

Building Permit Application

Site Work



City of Tigard

13125 SW Hall Blvd., Tigard, OR 97223
 Phone: 503.718.2439 Fax: 503.598.1960
 Inspection Line: 503.639.4175
 Internet: www.tigard-or.gov

FOR OFFICE USE ONLY	
Received Date/By:	Permit No.:
Plan Review Date/By:	Other Permit:
Date Ready/By: Notified/Method:	Juris: <input checked="" type="checkbox"/> See Page 2 for Supplemental Information

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	
Tax map/parcel no.:	
Lot no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	
<input type="checkbox"/> TENANT	
Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
<input type="checkbox"/> APPLICANT	
<input type="checkbox"/> CONTACT PERSON	
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: : ()
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
CCB lic.:	

REQUIRED DATA: 1- AND 2-FAMILY DWELLING	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation:	\$
Number of bedrooms:	
Number of bathrooms:	
Total 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
REQUIRED DATA: COMMERCIAL-USE CHECKLIST	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation:	\$
Existing building area:	square feet
New building area:	square feet
Number of stories:	
Type of construction:	
Occupancy groups:	
Existing:	
New:	
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 in which work is being performed. If the applicant is exempt from licensing, the following reasons apply:	
BUILDING PERMIT FEES*	
<i>(Please refer to fee schedule)</i>	
Structural plan review fee (or deposit):	
FLS plan review fee (if applicable):	
Total fees due upon application:	
Amount received:	

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

* Fee methodology set by Tri-County Building Industry Service Board.

Authorized signature:

Print name:	Date:
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City of Tigard: Site Work Permit Checklist

Page 2 - Supplemental Information

Commercial, Multi-Family and One- and Two-Family Dwellings:

No permit is required if fill is less than 50 yards (5 dump truck loads), or less than 3 feet deep and will not be supporting a structure. If a building will be constructed on the fill, it must be engineered fill. If fill is in a flood plain, drainage way, or wetland, the applicant must apply for a sensitive lands review (SLR).

Please complete all items below, unless otherwise noted.

Excavation Volume:	cu. yds.
Grading Volume: (Soils report required for >5,000 cu. yds.)	cu. yds.
Fill Volume: (Fill exceeding 12" in depth shall be compacted to 90% of maximum density)	cu. yds.
Retaining structure? (Check one)	<input type="checkbox"/> Rock <input type="checkbox"/> CMU <input type="checkbox"/> Concrete <input type="checkbox"/> Other:
*Total new impervious area including all buildings, sidewalks, and paving:	sq. ft.

Site Utilities Plumbing Work:

Complete the Plumbing Permit Application for site utilities plumbing work.

Plans Required: See "Site Work Permit Application - Plan Submittal Requirements" attached. The following must accompany this application:

<input type="checkbox"/>	Site Plan with Vicinity Map showing ADA compliance	<input type="checkbox"/>	*Parking (including ADA) and Lighting Plan
<input type="checkbox"/>	Grading Plan and details	<input type="checkbox"/>	*Landscaping Plan
<input type="checkbox"/>	Erosion Control Plan and details	<input type="checkbox"/>	Soils Report (if required)
<input type="checkbox"/>	Retaining Structures		

*Does not apply to One- and Two-family dwellings.

Plan Submittal:

TYPE OF SUBMITTAL (New, Additions or Alterations)	# of Plans Required at Submittal
Commercial	3
Multi-Family R-1 Occupancy	3
One- & Two-Family Dwelling	3

Permit Fee:

Valuation:	Permit Fee:
\$.00 to \$500.00	\$51.09 minimum permit fee
\$500.01 to \$2,000.00	\$51.09 for the first \$500.00 and \$2.69 for each additional \$100 or fraction thereof, to and including \$2,000.00.
\$2,000.01 to \$25,000.00	\$91.44 for the first \$2,000.00 and \$10.76 for each additional \$1,000 or fraction thereof, to and including \$25,000.00.
\$25,000.01 to \$50,000.00	\$338.92 for the first \$25,000.00 and \$8.06 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$540.42 for the first \$50,000.00 and \$5.38 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,000.01 and over	\$809.42 for the first \$100,000.00 and \$4.49 for each additional \$1,000.00 or fraction thereof.



Site Work Permit Application

Plan Submittal Requirements

Commercial, Multi-Family and One- & Two-Family Dwellings

A site work permit is required for all commercial projects including new buildings, additions, accessory buildings larger than 120 square feet, modular structures and multi-family R-1 occupancies. A site work permit is required for excavation, fill, grading, paving, retaining walls, fire hydrants and fire department access on private property for work on individual lots not covered under the subdivision development.

Note: A separate “plumbing” permit for site utility plumbing work is required for sanitary sewer, storm sewer and potable water systems on private property. Please see the Site Utilities - Plumbing Permit Application for plan submittal requirements.

1. **SITE PLAN** and vicinity map (fully dimensional, drawn to scale) showing the geographic location labeled with:
 - A. map & tax lot # project name site address suite number
 zoning applicant name applicant phone number
 - B. North arrow.
 - C. Scale (architectural or engineering only).
 - D. Street names.
 - E. Building pads (drawn to scale) with project location.

2. **BUILDING PLAN** submittal requirement: **Three (3) complete sets, Civil only.**

All details listed below shall be incorporated into the plans:

- A. **Site plan** showing:
 - 1) Required parking spaces and driveways.
 - 2) A route, accessible to persons with disability, leading from the public way to an accessible building entrance.
 - 3) Accessible parking spaces and adjacent access aisle connecting with the accessible route.
 - 4) Curb ramps along the accessible route, curb, sidewalk and gutter.
 - 5) Finish grade elevations along the accessible route.
- B. **Topographic survey plan** showing grade elevations crossing the entire site.
- C. **Overall grading plan.**
- D. **Utilities plan** showing:
 - 1) Fire hydrant location and pipe size if on private property.
 - 2) If the building is to be protected with an automatic fire sprinkler system, show location of the water service vault and the fire department connection (FDC) within 70 feet of a fire hydrant.
 - 3) Size of underground water service for the sprinkler system.
- E. **Erosion control plan** complying with the requirements of the Clean Water Services (CWS) agency showing:
 - 1) Silt fence locations.
 - 2) Bio-filter bags/other approved barrier material surrounding catch basins.

- 3) Illustrations detailing the correct installation of the silt fencing and catch basin protection.
 - 4) Any other measures to ensure compliance with CWS standards.
- F. **Landscaping plan.**

3. ADDITIONAL REQUIREMENTS:

- A. **Soils (geotechnical) report.** A soils report is required for new buildings and additions to contain the following:
- 1) The report shall address the potential of soil liquefaction and instability (OSSC Sec. 1804.2).
 - 2) Fills to be used to support foundation of buildings (OSSC Sec. 3301.1).
 - 3) Foundation and lateral pressures exceeding 1,500 lb./sq. ft. (OSSC Sec. 1805).
- B. **Fire flow and hydrant worksheet.**
- C. **Plan review deposit** based upon project valuation.