



Docks & Accessory Structures

(Sheds, Docks, Boathouses, Swimming Pools, Etc.)

Building Permit Applications to be submitted online at:

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

Or by email to:

Permits@lakeoswego.city

- **Step 1 - Tree Removal/Protection:**

- If Tree Permits are required: Submit a completed Tree Removal application and a Tree Protection application to the Planning Department at: 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), etc.;
- Plan sheet size: provide construction documents in **digital format**; provide a consistent size for all sheets;
- Application checklist: review & complete the application checklist in the application packet and provide the Site Plan requirements;
- Docks and Boathouse: If construction is on or near Lake Corporation Property, please be sure to discuss your project with their office.

- **Notes:**

Erosion control: submit a completed Erosion Control application and separate mitigation plan and submit to: troberts@lakeoswego.city

Please contact the Erosion Control Specialist at (503)675-3991 for more information.

- 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.
- 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

Online: 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**



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.

ACCESSORY APPLICATION CHECKLIST
TO BE COMPLETED BY APPLICANT

Address: _____ Building Permit No. _____

Land Use Case File Number: LU ____ - _____

Is building permit associated with a *pending* land use application? Yes No

Have the conditions of approval of LU ____ - _____ been complied with? Yes No

1. Unified Site Plan sheet size is to be minimum 11x17 and maximum 24x36. Entire set to be same size: Legible, printed to scale (e.g., 1:10) showing the following information:

Yes	NA		
		a.	If the lot is created as part of a partition/subdivision application, AND the final plat has <i>not</i> been recorded, a building permit application cannot be submitted except for the parent parcel prior to plat recordation. <input type="checkbox"/> PARENT PARCEL WITH NO RECORDED PLAT OR <input type="checkbox"/> PLAT RECORDED
		b.	Lot dimensions, lot size, building footprint, decks, mechanical equipment, AND accessory structures
		c.	Building setbacks – both required by the zone AND proposed
		d.	Special Street Setback
		e.	Fences AND retaining walls (note elevations of top of wall AND top and bottom of footing)
		f.	Driveway OR access lane location from the public right-of-way, including the access easement AND pavement widths (Street Opening Permit required)
		g.	Show paved areas, patios and other impervious surfaces; specify materials used, AND show slopes greater than 5%
		h.	Grading plan (see below)
		i.	Trees (see below)
		j.	Maximum floor area AND lot coverage calculations
		k.	Building height with roof ridgeline elevation (e.g., 201') noted on the highest ridge
		l.	Total square footage of structure, including all levels AND any attached garage/carport
		m.	All public and private easements AND vacated public right-of-way
		n.	Abutting public rights-of-way (to the middle of the rights-of-way), show all sidewalks (ADA compliant), roadway edges, drainage swales, landscaping AND utility items in right-of-way
		o.	Size AND location of the water meter
		p.	Size, location AND materials used for the water main
		q.	Electrical and gas lines AND other underground utilities
		r.	Location of the stormwater management facility
		s.	Size, location and materials used for the sewer line AND lateral connecting to public system
		t.	Completed plumbing fixture count worksheet submitted

2. Energy Efficiency:

Yes	NA		
		a.	Include prescriptive envelope information on the plans
		b.	Show two additional energy efficiency measures, as designated by the designer (one conservation measure, one envelope measure: <i>*see link below to view measure options in Chapter 11, Table N1101.1(2)</i>)

**Oregon Residential Specialty Code (ORSC) can be viewed online at the Oregon Building Codes Division's website at this link: http://www.cbs.state.or.us/bcd/programs/online_codes.html*

3. Fire Department Access and Water Supply. The following items should be legible, printed to scale, and showing the following information:

Yes	NA		
		a.	Driveway or Fire apparatus access lane with grade, pavement width and shoulders, vertical clearance, and distance from building(s) shown from the public right-of-way.
		b.	Distance to closest Fire hydrant(s) from structure, show on Unified Site Plan.
		c.	Alternate method is proposed for deficiencies with emergency access and/or water flow requirements (check, if applicable).

4. Flood Plain:

Yes	NA		
		a.	Is the property in the flood plain?
		b.	Is the base flood elevation shown on the site plan?
		c.	Is the first floor elevation shown?

5. Grading Plan: Printed to scale, showing the following:

Yes	NA		
		a.	Existing grade contour lines AND proposed grade contour lines in two-foot intervals
		b.	All trees 6" or greater in Diameter at Breast Height (DBH)

6. Hazardous Soils:

Yes	NA		
		a.	Is the property designated as having weak foundations soils or is it in a slide area?
		b.	If yes, is a geotechnical report submitted with the plans?

7. Building Plans: size is to be minimum 18x24 and maximum 24x36. Entire set to be same size, legible, and printed to scale (e.g. 1/4":1'), showing the following information:

Yes	NA		
		a.	If using manufactured trusses, does the submittal include the truss packet?
		b.	Is the truss packet organized in a logical order (beams annotated and designated on the plans)?
		c.	If using floor trusses, is there a full size truss layout included in the plans?
		d.	Is there a truss layout plan annotated to the trusses in the packet?
		e.	Is the layout plan readable?
		f.	Does the submittal contain structural design information for both gravity loads AND lateral loads?
		g.	All the sheets are to be stapled together, in proper sequence AND show the site plan.
		h.	Are the details from the engineering calculations included in the set of plans?

8. Building Elevation Plans: size is to be minimum 11x17 and maximum 24x36. Entire set to be same size, legible and printed to scale (e.g. 1/4":1'), showing the following information:

Yes	NA		
		a.	Front elevation plan showing side yard setback planes
		b.	Side elevation plans showing front setback plane AND square footage of largest side elevation plane
		c.	Rear elevation plan

		d.	All elevations must show maximum allowed height AND proposed building height. Show any exceptions to the maximum building height
		e.	Roof plan, showing the elevation of the highest ridge, including any exceptions to the maximum building height
		f.	Show existing AND finished grades on all building elevations

9. Exceptions:

Yes	NA		
		a.	Note on site plan any exceptions to the zoning requirements that are being utilized, e.g., exceptions to setbacks, lot coverage, garage placements, etc.

10. Sensitive Lands:

Yes	NA		
		a.	Show RC/RP District boundary AND associated construction setbacks on the site plan, if applicable.

11. Stormwater Management: New development or redevelopment that creates 1,000 square feet or more of impervious surface triggers stormwater management measures on-site. Submit the following information:

Yes	NA		
		a.	Site assessment AND feasibility analysis provided
		b.	Show on the Unified scaled Site Plan, stormwater management devices addressing runoff for all impervious areas AND/OR contributing areas, AND emergency overflow (roofs, driveway, patios, walkways, sports courts, etc.)
		c.	Provide all supporting documentation for stormwater management devices (reports, calculations and details), including percolation test. The report must be provided by a licensed engineer.
		d.	Outside excavation edge for infiltration devices shall maintain a minimum setback of 5-feet from all property lines and 10-feet from all foundations.
		e..	If in Landslide areas, provide geotechnical report addressing placement of stormwater management devices.
		f.	Show tree protection areas on the Site Plan, AND all stormwater management devices outside of tree protection areas.
		g.	Flow-through planters: Only interior dimension measurement shown are credited as the treatment area
		h.	Letter from DEQ for driveway runoff to underground injection control (UIC) devices
		i.	Rain gardens must show planting plans in compliance with recommendations outlined in the Lake Oswego Stormwater Management Manual, or other approved design guides

12. Trees: (if required)

Yes	NA		
		a.	Site plan must show the location, type, and diameter of all trees (6" or greater in Diameter at Breast Height (DBH) on site, AND any tree on abutting properties where on site construction activity is within the tree dripline or protection zone.
		b.	Stormwater management measures must be shown in relation to trees
		c.	Tree Certificate of Assurance form must be completed and signed
		d.	Apply for tree removal permit (if necessary)

		e.	Apply for tree protection permit (if necessary)
		f.	If mitigation required, show new planting(s)

Please note: Each item in this checklist must be submitted as specified. Additional information not listed, above, may be required after submittal.

I have read AND understood the requirements listed above. All of the required information has been provided.

Signature

Date