



# Commercial Structural OR Tenant Improvements

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(THIS INCLUDES; GRADING, STRUCTURAL AND TI WORK)

**Building Permit Applications to be submitted online at:**

**<https://aca-oregon.accela.com/oregon/>**

**Or by email to:**

**[Permits@lakeoswego.city](mailto:Permits@lakeoswego.city)**

- **Step 1 - Tree Removal/Protection:**
  - If Tree Permits are required: Submit a completed Tree Removal application and a Tree Protection application directly to the Planning Department at: [trees@lakeoswego.city](mailto:trees@lakeoswego.city)
  - Please contact the Planning Department with questions about tree permits (503)635-0290.
- **Step 2 - Building Permit submittal:**
  - Application: provide the information requested including valuation, square footages (each structure), stories, type of construction, valuation and occupancy type, etc.;
  - Grading requires valuation & a copy of Civil grading plan sheets
  - Plan sheet size: provide digital format construction documents size minimum 11"x 17"; provide a consistent size for all sheets;
  - Contractor information: include contractor, if not available, enter "TBD";
  - All deferred applications must be submitted in accordance with OSSC, Section 106.3.4;
- Tree permit(s) required prior to Building permit issuance: Tree Protection and/or a Tree Removal permits must be approved before the Building Department will issue the associated Building permit; and,

**Notes:**

- Building permit expiration and extension: A building permit will expire:
  - 180 days from the date of issuance if work hasn't begun; or,
  - if work is suspended or abandoned for 180 days or more.

A 180-day permit extension is available by submitting a written request to the Building Official. Please include estimated completion date of the project in your written request. Not all extension requests will be granted.



## BUILDING PERMIT APPLICATION

380 A Avenue, Lake Oswego, OR 97034

503-635-0390

Submit Permits to: [permits@lakeoswego.city](mailto:permits@lakeoswego.city)

Online: [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

PERMIT #

DATE:

AMT PD:

AMT DUE:

### CATEGORY OF CONSTRUCTION

RESIDENTIAL

COMMERCIAL

### TYPE OF WORK

New 1- and 2-family Dwelling

Demolition

Addition/alteration/replacement

Deck/patio cover

Accessory structure/garage/pool

Boathouse/dock\*\*

Multi-family

Interior T.I. (Comm)

Other (Add Description)

Lake Corp Approval\*\*

### JOB SITE INFORMATION AND LOCATION

Project/tenant name:

Job site address:

Suite #

Tax Map No.

### WORK DESCRIPTION

PROPERTY OWNER

TENANT

Name:

Address:

Phone:

### CONTACT PERSON

Name:

Phone:

E-mail:

### CONTRACTOR INFORMATION

Business name:

CCB:

Address:

Phone:

E-mail (Required):

### Authorized

#### Signature:

Print name

Date:

**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:

### RESIDENTIAL REQUIRED DATA

**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	NEW OR ADDING
Number of bedrooms:		
Number of baths:		
Total # of Floors		
Dwelling SF area		
Garage/carport area		
Covered porch area		
Deck area		
Other structure area		

### COMMERCIAL REQUIRED DATA

**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: \$

Area (SF)
Existing Building:
New Building Area:
Number of stories:
Type of construction:

**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 Form B70-1001

Building Permit Fee\*

*Please refer to master fee schedule*

**\*\* Check Box if you have obtained Lake Corporation approval**



# Improvement Alterations Compliance Report

## Accessibility to Existing Buildings

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ORS, Section 447.241 (OSSC, Section 1113) states that every project for renovation, alteration or modification to affected buildings and related facilities that affects or could affect the usability of or access to an area containing a primary function shall be made to ensure that, to a maximum extent feasible, the paths of travel to the altered area and the rest rooms, telephones and drinking fountains serving the altered area are readily accessible and usable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope. Disproportionate shall mean all monies expended that exceeds 25% of the value of the work under consideration.

Valuation: \$ \_\_\_\_\_

25% = : \_\_\_\_\_

Applicant: \_\_\_\_\_

Permit #: 499- \_\_\_\_\_

In choosing which accessible elements to provide under ORS 447.241, priority shall be given to those elements that will provide the greatest access. Elements shall be provided in the following order:

- ✧ Parking (requires a site plan at application)
- ✧ An accessible entrance
- ✧ An accessible route to the altered area
- ✧ At least one accessible rest room for each sex or a single unisex rest room
- ✧ Accessible telephones
- ✧ When possible, additional accessible elements such as storage and alarms

The Applicant shall provide in written form their intent to comply.



## CERTIFICATE OF ASSURANCE - IMPACT TO TREES

(Include with the Building Permit Application)

Building permit # \_\_\_\_\_

I am authorized to make assurances with regard to the development of this property. By signing below, I hereby declare (*please v the correct site description*):

**Trees six inches in diameter or greater are not present:**

- On the subject property and adjacent road rights-of-way;
- On adjacent properties with canopies that overhang the subject property; and,
- On other properties that are being used for development activities e.g., construction vehicle parking, material storage, excavated material storage, debris storage, construction trailer, etc., for the construction on the subject property.

I understand the Planning Department will review an aerial map of the property during the Building application intake process to verify if trees are present on or adjacent to the property;

**OR,**

**Trees six inches in diameter or greater are present** and will be protected by a Tree Protection plan approved by the City of Lake Oswego prior to and during the development of the property.

I further understand that if a tree is removed or damaged due to the failure to receive a Tree Protection Plan as required, or as a result of the failure to implement and maintain the tree protection measures of an approved Tree Protection Plan, the property owner and persons responsible for damaging the tree will be subject to the fines and penalties in Lake Oswego Code (LOC) 55 [Tree Code].

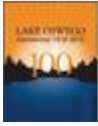
Acknowledgement: I have read and understood the above statements regarding the protection of trees required during the development of the property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Tree Protection Plan**

If trees are present please see the Tree Protection Plan application for a complete list of information and actions required prior to beginning site development or construction activities.



City of LAKE  
OSWEGO  
OREGON

## STRUCTURAL SPECIAL INSPECTION AND OBSERVATION PROGRAM

380 A AVENUE  
Phone: 503-635-0270

LAKE OSWEGO, OR 97034  
FAX: 503-697-6574

BUILDING ADDRESS \_\_\_\_\_ APPLICATION # \_\_\_\_\_  
DESCRIPTION OF WORK \_\_\_\_\_ DATE \_\_\_\_\_

The architect or engineer of record shall prepare and submit a special inspection and structural observation program in accordance with the Oregon Structural Specialty Code Section 1704. The architect or engineer of record shall confirm that the special inspection and structural observations noted below are **INDICATED ON THE PLANS**. Major projects may require that a more complete program be prepared.

The architect or engineer of record shall complete Parts B and C (if applicable) of this form and then return it to the **CITY OF LAKE OSWEGO BUILDING DIVISION** for approval prior to issuance of a building permit. Part D must be signed by the owner or owner's agent.

Project Name \_\_\_\_\_ Architect  
of Record (Firm) \_\_\_\_\_ Phone # \_\_\_\_\_ Engineer  
of Record (Firm) \_\_\_\_\_ Phone # \_\_\_\_\_

The following special inspections and structural observations shall be performed according to the State of Oregon Structural Specialty Code, unless a program of inspections is submitted by the Engineer of Record and Approved by the City of Lake Oswego Building Division. (Circle those category's of special inspection below that apply)

- |                        |                      |                          |         |
|------------------------|----------------------|--------------------------|---------|
| A) Anchors/Adhesive    | Reinforced Concrete  | Structural Steel         | Welding |
| Anchors/Cast-in-Place  | Prestressed Concrete | Struct. Silicone Glazing | Piles   |
| Anchors/Expansion      | Shotcrete            | Masonry                  |         |
| High-Strength Bolts    | Precast Concrete     | Fireproofing             |         |
| Other (Please Specify) |                      |                          |         |

- B) Indicate the name of the approved testing agency to perform the special inspections noted in Part A above, and whether inspections are to be continuous or periodic.

\_\_\_\_\_

- C) Structural Observations: The Engineer of Record shall perform structural observation during the following stages of construction:

\_\_\_\_\_

- D) Geotechnical Work: The Geotechnical Engineer shall perform observations during the following stages of excavations, earthwork and foundation work:

\_\_\_\_\_

- E) The owner hereby agrees to employ the special inspector, approved testing agency and/or engineer for the above noted special inspections and/or structural observations.

\_\_\_\_\_  
Signature of Owner or the Architect or Engineer Acting as the Owner's Agent

Print Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Firm Name \_\_\_\_\_ Date: \_\_\_\_\_

# Deferred Submittals

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## Procedures for the Deferred Submittal:

- ✧ A complete list of submittals to be deferred is required at the time of the Building Permit application. These items must be on the title or cover sheet of the original plan when application is submitted.

## Submittal of Deferred Documents:

- ✧ Each Deferred Submittal shall bear the approval of the design professional in responsible charge. Notation shall be included that the Deferred Submittal documents have been reviewed and have been found to be in general conformance to the design of the building.
  - Complete a building permit application referencing the original building permit number.
  - Description should include the type of deferral. For example, manufactured stairs, raised floors, etc.
  - Provide two copies of the engineering documents.

## Review of the Deferred Submittal:

- ✧ Please verify the current review time that is posted on our website Commercial Structural Projects and Deferred Submittal plan review.

## Deferred Submittal fee:

- ✧ The fee for processing Deferred Submittals shall be 10% of the building permit fee, using the valuation of the particular deferred portion or portions of the project. The minimum charge will be \$275.00 per deferred submittal. This fee is in addition to the project plan review fee based on the total project valuation.



# DEFERRED SUBMITTAL PROCEDURES

## City of Lake Oswego

1. Check each submittal item that you are deferring on the checklist and provide the valuation of each deferred submittal item and an estimated time of submittal for each item.
2. As the deferred item documents and drawings are prepared for plan review, ensure that the architect or engineer of record reviews the deferred submittal documents. The drawings must have a notation indicating that the architect or engineer of record has reviewed the deferred submittal documents and that they have been found to be in general conformance with the design of the building. UBC 106.6.4.2.
3. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item. A stop work order will be issued if unapproved work proceeds.

**Items, which may be deferred, include, but are not limited to the following:**

Deferred item	Valuation	Date	Deferred Item	Valuation	Date
Bleachers			Prefab stair units to include steel, aluminum, or pre-cast concrete stairs		
Curtain wall systems			Prefabricated wall panel		
Glass guardrails			Ore-stressed concrete structural members or panels		
Glazing systems			Raised floor systems		
Metal guardrails and handrails			Shelving systems and steel storage racks		
Post-tensioned concrete structural members or panels			Skylights		
Pre-cast concrete structural members or panels			Works of art		

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date