

RESIDENTIAL DEVELOPMENT & BUILDING PERMIT APPLICATION

Submittal Hours:

City of Grants Pass — Community Development Department

Monday – Friday

101 NW A St #202 - Grants Pass, OR 97526 (541) 450-6060

8-10am & 2-4pm

(OFFICE USE ONLY)

APPLICATION # _____ STAFF _____

MAP & TAX LOT # _____ PROJECT TYPE _____



(TO BE FILLED OUT BY APPLICANT)

PROJECT ADDRESS _____ PROJECT VALUATION _____

APPLICANT _____

CONTACT PERSON _____

CONTACT PERSON'S ADDRESS _____ ZIP _____

EMAIL _____ PHONE # _____

CONTRACTOR _____ CCB# _____

NEW ADDRESS REQUESTED? YES / NO _____

PLAN SUBMITTAL REQUIREMENT CHECKLIST

- COMPLETED & SIGNED RESIDENTIAL APPLICATION & APPLICATION FEE
- THREE COMPLETE & 'TO SCALE' SETS OF SITE & BUILDING PLANS (see checklist)
- TWO SEPARATE 8 ½ X 11 SITE PLANS (reductions acceptable)
- COMPLETED SUBCONTRACTOR LIST (on back of this form)
- COMPLETED PERMIT AUTHORIZATION FORM (if you are not the owner)
- COMPLETED MOISTURE CONTENT & LIGHTING FORM & ENERGY FORM
- TWO COPIES OF TRUSS SHEETS w/ LAYOUT & STRUCTURAL CALCS
- FLOOD ELEVATION CERTIFICATE OR STEEP SLOPE REPORT (if applicable)
- 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 mainly for 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 & 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.

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

APPLICANT _____

DATE _____

ADDITIONAL PLAN SUBMITTAL / APPROVAL REQUIREMENTS: The below items may be required for your project. You will be notified upon plan submittal or during the Planning or Building review periods if any of these requirements apply to your project. It is best to submit any of these required items at time of building application as delays in review time may occur.

- SERVICE & ANNEXATION AGREEMENT (SEWER & WATER - UGB only)
- STEEP SLOPE REPORT and GRADING & EROSION CONTROL PLANS
- FLOODPLAIN / FLOODWAY BOUNDARY - ELEVATION CERTIFICATE (may be required.)
- WETLANDS IDENTIFICATION
- FEE IN LIEU AGREEMENT
- ENGINEERED DRAWINGS / CALCULATIONS

In addition to a DEVELOPMENT PERMIT and a BUILDING PERMIT your project may require the following permits:

- ENCROACHMENT / GRADING PERMIT
- WATER METER SERVICE PERMIT
- SEPARATE ACCESSORY BUILDING / STRUCTURE PERMIT
- RETAINING WALL PERMIT

SUBCONTRACTOR LIST:

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. **