

COMMERCIAL BUILDING PERMIT APPLICATION

City of Grants Pass — Community Development Department
101 NW A St #202 - Grants Pass, OR 97526 (541) 450-6060

Submittal Hours:

**Monday – Friday
8-10am & 2-4pm**

(OFFICE USE ONLY)

APPLICATION # _____ **STAFF** _____

MAP & TAX LOT# _____ **PROJECT TYPE** _____



GENERAL INFORMATION (TO BE FILLED OUT BY APPLICANT)

PROJECT ADDRESS _____

APPLICANT _____ **VALUATIONS: PROJECT** _____

CONTACT PERSON _____ **MECHANICAL** _____

CONTACT PERSON'S ADDRESS _____

EMAIL _____ **PHONE** _____

CONTRACTOR _____ **PHONE** _____

NEW ADDRESS REQUESTED? YES / NO _____

PLAN SUBMITTAL & REVIEW REQUIREMENTS:

- COMPLETED & SIGNED COMMERCIAL APPLICATION & APPLICATION FEE**
- COPY OF DEVELOPMENT PERMIT** *****APPLICANT SPECIFIED**
- PROJECT & MECHANICAL VALUATIONS** (listed above) **WATER METER SIZE(S)****
- TWO COMPLETE AND 'TO SCALE' SITE & BUILDING PLANS**
- TWO SEPARATE 8 ½ X 11 SITE PLANS ONLY** (reductions acceptable) _____ **Domestic**
- COMPLETED PERMIT AUTHORIZATION FORM** (if you are not the owner)
- COMPLETED CONTRACTOR LIST** (on back of this form) _____ **Irrigation**
- DESCRIPTION OF WORK IN THE CITY RIGHT OF WAY** (if applicable)

A) PERMIT TECHNICIAN:

All applications are assigned a Track 1, 2 or 3. At the counter the applicant will be informed as to which review track the project is assigned. Track 1 has a 10 working day review time, Track 2 has a 20 working day review time. Track 3 is reserved for mainly Commercial projects that require Concurrent Review.

B) PLANNING:

The Planning Division reviews the plans for compliance with the City of Grants Pass Development Code, including setbacks, flood plains, steep slopes, wetlands, landscaping and solar setbacks. Additional information and/or revisions to the original plans may be required prior to Planning approval. The assigned Planner will contact the applicant if there are additional issues to be addressed.

C) ENGINEERING / PUBLIC WORKS:

The Engineering and Utilities reviews are done concurrently with the Planning review. The Engineering Division reviews the plans for compliance with access and frontage requirements, easements, utility placement, lot drainage and proper grading and determines if Encroachment or Grading permits are required. The Distribution & Collection Division reviews the plans in regards to new and existing sewer and water connections and their installation requirements.

D) BUILDING:

The Building Division reviews the plans to ensure compliance with Oregon State Building Codes. The review includes structural, plumbing, electrical and mechanical compliance, means of egress, facility accessibility and energy conservation.

E) FIRE PREVENTION: (A SEPARATE SUBMITTAL IS REQUIRED)

All fire sprinkler, fire alarm and suppression system plans (3 sets required) are reviewed by the city's Fire Prevention department and building division for compliance to fire codes.

Your signature below indicates that you have read and acknowledge the above information.

APPLICANT SIGNATURE _____

DATE _____

PLEASE COMPLETE THE FOLLOWING:

1. ELECTRICAL CONTRACTOR: ** _____

CCB# _____

2. MECHANICAL CONTRACTOR: _____

CCB# _____

3. PLUMBING CONTRACTOR: _____

CCB# _____

4. LOW VOLTAGE CONTRACTOR: _____

CCB# _____

***The Electrician of record **must** complete section 2A of the *Electrical Permit Application* or an *Electrician's Acknowledgement Form* which must be submitted with the building permit application. If this information is not available at submittal the Electrical permit will be issued once it is received. **

Please note:

1. If the applicant is not the property owner a 'Permit Authorization Form' must accompany this application at time of submittal.
2. All construction work on Commercial projects must be done by either the property owner or licensed Oregon Contractor in good standing with an up to date City of Grants Pass business tax.