



## City of Sweet Home

Community and Economic Development Department- Building Program

3225 Main Street, Sweet Home OR 973686 541-367-7993 e-Permits: BuildingPermits.Oregon.gov

# COMMERCIAL BUILDING PERMIT PACKET

As a courtesy to our customers, we offer a pre-application meeting for you to meet with personnel from Planning, Building, and CEDD Engineering. During this meeting, we will discuss your project plans, advise you of our requirements, and offer suggestions. These meetings are usually held on Monday afternoons; however, they can be scheduled at your convenience. If you would like to schedule a meeting, please call (541) 367-7993.

Yes  No Have you had a pre-application meeting with Planning, Building and/or CEDD Engineering?

### Documents included in this packet:

1. Permit Application
2. Site Plan Checklist
3. Commercial Plan Checklist
4. Erosion Control Package

### Documents required for processing:

1. A completed and signed permit application.
2. A Site Plan and Commercial Plan checklist.
3. A completed Erosion Control Permit and Plan. (Reference the Erosion Control information sheet for requirements) **\*\*An Engineered Erosion Control Site Plan may be required.** (Reference the Erosion Control permit process sheet and/or contact the CEDD Engineering Tech **BEFORE** any site work is done.)
4. Submit four (4) complete sets of legible Site Plans and Building Plans, drawn to scale.
5. Special inspection and testing information sheet, completed, if applicable to your project.
6. Have available, if needed, an electrical copy of the plan set.

Please contact the Community and Economic Development Department (CEDD) Engineering Technician at (541) 818-8039 to discuss possible costs associated with any utility connections and/or work within the right-of-way.



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**PERMIT APPLICATION**

| JOB SITE INFORMATION –<br>PLEASE COMPLETE HIGHLIGHTED AREAS  |  |
|--|--|
| <b>Job site address:</b>   |  |
| TYPE OF WORK   |  |
| <input type="checkbox"/> New construction  | <input type="checkbox"/> Addition / alteration / replacement |
| CATEGORY OF CONSTRUCTION   |  |
| <input type="checkbox"/> 1 and 2 family dwelling   | <input type="checkbox"/> Commercial / industrial             |
| <input type="checkbox"/> Accessory building  | <input type="checkbox"/> Multi – family                      |
| <input type="checkbox"/> Other:  |  |
| DESCRIPTION OF WORK  |  |
|  |  |
| Permit fees are based on the value of the work performed (rounded to the nearest dollar), of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.   |  |
| TOTAL PROJECT VALUATION:   |  |
| PROPERTY OWNER   |  |
| Name:  |  |
| Address:   |  |
| City/State/ZIP:  |  |
| Phone: (    )  | E-mail:  |
| <b>Owner Signature required (or copy of agreement/contract) if applicant is not owner:</b><br>X _____  |  |
| APPLICANT (Fill out if applicant is not owner)   |  |
| Name:  |  |
| Address:   |  |
| City/State/ZIP:  |  |
| Phone: (    )  | E-mail:  |
| CONTRACTOR   |  |
| General Contractor:  |  |
| Address:   |  |
| City/State/ZIP & EMAIL:  |  |
| Phone: (    )  | CCB #                      Exp date:                         |
| Plumbing Contractor:   |  |
| Address:   |  |
| Phone:   | CCB #                      Exp date:                         |
| Mechanical Contractor:   |  |
| Address:   |  |
| Phone:   | CCB #                      Exp date:                         |
| NOTICE   |  |
| ALL CONTRACTORS AND SUBCONTRACTORS ARE REQUIRED TO BE LICENSED WITH THE OREGON CONSTRUCTION CONTRACTORS BOARD UNDER ORS 701. THIS PERMIT APPLICATION EXPIRES WITHIN 180 DAYS IF, A PERMIT IS NOT OBTAINED AFTER THE APPLICATION HAS BEEN ACCEPTED AS COMPLETE. |  |
| Signature of Applicant: _____ Dated: _____   |  |

| MAP & TAX NO.  |                                      |
|--|--------------------------------------|
| <b>PERMIT NO.</b>  |                                      |
|  |                                      |
| <b>DATA REQUIRED (COMMERCIAL ONLY):</b>  |                                      |
| Permit fees are based on the value of the work performed (rounded to the nearest dollar), of all equipment, materials, labor, overhead, and the profit for the work indicated on this application. |                                      |
| TOTAL PROJECT VALUATION:   |                                      |
| Existing building area:  | in square feet                       |
| New building area:   | in square feet                       |
| Construction Type:   |                                      |
| Occupancy Group:   |                                      |
| Number of stories:   |                                      |
| FOR OFFICE USE ONLY – DEPARTMENT REVIEWS   |                                      |
| <b>DEPT.</b>   | <b>Date Sent    Approved    Hold</b> |
| Building   | _____                                |
| Planning   | _____                                |
| Engineering  | _____                                |
| A-Level Plumbing   | _____                                |
| Fire/Life/Safety   | _____                                |
| Fire – City / State  | _____                                |
| <b>FEES DUE WITH APPLICATION</b>   |                                      |
| <b>Plan Review Deposit: \$</b>   |                                      |
| <b>FLS Review: \$</b>  |                                      |
| <b>TOTAL: \$</b>   |                                      |



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## COMMERCIAL SITE PLAN CHECK LIST

**NOTE: All dimensions must be accurate. “Minimum” dimensions will not be accepted.**

**All setbacks are from property lines. Property lines shall be located from property pins or survey markers. Please do not measure from streets, curbs, sidewalks, landscaping, or fences as these may not be true property lines.**

| Please provide three (4) copies of a Site Plan drawn to scale, with the following information, if applicable: |  | NEED | OK-N/A |
|---|--|------|--------|
| 1   | Date   |      |        |
| 2   | North arrow  |      |        |
| 3   | Property lines with dimensions   |      |        |
| 4   | Property corners   |      |        |
| 5   | Slope of lot <i>(if slope of lot exceeds four (4) feet, show contour lines at two (2) foot intervals.)</i>                           |      |        |
|   | a. Driveway grade.   |      |        |
| 6   | Names of all adjacent streets or driving lanes, and access to property   |      |        |
|   | a. Not the width and length of access; indicate if access had hard surface approach (HSA), or gravel                                 |      |        |
|   | b. If corner lot, show distance to access from corner  |      |        |
|   | c. Local sidewalks   |      |        |
|   | d. Lengths of frontage on public streets   |      |        |
| 7   | Placement of buildings, porches and/or accessory structures (carport, garage, shop, decks, etc.) on site:                            |      |        |
|   | a. Dimensions distances <b>between</b> new and existing buildings  |      |        |
|   | b. Dimension setbacks of structures to property lines (distances of all buildings, decks, porches, etc. to the true property lines). |      |        |
|   | c. Label existing structures “existing”  |      |        |
|   | d. Show, label, and include the dimension(s) of any exterior deck(s).  |      |        |
|   | e. Label <b>ALL</b> building square footages(s) – EXISTING and NEW   |      |        |
|   | f. Include building heights  |      |        |
| 8   | Show public and/or private easements, if applicable  |      |        |
| 9   | Show location of storm drains. Label the direction of storm water runoff (to curb or ditch, etc.)                                    |      |        |
| 10  | Location of water and sewer services (do not locate utilities in driveway)   |      |        |
| 11  | Location of well(s), if applicable   |      |        |



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## COMMERCIAL CONSTRUCTION PLAN CHECKLIST

**Please submit four (4) sets of plans, providing the following information, if applicable to your project:**

- A completed Permit Application, with a description of the intended use of the structure.
- A Site Plan showing:
  - Property lines and all proposed existing buildings
  - Setbacks from property lines and between buildings
  - Parking, including disabled access requirements (ADA).
  - Finished floor elevations.
- Site utility plan
- Grading Plan
- Foundation / Soils investigation report
- Storm water drainage plan
- Foundation plan
- Floor plans
- Cross sections
- Reflected ceiling plan
- Seismic bracing detail for suspended ceiling
- Roof plan
- Exterior Elevations
- Structural calculations, plans, details, and specifications
- ADA details
- Complete plumbing plans
- Complete mechanical plans
- Energy compliance forms
- Erosion Control Plan: the erosion control plan shall comply with the erosion control policy and plan requirements found on the Erosion Control Information Sheet included in this packet. (ENGINEERED SITE PLANS MAY BE REQUIRED)



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**EROSION CONTROL PERMIT APPLICATION**

Inspections Require **24 hour** notice – Call (541)-818-8039 to schedule.

| JOB SITE INFORMATION –<br>PLEASE COMPLETE HIGHLIGHTED AREAS   |   |
|---|---|
| <b>Job site address:</b>  |   |
| TYPE OF WORK  |   |
| <input type="checkbox"/> New construction   | <input type="checkbox"/> Utility/Road Installation                                  |
| <b>CATEGORY OF CONSTRUCTION</b>   |   |
| <input type="checkbox"/> Single / Multi-Family  | <input type="checkbox"/> Commercial / Industrial                                    |
| DESCRIPTION OF WORK   |   |
|   |   |
|   |   |
| <b>Sq Ft of Disturbed Area:</b>   | <b>Site Plan Included:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Once plans are approved, emplace erosion control measures BEFORE construction begins and call (541) 818-8039 to schedule an inspection.   |   |
| <i>Per SHMC 13.06, Site plans for storm drainage, grading and erosion control will be required for all grading activities, including single-family residential construction, residential, commercial, industrial, and recreational developments regardless of size.</i> |   |
| PROPERTY OWNER  |   |
| Name:   |   |
| Address:  |   |
| City/State/ZIP:   |   |
| Phone: (    )   | E-mail:   |
| <b>Owner Signature required</b> (or copy of agreement/contract) <b>if applicant is not owner:</b>   |   |
| X _____   | E-mail: _____   |
| ENGINEER  |   |
| Name:   |   |
| Address:  |   |
| City/State/ZIP:   |   |
| Phone: (    )   | Cell: (    )  |
| E-mail:   |   |
| CONTRACTOR  |   |
| <b>Contractor:</b>  |   |
| Address:  |   |
| City/State/ZIP:   |   |
| Phone: (    )   | CCB #                      Exp date:  |
| E-mail:   |   |
| NOTICE  |   |
| ALL CONTRACTORS AND SUBCONTRACTORS ARE REQUIRED TO BE LICENSED WITH THE OREGON CONSTRUCTION CONTRACTORS BOARD UNDER ORS 701. THIS PERMIT APPLICATION EXPIRES WITHIN 180 DAYS IF, A PERMIT IS NOT OBTAINED AFTER THE APPLICATION HAS BEEN ACCEPTED AS COMPLETE.          |   |
| Signature of Applicant: _____ Dated: _____  |   |

| MAP & TAX NO.   |                                       |                             |
|---|---------------------------------------|-----------------------------|
| PERMIT NO.  |                                       |                             |
| FOR OFFICE USE ONLY   |                                       |                             |
| DOES ACTIVITY INVOLVE:  |                                       |                             |
| Part of a land use action under SHMC 17.90?   | <input type="checkbox"/> Yes          | <input type="checkbox"/> No |
| > 5 acres disturbed?  | <input type="checkbox"/> Yes          | <input type="checkbox"/> No |
| Slopes greater than 15% ?   | <input type="checkbox"/> Yes          | <input type="checkbox"/> No |
| Highly erodible soils?  | <input type="checkbox"/> Yes          | <input type="checkbox"/> No |
| Adjacent to sensitive areas per SHMC 13.06?   | <input type="checkbox"/> Yes          | <input type="checkbox"/> No |
| IF YES TO ANY – ENGINEERED EROSION CONTROL PLAN REQUIRED  |                                       |                             |
| Size of Site:   |                                       |                             |
| <input type="checkbox"/> 2,000 – 10,000 sq ft   | MINOR ECP PERMIT                      |                             |
| <input type="checkbox"/> 10,000 sq ft to 1 acre   | MAJOR ECP PERMIT                      |                             |
| <input type="checkbox"/> Greater than 1 acre  | MAJOR ECP PERMIT – REFER TO DEQ 1200C |                             |
| IF GREATER THAN 1 ACRE – REFER PROPERTY OWNER TO DEQ. VERIFICATION OF 1200-C PERMIT REQUIRED BEFORE PERMIT WILL BE ISSUED.  |                                       |                             |
| <i>PER SHMC 17.46.030, PLANS MUST BE DESIGNED IN ACCORDANCE WITH THE CITY'S ENGINEERING STANDARDS, AND THE PROJECT MUST BE PREPARED BY AN ENGINEER REGISTERED IN THE STATE OF OREGON AND BE APPROVED BY THE CITY.</i> |                                       |                             |
| DEPARTMENT REVIEWS  |                                       |                             |
| <b>DEPT.</b>  | <b>Date Sent</b>                      | <b>Approved</b>             |
| <b>Hold</b>   |                                       |                             |
| Building  | _____                                 | _____                       |
| Planning  | _____                                 | _____                       |
| Engineering   | _____                                 | _____                       |
| FEES ARE BASED ON PROJECT SIZE, AND ARE DUE WITH APPLICATION  |                                       |                             |
| PERMIT FEES: \$   |                                       |                             |
| 12% SURCHARGE: \$   |                                       |                             |
| TOTAL: \$   |                                       |                             |



## Erosion Control Informational Sheet

Erosion Control Policy SHMC 13.06.030:

It is the city's policy to prevent erosion and to minimize the amount of sediment and other pollutants reaching the public storm and/or surface water system resulting from development, construction, grading, filling, excavating, clearing and any other activity that accelerates erosion. No visible or measurable erosion shall leave the property during construction or during activity described above. The owner of the property, together with any person who causes the action from which the visible or measurable erosion occurs, shall be responsible for clean up, fines and damages.

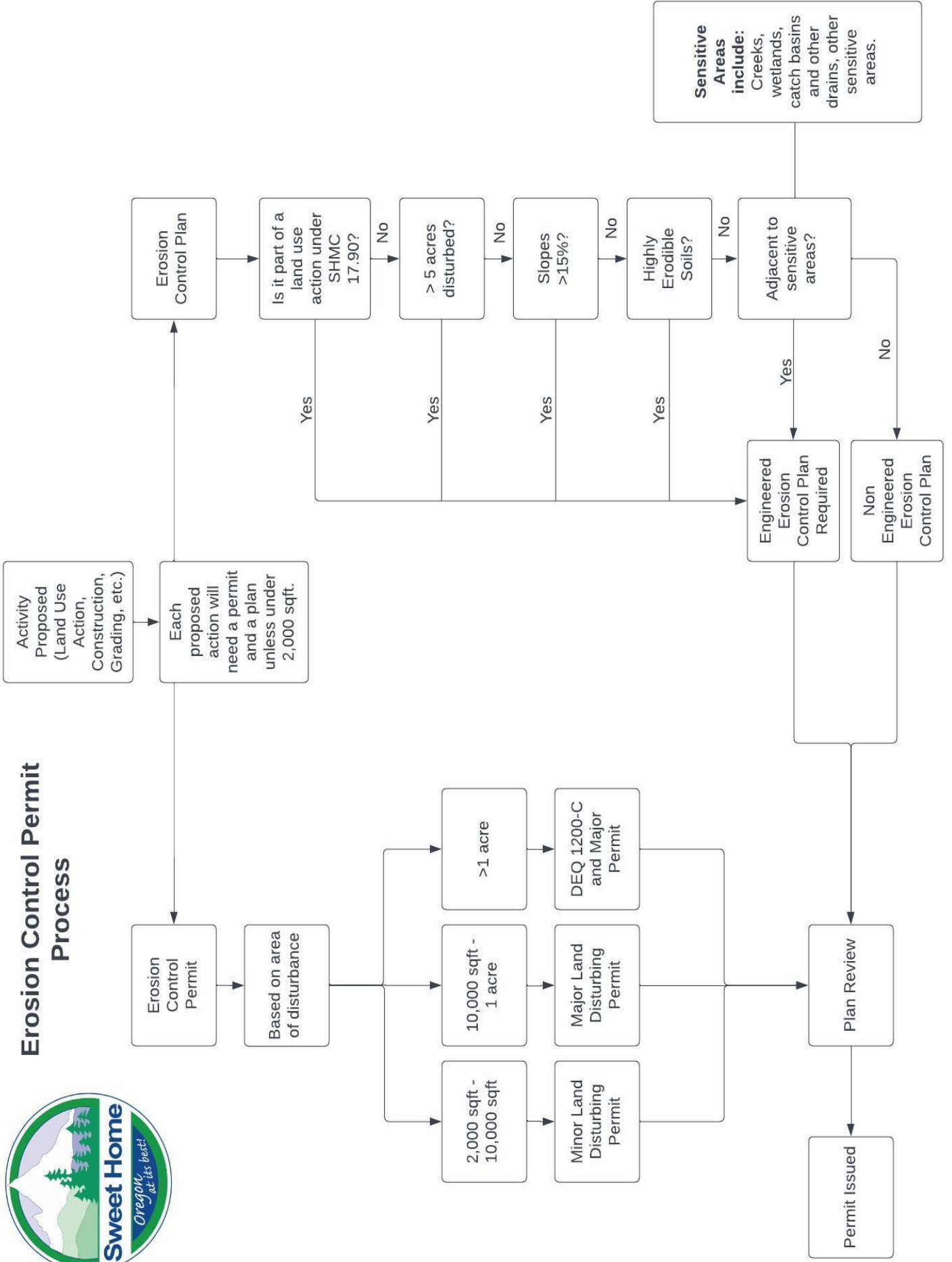
### Erosion Control Site Plan

**1. Erosion Control Site Plan Requirements:**

- **Start with a plain site map of the property and proposed construction activities.**
  - **Add the following:**
    - Methods/Facilities used to prevent erosion and pollution created from development both during and after construction. Must meet City of Sweet Home Engineering Standards.
    - Plans for the construction of storm sewers, open drainage channels and other facilities which depict line sizes, profiles, construction specifications and other such information as is necessary for The City to review the adequacy of the storm drainage plans.
    - Calculations used by the engineer in sizing storm drainage facilities.
    - Limits of ground clearing by flagging boundaries in the field **before** site grading of construction.
    - A drainage plan during construction.
    - Show existing contours as well as all sensitive areas, creeks, stream, wetland, and open areas.
  - Erosion control plan shall include a schedule for implementation of erosion measures. Schedule shall include:
    - Measures to cover bare soil within 14 days following final grading.
    - Implementation of wet weather measures between October 1 and April 30, unless otherwise approved by the city.
    - On sites where vegetation and ground cover have been removed, city-approved ground cover shall be re-established by seeding and mulching on or before September 1 with the ground cover established by October 15.
2. Plans requiring an engineered design, per SHMC 13.06, must be stamped by an engineer registered in the state of Oregon.
  3. Water containing sediment shall not be discharged into the surface water management system, wetlands, or streams without first passing through an approved sediment filtering facility or device.
  4. Once plans are approved, emplace erosion control measures **BEFORE** construction begins and call (541) 818-8039 to schedule an inspection.
  5. Erosion control measures must remain in place and be maintained during entire construction process.
  6. Sites found not in compliance are subject to enforcement measures outlined in SHMC 13.06.070.
  7. **All stormwater facilities emplaced for post-construction runoff treatment/control (detention/retention basins, swales, catch basins, oil/water separators, etc.) must be maintained by the owner for the lifespan of the equipment.**



# Erosion Control Permit Process





# CITY OF SWEET HOME EROSION CONTROL PROCESS

## EVERY CONSTRUCTION SITE REQUIRES AN EROSION CONTROL PLAN REGARDLESS OF SIZE.

Submit Building Permit Package. Include Erosion Control Site Plan with permit packet.

Erosion Control Plan is reviewed as part of Building permit issuing process. Erosion Control Permit requirements are based on site conditions and size.

Erosion Control Plan is approved once conditions are met. Building Permit with Erosion Control Permit is issued. Erosion Control permit attached to Building Permit packet.

Building Permit issued. Erosion control measures are placed per submitted Erosion Control Plan. BEFORE ANY WORK IS COMPLETED EROSION CONTROL MEASURES MUST BE INSPECTED.

### Why Do I need an Erosion Control Site Plan?

In order to prevent pollution related to construction projects and meet state and federal requirements, the City of Sweet Home requires an Erosion Control Site Plan (ECSP) for each project. The ECP is submitted with the Building Permit Application Packet and is approved for construction by the City of Sweet Home.

### Permit Types

Minor Erosion Control Permit - 2,000 - 10,000 sqft - \$50.00  
Plan required

Major Erosion Control Permit - 10,000 sqft - 1 acre - \$75.00  
Plan required

Any construction site over 1 acre also requires a DEQ 1200-C permit.

### What triggers an ENGINEERED PLAN?

- Parcel is part of a land use action under SHMC 17.90
- >5 acres disturbed
- Slopes >15%
- Highly erodible soils
- Adjacent to wetlands, creeks, catch basins, ditches and other sensitive areas.
- Discretion of City Engineering Staff

### What is an Erosion Control Site Plan?

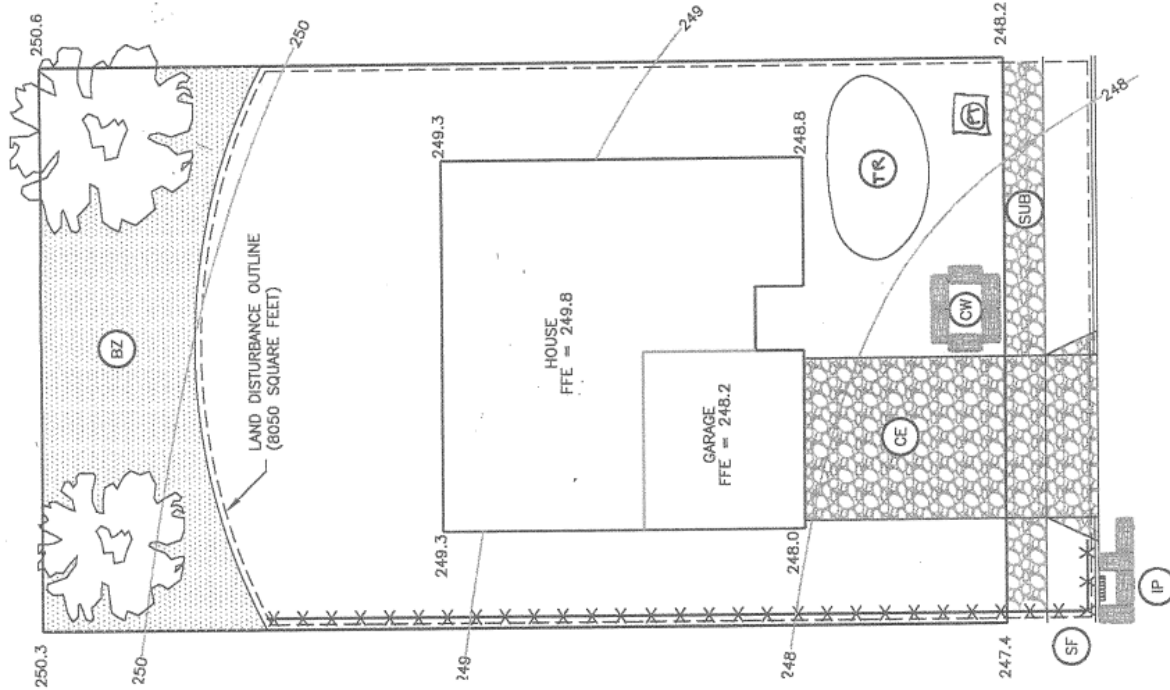
An Erosion Control Site Plan is the primary document specifying the necessary requirements for minimizing impacts related to erosion and sedimentation and shall be available on the construction site for review. See back for an example.



- SF- Silt Fence/Earth Berm etc.
- CE- Gravel Construction Entrance
- SUB- Sidewalk Subgrade Barrier
- IP- Inlet Protection
- BZ- Buffer Zone
- CW- Concrete Washout
- TR- Trash/Waste Containment
- PT- Portable Toilet

**EROSION CONTROL NOTES:**

1. AREAS DELINEATED ON THE PLAN AS A "BUFFER ZONE" SHALL BE CLEARLY MARKED IN THE FIELD WITH ORANGE CONSTRUCTION FENCING PRIOR TO THE START OF ANY GROUND DISTURBING ACTIVITIES.
2. A STABILIZED GRAVEL CONSTRUCTION ENTRANCE SHALL BE INSTALLED AS FIRST SITE ACTIVITY.
3. EROSION CONTROL MEASURES SHALL BE INSPECTED DAILY AND MAINTAINED AS NECESSARY TO ENSURE THEIR FUNCTION.
4. EROSION CONTROL MEASURES SHALL BE KEPT IN PLACE UNTIL PERMANENT GROUND COVER IS ESTABLISHED.



**SINGLE FAMILY RESIDENCE  
TYPICAL EROSION PREVENTION AND SEDIMENT CONTROL PLAN**

This plan is for a small single family residence (not requiring an engineered plan) only.

