



# Decks, Docks & Accessory Structures

---

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

**Building Permit Applications are accepted only between the hours of  
Monday-Tuesday 7:30 A.M. to 11:30 A.M Wednesday-  
Friday 8:00 A.M. to 11:30 A.M.**

## **Dear Applicant;**

Please be aware of the following:

✧\*The permit application must be filled out in it's entirety, including the valuation of the project. 2 complete sets of plans min 11x17 to scale.

\*Please take note of the **Site Plan** requirements. The Planning Department must sign-off on the site plan prior to submitting to the Building Department.

\*Please review & complete the Planning & Building checklists provided.

### ✧**Decks**

\*Decks over 10 Ft. in height shall require an Engineered Design.

\*You may refer and use the "Deck Design Guide" for basic deck construction.

(Separate handout)

### ✧**Docks & Boathouses**

\*Lake Corporation approval is required before submitting for a permit.

\*Provide topographic information specifically delineating the flood plain boundary & base flood elevation to either the NGVD '29 datum or the NAVD '88 datum. This can be obtained by an Oregon State licensed surveyor.

\*If the boathouse is within a floodway, the plans should show the BFE on elevation detail in reference to the structure & all mechanical, plumbing, & electrical equipment & components.

### **Erosion Control Application (if applicable)**

Erosion Control application is to be submitted with separate mitigation plan and included with Building permit submittals. Please contact Delynn Clark at(503) 675-3991 for more information.

### **Tree Protection (if applicable)**

**Tree Removal and Tree Protection applications (if applicable) must be submitted at the same time as the associated Building Permit.**

If your lot includes and trees, please contact the Planning Department at (503) 635-0290

\* **Permits cannot be issued if Erosion Control, Tree Protection, or Tree Cutting Approval is REQUIRED & has not been signed off by the appropriate department.**



**Building Permit Application**  
 380 A Avenue  
 Lake Oswego, OR 97035  
 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	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
TYPE OF WORK	
<input type="checkbox"/> New 1- and 2-family Dwelling	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Deck/patio cover
<input type="checkbox"/> Accessory structure/garage	<input type="checkbox"/> Pool/boathouse/dock
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Interior T.I. (Comm)
<input type="checkbox"/> Other (Add Description)	
JOB SITE INFORMATION AND LOCATION	
Project/tenant name:	
Job site address:	Suite #
Tax Map No.	
WORK DESCRIPTION	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	Phone:
CONTACT PERSON	
Name:	Phone:
E-mail:	
CONTRACTOR INFORMATION	
Business name:	CCB:
Address:	Phone:
E-mail (Required):	
<b>Authorized Signature:</b>	
Print name	Date:
<p><b>Contractors and subcontractors</b> 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</p>	

RESIDENTIAL REQUIRED DATA		
<p><b>Permit fees*</b> 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.</p>		
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		
<p><b>Permit fees*</b> 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.</p>		
Valuation: \$		
Area (SF)		
Existing Building:		
New Building Area:		
Number of stories:		
Type of construction:		
<p><b>THIS PERMIT APPLICATION EXPIRES</b> 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</p>		
<b>Building Permit Fee*</b>		
<i>Please refer to master fee schedule</i>		
01/01/2019		



# RECORDS RETENTION FEES WORKSHEET

## BUILDING PERMITS - PART A

---

Base Fee \$ 25.00

## BUILDING PERMITS - PART B

---

Fees for Building department submittals.

Note: A page with printing on both sides count as two pages.

<u>Size</u>	<u># of Pages</u>		<u>Cost Per Page</u>	<u>Total =</u>
8 1/2" x 11"	_____	X	\$ 0.25	_____
8 1/2" x 11"	_____	X	\$ 0.25	_____
11" x 17"	_____	X	\$0.50	_____
18" x 24"	_____	X	\$ 2.00	_____
24" x 36"	_____	X	\$ 3.00	_____
36" x 42"	_____	X	\$ 4.00	_____
Other formats	_____	X	\$5.00	_____
<b>Total Part B</b>				= _____

## TOTAL RECORDS RETENTION FEE

---

Total from Part A \$25.00

Total from Part B \_\_\_\_\_

Total Amount: \_\_\_\_\_



# 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*):

\_\_\_\_\_ Development activity e.g. construction, grading, excavation, demolition, vehicle parking, material storage, excavated material, debris storage, etc. will not occur under the canopy of a tree since trees are not present on the site and tree limbs do not overhang the site from an adjacent property;

**OR,**

\_\_\_\_\_ Trees 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**

An approved Tree Protection Plan with the tree protection measures (6' metal fence, required signs, arborist report (if fence not at edge of the tree canopy, etc.) is required to be in place **PRIOR TO COMMENCING ANY SITE DEVELOPMENT OR CONSTRUCTION ACTIVITIES** e.g. demolition, excavation, grading, utility work, building construction, material storage, etc.

NOTE: Please see the Tree Protection Plan application for a complete listing of information required for a Tree Protection Plan.

# Planning Dept. Requirements for Deck Construction

**Important:** Please see the Planning Department about separate Tree Removal & Tree Protection documents which may be required prior to Building Permit submittal.

## THE FOLLOWING INFORMATION MUST BE INCLUDED ON PLANS

**NOTE: Missing Information may delay your application.**

<input type="checkbox"/>	On the <b>side elevation</b> drawings only, note the area (square footage) of each entirely separate wall plane on each of the sides of the structure. A side yard wall plane is considered entirely separate from other side yard wall planes if it results in a change in plate height or other change in plane such as a recessed or projecting section of the structure that projects or recedes at least two feet from the adjacent plane, for a length of at least six feet.
<input type="checkbox"/>	<b>Elevation Drawings-</b> If an existing structure is being <b>expanded</b> , clearly show both the <b>New &amp; Existing Elevations</b> on the Drawings.

**Note:** Other information may be required. It is highly recommended that you **review all the applicable zoning requirements, and/or consult with the Planner on Duty before finalizing your plans.**

# Building Dept. Requirements for Deck Construction

## THE FOLLOWING ITEMS ARE REQUIRED FOR BUILDING DEPARTMENT PLAN REVIEW

**2 Site/Plot Plans drawn to Scale- The Site/Plot Plan must include the following:**

<input type="checkbox"/> <b>Lot Dimensions</b>	<input type="checkbox"/> <b>Setbacks from property line</b>	<input type="checkbox"/> <b>Footprint of deck</b>
<input type="checkbox"/>	<b>2 Complete sets of legible plans-</b> Must be drawn to scale, showing conformance to applicable local and state building codes. (Lateral design details & connections must be incorporated into the plans or on a separate full-size sheet attached to the plans with cross-references between plan location and details).	
<input type="checkbox"/>	<b>Framing-</b> Provide plans for all floor assemblies, indicating member sizing, spacing, & bearing locations.	
<input type="checkbox"/>	<b>Cross Section(s) &amp; Details-</b> Please show ledger board attachment detail, rim board connection, lateral support method, guard rail attachment, height, openings & stair & handrail detail.	
<input type="checkbox"/>	<b>Footings-</b> Please show size and location of footings & post connections.	

*Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only*



# CITY OF LAKE OSWEGO

## Erosion Prevention and Sediment Control Permit Application

Building Permit No.

Demo / Other Permit No.

**Payment of erosion control permit fee is required before building permit can be issued**

### SITE LOCATION

Construction site address

### GENERAL CONTRACTOR

Name	Address	
Company	Phone	Email

### OWNER / APPLICANT

Name	Address	
Company	Phone	Email

### 24-HOUR EMERGENCY CONTACT

Name	Address	
Company	Phone	Email

### SITE INFORMATION

Lot size (SF)	Area of land disturbance (SF)	Approximate start date	Approximate end date
Soil disposal (on-site / off-site)	Location of soil disposal and estimated quantity (if off-site) Estimated quantity (CY) _____	Waterfront property (Y/N) Name (if yes)	
Project Description (including construction phasing, if applicable) <b>REQUIRED</b>			Check all that apply <input type="checkbox"/> Demolition <input type="checkbox"/> New Single Family Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Other _____

Erosion control measures ***MUST BE IN PLACE and inspected prior*** to any construction activity.

**Complete checklist on reverse and provide signature and date.** All items within the checklist must be clearly identified on the erosion control plan sheet. Applications with a partial checklist or without signature will be considered incomplete and returned to the owner/applicant.

Lake Oswego erosion and sediment control details can be found at:

<http://www.ci.oswego.or.us/standard-details>

Clackamas County erosion and sediment control details can at:

<http://www.clackamas.us/wes/designmanual.html>

Erosion control questions can be directed to the City Erosion Control Inspector at 503-675-3991.

**EROSION PREVENTION AND SEDIMENT CONTROL PLAN CHECK LIST**

<b>EROSION PREVENTION AND SEDIMENT CONTROL PLAN REQUIREMENTS</b>	<b>Y</b>	<b>N/A</b>
Minimum 11" x 17" size paper with all text size 1/8" in height, or larger	<input type="checkbox"/>	
Property boundary, North arrow, Bar scale	<input type="checkbox"/>	
Existing and proposed contours, labeled at no greater than 5' intervals	<input type="checkbox"/>	
Existing and proposed structures (Structures include, but not limited to: house, shed, garage, pool, spa, patio, sport court, gazebo, retaining wall, boat dock, etc.)	<input type="checkbox"/>	
Site access / equipment access	<input type="checkbox"/>	
Construction site boundary, and any surface waters (lake, canal, stream, wetland, etc.)	<input type="checkbox"/>	
Limits of soil disturbance	<input type="checkbox"/>	
Construction entrance ( <u>Single family residential construction entrance</u> to be minimum 20' length, 1½" diameter (min) clean rock, 8" depth) ( <u>Commercial or development construction entrance</u> to be minimum 50' length, 4" – 6" diameter clean rock, 8" depth)	<input type="checkbox"/>	
Staging / material storage area(s)	<input type="checkbox"/>	
Soil stockpile(s) (appropriately scaled on drawing)	<input type="checkbox"/>	<input type="checkbox"/>
Existing vegetation to remain	<input type="checkbox"/>	<input type="checkbox"/>
Temporary ground cover (mulch, straw, wood chips, rock, plastic sheeting, etc.)	<input type="checkbox"/>	
Perimeter erosion control (straw wattles, silt fence, sediment basin, berms, silt curtain, etc.)	<input type="checkbox"/>	
Internal erosion control (erosion control matting, sediment basins, temporary seeding, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Storm drain inlet protection	<input type="checkbox"/>	<input type="checkbox"/>
Leak proof concrete wash-out pans and leak proof garbage containers (Concrete wash water, from any type of concrete work, must be contained in a leak-proof container. No ground dumping is allowed.)	<input type="checkbox"/>	
Stormwater facilities and surface water features (rain garden, flow through planter, dry well, etc.) (All stormwater facilities must be adequately protected from compaction/construction traffic.)	<input type="checkbox"/>	<input type="checkbox"/>
Construction vehicle parking (provide clean rock to unimproved parking areas)	<input type="checkbox"/>	<input type="checkbox"/>
Notes / narrative indicating how exposed soils will be permanently stabilized	<input type="checkbox"/>	
Notes / narrative stating that routine inspections of erosion control structures will occur and that maintenance or replacement of failed structures will occur when necessary	<input type="checkbox"/>	
Notes / narrative stating erosion control inspections are required before grading/clearing begins, and before footings are placed	<input type="checkbox"/>	
Details and notes necessary for proper installation and maintenance of all erosion and sediment control structures	<input type="checkbox"/>	

"The permit or approval granted hereby, or any inspections conducted on the site hereafter, shall not be construed as authorizing any activity in violation of any applicable federal or state law or regulation, including but not limited to the federal Endangered Species Act and its regulations."

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date