



CITY OF WOODBURN
Building Department
270 Montgomery St
Woodburn, Oregon 97071
(503) 982-5250
www.woodburn-or.gov

NEW MULTI-FAMILY BUILDING PERMIT SUBMITTAL COVER LETTER

This packet is an effort to expedite the plan review process. Please review and complete the documents in this packet to complete the permit submittal process.

CONTRACTORS:

Please submit for permit through the [State of Oregon E-Permitting](#) system prior to submitting documents for review. Once you have applied online for your building permit, please submit the following in hard copy to the Building Department located at 270 Montgomery Street, Woodburn, OR 97071 (don't forget to include your permit number with your documents):

- 5 complete sets of construction documents/plans ***list deferred submittals on front page**
- 5 copies of site plan
- 3 copies of civils
- 2 copies of engineering calculations
- 2 copies of [COM CHECK reports](#)
- 2 copies of geotechnical report
- 1 copy of completed New Multi-Family Building packet ***please note that each water meter will require an application for water/sewer service (example: if your project includes 8 buildings and each building will have a water meter, you will have at least 8 applications for water/sewer service)**

Thank you for helping us provide timely plan reviews. Please reach out to our building department if you have any questions. We look forward to your permit submittals.

Sincerely,

The City of Woodburn Building Division



COMMERCIAL/INDUSTRIAL
DEVELOPMENT INFORMATION SHEET

This form is to be filled out complete and included in the plan review submittal package for all commercial and industrial projects. **If** an item does not apply, indicate so in the space provided.

PROJECT ADDRESS: _____

APPLICANT CONTACT NAME: _____

APPLICANT PHONE NUMBER: _____

LAND USE CASE NUMBER: _____

IF EXISTING BUILDING, IS THIS A CHANGE IN USE: _____

PROPOSED USE OF BUILDING: _____

TOTAL GROSS SQUARE FEET OF BUILDING FLOOR AREA; _____ SQ. FT.

TOTAL SQUARE FEET OF BUILDING ROOF AREA; _____ SQ. FT.

TOTAL SQUARE FEET OF ADDITIONAL IMPERVIOUS SURFACE, PARKING, SIDEWALKS ETC.; _____ SQ. FT.

IF THIS IS AN EXPANSION OF EXISTING BUILDING, SQUARE FOOTAGE OF ADDITIONAL AREA; _____ SQ. FT.

NUMBER OF ADDITIONAL EMPLOYEES: _____

ADDITIONAL WATER USAGES (PEAK GALLON PER DAY): _____

NEW SANITARY SEWER SERVICE SIZE; _____ INCH.

NEW DOMESTIC SYSTEM METER SIZE; _____ INCH.

LANDSCAPING IRRIGATION SYSTEM METER SIZE; _____ INCH

BUILDING FIRE SPRINKLER SYSTEM SIZE AT CITY MAIN; _____ INCH

BUILDING FIRE SPRINKLER SYSTEM SIZE AT BUILDING; _____ INCH

DOES THE PROJECT INCLUDE ANY WORK IN THE PUBLIC RIGHT-OF-WAY OR INSTALLATION, EXTENSION OF CITY MAINTAINED FACILITIES;
_____ YES, _____ NO

IF YES, TYPE OF WORK AND DOLLAR VALUE OF WORK; _____



**GENERAL CONDITIONS
FOR
APPLICATION & PERMIT TO CONSTRUCT A PUBLIC IMPROVEMENT**

Division 1. Generals

- 1. All work under this permit shall comply with the approved plans & special provisions, City of Woodburn Standard Specifications & Drawings, and the General Conditions for Franchise Utility Permits.
- 2. Plans are approved in general only and do not relieve the applicant from completing the construction improvements to the City's standards and specifications.
- 3. This permit is being issued ONLY for work performed in the Public Right-of-Way under the jurisdiction of the City of Woodburn and in Public Utility Easements under the jurisdiction of the City of Woodburn. All work performed on private property and/or other jurisdictions will require the applicant to obtain the appropriate permits and/or approvals required.
- 4. Only Contractors with a current Construction Contractor's Board (CCB) license in the State of Oregon shall perform work within the Public Right-of-Way and/or Utility Easements.
- 5. Notify the City of Woodburn Public Works Department 48-hours prior to beginning construction, 503-982-5240. Any work done without the proper inspection will be subject to rejection.
- 6. All underground utilities shall be installed with a minimum vertical separation of at least 1-ft. from existing water, sewer and storm pipes.
- 7. Applicant shall install a "tracer wire" or other similar conductive marking tape or device, if installing any non-conductive, un-locatable underground facility, to comply with the Oregon Utility Notification Center, one call system (per OAR 952-01-00700).
- 8. It is the responsibility of the permit holder, or the permit holder's authorized representative, to notify the Oregon Utility Notification Center and obtain all necessary permits. Attention: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center. (Note: the telephone number for the Oregon Utility Notification Center is 1-800-332-2344). Understand that many of the City's underground lateral facility lines are deemed private or privately-maintained laterals. Pursuant to OAR 952-001-0070, the City will most often mark these laterals "UL" as unlocatable at the perpendicular of the City's main pipe indicating the location of the point of connection. It is



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the responsibility of the permit holder to understand the limitation of the UL markings, and to undertake all necessary precautions and diligence to avoid damage and impairment to any private or privately-maintained underground facilities.

- 9. The Applicant holder or Applicant's authorized representative shall be responsible for all damages related to work done under this permit, including, but not limited to damage to "unlocatable" underground facilities. All construction sites are to be restored to their original or better condition where affected by construction.
- 10. Provide a traffic control plan and install traffic control devices in accordance with the current the guidelines set forth in the current edition of the Manual on Uniform Traffic Control Devices (M.U.T.C.D.) and the Oregon Temporary Traffic Control Handbook, as it applies to the project. Use as many traffic control devices as necessary to make a safe work site for the Public and construction crews at all times.
- 11. Leave work area in a clean condition, free from litter and debris, at the end of each workday, or more frequently if directed by the City Inspector.
- 12. Any changes to the approved plans shall be approved by Project Engineer and City Engineer prior to making the changes in the field.
- 13. All residents shall have uninterrupted access to their properties and to public roads. All streets, driveways, and sidewalks shall be open to the public at the end of each work day.
- 14. Construction work and activity shall be limited to Monday through Friday from 7:00 am to 7:00 pm, excluding legal holidays.

Division 2. Materials

- 1. The use of materials different from the approved plans, permit specifications, or the City Standard Drawings & Specifications is not allowed, unless they are submitted and approved by the City Engineer prior to their installation/construction.

Division 3. Site work

- 1. All concrete and asphalt to be removed for installation of replacement structure shall be saw cut vertically to ensure neat vertical face to adjoin new. All damaged concrete sections shall be saw cut to the next joint and the panel replaced in its entirety.
- 2. Do not trim, cut or in any way disturb any trees, shrubbery, and other vegetation without the approval of the City Engineer.



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- ❑ 3. Remove and dispose all waste materials of debris in an approved and “Permitted” landfill.
- ❑ 4. All underground work in the Public Right-of-Way shall be properly covered and/or surrounded with caution tape to protect the Public.
- ❑ 5. The permit holder shall comply with the approved erosion and sediment control plan at all times.
- ❑ 6. All damaged or removed street signs shall be replaced by the applicant. Installation shall be according to the current MUTCD standards and shall be completed no later than the end of the work shift.
- ❑ 7. Street Closures are issued through the Woodburn Public Works Department, 503-982-5240.
- ❑ 8. Existing property pins and survey monuments shall be preserved. When disturbed by construction activities, they shall be replaced/reinstalled by a Licensed Professional Land Surveyor.
- ❑ 9. “Sidewalk Closed” signs shall be placed at all intersections leading to the sidewalk where work is being performed.

Division 4. Streets

- ❑ 1. Pavement cutting is allowed only in areas specifically approved by the City Engineer or Field Representative.
- ❑ 2. Open cutting of pavement will be allowed in areas approved by the City, under the following conditions:
 - a) Trench backfill shall be 1”-minus gravel or crushed rock compacted in 8” lifts to 95% AASHTO T-180.
 - b) The asphaltic concrete replacement shall be full depth thickness, as per existing level 3, ½” Dense graded asphaltic concrete mix in accordance with the 2015 Oregon Standard Specifications for Construction. The edges must be saw cut, properly prepared, and sealed upon completion. The trench shall be temporarily patched with cold patch material if the surface repair is not to be immediately completed. Surface restoration shall be done in accordance with the City of Woodburn “*Trench Cap*” detail No. 3800-5.
 - c) Width of trenches in which pipe is to be laid shall be twenty-four-inches (24”) greater than the diameter of the pipe, unless permission is obtained from the City Engineer.
 - d) Open trenching length shall not exceed one-half of the street width.
 - e) Before paving, proof of passing compaction tests on the compacted rock must be provided to the City Inspector.
 - f) No trench shall be left in an open condition overnight. When approved, underground work in the area of paved surfaces shall be



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covered by steel plates that are capable of supporting traffic loads, with hot or cold mix along all edges, and pinned to prevent displacement of the steel plates. Steel plates shall be daily inspected, any necessary repairs completed on a timely basis, and shall not remain for over 48-hours without written permission from the City. A “SLOW” and “BUMP” sign shall be placed at each side of the steel plating.

- 3. The staging of materials on the Streets is not allowed. This includes but is not limited to, rock, backfill materials, spoils, construction supplies, etc.
- 4. Existing roadway traffic markings are to be replaced to original or better condition where damaged by construction.

Division 5. Water

- 1. Only City staff can operate live water valves and Fire Hydrants. Notify the City of Woodburn prior to the need for the operation of live water valves.
- 2. The minimum vertical separation between the water line and any conduit shall be at least one-foot.

Division 6. Sanitary Sewer

- 1. The minimum vertical separation between the Sanitary Sewer line and any conduit shall be at least one-foot.

Division 7. Storm Sewers

- 1. The minimum vertical separation between the Storm Sewer line and any conduit shall be at least one-foot.

City of Woodburn
Application for Water/Sewer Service

SERVICE ADDRESS: _____ Apt/Unit/Suite _____

SERVICE REQUESTED: **STANDARD WATER/SEWER** **CONSTRUCTION – WATER ONLY**

SERVICE START DATE REQUESTED: _____ Applications submitted and approved after 3 pm will be connected the next business day.

APPLICANT'S INFORMATION

Legal Name: _____

Mailing Address if different than service address: _____

Authorized contact, if account is under a business name: _____

Previous Service in Woodburn: Y N If yes, what address: _____

Phone Number: _____ E-mail: _____

CO-APPLICANT'S INFORMATION **AUTHORIZED TO RECEIVE ACCOUNT INFORMATION**

Legal Name: _____

Previously Lived in Woodburn: Y N If yes, what address: _____

Phone Number: _____ E-mail: _____

If applicant is not the owner, please complete the following owner's information:

PROPERTY OWNER'S INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

PROPERTY MANAGEMENT COMPANY INFORMATION (if applicable)

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

I hereby agree to pay all bills for such service when due, and abide by all Ordinances regulating the use of City water and sewer service and any other rules and regulations which may be adopted by the City Council concerning said services. A deposit is required of owner and renters. If service is disconnected for non-payment of the bill, there will be an added charge before reconnection can be made. All delinquent charges must be paid prior to any new applicant receiving water service. Copies of delinquency notices and shut-off notices sent to renter are provided to property owner. Customer and/or property owner are required to maintain valid contact information and notify the City to schedule termination of service.

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____

CITY OF WOODBURN PUBLIC WATER SERVICE APPLICATION

Building Permit Number Receipt Number Meter Deposit Number Date

ADDRESS WHERE STRUCTURE AND / OR SERVICES ARE TO BE LOCATED

Applicant / Owner _____ Phone Number _____

Service Type Single-Family Commercial Industrial
 Multi-Family _____ (Number of Units) Other MFD (In Park)

Type and Size of Water Service Requested

Domestic Size _____ Irrigation Size _____ Fire Sprinkler Size _____

Signature of Applicant _____

Sequence # _____ Account # _____ Meter Reading _____

Week ____ Route _____

Date Water Meter Installed _____

Domestic Meter # _____ ID # _____

Irrigation Meter # _____ ID # _____

Fire Sprinkler Meter # _____ ID # _____



City of Woodburn
 Building Department
 270 Montgomery Street
 Woodburn, OR 97071
 Phone: 503-982-5250
building@ci.woodburn.or.us

Building Permit #	Date
Project Title	
Project Address	

SPECIAL INSPECTION AND TESTING

To applicants of projects requiring Special Inspection or Testing as per Section 1704.1 of the Oregon Structural Specialty Code, please review the information below, acknowledge an understanding of the information by signing below, and return this form to the City.

BEFORE A PERMIT CAN BE ISSUED: The Owner or their representative, on the advice of the *responsible Project Engineer or Architect, shall complete, sign, and submit to* this Department for review and approval, two (2) copies of the this "Verification and Inspection Schedule".

The Owner and General Contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. Contractor is responsible for proper notification to the Inspecting or Testing Agency for items listed.
2. Testing laboratory only should take samples and transport them to their laboratory.
3. Copies of all laboratory reports and inspections are to be sent directly to the City by the Testing Agency. All reports and correspondence shall contain permit, project title and project address.
4. Inspection Agency to submit names and qualifications of on-site Special Inspectors to the City for approval.
5. Special Inspectors shall provide appropriate reports to this Department of all inspection activity.
6. It is the responsibility of the Contractor to review City approved plans for additional inspection or testing requirements that may be noted.
7. **BEFORE A CERTIFICATE OF OCCUPANCY PERMIT CAN BE ISSUED:** The Inspection Agency shall submit a statement that all items requiring testing and inspection have been fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. Copy of statement to be maintained at the job site for City's Building Inspector's review prior to final inspections.

ACKNOWLEDGMENTS

 Owner Name (Printed)

 Owner Signature

 Project Engineer or Architect Firm Name (Printed)

 Project Engineer or Architect Firm Signature

 General Contractor Name (Printed)

 General Contractor Signature

 Testing Laboratory Name (Printed)

 Testing Laboratory Signature

 Special Inspection Agency Firm Name (Printed)

 Special Inspection Agency Signature

 Building Official Name (Printed)

 Building Official Signature

TABLE 1705.2

REQUIRED VERIFICATION AND INSPECTION OF STEEL CONSTRUCTION

CHECK HERE ↓	VERIFICATION AND INSPECTION	CONTINUOUS	PERIODIC	REFERENCED STANDARD
	1. Material verification of high-strength bolts, nuts and washers:			
	a. Identification markings to conform to ASTM standards specified in the approved construction documents.		X	AISC 360, Section A3.3 ASTM material standards
	b. Manufacturer's certificate of compliance required.		X	
	2. Inspection of high-strength bolting:			
	a. Snug-tight joints.		X	AISC 360, Section M2.5
	b. Pre-tensioned and slip-critical joints using turn-of-nut with match marking, twist-off bolt or direct tension indicator methods of installation.		X	
	c. Pre-tensioned and slip-critical joints using turn-of-nut without match marking or calibrated wrench methods of installation.	X		
	3. Material verification of structural steel:			
	a. For structural steel, identification markings to conform to AISC 360.		X	AISC 360, Section M5.5
	b. For other steel, identification marking to conform to ASTM standards specified in the approved construction documents.		X	Applicable ASTM material standards
	c. Manufacturer's certified mill test reports.		X	
	4. Material verification of weld filler materials:			
	a. Identification markings to conform to AWS specification in the approved construction documents.		X	AISC 360, Section A3.5 and applicable AWS A5 documents
	b. Manufacturer's certificate of compliance required.		X	—
	5. Inspection of welding:			
	a. Structural steel and cold-formed steel deck:			AWS D1.1
	1) Complete and partial penetration groove welds.	X		
	2) Multi-pass fillet welds.	X		
	3) Single-pass fillet welds > 5/16"	X		
	4) Plug and slot welds.	X		
	5) Single-pass fillet welds ≤ 5/16"		X	
	6) Floor and roof deck welds.		X	AWS D1.3
	b. Reinforcing steel:			AWS D1.4 ACI 318: Section 3.5.2
	1) Verification of weld ability of reinforcing steel other than ASTM A 706.		X	
	2) Reinforcing steel-resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special structural walls of concrete and shear reinforcement.	X		
	3) Shear reinforcement.	X		
	4) Other reinforcing steel.		X	
	6. Inspection of steel frame joint details for compliance:			
	a. Details such as bracing and stiffening.		X	
	b. Member locations.		X	
	c. Application of joint details at each connection.		X	

[Type here]

**TABLE 1705.3
REQUIRED VERIFICATION AND INSPECTION OF CONCRETE CONSTRUCTION**

CHECK HERE ↓	VERIFICATION AND INSPECTION	CONTINUOUS	PERIODIC	REFERENCED STANDARD	IBC REFERENCE
	1. Inspection of reinforcing steel, including pre-stressing tendons, and placement.		X	ACI 318: 3.5,7.1-7.7	1910.4
	2. Inspection of reinforcing steel welding in accordance with Table 1705.2.2, Item 2b.			AWS D1.4 ACI 318: 3.5.2	
	3. Inspection of anchors cast in concrete where allowable loads have been increased or where strength design is used.		X	ACI 318: 8.1.3, 21.1.8	1908.5, 1909.1
	4. Inspection of anchors post- installed in hardened concrete members (b).		X	ACI 318: 3.8.6, 8.1.3, 21.1.8	1909.1
	5. Verifying use of required design mix.		X	ACI 318: Ch. 4, 5.2-5.4	1904.2.2, 1910.2, 1910.3
	6. At the time fresh concrete is sampled to fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete.	X		ASTM C 172 ASTM C 31 ACI 318: 5.6, 5.8	1910.10
	7. Inspection of concrete and shotcrete placement for proper application techniques.	X		ACI 318: 5.9, 5.10	1910.6, 1910.7, 1910.8
	8. Inspection for maintenance of specified curing temperature and techniques.		X	ACI 318: 5.11-5.13	1910.9
	9. Inspection of pre-stressed concrete: a. Application of pre-stressing forces. b. Grouting of bonded pre-stressing tendons in the seismic-force-resisting system.	X X		ACI 318: 18.20 ACI 318: 18.18.4	
	10. Erection of precast concrete members.		X	ACI 318: Ch.16	
	11. Verification of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs.		X	ACI 318: 6.2	
	12. Inspect formwork for shape, location and dimensions of the concrete member being formed.		X	ACI 318: 6.1.1	

- a. Where applicable, .see also Section 1705.11, Special inspection for seismic resistance.
- b. Specific requirements for special inspection shall be included in the research report for the anchor issued by an approved source in accordance with ACI 355.2 or other qualification procedures. Where specific requirements are not provided, special inspection requirements shall be specified by the registered design professional and shall be approved by the building official prior to the commencement of the work.

**TABLE 1705.6
REQUIRED VERIFICATION AND INSPECTION OF SOILS**

CHECK HERE ↓	VERIFICATION AND INSPECTION TASK	CONTINUOUS DURING TASK LISTED	PERIODICALLY DURING TASK LISTED
	1. Verify materials below shallow foundations are adequate to achieve the design bearing capacity.		X
	2. Verify excavations are extended to proper depth and have reached proper material.		X
	3. Perform classification and testing of compacted fill materials.		X
	4. Verify use of proper materials, densities and lift thicknesses during placement and compaction of compacted fill.	X	
	5. Prior to placement of compacted fill, observe subgrade and verify that site has been prepared properly.		X

**TABLE 1705.7
REQUIRED VERIFICATION AND INSPECTION OF DRIVEN DEEP FOUNDATIONS ELEMENTS**

CHECK HERE ↓	VERIFICATION AND INSPECTION TASK	CONTINUOUS DURING TASK LISTED	PERIODICALLY DURING TASK LISTED
	1. Verify element materials, sizes and lengths comply with the requirements.	X	
	2. Determine capacities of test elements and conduct additional load tests, as required.	X	
	3. Observe driving operations and maintain complete and accurate records for each element.	X	
	4. Verify placement locations and plumb-ness, confirm type and size of hammer, record number of blows per foot of penetration, determine required penetrations to achieve design capacity, record tip and butt elevations and document any damage to foundation element.	X	
	5. For steel elements, perform additional inspections in accordance with Section 1705.2.	—	---
	6. For concrete elements and concrete-filled elements, perform additional inspections in accordance with Section 1705.3.	—	---
	7. For specialty elements, perform additional inspections as determined by the registered design professional in responsible charge.	—	---

TABLE 1705.8

REQUIRED VERIFICATION AND INSPECTION OF CAST-IN-PLACE DEEP FOUNDATION ELEMENTS

CHECK HERE ↓	VERIFICATION AND INSPECTION TASK	CONTINUOUS DURING TASK LISTED	PERIODICALLY DURING TASK LISTED
	1. Observe drilling operations and maintain complete and accurate records for each element.	X	
	2. Verify placement locations and plumb-ness, confirm element diameters, bell diameters (if applicable), lengths, embedment into bedrock (if applicable) and adequate end-bearing strata capacity. Record concrete or grout volumes.	X	
	3. For concrete elements, perform additional inspections in accordance with Section 1705.3	—	—

FIREPROOFING: Placement Density tests Thickness tests Inspect batching (1705.13)

MASTIC & INTUMESCENTS: Placement (1705.14)

EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS): Placement (1705.15)

SMOKE CONTROL: Leakage testing Control verification (1705.17)

WOOD CONSTRUCTION: Shear wall nailing Shear wall anchors Glulam fabrication * _____ T/C psi

(1705.5, 1705.5.1) I joist fabrication Sample and test components

STEEL: Fabrication welding of steel accessories

MASONRY CONSTRUCTION: Masonry construction shall be inspected and verified in accordance with TMS 402/ACI530/ASCE 5 and TMS 502/ACI530.1/ASCE 6 quality assurance program requirements. (1705.4)

HELICAL PILE FOUNDATIONS: Special inspection shall be performed continuously during installation of helical pile foundations. (1705.8)

ADDITIONAL INSTRUCTIONS, OTHER TEST, & INSPECTIONS:

(IS THIS LIST CONTINUED ON AN ATTACHED SHEET? (Y / N))

***PROVIDE STRENGTH REQUIRED BY ARCHITECT OR ENGINEER OR CONTRACT DOCUMENT LOCATION OF VALUES**
All inspections are continuous, unless specifically marked in the periodic inspection section and scope of work attached