Building Permit Application

City of Woodburn, Building Division
270 Montgomery Street, Woodburn, Oregon 97071
www.woodburn-or.gov
Phone: (503) 982-5250 Fax: (503) 982-5244 Inspection Requests: (503) 980-2443

OFFICE USE ONLY	
Permit no.	
Receipt no.	
Amount Paid	
Date Received	
Received By	

TYPE OF WORK

☐ New construction ☐ Addition/alteration/replacement
☐ Demolition ☐ Other:

CATEGORY OF CONSTRUCTION

☐ 1- and 2-family dwelling ☐ Commercial/industrial ☐ Other:
☐ Multi-family ☐ Accessory Building ☐ City Project

JOB SITE INFORMATION AND LOCATION

Job site address:
Suite/bldg./apt. no.:
City/State/ZIP:
Project name:
Subdivision: Lot no.:
Tax map/parcel no.:

DESCRIPTION OF WORK

☐ PROPERTY OWNER **☐ TENANT**

Name:
Address:
City/State/ZIP:
Phone: ( ) Fax: ( )

☐ APPLICANT **☐ CONTACT PERSON**

Business name:
Contact name:
Address:
City/State/ZIP:
Phone: ( ) Fax : ( )
E-mail:

CONTRACTOR

Business name:
Address:
City/State/ZIP:
Phone: ( ) Fax: ( )
E-mail:
CCB lic.: Exp. Date:
City lic.: Exp. Date:

Authorized signature: _____

Print name: Date:

White Copy - FILE Yellow Copy - CUSTOMER Pink Copy - STATE

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 are required to be licensed in the City of Woodburn. If the applicant is exempt from licensing, the following reasons apply:

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

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction. **This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.**

Mechanical Permit Application

City of Woodburn, Building Division
270 Montgomery Street, Woodburn, Oregon 97071
www.ci.woodburn.or.us
Phone: (503) 982-5250 Inspection Requests: (503) 980-2443

OFFICE USE ONLY	
Permit no.	
Receipt no.	
Amount Paid	
Date Received	
Received by	

TYPE OF WORK

☐ New Construction ☐ Addition / Alteration / Replacement
☐ Other:

CATEGORY OF CONSTRUCTION

☐ 1- and 2-Family Dwelling ☐ Commercial/Industrial ☐ Other:
☐ Multi-family ☐ Accessory Building

JOB SITE INFORMATION AND LOCATION

Job Site Address:
Suite / Bldg. / Apartment Number:
City / State / Zip Code:
Project Name:
Subdivision: Lot Number:
Tax Map / Parcel Number:

DESCRIPTION OF WORK / PROJECT

☐ **PROPERTY OWNER** ☐ **TENANT**

Name:
Address:
City / State / Zip Code:
Phone: ( ) Fax: ( )

☐ **APPLICANT** ☐ **CONTACT PERSON**

Business name:
Contact name:
Address:
City / State / Zip Code:
Phone: ( ) Fax: ( )
E-mail:

CONTRACTOR

Business Name:
Address:
City / State / Zip Code:
Phone: ( ) Fax: ( )
E-mail:
CCB License Number: Expiration Date:
City License Number: Expiration Date:

Authorized Signature: _____

Print Name: Date:

White Copy - FILE Yellow Copy - CUSTOMER

COMMERCIAL / INDUSTRIAL - USE VALUATION FEE SCHEDULE

Valuation: $

RESIDENTIAL VALUATION

Valuation: $

1- AND 2-FAMILY DWELLING – FEE SCHEDULE

Description	*Qty.*	*Each*	*Total Fee*
Heating & Cooling (includes relocation)			
Gas Connections (unlimited number of connections)		25.00	
Furnace including ductwork & Vent		25.00	
Air Conditioner, Heat Pump, or Evaporative Cooler		25.00	
Unit Heater (suspended, recessed wall, floor mounted)		25.00	
Air Handling Unit		25.00	
Fireplace / Insert / Stove / Log Lighter / Decorative Fireplace		25.00	
Boiler Gas Connection and Venting Only		25.00	
Venting (includes relocation)			
Range Hood Venting		25.00	
Bath Fan		25.00	
Clothes Dryer Exhaust		25.00	
Exhaust Fan		25.00	
Water Heater Venting		25.00	
Miscellaneous (includes relocation)			
Barbecue		25.00	
Other Equipment or Appliance not Listed Above		25.00	
Minimum Residential Mechanical Permit Fee - $90.00			

Plus 12% State Surcharge

MECHANICAL PERMIT FEES	
Permit Fee	
Plan Review Fee (100% of permit fee)	
State Surcharge Fee (12% of permit fee)	
TOTAL FEE DUE	

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

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction. **This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.**

CITY OF WOODBURN PUBLIC UTILITY 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 _____

The applicant agrees to abide by all rules, regulations, ordinances, policies and specifications of the city relating to sewers, traffic, storm, water and parks as now exist and as hereafter are changed or amended.

Signature of Applicant _____

OFFICE USE ONLY Accepted and Approved by _____ Date _____

☐ **Water Service Fee** SDC Based on _____ Gallons Per Day (Peak Load)

Date Water Meter Installed _____ **Meter Deposit** $_____

Domestic Meter # _____ ID # _____ **SDC Charge** $_____

Irrigation Meter # _____ ID # _____ **Water Main Tap** $_____

Fire Sprinkler Meter # _____ ID # _____ **Installation Fee** $_____

Sequence # _____ Account # _____

Meter Reading _____ Manufacture Code _____

☐ **Sanitary Sewer Service Fee**

Connection Size _____ **SDC Charge** $_____

SDC Based on _____ Gallons Per Day (Peak Load) **Tap Fee** $_____

☐ **Storm Water Service Fee**

Roof Area (sq. ft.) _____ **SDC Charge** $_____

Concrete / Asphalt (sq. ft.) _____ **Tap Fee** $_____

Total Impervious Surface (sq. ft.) _____

☐ **Traffic Impact Fee**

$_____ per unit, room, or other, multiplied by _____ (Number of Units) = $_____

☐ **Parks Fee** Single-Family Dwelling = $_____

Manufactured Dwelling in Park = $_____

Multi-Family Dwelling $_____ per unit, multiplied by _____ units = $_____

Commercial Building $_____ per employee, multiplied by _____ employees = $_____

White Copy – File Yellow Copy – Water Department Pink Copy – Finance Department

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Commercial Application Checklist

City of Woodburn, Community Development
270 Montgomery Street, Woodburn, Oregon 97071
(503) 982-5250 Fax: (503) 982-5244 Inspection Hotline: (503) 980-2443

PROJECT INFORMATION			
Project name:			Date:
Address:	City:	State:	ZIP:
Scope of work:			
Reference no.:	Map and tax-lot no.:		
Contact person name:	Company:		
Phone:	Fax:		
Cellular phone:	E-mail:		

NOTES AND INSTRUCTIONS

- The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted.
- This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements.
- For complex projects, applicants should use the "location" space to note the item's location and page number from the plans or the specification book.
- It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.
- In the checklist, "Required" means that the applicant must provide this information for plan review.
- In the checklist, "P" means —
  - *if checked by the applicant* — the information is provided for the plan review.
  - *if checked by the plans reviewer* — this information is required for the plan review.
- In the checklist, "NA" means that the information does not apply.
- Choose only those sections of the checklist that apply to your scope of work. Section 1.0, "General Project Data," must be included with each project submitted.

PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

INDEX OF CHECKLIST SECTIONS

This checklist is for building department jurisdictions in Clackamas, Multnomah, and Washington counties.

ECTION 1.0 — GENERAL PROJECT DATA

:onstruction documents

Location (sheet number or spec section)

.1	☒ Required	No. of sets of plans: **4**	____
.2	☒ Required	Cover sheet title block	____
.3	☒ Required	Cover sheet vicinity map	____
.4	☒ Required	Cover sheet plan index	____
.5	☐ P ☐ NA	Code summary	____
.6	☐ P ☐ NA	Deferred submittal summary	____
.7	☐ P ☐ NA	Professional stamp and signature	____
.8	☐ P ☐ NA	Fire-and-life-safety plan	____
.9	☐ P ☐ NA	Landscape plan	____
.10	☐ P ☐ NA	Landscape specifications	____

upporting documents

Notes

20	☐ P ☐ NA	Land-use or planning actions	____
21	☐ P ☐ NA	Required fire-flow calculations	____
22	☐ P ☐ NA	Fire-hydrant flow-test report	____
23	☐ P ☐ NA	Fire department or fire district building survey report	____
24	☐ P ☐ NA	Material safety data sheets (MSDS)	____

ECTION 2.0 — CIVIL DATA

onstruction documents

Location (sheet number or spec section)

1	☒ Required	Site plan	____
2	☒ Required	Site utility plan	____
3	☒ Required	Grading plan	____
4	☒ Required	Erosion-control plan	____
5	☐ P ☐ NA	Utility-vault location and details	____

ıpporting documents

Notes

20	☐ P ☐ NA	Geotechnical/soil engineer report	____
21	☐ P ☐ NA	Storm-water calculations	____
22	☐ P ☐ NA	Site retaining-wall structural calculations	____
23	☐ P ☐ NA	"Assurance of Compliance" with environmental rules	____

SECTION 3.0 — ARCHITECTURAL DATA

Construction documents *Location (sheet number or spec section)*

3.1	☒ Required	Floor plan(s)	_____
3.2	☒ Required	Transverse and longitudinal cross sections	_____
3.3	☒ Required	OSSC Chapter 11 accessibility requirements	_____
3.4	☐ P ☐ NA	Interior elevations	_____
3.5	☐ P ☐ NA	Exterior elevations	_____
3.6	☐ P ☐ NA	Roof plan	_____
3.7	☐ P ☐ NA	Wall type sections and details	_____
3.8	☐ P ☐ NA	Reflected ceiling plan(s)	_____
3.9	☐ P ☐ NA	Fire-rated construction details	_____
3.10	☐ P ☐ NA	Energy code compliant construction details and specifications	_____
3.11	☐ P ☐ NA	Door schedule	_____
3.12	☐ P ☐ NA	Glazing schedule	_____
3.13	☐ P ☐ NA	Furniture plan	_____

Supporting documents *Notes*

3.20	☐ P ☐ NA	Energy code compliance forms/calculations	_____
3.21	☐ P ☐ NA	Material safety data sheets (MSDS)	_____
3.22	☐ P ☐ NA	Hazardous materials inventory statement (HMIS)	_____
3.23	☐ P ☐ NA	Hazardous materials management plan (HMMP)	_____
3.24	☐ P ☐ NA	Written fire-and-life-safety evacuation plan for area of rescue assistance	_____
3.25	☐ P ☐ NA	Active and passive smoke-control information	_____

SECTION 4.0 — STRUCTURAL DATA

Construction documents *Location (sheet number or spec section)*

4.1	☒ Required	Structural cover sheet	_____
4.2	☐ P ☐ NA	Foundation plan and details	_____
4.3	☐ P ☐ NA	Under-slab mechanical plan	_____
4.4	☐ P ☐ NA	Under-slab electrical plan	_____
4.5	☐ P ☐ NA	Under-slab plumbing plan	_____
4.6	☐ P ☐ NA	Floor framing plan	_____
4.7	☐ P ☐ NA	Roof framing plan	_____
4.8	☐ P ☐ NA	Structural elevations	_____
4.9	☐ P ☐ NA	Structural details and cross sections	_____
4.10	☐ P ☐ NA	Standpipe information	_____
4.11	☐ P ☐ NA	Special inspector/structural observation matrix	_____

Supporting documents *Notes*

4.20	☐ P ☐ NA	Geotechnical/soil engineer report	_____
4.21	☐ P ☐ NA	Site-specific seismic hazard report	_____
4.22	☐ P ☐ NA	Design narrative	_____
4.23	☐ P ☐ NA	Structural calculations	_____

SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction documents

			Location (sheet number or spec section)
5.1	☒ Required	Floor plan	
5.2	☒ Required	Equipment schedule	
5.3	☐ P ☐ NA	Site plan	
5.4	☐ P ☐ NA	Under-slab mechanical plan	
5.5	☐ P ☐ NA	Roof plan	
5.6	☐ P ☐ NA	Fuel-gas-piping plan	
5.7	☐ P ☐ NA	HVAC equipment and duct plan(s)	
5.8	☐ P ☐ NA	Roof access details	
5.9	☐ P ☐ NA	Duct smoke-detector plans	
5.10	☐ P ☐ NA	Fire/smoke damper locations	
5.11	☐ P ☐ NA	Smoke-control plan	
5.12	☐ P ☐ NA	Outside air (OSA) table	
5.13	☐ P ☐ NA	Refrigeration equipment and piping plan	
5.14	☐ P ☐ NA	Kitchen equipment plan	
5.15	☐ P ☐ NA	Type I and/or Type II kitchen hood plan (see Section 7.0 — Mechanical Data)	
5.16	☐ P ☐ NA	Fume/vapor hood plan	
5.17	☐ P ☐ NA	Process piping/product and/or exhaust-conveying duct plan	
5.18	☐ P ☐ NA	Fire-rated construction details	
5.19	☐ P ☐ NA	Equipment hanger/fastener details	

Supporting documents

			Notes
5.20	☒ Required	Structural calculations for vertical loads	
5.21	☒ Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	
5.22	☐ P ☐ NA	Equipment manufacturers' catalog "cut sheets" or specifications	
5.23	☐ P ☐ NA	Outside air (OSA) calculations	
5.24	☐ P ☐ NA	Smoke-control calculations	
5.25	☐ P ☐ NA	Combustion-air calculations	
5.26	☐ P ☐ NA	Fuel-gas-piping sizing calculations	
5.27	☐ P ☐ NA	Make-up air calculations	
5.28	☐ P ☐ NA	Energy-code-compliance forms	
5.29	☐ P ☐ NA	Boiler information	

SECTION 6.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)

Construction documents — *Location (sheet number or spec section)*

6.1	☒ Required	Roof plan	_____
6.2	☐ P ☐ NA	Roof framing plan	_____
6.3	☐ P ☐ NA	Fuel gas piping plan	_____
6.4	☐ P ☐ NA	Roof access details	_____

Supporting documents — *Notes*

6.20	☒ Required	Structural calculations for vertical loads	_____
6.21	☒ Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	
6.22	☐ P ☐ NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
6.23	☐ P ☐ NA	Fuel gas piping sizing calculations	_____
6.24	☐ P ☐ NA	Energy code compliance forms	_____

SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents — *Location (sheet number or spec section)*

7.1	☒ Required	Site plan	_____
7.2	☒ Required	Floor plan(s)	_____
7.3	☒ Required	Kitchen equipment plan	_____
7.4	☒ Required	Kitchen equipment and hood elevations	_____
7.5	☐ P ☐ NA	Roof plan	_____
7.6	☐ P ☐ NA	Cross sections through hoods, ducts and shafts	_____
7.7	☐ P ☐ NA	Fire-rated construction details	_____
7.8	☐ P ☐ NA	Fire suppression details	_____

Supporting documents — *Notes*

7.20	☒ Required	Structural calculations for vertical loads	_____
7.21	☒ Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	
7.22	☒ Required	Make-up air calculations	_____
7.23	☐ P ☐ NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
7.24	☐ P ☐ NA	Hood/grease extractor listing documentation	_____
7.25	☐ P ☐ NA	Hood/grease duct sizing calculations	_____
7.26	☐ P ☐ NA	Fire suppression information	_____

SECTION 8.0 — PLUMBING DATA

Construction documents

Location (sheet number or spec section)

8.1	☒ Required	Floor plan(s)	____
8.2	☒ Required	Piping and material schedule	____
8.3	☒ Required	Equipment layout plan	____
8.4	☒ Required	Fixture schedule	____
8.5	☐ P ☐ NA	Site utility plan	____
8.6	☐ P ☐ NA	Building cross section	____
8.7	☐ P ☐ NA	Rise diagram	____
8.8	☐ P ☐ NA	Roof plan	____
8.9	☐ P ☐ NA	Backflow-prevention location	____
8.10	☐ P ☐ NA	Irrigation plan	____
8.11	☐ P ☐ NA	Fire-rated construction details	____
8.12	☐ P ☐ NA	Under-slab plumbing plan	____

Supporting documents

Notes

8.20	☒ Required	Structural calculations for vertical loads.	____
8.21	☒ Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	
8.22	☐ P ☐ NA	Equipment manufacturers' catalog "cut sheets" or specifications	____
8.23	☐ P ☐ NA	Utility maintenance agreements	____
8.24	☐ P ☐ NA	Water supply calculations	____
8.25	☐ P ☐ NA	Sanitary system calculations	____
8.26	☐ P ☐ NA	Irrigation demand calculations	____
8.27	☐ P ☐ NA	Roof drain and storm-water calculations	____

SECTION 9.0 — ELECTRICAL DATA

Construction documents

			Location (sheet number or spec section)
9.1	☒ Required	No. of sets of plans: _____	_____
9.2	☒ Required	Floor plan(s)	_____
9.3	☒ Required	Electrical load calculations	_____
9.4	☒ Required	One line diagram	_____
9.5	☒ Required	Feeder riser diagram	_____
9.6	☒ Required	Available fault current information	_____
9.7	☒ Required	Panel schedule(s)	_____
9.8	☐ P ☐ NA	Site electrical plan	_____
9.9	☐ P ☐ NA	Fire-rated-construction details	_____
9.10	☐ P ☐ NA	Lighting plan	_____
9.11	☐ P ☐ NA	Emergency power system and emergency lighting plan	_____
9.12	☐ P ☐ NA	Under-slab electrical plan	_____

Supporting documents

			Notes
9.20	☒ Required	Structural calculations for vertical loads	_____
9.21	☒ Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
9.22	☐ P ☐ NA	Energy code compliance forms and calculations for lighting	_____
9.23	☐ P ☐ NA	Emergency power system specifications	_____
9.24	☐ P ☐ NA	Feeder riser information	_____
9.25	☐ P ☐ NA	Lighting equipment manufacturers' catalog "cut sheets" or specifications	_____

SECTION 10.0 — FIRE SUPPRESSION DATA

Construction documents *Location (sheet number or spec section)*

10.1	☒ Required	Floor plan(s)	_____
10.2	☒ Required	Sprinkler piping plan(s)	_____
10.3	☐ P ☐ NA	Site plan	_____
10.4	☐ P ☐ NA	Standpipe information	_____
10.5	☐ P ☐ NA	Backflow-prevention information	_____
10.6	☐ P ☐ NA	Reflected ceiling plan(s)	_____
10.7	☐ P ☐ NA	Transverse and longitudinal cross sections	_____
10.8	☐ P ☐ NA	Fire-rated construction details	_____
10.9	☐ P ☐ NA	Specialty fire suppression system plans and list of systems	_____

Supporting documents *Notes*

10.20	☒ Required	Structural calculations for vertical loads	_____
10.21	☒ Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
10.22	☒ Required	Equipment manufacturers' catalog "cut sheets"	_____
10.23	☐ P ☐ NA	Hydraulic calculations	_____
10.24	☐ P ☐ NA	Specialty fire-suppression-system information	_____

SECTION 11.0 — FIRE DETECTION AND ALARM DATA

Construction documents *Location (sheet number or spec section)*

11.1	☒Required	Floor plan(s)	_____
11.2	☐ P ☐ NA	Site plan	_____
11.3	☐ P ☐ NA	Reflected ceiling plan(s)	_____
11.4	☐ P ☐ NA	Transverse and longitudinal cross section(s)	_____
11.5	☐ P ☐ NA	Wiring schematic	_____
11.6	☐ P ☐ NA	Elevator recall information	_____
11.7	☐ P ☐ NA	Operational matrix	_____
11.8	☐ P ☐ NA	Fire-rated construction details	_____
11.9	☐ P ☐ NA	Standard electrical notes	_____

Supporting documents *Notes*

11.20	☒ Required	Structural calculations for vertical loads	_____
11.21	☒ Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
11.22	☒ Required	Equipment manufacturers' catalog "cut sheets"	_____
11.23	☒ Required	Installer certification information	_____
11.24	☐ P ☐ NA	Battery calculations	_____
11.25	☐ P ☐ NA	Sample fire alarm log book	_____
11.26	☐ P ☐ NA	Emergency power system specifications	_____
11.27	☐ P ☐ NA	Monitoring station information	_____
11.28	☐ P ☐ NA	Voltage drop calculations	_____

SECTION 12.0 — RE-ROOF INSTALLATION DATA

Construction documents *Location (sheet number or spec section)*

12.1* ☒ Required Roof plan..... _____

The site plan typically includes the following:

- North arrow
- A note describing the scope of work, such as tear-off, overlay, etc.
- A note indicating approx. squares of roofing to be applied
- Area in which work is to be performed
- Location of roof access

* The building official may waive submission of plans. Contact jurisdiction for more information.

Supporting documents *Notes*

12.20 ☒ Required Pre-re-roof inspection report..... _____
12.21 ☒ Required Roofing system listing information..... _____
12.22 ☒ Required Roofing manufacturer's installation instructions..... _____
12.23 ☐ P ☐ NA Roof manufacturer's catalog "cut sheets"..... _____
12.24 ☐ P ☐ NA Structural engineer's report..... _____

SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

Construction documents	**Item**	*Location (sheet number or spec section)*
13.1 ☐ P ☐ NA ☐ Required	_____	_____
13.2 ☐ P ☐ NA ☐ Required	_____	_____
13.3 ☐ P ☐ NA ☐ Required	_____	_____
13.4 ☐ P ☐ NA ☐ Required	_____	_____
13.5 ☐ P ☐ NA ☐ Required	_____	_____
13.6 ☐ P ☐ NA ☐ Required	_____	_____
13.7 ☐ P ☐ NA ☐ Required	_____	_____
13.8 ☐ P ☐ NA ☐ Required	_____	_____
13.9 ☐ P ☐ NA ☐ Required	_____	_____
13.10 ☐ P ☐ NA ☐ Required	_____	_____

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 EMPLOYEES: _____

ESTIMATED WATER USAGE AVERAGE FLOW PEAK DAY: _____GAL/DAY

SANITARY SEWER SERVICE SIZE;_____INCH.

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;_____
_____
_____

Permit Number _____

WOODBURN
OREGON
Incorporated 1889

Date _____

APPLICATION & PERMIT TO CONSTRUCT A PUBLIC IMPROVEMENT

The undersigned hereby makes application to construct the following additions, alterations, or extensions to public facilities (separate applications are required for each type of improvement):

IMPROVEMENT (Plans must be submitted): _____

LOCATION: _____

CONTRACTOR(S) NAME: _____

CONTRACTOR(S) CCB LICENSE: _____

CONTACT PERSON NAME AND PHONE NUMBER: _____

_____

ESTIMATED VALUE OF IMPROVEMENTS: _____

TYPE OF IMPROVEMENT:

WATER ☐ SEWER ☐ STORM ☐ STREET ☐

DRIVEWAY APPROACH ☐ SIDEWALK ☐ OTHER ☐

DATES DURING WHICH IMPROVEMENT IS TO BE CONSTRUCTED:

_____

The applicant shall abide by all standards, rules, regulations, ordinances, and policies of the City of Woodburn relating to public improvements as now exist and as hereafter change or are amended.

The applicant shall comply with attached Generals Conditions for this application and permit.

TOTAL FEE AMOUNT: $ _____

(FEE CALCULATED AS PER ORDINANCE #1795)

SIGNATURE OF APPLICANT: _____

ADDRESS: _____

_____

PERMIT APPROVED BY: _____

Date

ADDITIONAL CONDITIONS: *(FOR CITY USE ONLY)*

_____

_____

_____

_____

_____

_____

_____

_____

(FOR CITY USE ONLY)

Receipt No.

WOODBURN
OREGON
Incorporated 1889

CITY OF WOODBURN
PUBLIC WORKS DEPARTMENT

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 fort 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, he 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

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 to7:00 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.

- ❑ 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

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
Building Department
270 Montgomery Street
Woodburn, OR 97071
Phone: 503-982-5246
www.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		

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 $02/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