

COMMERCIAL BUILDING PERMIT APPLICATION

City of Grants Pass — Building Division

101 NW A St---Grants Pass, OR 97526 (541) 450-6060

(OFFICE USE ONLY)

APPLICATION # _____ STAFF _____

MAP & TAX LOT# _____ PROJECT TYPE _____



GENERAL INFORMATION (TO BE FILLED OUT BY APPLICANT)

PROJECT ADDRESS _____

APPLICANT _____ VALUATIONS: PROJECT _____

CONTACT PERSON _____ MECHANICAL _____

CONTACT PERSON'S ADDRESS _____

EMAIL _____ PHONE _____

CONTRACTOR _____ PHONE _____

NEW ADDRESS REQUESTED? YES / NO _____

PLAN SUBMITTAL & REVIEW REQUIREMENTS:

- | | |
|--|--|
| <input type="checkbox"/> COMPLETED & SIGNED 'COMMERCIAL APPLICATION' | ***APPLICANT SPECIFIED
WATER METER SIZE(S)*** |
| <input type="checkbox"/> COPY OF DEVELOPMENT PERMIT | |
| <input type="checkbox"/> PROJECT & MECHANICAL VALUATIONS (LISTED ABOVE) | _____ domestic |
| <input type="checkbox"/> APPLICATION FEE (BASED ON VALUATIONS) | _____ irrigation |
| <input type="checkbox"/> TWO COMPLETE AND 'TO SCALE' SITE & BUILDING PLANS | |
| <input type="checkbox"/> TWO SEPARATE 8-1/2 X 11 SITE PLANS (reductions acceptable) | |
| <input type="checkbox"/> COMPLETED 'PERMIT AUTHORIZATION FORM' | |
| <input type="checkbox"/> COMPLETED CONTRACTOR LIST WITH CCB LICENSE #'s (on back of this form) | |
| <input type="checkbox"/> DESCRIPTION OF WORK IN THE CITY RIGHT OF WAY (IF APPLICABLE) | |

A) SORTER:

All applications REQUIRING PLANNING APPROVAL are forwarded to the CD Sorter for 'TRACT I-2-3' assignment. Within 24 hours the applicant will be contacted and informed as to which track & planner the project is assigned.

B) PLANNING:

The assigned planner reviews the plans for compliance with the City of Grants Pass Development Code and/or the approved Planning Division 'Development Permit' for the project. Additional information may be required prior to Planning approval and/or being forwarded to the Building Division for review. The applicant will be contacted if there are any issues to be addressed.

C) ENGINEERING / PUBLIC WORKS:

The engineering and utilities reviews are done concurrently with the planning review. The Engineering Division reviews the site plan and project Civil Drawings for compliance with City Standards and/or pre-approved Civil Drawings. The Distribution & Collection Division of the Public Works Department reviews the project as to sewer and water issues for the site.

D) BUILDING:

The Building Division reviews the plans to ensure compliance with Oregon State Building Codes. The review includes structural and mechanical compliance, means-of-egress, accessible facilities, fire & life safety and energy conservation.

E) FIRE PREVENTION: (A SEPARATE SUBMITTAL)

All fire sprinkler, fire alarm and suppression system plans (3 sets are required) are reviewed by the city's fire prevention department and building division for compliance to fire codes.

Your signature below indicates that you have read and acknowledge the above information.

APPLICANT SIGNATURE _____

DATE _____

PLEASE COMPLETE THE FOLLOWING:

1. GENERAL CONTRACTOR: _____

CCB# _____

2. ELECTRICAL CONTRACTOR: ** _____

CCB# _____

3. MECHANICAL CONTRACTOR: _____

CCB# _____

4. PLUMBING CONTRACTOR: _____

CCB# _____

5. LOW VOLTAGE
CONTRACTOR: _____

CCB# _____

** Electrical contractors must provide verification to the Building Division that they are the responsible electrician on the permitted job **or** complete section '2A' of the '*Electrical Permit Application*' prior to permit issue. If this information is not available, the electrical work will have to be issued under a separate permit.

Please note:

1. If the applicant is not the property owner a 'Permit Authorization Form' must accompany this application at time of submittal.
2. All construction work on commercial projects must be done by either the property owner or licensed Oregon Contractor in good standing with an up to date City of Grants Pass business tax.