or visit us at 625 Center Street.

Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. **(ORS 701.325 (2))**

This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.

Please check the appropriate box:

I own, reside in, or will reside in the completed structure and my general contractor is:

Name

CCB#

Expiration Date

I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.

Print Name of Permit Applicant

Signature of Permit Applicant

Date

Permit #: _____

Address: _____

Issued by: _____ Date: _____





Typical Single-Family Residence System Development Charges Effective 1/1/19

WATER (5/8" by 3/4" Meter)		
Oregon City	\$ 4,136	
South Fork Water Board	\$ 2,238	
TOTAL WATER		\$ 6,374
SANITARY SEWER		
Oregon City	\$ 2,261	
Tri-City Service District	\$ 3,490	
TOTAL SANITARY SEWER		\$ 5,751
STORM		\$ 859
TRANSPORTATION		
Vehicle **	\$ 8,383	
Bike/Ped General	\$ 549	
Bike/Ped Residential	\$ 1,668	
TOTAL TRANSPORTATION		\$ 10,600
PARKS		\$ 5,677
TOTAL		<u>\$ 29,261</u>

****Note:** per Resolution 18-09, ten percent reduction for those uses allowed outright in the Mixed Use Downtown and Willamette Falls Downtown District Zones pursuant to OCMC 17.34.020 and 17.35.020, as well as those uses along the 7th Street and Molalla Avenue Corridors.



Table N1101.1(2) – Additional Measures

Envelope Enhancement Measure (Select One)	1	High efficiency walls & windows: 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	High efficiency ceiling, windows & duct sealing: Exterior walls – E-0.055/R-23 intermediate or R-21 advanced, Flat ceilings ^e – U-0.017/R-60, and Framed floors – U-0.26/R-38
	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, and Framed floors – U-0.026/R-38
	5	Air sealing home and ducts: Mandatory air sealing of all wall coverings at top plate and air sealing checklist ^f , and Mechanical whole-building ventilation system with rates meeting M1503 or ASHRAE 62.2, and All ducts and air handlers contained within building envelope ^d or All ducts sealed with mastic ^b
	6	High efficiency thermal envelope UA ^g Proposed UA is 8% lower than the code UA
Conservation Measure (Select One)	A	High efficiency HVAC system ^a: Gas-fired furnace or boiler with minimum AFUE of 94% ^a , or Air-source heat pump with minimum HSPF of 9.5/15.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy Star rated
	B	Ducted HVAC systems within conditioned space: All ducts and air handler are conditioned within building envelope ^d <i>Cannot be combined with Measure 5</i>
	C	Ductless heat pump: Ductless heat pump HSPF 10.0 in primary zone of dwelling
	D	High efficiency water heater ^c: Natural gas/propane water heater with UEF 0.85 OR Electric heat pump water heater Tier 1 Northern Climate Specification Product

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 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 (BPA).
- 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 N1104.1(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 to the Code UA to have 15 percent of the wall area as fenestration.



REQUIRED CONTRACTOR/SUBCONTRACTOR LIST FOR
CERTIFICATE OF OCCUPANCY
Single Family Dwelling

PERMIT #

ADDRESS

BUILDING OFFICIAL

Mike Roberts

CONTRACTOR PERFORMING WORK

	Contractor Name	Address/Phone #	License #	Work Performed
General Contractor				
Electrical Contractor				
Low Voltage Contractor				
HVAC Contractor				
Plumbing Contractor				
Backflow Contractor				

I signify that the information contained in this list is true and accurate at the time this list was submitted to the local building division.

I hereby certify that a minimum of fifty percent (50%) of the permanently installed lighting fixtures shall be fitted with compact or linear fluorescent.

Name _____ Date _____

This document to be maintained in the permanent Building File.



RESIDENTIAL CERTIFICATE OF LIGHTING FIXTURES

This form must be submitted to the Building Division before the issuance of the Certificate of Occupancy

To conform with the 2014 Oregon Residential Specialty Code (ORSC), Section N1107.2, I am notifying the Building Official that a minimum of 50 percent of the permanently installed lighting fixtures are compact or linear fluorescent, or a minimum efficacy of 40 lumens per input watt.

Additional Measures (check if applicable):

To conform with Section N1101.1, additional measure “D” or “E” was selected. I am notifying the Building Official that a minimum of 75 percent of the permanently installed lighting fixtures are compact or linear florescent, or a minimum efficacy of 40 lumens per watt.

To conform with Section N1101.1, additional measure 2 was selected. I am notifying the Building Official that a minimum of 65 percent of the permanently installed lighting fixtures are compact or linear florescent, or a minimum efficacy of 40 lumens per watt.

Date: _____

Building Permit #: _____

Owner’s Name: _____

Job Address: _____ OREGON CITY, OR 97045

General Contractor/Owner/Authorized Signature: _____

Printed Name: _____



MOISTURE CONTENT ACKNOWLEDGMENT FORM

This form must be submitted to the Building Division before the issuance of the Certificate of Occupancy

I, _____, am the general contractor or the owner/builder at the following address:

Street Address: _____ OREGON CITY, OR 97045

Permit Number: _____

If applicable:

Subdivision/Lot Number: _____

Map and Tax Lot Number: _____

To conform with the 2017 Oregon Residential Specialty Code (ORSC), Section R318.2, I am notifying the Building Official that I am aware of the moisture content requirement of ORSC Section R318.2 and have taken steps to meet this code requirement. [Section R318.2 is provided for reference.]

Section R318.2 Moisture Content. Prior to the issuance of the insulation/vapor barrier approval required by R109.1.5.2 of this code:

- (A) All moisture-sensitive wood framing members used in construction shall have a moisture content of not more than 19 percent of the weight of dry wood framing members.
- (B) The general contractor or the owner who was issued the structural permit shall notify the Building Official on a division-approved form that the contractor or the owner who was issued the structural permit is aware of and has taken steps to meet the requirement paragraph (A).

Signature: _____

Date: _____



FOUNDATION CERTIFICATION

Permit Number: _____

Date: _____

Address: _____

_____ I will string lines installed prior to the requested time of the footing inspection (minimum one at the rear of the lot and one side of the lot). I certify that these string lines are the true property boundaries.

*Note: If you choose this option and do not provide the string lines, the Inspector will not be able to inspect your footing and/or foundation.

_____ I will provide a certification from a Surveyor verifying the buildings location on the property prior to occupancy (Alta Survey).

Signature of Applicant

Building Division Acceptance



Rain Screen Acknowledgement Form

I, _____, am the General Contractor or the Owner- Builder at the following address-

Site Address: _____

Permit Number: _____

Subdivision: _____ Lot: _____ and/or

Map and Tax Lot: _____

To conform to the 2018 Oregon Residential Specialty Code (ORSC), Section 703.1.1, I am notifying the Building Official that I am aware of the requirement of ORSC Section 703.1.1 and will take steps to meet this code requirement. [Section R703.1.1 is provided for reference.]

Section R703.1.1, Exterior Wall Envelope. The exterior wall envelope shall be installed in a manner that water that enters the assembly can drain to the exterior. The envelope shall consist of an exterior veneer, a water-resistive barrier as required in section R703.2, a minimum 1/8 inch (3mm) space between the water-resistive and the exterior veneer, and integrated flashings as required in Section R703.8..... These components, in conjunction, shall provide a means of draining water that enters the assembly to the exterior. (see exceptions)

This Form must be completed at Submittal

Signature: _____ Date: _____

Owner/ General Contractor/ Authorized Agent

Printed Name: _____