

# RESIDENTIAL DEVELOPMENT & BUILDING PERMIT APPLICATION

City of Grants Pass — Parks & Community Development Department

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

(OFFICE USE ONLY)

APPLICATION # \_\_\_\_\_

STAFF \_\_\_\_\_

MAP & TAX LOT # \_\_\_\_\_ PROJECT TYPE \_\_\_\_\_



(TO BE FILLED OUT BY APPLICANT)

PROJECT ADDRESS \_\_\_\_\_ PROJECT VALUATION \_\_\_\_\_

APPLICANT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

CONTACT PERSON'S ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ CCB# \_\_\_\_\_

NEW ADDRESS REQUESTED? YES / NO \_\_\_\_\_

## PLAN SUBMITTAL REQUIREMENT CHECKLIST

- COMPLETED & SIGNED 'RESIDENTIAL APPLICATION' FORM & APPLICATION FEE
- THREE COMPLETE & 'TO SCALE' SETS OF SITE & BUILDING PLANS (see checklist)
- TWO SEPARATE 8 ½ X 11 SITE PLANS (reductions acceptable)
- COMPLETED SUBCONTRACTOR LIST (on back of this form)
- COMPLETED 'PERMIT AUTHORIZATION FORM' (if you are not the owner)
- COMPLETED 'MOISTURE CONTENT & LIGHTING' FORM & 'ENERGY FORM'
- TWO COPIES OF TRUSS SHEETS w/ LAYOUT & STRUCTURAL CALCS
- FLOOD ELEVATION CERTIFICATE OR STEEP SLOPE REPORT (if applicable)
- DESCRIPTION OF WORK IN THE CITY RIGHT OF WAY (if applicable)

### A) SORTER:

All applications are forwarded to the Sorter for 'TRACK 1-2-3' assignment. At the counter or within 24 hours the applicant will be informed as to which review track the project is assigned. Residential applications are either Track-1 or Track-2. Track-1 has a 10 working day review time; Track-2 has a 20 working day review time. Track-3 is reserved mainly for Commercial projects. All projects put on 'Hold' awaiting additional information or corrections, stops the review time which will resume when the project is removed from 'Hold'.

### B) PLANNING:

The Planning Division reviews the plans for compliance with the City of Grants Pass Development Code, including but not limited to issues of setbacks, flood plains, steep slopes, wetlands, landscaping and solar set-backs. Additional information and/or revisions to the original plans, may be required prior to Planning approval. The assigned Planner will contact the applicant if there are additional issues to be addressed.

### C) ENGINEERING / PUBLIC WORKS:

The Engineering & Utilities reviews are done concurrently with the Planning review. The Engineering Division reviews the plans for compliance with access and frontage requirements, easements, utility placement, lot drainage and proper grading and determines if encroachment or grading permits are required. The Distribution & Collection Division of the Public Works Department reviews the plans in regards to new and existing sewer and water connections and their installation requirements.

### 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, facility accessibility and energy conservation.

**PLEASE NOTE: AFTER THE REVIEW PROCESS IS COMPLETED THE APPLICANT WILL BE CALLED BY THE 'PERMIT TECHNICIAN' WITH THE FEE BALANCE DUE AND THAT THE PERMIT IS READY TO ISSUE & THE APPROVED PLANS ARE READY TO PICK UP.**

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

APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

**Building & Safety Division**  
CITY OF GRANTS PASS

**ADDITIONAL PLAN SUBMITTAL / APPROVAL REQUIREMENTS:**

The below items may be required for your project. You will be notified upon plans submittal or during the Planning or Building review periods if any of these requirements apply to your project. It is best to submit any of these required items at time of building application as delays in review time may occur.

- SERVICE & ANNEXATION AGREEMENT (SEWER & WATER--UGB only)
- STEEP SLOPE REPORT and GRADING & EROSION CONTROL PLANS
- FLOODPLAIN / FLOODWAY BOUNDARY (ELEVATION CERTIFICATE may be required.)
- WETLANDS IDENTIFICATION
- DEFERRED DEVELOPMENT AGREEMENT
- ENGINEERED DRAWINGS / CALCULATIONS

**In addition to a DEVELOPMENT PERMIT and a BUILDING PERMIT your project  
may require the following permits:**

- ENCROACHMENT / GRADING PERMIT
- WATER METER SERVICE PERMIT
- SEPARATE ACCESSORY BUILDING / STRUCTURE PERMIT
- RETAINING WALL PERMIT

**SUBCONTRACTOR LIST:**

1. **ELECTRICAL \*\*\***  
**CONTRACTOR:** \_\_\_\_\_  
**CCB#** \_\_\_\_\_
  
2. **MECHANICAL**  
**CONTRACTOR:** \_\_\_\_\_  
**CCB#** \_\_\_\_\_
  
3. **PLUMBING**  
**CONTRACTOR:** \_\_\_\_\_  
**CCB#** \_\_\_\_\_
  
4. **LOW VOLTAGE**  
**CONTRACTOR:** \_\_\_\_\_  
**CCB#** \_\_\_\_\_

\*\*\*The electrician of record must complete section '2A' of the '*Electrical Permit Application*' form which must be submitted with the building permit application\*\*\*