

#### City of Oakridge

48318 East First Street Oakridge, OR 97463

Phone 541-782-2258 Fax 541-782-1081

DEPARTMENT USE ONLY

Permit No:

Application Date: Date Issued & Paid:

## JOB ADDRESS:

Assessor's Map No.:			Tax Lot(s):	
Lot:	Block:	Subdivision:		
🗆 New Structure 🛛 Ac		sidential 🗆 Commercial	lama – Othan	
	Idition 🗆 Alteration 🗆 Garage/Carp	oort 🗆 Accessory Bldg. 🗆 Mfg.H	lome 🗆 Other	
Property Owner (PRINT):				
Phone:	Alt Phone:	Email address:		
Mailing Address:		City:	State: Zip:	
Contractor (PRINT):			Phone:	
Mailing Address:		City:	State: Zip:	
Contractor Number (CCB):		Email address:		
Engineer, Architect or Designer (PRIN	Т):		Phone:	
DESCRIPTION OF WORK:				
ESTIMATED FINISHED VALUE:	\$			
		NOTICE		
	R 918-460-0030, 918-440-0050, 918-780-0040			
	ITHIN 180 DAYS, OR IF THE CONSTRUCTION C		F 180 DAYS. rning this type of work will be complied with whether	
	rmit does not presume to give authority to violate or o			
PROPERTY OWNER Signature:	cor	nstruction.	Date:	
	g made on residential or farm property owned by me or a mer	nber of my immediate family and is exempt from licensir		
CONTRACTOR Signature:			Date:	
		G DEPARTMENT USE	Dest	
Zone: Plan Review No:	Requires Yard Setbacks: Front:	Side: Front/Side:	Rear:	
	NO Flood Zone: Number of	Off-Street Parking Spaces Required:	2.	
Special Conditions:	IC WORKS USE	Approved By:	Date: PARTMENT USE	
	Tap: B'Flow X-Conn:	Access:	ARTIMENT USE	
Sewer: Special Permit/I	•	Fire Protection Equip.:		
Streets/Sidewalks/Curbs:		Comments:		
Storm Drainage:				
Comments: Plans Reviewed By:	Date:	Plans Approved By:	Date:	
Flairs Reviewed by.			Date.	
Const. Type: Sq.Ft.:	Occ Group: Max Occ. Loa		s: Height:	
Other Information:				
Plan Checked by:	Date: Plans	Approved By:	Date:	
BUILDING	PLUMBING	MECHANICAL	TOTAL	
FEES	FEES	FEES	FEES	
PLAN CK PLAN CK		PLAN CK	PLAN CK	
SURCHARGE	SURCHARGE	SURCHARGE	SURCHARGE	
DEFER/PHASE	DEFER/PHASE	DEFER/PHASE	DEFER/PHASE	
BLDG	PLBG	MECH	BLDG, PLBG,	
TOTAL	TOTAL	TOTAL	& MECH TOTAL	
Inspection line: 800	358.8034 Schedule by 5pm j	for next inspection day	School CET	
-	Inspection Days: M & Th rev 1		Site Plan Review	
TOTAL				



## **ELECTRICAL PERMIT APPLICATION**

**INSPECTION DAYS: MON & THU** 

Mailing Address       3       30.00         Mailing Address       \$       80.00         City, State, Zip       \$       80.00         Email       \$       80.00         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       **       \$       88.00         X	🗆 Commercial 🛛 🗆 Residential	Permit Number	Date
1. Location of installation:         Address         City       Bidg Suite No.         City       Bidg Suite No.         Trans (if commercial)       Tenant (if commercial)         To to       Main Suite No.         2a. Contractor Installation only:       Suite No.         Bidg Suite No.       Suite No.         2b. Contractor Installation only:       Suite No.         Date       Job No.         Contractor's Idena Rep.       Suite No.         Contractor's Idena Rep.       Suite No.         Spectro Owner       Suite No.         Contractor's Idena Rep.       Suite No.         Spectro Owner Installation       Suite No.         Chrower Installation       Phone No.         Chrower Installation       <			
1. Location of installation:       Address       Image: Sinter of Signature       Signature Signature <th>Please complete an sections, 1 through 5.</th> <th></th> <th></th>	Please complete an sections, 1 through 5.		
Address       1000 sp ft. or less       \$ 5000         City       Bidg Suite No.       or orotics Intercof       \$ 5,500         Treamt (if commercial)       Treamt (if commercial)       \$ 35.00       or orotics Intercof       \$ 35.00         This tet       Map No.       Each manufal forms or       \$ 35.00       00.00         Tak tet       Map No.       Each manufal forms or       \$ 100.00         Each manufal forms or freaders       1000 amps or files Sink's Solar       \$ 100.00         Electrical Contractor Installation only:       201 amps to 600 amps Or Sol.15 KVA Solar       \$ 100.00         Electrical Contractor Final:       Contractor Final:       \$ 100.00       \$ 100.00         Data       Job No.       \$ 100.00       \$ 100.00       \$ 100.00         Contractor Solar flags, No.       \$ 100.00       \$ 100.00       \$ 100.00         Data       Job No.       \$ 100.00       \$ 100.00       \$ 100.00         Contractor's License No.       \$ 100.00       \$ 100.00       \$ 100.00       \$ 100.00         Signature of Sap. Elec'n       \$ 100.00       \$ 100.00       \$ 100.00       \$ 100.00         Signature of Sap. Elec'n       \$ 100.00       \$ 100.00       \$ 100.00       \$ 100.00       \$ 100.00       \$ 100.00       \$ 100.00<	1 Location of installation:		Cost (ea.) Sum
Address       Each additional loss p. ft.       5 85.00         City			150.00
city	Address		- 150.00
City	nui co		25.00
Tenast (if commercial)	City Bldg Suite No.		
Tenant (if commercial)       Modular Dealing Service       \$ 100.00         Tax Lot       Map No.       Modular Dealing Service       \$ 100.00         2a. Contractor Installation only:       Installation, Alterations or Relocation       \$ 125.00         Address       \$ 125.00       \$ 125.00         Address       \$ 125.00       \$ 125.00         Contractor Email:       Date (D amps of 000 amps of NS.01-15 KVA Solar       \$ 520.00         Contractor Email:       Date (D amps of 000 amps of NS.01-15 KVA Solar       \$ 580.00         Date (D amps of 000 amps of NS.01-15 KVA Solar       \$ 580.00       \$ 580.00         Contractor Email:       Date (D amps of 000 amps of NS.01-15 KVA Solar       \$ 80.00       \$ 200 amps of Vols         Date (D amps of 000 amps of Vols       \$ \$ 100.00       \$ \$ 200.00       \$ \$ 80.00       \$ \$ 200 amps of Vols         Contractor's Leene No.       \$ \$ 80.00       \$ \$ 200 amps of Vols       \$ \$ 80.00       \$ \$ 80.00         Contractor's Board Reg. No.       \$ \$ 80.00       \$ \$ 80.00       \$ \$ \$ 80.00       \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			
Text Lot       Map No.         28. Contractor Installation only:       Electrical Contractor         20 amps to 400 amps OR 15.01-25 KVA Solar       \$ 100.00         Address       S 201 amps to 400 amps OR 15.01-25 KVA Solar       \$ 275.00         Contractor Email:       Contractor Size on the second solar of the se	Tenant (if commercial)		100.00
Tax Lot       Map No.       Installation, Alterations or Relocation         2a. Contractor Installation only:       Installation, Alterations or Relocation       \$ 100.00         2b. Contractor Installation only:       Installation, Alterations or Relocation       \$ 175.00         Address       Sob Mo.       S 100.00 amps or Nets       \$ 550.00         Contractor Finalit       Installation, Alterations or Relocation       \$ 80.00       -         Date       Job No.       Over 1000 amps or Veits       \$ 80.00       -         Property Owner       Golt amps to 1600 amps       \$ 100.00       -       -         Contractor's lucense No.       Over 1000 amps or veits       \$ 80.00       -         Contractor's band Reg. No.       S 100.00       -       -       -         Signature of Sup. Elec'n       New, Alteration or Alexations or Relocation       \$ 80.00       -         Signature of Sup. Elec'n       New, Alteration or Check circuit       \$ 80.00       -         Yein Gammer       Phone No.       S 80.00       -       -         Contractor's bank dictuit       \$ 80.00       -       -       -         Mathing Address       Phone No.       S 80.00       -       -         Contractor's band Reg. No.       S 80.00       - </td <td></td> <td></td> <td></td>			
2a. Contractor Installation only:       200 amps or less OR S(MA Solar)       \$ 100.00         Electrical Contractor	Tax Lot Map No.		
Electrical Contractor       201 amps to 400 amps (0.8 15.01-35 KVA Solar       \$ 175.00         Address       601 amps to 600 amps (0.8 15.01-25 KVA Solar       \$ 175.00         Contractor Email:       601 amps to 600 amps (0.8 15.01-25 KVA Solar       \$ 175.00         Date	2a. Contractor Installation only:		100.00 -
Electrical Contractor       401 amps to 600 amps 015.01-25 KvA Solar       \$ 175.00         Address       \$ 601 amps to 1000 amps or volts       \$ 550.00         Contractor Enail:       \$ 00 No.       \$ 000 amps or volts       \$ 550.00         Date       \$ 000 No.       \$ 000 amps or volts       \$ 550.00         Property Owner       \$ 000 Amps or volts       \$ 80.00       -         Contractor's license No.       \$ 000 amps or volts       \$ 80.00       -         Contractor's Board Reg. No.       \$ 100.00       =       \$ 000 amps or volts       \$ 445.00       -         Signature of Sup. Elec'n       Phone No.       \$ 80.00       -       -       -         Print Domer's Name       Phone No.       \$ 80.00       -       -       -         Print Domer's Name       Phone No.       \$ 80.00       - <t< td=""><td></td><td></td><td></td></t<>			
Address	Electrical Contractor		
Address       Over 1000 amps or volts       \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			
Contractor Email:	Address		
Contractor Email:			
Date	Contractor Email:		
Property Owner       201 amps to 400 amps       \$ 110.00         Contractor's License No.       002 amps to 300 amps       \$ 210.00         Contractor's License No.       002 amps to 1000 amps       \$ 210.00         Contractor's License No.       002 amps to 1000 amps       \$ 210.00         Signature of Sup. Elec'n       002 amps to 1000 amps       \$ 210.00         License No.       002 amps to 1000 amps       \$ 210.00         20. For Owner Installation       \$ 80.00       -         Zach Farch Circuits       \$ 80.00       -         Print Owner's Name       Phone No.       \$ 80.00       -         Exach additional inspection over the allowable in any of the above, per inspection.       \$ 80.00       -         Frint Owner's Name       \$ 80.00       -       -         Mailing Address       \$ 80.00       -       -         City, State, Zip       \$ 80.00       -       -         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN       ** Or the total hourly cost to the jindiction, whichever is the gradest. This cost stall finded supervision, overhead, e hourly wages and fringe bareflag. of the above, per inspection.       \$ 80.00       -         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN       A fees total of rabove       \$ 80.00       -         WHICH IS NOT INTENDED FOR SALE, LEASE OR		Installation, Alterations or Relocation	
Property Owner       401 amps to 600 amps       \$ 140.00         Contractor's license No.       601 amps to 000 amps or volts       \$ 445.00         Contractor's Board Reg. No.       New, Alteratin or Extension per Panel       \$ 485.00         Signature of Sup. Elec'n       New, Alteratin or Extension per Panel       \$ 8.00         License No.       Phone No.       \$ 80.00       -         Zb. For Owner Installation       \$ 80.00       -       -         Print Owner's Name       Phone No.       \$ 80.00       -         Infing Address       \$ 80.00       -       -         Corty, State, Zip       \$ 80.00       -       -         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN       * Orthe total hourly cast to the juridiction, whichwere is the gradest. This cost hull include supervision, overhead, e hourly wages and fringe banditis of the employees involved.       \$ 80.00         Yorr the total of above       \$ 80.00       -         Newley State Surcharge of Line A       \$ 2         OFFICE USE       Other       \$         D. Other       E. Investigation Fee	Date Job No.	200 amps or less \$	80.00 -
Contractor's License No.       G01 amps to 1000 amps       \$ 210.00         Contractor's License No.       S       \$ 445.00         Contractor's Board Reg. No.       S       \$ 8.00         Signature of Sup. Elec'n       S       \$ 8.00         License No.       Phone No.       S       \$ 8.00         Zb. For Owner Installation       First Branch Circuit       \$ 8.00       -         Print Owner's Name       Phone No.       First Branch Circuit       \$ 80.00       -         Frint Owner's Name       Phone No.       Each and/I branch circuit       \$ 80.00       -         Mailing Address       Git amps to rolline lighting       \$ 80.00       -       -         Mailing Address       Signal Circuit Signal Circuit       \$ 80.00       -       -         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       ** Or the total hourly cost to the juridiction, whichware it the greatest. This cost shall include supervision, overhead, e hourly wages and fringe bundles of the employees involved.       \$         ** Or the total hourly cost to the loringe bundles of the employees involved.       \$       \$         City, State, Zip       ** or the total hourly cost to the juridiction, whichware it the greatest. This cost shall include supervision, overhead, e hourly wages and fringe bundles of the employees involved.       \$ </td <td></td> <td>201 amps to 400 amps</td> <td>110.00 -</td>		201 amps to 400 amps	110.00 -
Contractor's License No.       G01 amps to 1000 amps       \$ 210.00         Contractor's License No.       S       \$ 445.00         Contractor's Board Reg. No.       S       \$ 8.00         Signature of Sup. Elec'n       S       \$ 8.00         License No.       Phone No.       S       \$ 8.00         Zb. For Owner Installation       First Branch Circuit       \$ 8.00       -         Print Owner's Name       Phone No.       First Branch Circuit       \$ 80.00       -         Frint Owner's Name       Phone No.       Each and/I branch circuit       \$ 80.00       -         Mailing Address       Git amps to rolline lighting       \$ 80.00       -       -         Mailing Address       Signal Circuit Signal Circuit       \$ 80.00       -       -         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       ** Or the total hourly cost to the juridiction, whichware it the greatest. This cost shall include supervision, overhead, e hourly wages and fringe bundles of the employees involved.       \$         ** Or the total hourly cost to the loringe bundles of the employees involved.       \$       \$         City, State, Zip       ** or the total hourly cost to the juridiction, whichware it the greatest. This cost shall include supervision, overhead, e hourly wages and fringe bundles of the employees involved.       \$ </td <td>Property Owner</td> <td>401 amps to 600 amps \$</td> <td>140.00 -</td>	Property Owner	401 amps to 600 amps \$	140.00 -
Contractor's License No.			210.00 -
Contractor's Board Reg. No.	Contractor's License No.		
Signature of Sup. Elec'n			
Signature of Sup. Elec'n	Contractor's Board Reg. No.	New, Alteratin or Extension per Panel	
License No.      Phone No.         2b. For Owner Installation		a) Each branch circuit \$	8.00 -
License No.       Phone No.         2b. For Owner Installation       First Branch Circuit       \$ 80.00         Print Owner's Name       Phone No.         Mailing Address       Each add'i branch circuit       \$ 80.00         Mailing Address       \$ 80.00         City, State, Zip       \$ 80.00         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       **       \$ 88.00         X	Signature of Sup. Elec'n	b) The fee for branch circuits	
2b. For Owner Installation       First Branch Circuit       \$ 80.00       -         Print Owner's Name       Phone No.       Each add'I branch circuit       \$ 80.00       -         Print Owner's Name       Phone No.       Each add'I branch circuit       \$ 80.00       -         Mailing Address       Signal Circuit(s) or a limited       \$ 80.00       -         City, State, Zip       Signal Circuit(s) or a limited       \$ 80.00       -         Email       THE INSTALLATION IS BEING MADE ON PROPERTY I OWN       ** Or the total hourly cost to the juridiction, wherewer is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the enployees involved.       \$         Y       Owner's Signature       \$       \$         OFFICE USE       D. Other       \$       \$         D. Other       E. Investigation Fee		without purchase of service	
Print Owner's Name       Phone No.         Bailing Address       Phone No.         Mailing Address       S         City, State, Zip       S         City, State, Zip       S         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       **         X       Owner's Signature         Owner's Signature       S         C1:2% State Surge of Line A       S         Diffice USE       D. Other         E. Investigation Fee		or feeder fee.	
Print Owner's Name       Phone No.         Print Owner's Name       Phone No.         Mailing Address       S 80.00         Mailing Address       S 80.00         City, State, Zip       S 80.00         City, State, Zip       S 80.00         Email       F. Each additional inspection over the allowable in any of the above, per inspection.         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.         X_	2b. For Owner Installation	First Branch Circuit \$	80.00 - 7
Print Owner's Name       Phone No.         Print Owner's Name       Phone No.         Print Owner's Name       Phone No.         Each pump or irrigation circle       \$ 80.00         Signal Circuit(s) or a limited       energy panel, altration or         extension.       \$ 80.00         F. Each additional inspection over the allowable in any of the above, per inspection.         ***       \$ 88.00         Email       ** Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the employees involved.         ** Or the total hourly cost to the jurisdiction, whichever is the greatest.       \$         ** Or the total hourly cost to the jurisdiction, whichever is the employees involved.       \$         ** Or the total hourly cost to the jurisdiction, whichever is the employees involved.       \$         ** Or the total hourly cost to the jurisdiction, whichever is the employees involved.       \$         ** Or the total hourly cost to the plan review       \$         (if required)       \$         0. 25% of Line A for plan review       \$         (if required)       \$         0. Other       \$         E. Investigation Fee       \$		Each add'I branch circuit \$	8.00 - 2
Mailing Address       3       30.00         Mailing Address       \$       80.00         City, State, Zip       \$       80.00         Email       \$       80.00         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       **       \$       88.00         X		E. Miscellaneous (Services or feeder not included)	
Signal Circuit(s) or a limited         Mailing Address         Mailing Address         Signal Circuit(s) or a limited         energy panel, altration or         extension.       \$ 80.00         F. Each additional inspection over the allowable in any of the above, per         inspection.       **	Print Owner's Name Phone No.	Each pump or irrigation circle \$	80.00 2
Mailing Address   energy panel, altration or extension. F. Each additional inspection over the allowable in any of the above, per inspection. F. Each additional inspection over the allowable in any of the above, per inspection. F. Each additional inspection, whichever is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the employees involved. F. Each additional inspection over the allowable in any of the above, per inspection. F. Each additional inspection, whichever is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the employees involved. F. Each additional inspection over the allowable in any of the above, per inspection. F. Each additional inspection over the allowable in any of the above, per inspection. ** Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the employees involved. A. Fees total of above S. 25% of Line A for plan review (if required) C. 12% State Surcharge of Line A S. 25% of Line A <p< td=""><td></td><td>Each sign or outline lighting \$</td><td>80.00 - 2</td></p<>		Each sign or outline lighting \$	80.00 - 2
extension.       \$ 80.00         City, State, Zip       F. Each additional inspection over the allowable in any of the above, per inspection.         Email       ** Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the employees involved.         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       ** Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the employees involved.         X		Signal Circuit(s) or a limited	
City, State, Zip       **       City, State, Zip         F. Each additional inspection over the allowable in any of the above, per inspection.       **         Email       **       S       88.00         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       **       Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, en hourly wages and fringe benefits of the employees involved.         X	Mailing Address	energy panel, altration or	
City, State, Zip       inspection.       **\$ 88.00         Email       ** Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the employees involved.         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       A. Fees total of above       \$			80.00 2
Email       **			the above, per
Email       ** Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the employees involved.         ** Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, e hourly wages and fringe benefits of the employees involved.         X       .         Owner's Signature       \$         OFFICE USE       .         D. Other       .         E. Investigation Fee       .	City, State, Zip		
Email       hourly wages and fringe benefits of the employees involved.         THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       A. Fees total of above         X		······································	Provide and a second
THE INSTALLATION IS BEING MADE ON PROPERTY I OWN WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       A. Fees total of above       \$         X		** Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall in	clude supervision, overhead, equipment
WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.       A. Fees total of above       \$         X		houry wages and minge benefits of the employees inv	pived.
WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.         X		A Free total of above	
X	WHICH IS NOT INTENDED FOR SALE, LEASE OR RENT.		\$
Owner's Signature     C. 12% State Surcharge of Line A     \$       OFFICE USE     D. Other	Y IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		
OFFICE USE     C. 12% State Surcharge of Line A     \$       D. Other		(ii required)	<u>\$</u> -
OFFICE USE D. Other E. Investigation Fee	owner s signature	C. 12% State Surcharge of Line A	ć .
D. Other			<b>,</b>
E. Investigation Fee		D. Other	
		D. Other	
		E. Investigation Fee	
FOR INSPECTIONS CALL	FOR INSPECTIONS CALL		
541-484-9043 or 800-358-8034 Balance Due \$\$	541-484-9043 or 800-358-8034	Balance Due	\$ -
ELECTRICAL PERMITS ARE NON-REFUNDABLE AND NON TRANFERABLE.	ELECTRICAL PERMITS ARE NON	-REFUNDABLE AND NON TRANFERABLE.	<del>//</del>

This permit becomes null and void if the work authorized by this permit is not commenced within 180 days from the date of issuance of such permit or if the work authorized is suspended or abandoned at any time after work is commenced for a period of 180 days.

8/1/2018

Job Address:

TOTAL

OAKRIDGE, OR

PERMIT NO.

JOD AUUIC33.					07		•••					
		CIAL		RESIDENTIAL								
Structural Permit				Plumbing Permit				Mechanical Permit				
Structure Ture		\$ per sq. ft.	Total Sq. Ft.	Fee Amount	Minimum fee \$80.00	Qty.	Each	Total	Residential			
Structure Type	:	3 per sq. n. 122.46	3q. rt.	- Amount	1 Bathroom/1 Kitchen	0		- Totai		Otra Fach	Total	
House			-				\$350.00		Minimum ree = 75	Qty. Each	Total	
Garage		48.30		-	2 Bathroom/1 Kitchen	0	\$470.00	-				
Carport/Deck		24.15		-	3 Bathroom/1 Kitchen	0	\$550.00	-	Elec. Appliances - furnace, cooling unit, clothes dryer, exhaust fan, kitchen hood	0 \$20.00	-	
Other					Each additional bathroom over 3 (each fixture)	0	\$20.00	-	Fuel burning appliances - including:			
	n Valuation	\$		-	Each fixture, appurtenance and piping	0	\$20.00	-	furnaces, wood stoves, pellet stove, insert,	0 \$50.00	-	
Owner V	/aluation	\$		-	Storm water retention/detention facility	0	\$80.00	-	fireplace			
Total Valua	ation	\$		-	Irrigation systems	0	\$80.00	-	Gas pipint sysstem (new or altered) any number of outlets	0 \$20.00		
Building Fees					Sanitary Services first 100'	0	\$80.00	-			-	
Permit fee (us	se valuation tabl	e):	0	-	Each additional 100' or fraction thereof	0	\$45.00	-	All Others	0 \$20.00	-	
MH Setup Fee	2		0	-	Storm Services first 100'	0	\$80.00	-	Supplemental permit fee or as per above whichever is greater	0 \$35.00	-	
Insp/Reinsp -I	Invest. (\$90 per l	hr)	0	-	Each additional 100' or fraction thereof	0	\$45.00	-	above whichever is greater			
Subtotal of Bu	uilding Fees			-	Water Services first 100'	0	\$80.00	-	Commercial			
Surcharge (1	12% of subtotal a	above)		-	Each additional 100' or fraction thereof	0	\$45.00	-	- Total Valuation: \$			
Other Fees (if a	applicable)		1		Inspection - Reinspection - Investigation	0	\$90.00	-	- \$1 to \$5,000			
Plan review (6	55% x line a abov	ve)	0	-	Subtotal of above fees or \$8000 whichever is greater - \$5,001 to \$25,000				\$5,001 to \$25,000		-	
Fire & Life P/R	R (40% x line a a	bove)	0	-	Med Gas System (Enter \$ Amount)	\$	-	-	\$25,001 to \$100,000			
Def. Sub. P/R	t (65% x line a ab	oove)	0	-	Surcharge (12% of Subtotal and Med gas above)			-	Over \$100,000			
Deferred Subr	mittal Fee		0	-	Med Gas PR (% of Med Gas fees if app.)	0	40%	-	Inspection/Reinspection - Investigation	0 \$90.00	-	
State Mobile I	Home Fee (\$30	D)		-	Plan Rev. (% of Plumbing Fees, if app.)	0	25%	-	Subtotal of above fees or \$75 whichever is greater			
Other non-sur	rchargeable fee				Def. Sub. P/R (% of Plumbing Fees if app.)	0	65%	-	Surcharge ( 12% of Subtotal above)			
Total Fees & S	Surcharges			-	Deferred Submittal Fee 0 \$100 ea.			-	Plan Rev. (% of Mechanical Fees, if app.)	0 25%	-	
					Other non-surchargeable fee	+			Def. Sub. P/R (% of Mech Fees if app.)	0 65%	_	
					Total Fees & Surcharges			_	Deferred Submittal Fee	0 \$100 ea		
BUII	LDING	PLU	JMBING	MECHA					Other non-surchargeable fee		_	
FEES		FEES		FEES	- FEES -				Total Fees & Srucharges			
-	_	1		1			Med Gas					
PLAN √		PLAN √		PLAN √			Formulas					
SURCHARGE		SURCHARGE	-	SURCHARGE	- SURCHARGE -							
OTHER	-	OTHER		OTHER	OTHER							
DEFERRED _	-	DEFERRED	-	DEFERRED	DEFERRED							
ST MH FEE	-	MED GAS	-	OTHER	OTHER -							

TOTAL

TOTAL

TOTAL

## THE BUILDING DEPARTMENT, LLC

## Residential Plan Submittal Intake Checklist

		J	OB INFORMATION	OWNER				
Name		-		Name:				
Addre	ss:		in the second	Address:				
City:			State: Zip:	City: State: Zip:				
Phone	-		County	Phone: Fax:				
E-mail				1				
News		AR	CHITECT/ENGINEER	APPLICANT/CONTRACTOR				
Name: Addre:				Name: Address:				
City:	55.		State: Zip:	City: State: Zip:				
Phone	:		Fax:	Phone: Fax:				
	-			LOCAL GOVERNMENT				
			M	NIMAL PLAN REQUIREMENTS CHECKLIST:				
	Need	OK or N/A	Plan Requirements - All Structures					
1			Two complete sets of plans, photocopy	or blueprint (no pencil)				
2			Plans drawn to scale (minimum 1/8" per	foot, minimum 8.5" x 11")				
	<i>.</i>		, , , , , , , , , , , , , , , , , , , ,	Site plan - A/ I structures				
3	0		North arrow lot dimensions, sothasks is	xisting and proposed), all public or private easements				
	i	1 1		אוזנווד מוום פרטפטבען, מון פטטוב טר פרוימנע עמצעוועוונג				
4			Structure dimensions					
5			Site elevation at corners or contour info	rmation (for drainage review)				
6	0		Existing public and private utilities locate	ed on property				
7			Names of all adjacent streets					
				Structural plans - housing				
8			Floor plan:	second (upper) level				
9			Foundation plans (with square footage including garage) for additional increase					
10			Floor faming:  ☐ first (lower) lev					
-		1						
11			Roof framing or truss layout					
12			Cross sections, exterior elevations					
13			Plumbing fixture and HVAC layout					
1.4			Type of heat: Gas					
14				al (type): A/C:				
15			Insulation - energy conservation path:					
_				If applicable				
16			Soils information: 1000 psf	Other:				
17			Structural details					
18			Structural calculations					
19			Wind load calculations					
20	Y	N	Will you have a temporary service for yo	ur new dwelling?				
20			wini you nave a temporary service for yo					
-		1 1		Garage/carport				
21				t and beam, or joist with sizing and spacing)				
22			Ceiling/roof framing plan or truss layout	with reactions				
23			Window sizes, header sizes					
24			Electrical, plumbing, and gas layout					
25				s, sheathing, roofing, bracing, dimensions, cross section, and elevations)				
				Deck - 30 inches or more above grade				
26		1.1						
26				t and beam, or joist with sizing and spacing)				
			Cross section with connections					
27		1 1						

	4.1.57.74		MINIMAL PLAN REQUIREMENTS CHECKLIST:
	Need	OK or N/A	Plan Requirements - All Structures
			Awnings/patio covers - over 200 square feet
29			Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
30			Ceiling/roof framing plan or truss layout with reactions, Header sizes
31			Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section, and elevations)
			Jurisdictional - Specific Requirements
32			
33			
34			
35			
36			
37			
38	0		
39			
40	D		
41			
42			
			Applicant:Date:

Residential Plan Submittal Intake Checklist 2015.xls

## **INSPECTION RECORD**

INSPECTION	s MUS	т ве с	ALLED	IN BY 5:	00PM D	AY BEFORE INSPEC
CITY OF:						
INSPECTION REQUES	T LINE:		541-48	34-9043	OR	1-800-358-8034
INSPECTION DAYS:	м	τu	w	тн	F	

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144 E 14th AVE. EUGENE, OR 97401

#### ALL INSPECTION REQUESTS MUST INCLUDE TYPE OF INSPECTION AND THE INFORMATION BELOW

Address: \_\_\_\_\_

Owner/Contractor: \_\_\_\_

Phone: \_\_\_\_

\_\_ Permit No: \_\_\_\_\_

#### ATTACH TO APPROVED PLANS ON JOB SITE.

WORK SHALL NOT PROCEED (BE COVERED) UNTIL THE INSPECTOR(S) HAS/HAVE INSPECTED AND APPROVED THE VARIOUS STAGES OF CONSTRUCTION. SEE REQUIRED INSPECTION LIST FOR ADDITIONAL INFORMATION.

	STRUCTURAL	IVR Codes	Req'd Insp.	Approved Date/Initials
SETBACKS	/FOOTINGS/GROUND ROD	1110		
STEM/BAS	SEMENT/RETAINING WALL	1120		
UNDERFLO	OOR FRAMING	1220		
FRAMING		1260		
MASONRY	//FIREPLACE/CHIMNEY	1370		
ENERGY -	INSULATION - FLOOR	1410		
	INSULATION - WALLS	1430		
	INSULATION - ROOF/CEILING	1440		
INTERIOR	SHEAR WALLS	1520		
EXTERIOR	SHEAR WALLS	1530		
WALLBOA	RD/FIREWALLS	1540		
FINAL STR	UCTURAL	1999 IVB		
	MECHANICAL			Approved Date/Initials
STOVE/IN:	SERT	2140		
UNDERFLO	OOR/UNDERSLAB	2200		
GAS PIPIN	G/TEST	2255		
ROUGH M	IECHANICAL (FRAMING)	2300		
FINAL ME	CHANICAL	2999		
	PLUMBING	IVR Codes	Req'd Insp.	Approved Date/Initials
UNDERFLO	OOR/UNDERSLAB	3170		
SEWER		3200		
WATER		3315		
STORM D	3400			
STORM D	3411			
UNDERFLO	3420			
ROUGH PI	3502			
BACKFLOV	3620			
SHOWER	SHOWER PAN			
FINAL PLU	IMBING	3999		

	_		
CONTRACTOR SELF-CERTIFICATION F	REQUIR	EMI	ENTS
MOISTURE CONTENT FORM			
EXTERIOR BLDG WRAP FORM			
SUB CONTRACTOR INFO FORM			
HIGH EFFICIENCY LIGHTING FORM			
PLANNED VAPOR BARRIER METHOD			
INSPECTOR COMMENTS	5		
	_		
ELECTRICAL (SEPARATE PER	MIT)		
PERMIT NO:	IVR		
	Codes	Req Insp	Approved Date/Initials
UFER	4120		
UNDERGROUND ELECTRICAL	4140		
ELECTRICAL SERVICE	4220		
ROUGH ELECTRICAL	4500		
LIMITED ENERGY (LOW VOLTAGE)	4550		
FINAL ELECTRICAL	4999		

Permit No
Owner:
Site Address:
Contractor:



## CONTRACTOR INFORMATION FOR CERTIFICATE OF OCCUPANCY

As dictated by Oregon Administrative Rule 918-480-0140(1), the building official shall issue a certificate of occupancy prior to occupancy of a new residential dwelling. Further, Oregon Administrative Rule 918-480-0140(4) states:

Before the certificate of occupancy is issued, the general contractor or owner who was issued the structural; permit for construction must provide to the building official the contact information and relevant license information for the general contractor, as well as any electrical contractor, HVAC contractor, and plumbing contractor that performed work on the residential dwelling.

A final inspection will not be approved until this Contractor Information for Certificate of Occupancy form has been completed and submitted to the Building Inspector for your project. Please ensure that this completed form is submitted at or prior to scheduling final inspection(s).

Please provide the contractor information to be recorded on the certificate of occupancy for the above reference project per OAR 918-480-140. General Contractor information was previously recorded at permit intake and will appear on the certificate as well. If the homeowners performing work as any of these trades simply list "By Owner" for contractor information.

Electrical Contractor:	License #:
Address:	Phone:
HVAC Contractor:	License #:
Address:	Phone #:
Plumbing Contractor:	License #:
Address:	Phone #:

By signing below, I certify that the information provided above is complete and accurate with regard to the permit number and scope of work referenced in this document. In addition, I attest to the fact that, at the time of submission of this form, I am an authorized agent of the general contractor associated with the project or am the owner of the property on which the project is being built and am acting as my own general contractor.

Signed:	Date:
Printed Name:	
Firm and CCB#:	CCB#:
144 E 14 <sup>™</sup> AVE	NUE   EUGENE, OR 97401   WWW.NWCODEPROS.COM

1-484-9043 OR 800-358-8034	F: 541-484-6859
----------------------------	-----------------

O: 54



NORTHWEST CODE

#### 144 East 14<sup>th</sup> Avenue Eugene, Oregon 97401 Phone: (541) 484-9043 Fax: (541) 484-6859 www.nwcodepros.com

		RESIDENTIAL ENERGY ADDITIONAL MEASURE SELECTION			
		RESIDENTIAL INFORMATION			
Date	Date: Building Permit Number:				
Owr	ner's r	name:			
Job	addre	ss:			
		State: Zip:			
		INSTRUCTIONS			
		lect type of construction below: sign, date and complete the <u>entire form.</u> Submit this form with your permit			
		on or your project will be placed on hold until the required information is provided. onstruction. All conditioned spaces within residential buildings must comply with Table N1101.1(1) and two additional			
mea	sures	(one numbered and one lettered) from Table N1101.1(2) on page 2 of this form.			
		<b>ons.</b> Additions to existing buildings or structures may be made without making the entire building or structure comply if ditions comply with the requirements of ORSC Chapter 11.			
ule	new a	duitions compty with the requirements of OKSC Chapter 11.			
		additions. Additions that are equal to or more than 40 percent of the existing building heated floor area or 600 square			
		2) in area, whichever is less, must comply with Table N1101.1(2) on page 2 (N1101.3.1). (Note: You must select one and one lettered measure.)			
_					
		additions. Additions that are less than 40 percent of the existing building heated floor area or less than 600 square feet area, whichever is less, must select one measure from Table N1101.1(2) on page 2 or comply with Table N1101.3 below			
	L01.3.				
·					
	-	t <b>ion:</b> Additions that are less than 15 percent of existing building heated floor area or 200 square feet (18.28 m <sup>2</sup> ) in area, r is less, shall not be required to comply with Table N1101.1(2) or Table N1101.3.			
vviii					
Sele	cted i	tem number: Selected item letter:			
Арр	licant	's Name: Signature:			
		SELECT ONE (1) TABLE N1101.3 – SMALL ADDITION ADDITIONAL MEASURES			
	1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.			
	2	Replace all existing single-pane wood or aluminum windows to the U-factor as specified in Table N1101.2			
0	3	Insulate the floor system as specified in Table N1101.2 & install 100 percent of permanently installed lighting fixtures			
		as CFL, LED or linear fluorescent of a min. efficacy of 40 lumens per watt as specified in Section N1107.2			
	4	Test the entire dwelling with a blower door and exhibit no more than 6.0 air changes per hour @ 50 Pascals.			
	5	Seal and performance test the duct system.			
	6	Replace existing 78 percent AFUE or less gas furnace with a 92 percent AFUE or greater system.			
	7	Replace existing electric radiant space heaters with a ductless mini-split system with a minimum HSPF of 10.0			
	8 Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 9.5				
	9	Replace existing water heater with a water heater meeting Conservation Measure D [Table N1101.1(2)].			

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#### TABLE N1101.1(2) ADDITIONAL MEASURES

	1	High efficiency walls
		Exterior walls—U-0.045/R-21 cavity insulation + R-5 continuous
	2	Upgraded features
res		Exterior walls—U-0.057/R-23 intermediate or R-21 advanced, Framed floors—U-0.026/R-38, and Windows—U-0.28 (average UA)
asu	3	Upgraded features
Enhancement Measures (Select One)		Exterior walls—U-0.055/R-23 intermediate or R-21 advanced, Flat ceiling <sup>e</sup> —U-0.017/R-60, and Framed floors—U-0.026/R-38
ect	4	Super Insulated Windows and Attic OR Framed Floors
_		Windows—U-0.22 (Triple Pane Low-e), and Flat ceiling <sup>e</sup> —U-0.017/R-60 or Framed floors—U-0.026/R-38
Envelope	5	Air sealing home and ducts
E		Mandatory air sealing of all wall coverings at top plate and air sealing checklist <sup>f</sup> , and Mechanical whole-building ventilation system with rates meeting M1503 or ASHRAE 62.2, and All ducts and air handlers contained within building envelope <sup>d</sup> or All ducts sealed with mastic <sup>b</sup>
	6	High efficiency thermal envelope UA <sup>g</sup>
		Proposed UA is 8% lower than the code UA

ure	А	High efficiency HVAC system <sup>a</sup>
		Gas-fired furnace or boiler AFUE 94%, or Air source heat pump HSPF 9.5/15.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy Star rated
Measur ne)	В	Ducted HVAC systems within conditioned space
Conservation M (Select On		All ducts and air handlers contained within building envelope <sup>d</sup> Cannot be combined with Measure 5
(Sel	С	Ductless heat pump
suo		Ductless heat pump HSPF 10.0 in primary zone of dwelling
U I	D	High efficiency water heater <sup>c</sup>
		Natural gas/propane water heater with UEF 0.85 OR Electric heat pump water heater Tier 1 Northern Climate Specification Product

For SI: 1 square foot =  $0.093 \text{ m}^2$ , 1 watt per square foot =  $10.8 \text{ W/m}^2$ .

- a. Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- b. All duct joints and seams sealed with listed mastic; tape is only allowed at appliance or equipment connections (for service and replacement). Meet sealing criteria of Performance Tested Comfort Systems program administered by the Bonneville Power Administration (BPA).
- c. Residential water heaters less than 55 gallon storage volume.
- d. A total of 5 percent of an HVAC system's ductwork shall be permitted to be located outside of the conditioned space. Ducts located outside the conditioned space shall have insulation installed as required in this code.
- e. The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026.
- f. Continuous air barrier. Additional requirement for sealing of all interior vertical wall covering to top plate framing. Sealing with foam gasket, caulk or other approved sealant listed for sealing wall covering material to structural material (example: gypsum board to wood stud framing).
- g. Table N1104.1(1) Standard base case design, Code UA shall be at least 8 percent less than the Proposed UA. Buildings with fenestration less than 15 percent of the total vertical wall area may adjust the Code UA to have 15 percent of the wall area as fenestration.

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Permit No
Owner:
Site Address:
Contractor:



## EXTERIOR WALL ENVELOPE SELF-CERTIFICATION FORM

To conform with Section R703.1.1 of the 2017 Oregon Residential Specialty Code (ORSC). I am notifying the building official that I am aware of the exterior wall envelope requirements contained therein, and hereby certify that the components of the exterior wall envelope have been installed or will be installed in accordance with the aforementioned code requirements and applicable exceptions as acknowledged during the plan review submittal process.

Signature

Date

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#### Excerpt from 2017 Oregon Residential Specialty Code Section R703, Exterior Covering:

**R703.1.1 Exterior Wall Envelope**. The exterior wall envelope shall be installed in a manner that water that enters the assembly can drain to the exterior. The envelope shall consist of an exterior veneer, a water-resistive barrier as required in R703.2, a minimum 1/8-inch space between the water-resistive barrier and the exterior veneer, and integrated flashings as required in R703.8. The required space shall be formed by the use of any non-corrodible furring strip, drainage mat or drainage board. The envelope shall provide proper integration of flashings with the water-resistive barrier, the space provided and the exterior veneer. These components, in conjunction, shall provide a means of draining water that enters the assembly to the exterior.

#### **Exceptions:**

- A space is not required where the exterior veneer is installed over a water-resistive barrier complying with section R703.2 that is manufactured in a manner to enhance drainage and meets the 75% drainage efficiency requirement of ASTM E2273 or other recognized national standards.
- 2. A space is not required where window sills are equipped with pan flashings that drain to the exterior surface of the veneer in a through wall fashion. All pan flashings shall be detailed within the construction documents and shall be of either a self-adhering membrane complying with AAMA 711-07 or of an approved corrosion-resistant material or a combination thereof. Self-adhering membranes extending to the exterior surface of the veneer shall be concealed with trims or other measures to protect from sunlight.
- **3.** A space is not required for detached accessory structures.
- 4. A space is not required for additions, alterations, or repairs where the new exterior veneer is:
  - 4.1. Matching the existing exterior veneer; and
  - 4.2. Installed in the same plane as the existing veneer without a change in direction or use of a control joint; and
  - 4.3. Installed over a water-resistive barrier complying with Section R703.2
- **5.** The requirements of Section R703.1.1 shall not be required over concrete or masonry walls designed in accordance with Chapter 6 and flashed per section R703.4 or R703.8.
- 6. Compliance with the requirements for a means of drainage, and the requirements of Section R703.2 and Section R703.4, shall not be required for an exterior wall envelope that has been demonstrated to resist wind-driven rain through testing of the exterior wall envelope, including joints, penetrations and intersections with dissimilar materials, in accordance with ASTM E 331 under the following conditions:

6.1. Exterior wall envelope test assemblies shall include at least one opening, one control joint, one wall/eave interface and one wall sill. All tested openings and penetrations shall be representative of the intended end-use configuration.

6.2. Exterior wall envelope test assemblies shall be at least 4 feet by 8 feet in size.6.3. Exterior wall assemblies shall be tested at a minimum differential pressure of 6.24

pounds per square foot.

6.4. Exterior wall envelope assemblies shall be subjected to a minimum test exposure duration of 2 hours.

The exterior wall envelope design shall be considered to resist wind-driven rain where the results of the testing indicate that water did not penetrate: control joints in the exterior wall envelope; joints at the perimeter of openings penetration; or intersections of terminations with dissimilar materials.

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## EXTERIOR WALL ENHANCED WALL DRAINAGE

The Building Code requires the exterior walls of structures regulated by the 2017 Oregon Residential Specialty Code (with the exception of nonhabitable accessory structures) be constructed in such a way that any water entering the wall assembly from the exterior can drain out. This form is intended to identify which provision of the code your project will utilize to meet the requirements for exterior walls. Applicants are asked to complete this form by selecting which provision of the code their project meets and providing the required submittal information associated with that requirement either on this form or as part of the construction documents.

The code section outlining exterior wall envelope requirements (R703.1.1) is included on the other side of this sheet, and the code in its entirety can be viewed on the BCD website (www.bcd.oregon.gov).

Choose	Code	Code	Information Required as Part
One			of Submittal
	R7303.1.1	The exterior wall envelope shall be installed in a manner that water that enters the assembly can drain to the exterior. The envelope shall consist of an exterior veneer, a water-resistive barrier as required in Section R703.2, a minimum 1/8 inch space between the water- resistive barrier and the exterior veneer, and integrated flashings as required in SectionR703.8. The required space shall be formed by the use of any non-corrodible furring strip, drainage mat or drainage board. The envelope shall provide proper integration of flashings with the water-resistive barrier, the space provided and the exterior veneer. These components, in conjunction, shall provide a means of draining water that enters the assembly to the exterior.	Water Resistive Barrier (specify projects): Exterior Veneer(s): Furring Material (specify product):
	Exception 1	A space is not required where the exterior veneer is installed over a water- resistive barrier complying with Section R703.2 that is manufactured in a manner to enhance drainage and meets the 75-percent drainage efficiency requirement of ASTM-E2273 or other recognized national standards.	Water-Resistive Barrier (specify product(s)): Exterior Veneer(s):
	Exception 2	A space is not required where window sills are equipped with pan flashings that drain to the exterior surface of the veneer in a through wall fashion. All pan flashings shall be detailed within the construction documents and shall be of either a self-adhering membrane complying with AAMA711-07 or of an approved corrosion-resistant material or a combination thereof. Self- adhering membranes extending to the exterior surface of the veneer shall be concealed with trims or other measures to protect from sunlight.	If electing this exception, provide complete construction details for all window pan flashing conditions in the construction documents. Pan Flashing Material(s):
	Exception 3	A space is not required for detached accessory structures.	See Section 2 for definition of "accessory structures"
	Exception 4	A space is not required for additions, alterations or repairs where the new exterior veneer is; a. Matching the existing exterior veneer; <b>and</b> b. Installed in the same plane as the existing veneer without a change in direction or use of a control joint; <b>and</b> c. Installed over a water-resistive barrier complying with Section R703.2.	If electing this option your documents and construction work must be in conformance with <b>all three</b> <b>requirements</b> in R703.1.1 exception #4 items 4.1 thru 4.3.
	Exception 5	The requirements of Section R703.1.1 shall not be required over concrete or masonry walls designed in accordance with Chapter 6 and flashed according to Section R703.4 or R703.8.	If electing this option, provide complete construction details for exterior flashing.
	Exception 6	Compliance with the requirements for a means of drainage, and the requirements of Section R703.2 and Section R703.4, shall not be required for an exterior wall envelope that has been demonstrated to resist wind-driven rain through testing of the exterior wall envelope, including joints, penetrations and intersections with dissimilar materials, in accordance with ASTM E331.	See Section R703.1.1 Exception 6 included in this form. Submit all required testing and listing information on the construction documents in compliance with ASTM E331 and R703.1.1 Exc. 6.

The undersigned attests for the fact they are aware of the exterior wall envelope requirements of R703.1.1. Further, the undersigned hereby assures the project associated with this submittal document will be constructed in conformance with the code provision(s) selected above and all other associated code provisions applicable to exterior wall construction. If the exterior wall envelope design approved as part of the permit documents is altered or amended during the course of construction, the undersigned will resubmit the changes and obtain the required approval from the Building Official prior to proceeding as required by ORSC section R106.4.

Applicant or Owner Name

Signature

Date

Permit No.

144 E 14TH AVENUE | EUGENE, OR 97401 | WWW.THEBLDGDEPT.COM

0: 541-484-9043 or 800-358-8034 | F: 541-484-6859

Permit No
Owner:
Site Address:
Contractor:



# MOISTURE CONTENT ACKNOWLEDGEMENT

To conform with Section R318.2 of the 2017 Oregon Residential Specialty Code (ORSC), I am notifying the building official that I am aware of the moisture content requirement and have taken steps to meet this code requirement.

## Section R318.2 MOISTURE CONTROL

**R318.1 Vapor retarders.** In all framed walls, floors and roof/ceilings comprising elements of the building thermal envelope, a Class II vapor retarder shall be installed on the warm-in-winter side of the insulation.

## **Exceptions:**

In construction where moisture or freezing will not damage the materials.

1. Where the framed cavity or space is ventilated to allow moisture to escape.

This project utilized the following vapor barrier retarder method on the walls:

Paper Faced Insulation with utilized on the wall

Unfaced insulation with visqueen (polyethylene plastic) applied

A vapor block paint/ primer will be applied to the walls

**Section R318.2 Moisture content.** Prior to the installation of interior finishes, the *building official* shall be notified in writing by the general members used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.

Signature

Date

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Permit No
Owner:
Site Address:
Contractor:

NORTHWEST CODE PROFESSIONALS



## **RESIDENTIAL CERTIFICATE OF LIGHTING FIXTURES**

#### SECTION N1107 LIGHTING

**N1107.2 High-efficacy lamps.** All permanently installed lighting fixtures shall contain high-efficacy lamps. Screw-in compact fluorescent and LED lamps comply with this requirement. The *building official* shall be notified in writing at the final inspection that the permanently installed lighting fixtures have met this requirement.

**Exception:** Two permanently installed lighting fixtures are not required to have high-efficacy lamps.

**N1107.3 High-efficacy exterior lighting.** All exterior lighting fixtures affixed to the exterior to the building shall contain high-efficacy lamps.

**Exception:** Two permanently installed lighting fixtures are not required to have high-efficacy lamps.

I acknowledge by my signature below, that I have met the requirements as specified in Section N1107.2 & N1102.3, and of its exceptions as applicable, of the 2017 Oregon Residential Specialty Code (ORSC).

Printed Name:	Date:

General Contractor/Owner Signature:

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PO Box 1410, Oakridge, OR 97463 Voice: 541-782-2258 TDD: 541-782-4232 Fax: 541-782-1081 Website: cl.oakridge.or.us

## PUBLIC IMPROVEMENT PERMIT

Property Owner/Applicant

Date

Address

Tax Map and Lot Number

Type of Improvement:

- □ Sidewalk
- □ Curb & Gutter
- Driveway

ORDINANCE NO. 697 requires that all persons shall obtain permission of the City prior to the construction, reconstruction or repair of any sidewalk or curb in or upon any public street or right-of-way.

This permit application and a \$15.00 fee are to be filed by the property owner/applicant with the City Recorder prior to beginning construction, reconstruction or repair of the improvement. Work on the improvement cannot begin prior to approval of the permit by the City Administrator.

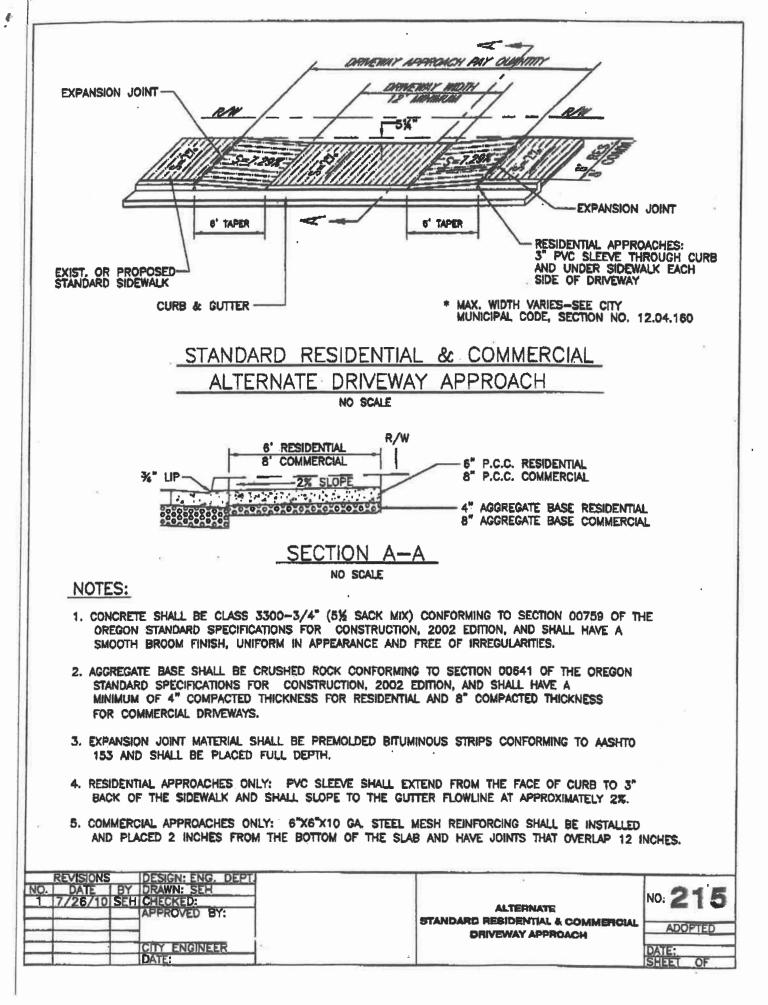
The property owner/applicant will also file with this permit application plans indicating the location of the proposed improvement, relationship of the improvement to existing sidewalks, curbs and driveways, lot lines for the property involved, a north arrow, and the nearest street intersection.

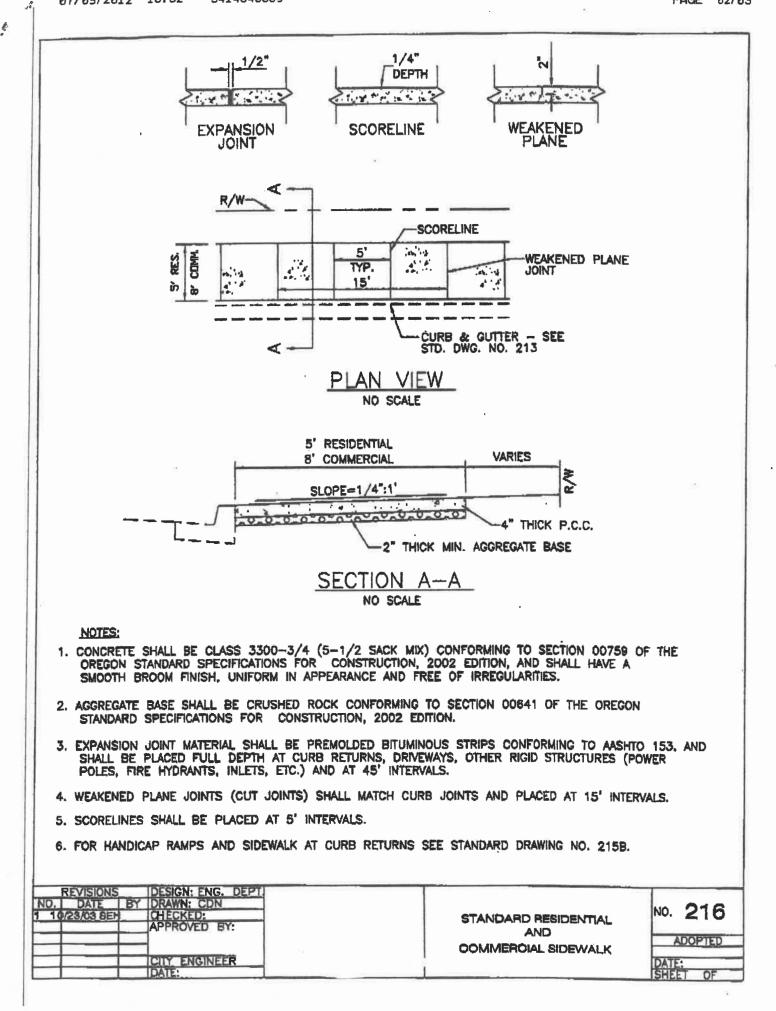
The improvements will be installed to meet the standard specifications established by the City Public Works Director. These specifications are on file in the Public Works Department office. The City Public Works Director or representative may inspect the improvement to satisfy the requirements of the standard specifications. Completed work shall be submitted for final approval. Work to be completed within sixty days from issue of permit.

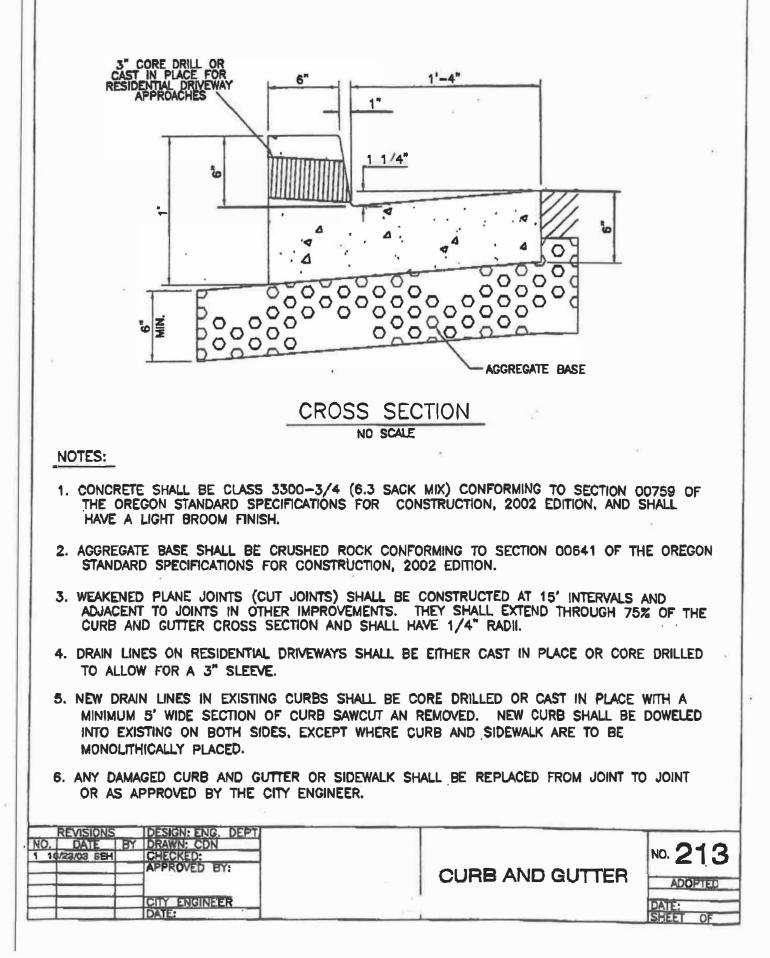
Signature of Applicant		Date	
Received by City Recorder	Date	Fee Paid	

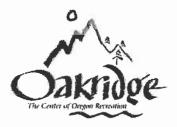
The City of Oakridge is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

Plans Approved by Public Works Director	Date
Approved for issue by City Administrator	Date
Work Completed & Approved by Public Works Director	Date
Comments:	









PO Box 1410, Oakridge, OR 97463 Voice: 541-782-2258 TDD: 541-782-4232 Fax: 541-782-1081 Website: cl.oakridge.or.us

#### EXCAVATION AND GRADING PERMIT

ORDINANCE NO. 707 (as amended) provides for the control of excavation and grading of land in the city. Please refer to that ordinance for specific requirements prior to preparing this application and plans.

Please refer to the attached sheet, which indicates the information which the grading/excavation plans should contain. Also attached is the plan check and grading permit fee schedule. These fees are designed to compensate city staff and engineer expenses so that the general taxpayer is not subsidizing the cost of monitoring the development intended by this application.

No person can begin grading prior to receiving an approved permit. A separate permit is required for each site but may cover both grading and excavation plans.

The City of Oakridge is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

	eparing plans:
	Phone:
7. Name and address of applicant/	owner:
	Phone:
Signature of Applicant/Owner	
Public Works Director's actions	
Date received	Permit required
Plans checked	Fee amount
approve this permit with the follow	ving specifications:
	and a provent
	Date
ublic Works Director	Date
ublic Works Director	Date
ublic Works Director	Date
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ublic Works Director have inspected the completed project	Date ct and approved.
ublic Works Director have inspected the completed projected ublic Works Director	Date ct and approved.

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Information on plans and specifications: Plans shall be drawn to scale and sufficient clarity to indicate the nature and extent of the work proposed and show in detail that they will conform to the provisions of this ordinance and all relevant laws, ordinances, rules and regulations. The first sheet of each set of plans shall give the location of work and the name and address of the owner and the person by whom they were prepared.

The plans shall include the following information:

- 1. General vicinity of the proposed site.
- 2. Property limits and accurate contours of existing ground and details of terrain and area drainage.
- 3. limiting dimensions, elevations, or finish contours to be achieved by the grading, and proposed drainage channels and related construction.
- 4. Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with or as a part of, the proposed work together with a map showing the drainage area and the estimated runoff of the area served by any drains.
- 5. Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners, which are within 50 feet of the property or which may be affected by the proposed grading operations.

Specifications shall contain information covering construction and material requirements.

#### PLAN CHECK FEES

50 cubic yards or less	No fee
51-100 cubic yards	\$10.00
101-1,000 cubic yards	\$15.00
1,001-10,000 cubic yards	\$20.00
10,001-100,000	\$20.00 for the first 10,000 cubic yards
each additional 10,000	\$10.00
100,001-200,000 cubic yard	\$110.00 for the first 100,000 cubic yards
each additional 10,000	\$6.00
200,001 and up	\$170.00 for the first 200,000 cubic yards
each additional 10,000	\$3.00

#### **GRADING PERMIT FEES**

50 cubic yards or less	\$10.00
51-100 cubic yards	\$15.00
101-1,000 cubic yards	\$15.00 for the first 100 cubic yards
each additional 100	\$7.00
1,001-10,000 cubic yards	\$78.00 for the first 1,000 cubic yards
each additional 1,000	\$6.00
10,000-100,000 cubic yards	\$132.00 for the first 10,000 cubic yards
each additional 10,000	\$27.00

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#### **ARTICLE 4 - LOW DENSITY RESIDENTIAL DISTRICT (R-1)**

#### SECTION 4.01 PURPOSE

The Low Density Residential District is intended to provide a quality environment for all residential urban uses, with compatible non-residential land uses, as determined to be desirable or necessary.

#### SECTION 4.02 USES AND STRUCTURES

- (1) Permitted uses and structures:
  - (a) Boarding, lodging or rooming houses, provided there are no more than three boarders;
  - (b) Day care facilities providing care to 12 or fewer children;
  - (c) Duplex on corner or double-frontage lots or lots abutting a rear alley, with a minimum lot area of 7,000 square feet and lot dimensions of at least 75 feet in width and 80 feet in depth;
  - (d) Gardens and greenhouses for noncommercial uses;
  - (e) Home occupations;
  - (f) Manufactured homes;
  - (g) Manufactured home subdivisions if the density of the subdivision is the same as that allowed by the Land Division Ordinance governing subdivisions (minimum lot size 5,000 square feet);
  - (h) Residential homes;
  - (i) Single-dwelling unit;
  - (j) Tri-plex on corner or double-frontage lots, with a minimum of 9,000 square feet and lot dimensions of at least 75 feet in width and 80 feet in depth subject to the procedures and criteria Article 25 Site Plan Review of this ordinance;
  - (k) Bed and breakfast establishments provided there are no more than two guest rooms.
- (2) Permitted accessory uses and structures
  - (a) One single-dwelling unit accessory to a residential unit subject to the procedures and criteria Article 25 Site Plan Review of this ordinance;
  - (b) Other accessory buildings and uses shall be allowed only to the extent necessary and normal to the uses permitted in this district.
  - (c) No more than two accessory buildings, including accessory dwelling units, shall be permitted to any dwelling unit.
  - (d) Accessory buildings are only allowed in rear yards or side yards, when side yard set backs are maintained.
  - (e) All accessory buildings that are not a part of the main building shall be separated from the main building by at least ten feet, unless building code requirements allow a lesser distance.
  - (f) No accessory building is allowed within ten feet of a property line abutting a street.
  - (g) Garages, carports, or any parking space with direct, access from the street shall be set back at least 20 feet from a property line abutting a street.
- (3) Uses and structures permitted conditionally. The Planning Commission, subject to the procedures and criteria of Article 24 Conditional Use Permits and Article 25 Site Plan Review, when appropriate, of this Ordinance, may grant a conditional use permit for the following uses:
  - (a) Agriculture;
  - (b) Boarding, lodging or rooming house for more than three boarders;
  - (c) Clinics;
  - (d) Day care facilities providing care to 13 or more children;
  - (e) Greenhouses for commercial purposes;
  - (f) Hospitals;
  - (g) Manufactured home subdivisions if the density of the subdivision is greater than that allowed by the Land Division Ordinance governing subdivisions (lot size less than 5,000 square feet);
  - (h) Mobile home parks;
  - (i) Duplexes or Tri-plexes, on lots other than corner or double-frontage lots or those abutting a rear alley;
  - (j) Nursing homes;
  - Public and semi-public buildings and structures only if such use or structure is essential to the physical, social, and economic welfare of the area. No unscreened stockpiling or-storage of materials shall be allowed;
  - (I) Public parks, playgrounds, golf courses, swimming pools and community centers;
  - (m) Public or private schools;

- (n) Religious institutions;
- (o) Residential facilities;
- (p) Uses similar to those listed above and are normally located in and consistent with the purpose of this district;
- (q) Attached single-dwelling unit (townhouse) developments with a minimum lot size of 3,500 square feet per dwelling unit;
- (r) Bed and breakfast establishments, with three or more guest rooms.
- (4) Special temporary use permitted: A mobile home, or other manufactured structure, as a temporary, accessory dwelling to a permanent residence for designated members of the immediate family when a medical hardship exists in the family. See Article 26 Temporary Use Permits for more information.

#### SECTION 4.03 LOTS

Except as stated in Section 4.02, lots shall meet the following minimum requirements:

- (1) Lot Area. The minimum lot area shall be 5,000 square feet.
- (2) Lot Size Averaging. Single family (attached and detached) residential lot size may be averaged in subdivisions to allow lots less than the minimum lot size in the R-1 district, as long as the average area for all lots is not less than the minimum lot size allowed by the district. No individual lot created under this provision shall be less than 80% of the minimum lot size allowed in the underlying district. (For example, if the minimum lot size is 5,000 square feet, the following three lots could be created from a 15,000 square foot parcel: 4,000 square feet, 5,000 square feet, and 6,000 square feet.)
- (3) Lot Dimensions. Except for flag lots and townhouse developments, the minimum lot width at the right-ofway shall be 30 feet, except corner lots that shall be a minimum of 50 feet wide. The maximum lot depth shall be no greater than three (3) times the lot width except as may be necessary to protect sensitive areas or address topographic limitations.
- (4) Lot Coverage. The maximum coverage of the lot by all structures shall be 35 percent, except duplexes and tri-plexes which shall not cover more than 45 percent of the lot area, and townhouses, which shall not cover more than 55 percent of the lot area. The maximum coverage for all structures, driveways, parking areas, patios, and other impervious surfaces shall be 65 percent.

#### SECTION 4.04 YARDS

(1) Front.

- (a) Provided it will not result in an encroachment into a public utility easement or preclude future development of rights-of-way to the standard cross-section described in the adopted Transportation System Plan, each lot shall maintain a minimum front yard as follows:
  - (i) Eight (8) feet in front of any unenclosed porch;
  - (ii) Ten (10) feet in front of other structures;
  - (iii) Twenty (20) feet in front of any garage or carport.
- (b) Front yards shall not be used for accessory buildings, clotheslines, incinerators, permanent storage of recreational and other vehicles, trailers, boats, or of any other materials. A front yard shall not be used to meet the permanently reserved parking requirements for automobiles or other vehicles.
- (2) Side. Each lot shall maintain a side yard on each side of the lot of at least five feet, except corner lots that shall have a side yard abutting the street of at least 10 feet.
- (3) Rear. Each lot shall maintain a rear yard of at least 10 feet from the rear property line.
- (4) Patio Structures. Any patio structure shall be used solely for general open use. Any patio structure or uncovered swimming pool shall be a minimum of five feet from any property line.

See Article 27 - Vision Clearance of this ordinance for more information.

#### SECTION 4.05 HEIGHT LIMITS

- (1) Residential structures. The maximum height of any residential structure shall be 2-1/2 stories or 28 feet, whichever is less.
- (2) Accessory structures. The maximum height of any accessory structure shall be one story or 15 feet, whichever is less.
- (3) All other structures shall not exceed three stories or 35 feet in height, whichever is less.

#### SECTION 4.06 FENCES, HEDGES, WALLS AND OTHER STRUCTURES

Sight-obscuring fences, hedges, walls, and other structures shall not exceed 2-1/2 feet in height in front yards and six feet in height in all other cases. Fences and walls that do not obscure sight shall be no more than six feet in height.

#### SECTION 4.07 OFF-STREET PARKING

- (1) Vehicular parking, garage, and carport spaces shall provide:
  - (a) For parking at the time of occupancy of its main building;
  - (b) A space not less than 10 feet wide and 20 feet long;
  - (c) For ingress and egress of standard-sized automobiles.
- (2) Off-street parking shall not be allowed within the required yards next to the street.
- (3) The number of vehicular off-street parking spaces required shall be no less than:
  - (a) Two for each dwelling unit on a single lot for a single-dwelling unit; or
  - (b) One and one-half for each dwelling unit for a duplex or multiple-dwelling unit (where fractioned, round to next highest parking space).
- (4) Also see Article 20 Off-Street Parking in this ordinance.
- (5) Bicycle Parking All developments that require a site plan or amended site plan for new development, change of use, and building expansions and remodels shall conform to the City's Bicycle Parking Requirements, as set forth in Article 20.

#### SECTION 4.08 SIGNS

All signs shall comply with Article 22 - Signs of this ordinance.

#### SECTION 4.09 DESIGN AND PLACEMENT STANDARDS FOR MANUFACTURED HOMES

All new placements of manufactured homes in subdivisions and on individual lots shall be installed according to the State Building Code, shall conform to all residential development standards for single-dwelling units, and shall comply with the following design and placement standards. Where applicable, the same standards shall apply to stick-built homes.

- (1) Size. Minimum size shall be 960 square feet of occupied space.
- (2) Foundation. Placement shall be on an excavated and backfilled foundation, enclosed at the perimeter with no more than 16 inches of the enclosing material exposed above grade. Where the building site has a sloped grade, no more than 16 inches of the enclosing material shall be exposed on the uphill side of the home. If the manufactured home is placed on a basement, the 16-inch limitation will not apply.
- (3) Design features, At least two of the following design features shall be used: dormers; recessed entries; bay or bow windows; offsets on building face or roof (minimum 12'); pillars or posts; and eaves (minimum 6").
- (4) Roofing. Roofing shall be composition shingles, wood shake or shingle, or other non-reflective material allowed by the State Building Code.
- (5) Exterior finish. Exterior finish shall be in color, material and appearance similar to the exterior siding commonly used on residential dwellings within the community or which is comparable to the predominant materials used on surrounding dwellings as determined by the City;
- (6) Pitched roof. Roofs shall be pitched with nominal pitch of three feet in height for each 12 feet in width.
- (7) Energy efficiency. An exterior thermal envelope that meets heat loss levels equivalent to the performance standards required of single-dwelling units constructed under the State Building Code shall be certified by the manufacturer.
- (8) Garage or carport. A garage or carport constructed of materials similar to the material of which the residence is constructed and built to State Building Code standards shall be required.

#### SECTION 4.10 LANDSCAPING

For all uses other than single-dwelling units, the following landscaping standards apply. All lot area not covered by building or parking areas is to be landscaped. A minimum of ten percent of the entire lot area shall be landscaped. See Article -25 - Site Plan Review of this ordinance for further information.

City of Oakridge 48318 E. 1<sup>st</sup> Street – PO Box 1410 Oakridge, Oregon 97463 Phone: 541-782-2258 FAX 541-782-1081



# ~ Plot Plan Checklist ~

(1 copy of your plot plan is required)

The City of Oakridge requests a minimum of 3 weeks to complete the review process; we can often complete the plan review earlier if all the necessary information is submitted.

Please be sure all of the information below is included on the plot plan prior to submittal.

- □ Applicant's name and address
- □ Location of the property:
  - Map & Tax Lot # and street address if assigned.
- □ Direction of north
- □ Scale
  - Example: 1" = 20'
  - If not drawn to scale, ALL measurements/dimensions must be clearly indicated on the plot plan.
- □ The length and location of all property lines must be clearly indicated.
- □ The square footage of the lot or parcel.
- □ Use, location, square footage and dimension of all proposed and existing structure(s) must be indicated. (Distinguish the use of buildings or portions of buildings.)
- Indicate the location of the existing or proposed access and type of surfacing that will be provided. (Note: Engineering may require additional information on the width, grade, and street drainage for newly created or expanded access.)
- □ Indicate the location and type of any existing or proposed fencing or retaining walls. (Note: no fence may exceed 6' in height.)
- Dimensions of all structures, driveways and utilities.
- □ Setback distances from property lines to all new and existing structures.
- □ Indicate the location and distance of the closest fire hydrant.
- □ Location of existing and proposed storm drainage, water, electric and sewer lines.
- □ Location and dimension of any proposed or existing structures and utilities.
- □ Street names or right-of-way must be indicated on the plan.
- □ Approximate ground slope and direction of the slope. (Note: sub-grade and final grade must be indicated.)
- □ Elevation of each property corner and major grade breaks if any. Finished floor elevation of each structure and garage. Curb elevation at center of driveway. (Note: Geotechnical analysis is required on any lot exceeding 33% grade.)
- Erosion control plan.
- Utility/Access easements must be shown on the plot plan.

The City of Oakridge is an equal opportunity affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

# Oakridge School District CONSTRUCTION EXCISE TAX CALCULATION FORM

Permit # Map and Tax Lot of	Property
Owner Name (print)	Phone
Applicant Name (print)	Phone
Applicant Address	
Applicant Signature	Date

#### **CONSTRUCTION CATEGORY:**

**Residential Construction** – Excise tax of \$1.05 per square foot for new or replacement residential structures.

□ Commercial or Industrial Construction – Excise tax of 53 cents per square foot for new or replacement commercial or industrial structures.

#### CONSTRUCTION EXCISE TAX CALCULATION (see back for details and page 3 for rates):

Residential square footage of construction \_\_\_\_\_\_x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Commercial/Industrial square footage of construction \_\_\_\_\_ x \$ \_\_\_\_ = \$ \_\_\_\_

Less Square Footage of existing building (if replacement permit) \_\_\_\_\_ x \$\_\_\_\_ = \$(\_\_\_\_\_)

#### TOTAL CONSTRUCTION EXCISE TAX DUE \$

## CONSTRUCTION EXCISE TAX EXEMPTIONS

# Please indicate if any of the following exemptions apply to the imposition of the Construction Excise Tax to your building permit:

- An addition to a pre-existing residential or commercial structure.
- A manufactured home that <u>replaces an existing</u> manufactured home in a manufactured home park.
- Temporary Hardship Manufactured Homes.
- Private School Improvements.
- Dublic Improvements (as defined in ORS 279A.010).
- Residential housing that is guaranteed to be affordable (under US Department of HUD guidelines).
- Dublic or Private hospital improvements.
- □ Improvements to religious facilities primarily used for worship or education associated with worship.
- $\Box$  Agricultural buildings as defined in ORS 455.315(2)(a).
- Accessory structures.
- □ Non-profit operated care facilities as described in ORS 320.173(7).

#### TOTAL SQUARE FOOTAGE OF EXEMPTED CONSTRUCTION:\_

For more information, contact the Business Manager of the participating School District:

Bethel: 541-689-3280 Creswell: 541-895-6000 Fern Ridge: 541-935-2253 Junction City: 541-998-6311 Lowell: 541-937-2124 McKenzie: 541-822-3338 Monroe: 541-847-6292 Oakridge: 541-782-2813 South Lane: 541-942-3381 Siuslaw: 541-997-2651

#### CONSTRUCTION EXCISE TAX Collection Methodology

1. For purposes of calculating the Construction Excise Tax, residential uses shall include:

single-unit houses multiple-unit houses non-transient boarding houses adult foster care homes and congregate living facilities dormitories (as defined in State Building Code) manufactured dwellings a residential building moving from one property to another

2. Residential square footage measurements shall be made in accordance with guidelines established by the State of Oregon Building Codes Division. Square footage shall include the gross floor area of the structure including unfinished basements or bonus rooms. Gross floor area shall not include:

Garages Carports Covered walkways Exterior decks Covered porches and patios Sunrooms Accessory structures such as garden sheds, shops, ramadas and other similar out buildings

- 3. Residential and non-residential additions and alterations are exempt.
- 4. Hotels, motels, and transient boarding houses shall be considered nonresidential uses.
- 5. Square footage of non-residential use shall include the gross floor area of the building or addition, measured in accordance with guidelines established by the State of Oregon Building Codes Division. When measurements refer to an interior or exterior wall and no wall exists, measurements shall include the useable area under the horizontal projection of the roof or floor above.
- 6. A manufactured home is exempt if it: A: replaces an existing manufactured home in a manufactured home park or B: is a Temporary Hardship Manufactured Home.
- 7. A moved building, if it is being moved to another location on the same property, is exempt.
- 8. Where an existing residential or non-residential use is removed from a property (in part or in total) within one year of applying for the building permit, a credit towards the CET for the new use shall be applied based on the square footage and use of existing building. No CET credit shall be applied if there is no record of the square footage of the existing use or if the existing use was not lawfully established. CET credits are non-transferable to other properties beyond the subject tract of land.
- 9. The CET shall be applicable to building permit applications received on or after the effective date of the Intergovernmental Agreement (IGA) between the District and County for collecting the CET. Should an increase in the CET be authorized, the new rate shall be applicable to building permit applications received on or after the effective date of the increase.
- 10. The CET shall not apply to communication towers, water tanks, retaining walls, swimming pools, private bridges, covered play structures, or structures that do not require a building permit.
- 11. Requests for refunds must be in writing and submitted to the District not more than 12 months from the date the CET was paid.