



Residential Addition, Alteration Or Repair

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 its entirety, please provide all information including valuation, all square footages, number of bedrooms & bathrooms, etc.
- ✧ If including trade permits, they must be signed by Sub Contractor and if not available, TBD should be indicated. **Mechanical application must include quantities.**
- ✧ Please review & complete the Residential check list for the Building & Planning Department provided.
- ✧ Please take note of the **SITE PLAN** requirements. Planning Department must sign-off **prior** to submitting to the Building Department.
- ✧ Your permit expires if work isn't started within 180 days from the date of issuance, or if work is suspended or abandoned for 180 days or more. If you can't work within a 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

Erosion Control Application

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

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 any 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 & have not been signed off by the appropriate department.**



Building Permit Application
 380 A Avenue
 Lake Oswego, OR 97035
 Submit Permits to: permits@lakeoswego.city
 Online: 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-	<input type="checkbox"/> Demolition
<input type="checkbox"/>	<input type="checkbox"/> Deck/patio cover
<input type="checkbox"/> Accessory	<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):	
Authorized Signature:	
Print name	Date:
<p>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.</p>	

RESIDENTIAL REQUIRED DATA		
<p>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.</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>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.</p>		
Valuation: \$		
Area (SF)		
Existing Building:		
New Building Area:		
Number of stories:		
Type of construction:		
<p>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</p>		
Building Permit Fee*		
Please refer to master fee schedule		
1/01/2019		

PLUMBING FIXTURE UNIT CALCULATOR FOR SIZING WATER SERVICE AND WATER METER

	FIXT UNIT	QTY	Total Fixture Units
BATHROOM			
Bathtub 1/2" Fill/Shower	4.0		
Lavatory	1.0		
Shower/head	2.0		
Toilet			
1.6 gal/flush gravity tank	2.5		
Bidet	1.0		

KITCHEN			
Sink	1.5		
Dishwasher	1.5		

LAUNDRY ROOM			
Clothes Washer	4.0		
Laundry Sink	1.5		

MISC			
Bar Sink	1.0		
Drinking Fountain or Watercooler	0.5		

EXTERIOR			
Hose Bibb			
1st hose bibb	2.5		
Each addition hose bibb	1.0		

TOTAL NUMBER OF FIXTURE UNITS

Water Pressure at Meter Location: _____

Length of Water Line from meter to farthest fixture: _____

Water Service Size: _____

Water Meter Size: _____

Fire Sprinklers Required: (circle) Y N

Water District: _____



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 ✓ 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.

Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. **(ORS 701.325 (2))**

This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.

Please check the appropriate box:

I own, reside in, or will reside in the completed structure and my general contractor is:

Name

CCB#

Expiration Date

I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.

Print Name of Permit Applicant

Signature of Permit Applicant

Date

Permit #: _____

Address: _____

Issued by: _____ Date: _____





City of Lake Oswego

STRUCTURAL SPECIAL INSPECTION & OBSERVATION PROGRAM

Phone: 503-635-0290
PO Box 369
Lake Oswego, OR 97034

Address: _____ Permit \$ _____

Description of work: _____

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.

(Check those category's of special inspection below that apply)

- | | | | |
|--|---|---|--------------------------------------|
| A) <input type="checkbox"/> Anchors/Adhesive | <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Structural Steel | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Anchors/Cast-in-Place | <input type="checkbox"/> Prestressed Concrete | <input type="checkbox"/> Struct. Silicone Glazing | <input type="checkbox"/> Piles |
| <input type="checkbox"/> Anchors/Expansion | <input type="checkbox"/> Shotcrete | <input type="checkbox"/> Masonry | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> High-Strength | <input type="checkbox"/> Precast Concrete | <input type="checkbox"/> Fireproofing | |

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 excavation, earthwork and foundation work:

E) The owner here by 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 #: _____

Firm Name: _____ Date: _____



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	_____
Total Part B				= _____

TOTAL RECORDS RETENTION FEE

Total from Part A \$25.00

Total from Part B _____

Total Amount: _____

Planning Requirements Checklist

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

Floor Area Ratio (FAR) & Lot Coverage Calculations.			
Elevation Drawings- If an existing structure is being expanded , clearly show both the New & Existing Elevations on the Drawings. Include the following information:			
<input type="checkbox"/> On the side elevation 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"/> Front setback plane. Clearly demonstrate how the project complies with the front setback plane requirement of the zone.			
<input type="checkbox"/> Building height. Important: this is required for all applications that result in <u>any</u> change of building footprint and/or building height, because setback and lot coverage requirements are a function of the building height. Show details if an exception to the maximum allowed height is being utilized; including a roof plan . The details shall clearly demonstrate either graphically, or with text, compliance with the exception requirements of the zone.			
<input type="checkbox"/> If the application is for new construction , or results in a change in footprint and/or building height in an existing structure, clearly demonstrate compliance with the solar balance point standard on the plans.			
<input type="checkbox"/> Roof Pitch			
For new garages, or alterations to existing garages, address the applicable requirements for garages in the zone and provide detailed graphic information.			
Clearly note on either the site plan or the building plans whether <u>any exceptions</u> (not requiring land use approval) to the zoning requirements are being utilized, including exceptions to setbacks, height, lot coverage, garage placement, etc.			
Note if the site or structure is in a flood plain or historic district .			
Note if the site contains a Resource Conservation (RC) or Resource Protection (RP) District .			
Note the file number for any land use actions that may affect the proposed application, such as variances or partitions, etc.			
The location, type, and diameter of all trees (5" or greater in diameter) on the site (or off site) that are within 15' of construction activity. Please note that a tree protection application may be required. If tree protection is required, the tree protection application and site plan should be submitted separately to the Community Development Department.			
<u>Note:</u> 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.			
<i>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</i>			

Residential 1 & 2 Family Application Checklist

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW

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

<input type="checkbox"/> Lot Dimensions	<input type="checkbox"/> On-Site Surface Drainage	<input type="checkbox"/> Location of any Easement or Driveways
<input type="checkbox"/> Property Corner Elevations	<input type="checkbox"/> Impervious Surfaces	<input type="checkbox"/> Generators, Pool or Spa
<input type="checkbox"/> Setbacks from Property Line	<input type="checkbox"/> Air Conditioners	<input type="checkbox"/> Directional Indicator
<input type="checkbox"/> Contour Lines at 2-FT Intervals showing existing & finished grades	<input type="checkbox"/> <u>Site Utility Locations</u> Water, Gas, Electric, Meter & size of Meter, Sewer, & Storm	<input type="checkbox"/> Location of Infiltration Systems
<input type="checkbox"/> Finished Floor Elevations	<input type="checkbox"/> Footprint of Structure (Including Decks)	<input type="checkbox"/> Location & Height of all Purposed Retaining Walls

2 Complete sets of legible plans- 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).			
Floor Plan- Show dimensions, room identification, window size, location of smoke detectors, carbon monoxide alarms, water heater, furnace, ventilation fans, plumbing fixtures, balconies & decks.			
Wall Bracing- All braced wall lines shall be identified on the construction documents & all pertinent information regarding bracing methods, locations & lengths of braced wall panels, foundation, requirements of braced panels at top & bottom shall be provided. For non-prescriptive path, "lateral analysis", must provide calculations to engineering standards.			
Foundation Plan- Show dimensions, anchor bolts & hold-downs, connection details, expanded or isolated footings, rebar, slab details, vent size & locations.			
Floor/Roof Framing- Provide plans for all floor/roof assemblies, indicating member sizing, spacing & bearing locations. Show attic ventilation.			
Cross Section(s) & Details- Show all framing-member sizes & spacing, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall & roof sheathing, roof slope, ceiling height, siding material, footings & foundations, retaining walls, stairs, fireplace/ chimney construction, insulation, etc.			
Energy Efficiency Compliance- Identify prescriptive path or provide calculations. Must provide your two "Additional Measures" on the plans.			
Radon Control Method- Provide a detail on the plans regarding your radon control measures to comply with Appendix F.			
Beam Calculations- Provide 2 sets of calculations using current minimum code design values for all beams & multiple joists over 10- FT long and/or any beams/joist carrying a non-uniform load.			
Engineer's Calculations- When required or provided, (i.e. lateral analysis, retaining walls over 4 feet, roof truss, vertical loading) these shall be stamped by an engineer or architect Licensed in Oregon & shall be shown to be applicable under review.			
Gas Piping Schematic- If 4 or more gas appliances in the home, you must provide a schematic to show type of appliances, BTU's, piping lengths, pipe material type , calculations of total distance from meter to furthest appliance. A single line drawing on letter size paper (8 1/2" X 11") is acceptable.			
Soils Report- If in a weak or steep soils per City's soil atlas, must provide stamped Geotechnical report. Soil information may be found on interactive Maps on the City's Web site- www.ci.oswego.or.us			



Important

City of Lake Oswego code for **Installation of Utilities** Per LOC 45.09.075

The City of Lake Oswego Development Code
Section 45.09.075 Undergrounding of Utilities
Requires Utilities to be Installed Underground.

45.09.074 Undergrounding of Utilities

Utility and service facilities shall be located underground in conjunction with construction of all new buildings or other structures subject to this Code that require utility service. Utility and service facilities shall be located underground in conjunction with the remodeling of all buildings or other structures subject to this Code if the proposed remodeling requires or results in a substantial modification to the existing utility service or if the remodeling requires or results in construction of a utility trench.

Specific exemptions are as follows:

- I.** Developments that need multi phase voltages or high KVA demands may develop with pad transformers where underground transformers may not be feasible. Pad mounted transformers shall be buffered from sight by landscaping or other suitable methods.
 - II.** Pad mounted transformers are allowed in major single-family developments, but shall be buffered from sight by landscaping or other suitable methods.
 - III.** Above ground telephone and cable television junction boxes are allowed.
-

However, the following special consideration for additions, alterations, and renovations is applicable:

Where site infeasibility precludes the installation underground, the applicant shall request relief in writing to the Building Official.



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) REQUIRED			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

EROSION PREVENTION AND SEDIMENT CONTROL PLAN REQUIREMENTS	Y	N/A
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 (Single family residential construction entrance to be minimum 20' length, 1½" diameter (min) clean rock, 8" depth) (Commercial or development construction entrance 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