



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

RIGHT-OF-WAY PERMIT

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

PERMITS FOR WORK IN THE PUBLIC RIGHT-OF-WAY ARE REQUIRED WHEN THE APPLICANT CONSTRUCTS PUBLIC IMPROVEMENT ELEMENTS OF THE CITY OF SWEET HOME PUBLIC SANITARY OR STORM SEWERS, POTABLE WATER OR STREET INFRASTRUCTURE OR CONNECTIONS OR ALTERATIONS THERETO.

JOB SITE ADDRESS:

TYPE OF WORK

New construction Utility Installation/Conn Addition/Alteration/Replacement

Tree Removal Street Improvements Hard Surface Approach/Driveway

CATEGORY OF CONSTRUCTION

Single / Multi-Family Commercial / Industrial

DESCRIPTION OF WORK

New Single Family Dwelling. Sewer connection, Water connection w/testable backflow if needed, Storm runoff to curb/ditch, Construction of sidewalks w/curb & gutter, Visible address, Hard surface approach & driveway, Street restoration, Site cleanup.

PROPERTY OWNER / DEVELOPER

Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____ E-mail: _____

Owner Signature required (or copy of agreement/contract) **if applicant is not owner:**

X _____ on file w/building application _____ E-mail: _____

ENGINEER

Name: N/A

Address: _____

City/State/ZIP: _____

Phone: _____ Cell: _____

E-mail: _____

CONTRACTOR

Contractor: _____

Address: _____

City/State/ZIP: _____

Phone: _____ CCB# _____ Exp: _____

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.

Before any excavation is started, call 811 for utility locates. Construction shall conform to the Oregon Specifications for Construction and Oregon Standard Drawings. It is imperative that the contractor be familiar with these standards.

Oregon Standard Specifications and Standard Drawings are at:
https://www.oregon.gov/ODOT/Business/Pages/Standard_Specifications.aspx
<https://www.oregon.gov/ODOT/Engineering/Pages/Standards.aspx>

Any condition not described in this permit shall be per submitted plans and to all applicable APWA, AWWA, DEQ, EPA, and DSL requirements.

PERMIT NO:	ROW 23-XXX	
MAP & TAX NO:	XXXX	
EXPIRATION:	see bldg permit	
REFERENCE BLDG PERMIT NO:	827-23-XXX	
FOR OFFICE USE ONLY		
GENERAL REQUIREMENTS		
REQUIREMENTS	REQ	NOT REQ
Connection Fee Detail	<input type="checkbox"/>	<input type="checkbox"/>
Driveway Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Improvement Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Construction Bond	<input type="checkbox"/>	<input type="checkbox"/>
Minor Erosion Control Permit	<input type="checkbox"/>	<input type="checkbox"/>
Major Erosion Control Permit	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
IF DISTURBED EARTH AREA >2,000 SQFT – A SEPARATE EROSION CONTROL PLAN WILL BE REQUIRED. TRAFFIC CONTROL PLAN MUST BE SUBMITTED AND APPROVED BEFORE WORK COMMENCES.		
FEE SCHEDULE		
Basic Permit	<input checked="" type="checkbox"/>	\$60
Driveway Access	<input type="checkbox"/>	\$30
Sanitary Connection	<input type="checkbox"/>	\$30
Storm Drain Connection	<input type="checkbox"/>	\$10
Driveway Culvert	<input type="checkbox"/>	\$20
Half Street Improvements	<input type="checkbox"/>	\$100/1000 ft
Full Street Improvements	<input type="checkbox"/>	\$350/1000 ft
Storm Sewer Mainline	<input type="checkbox"/>	\$60/1000 ft
Sanitary Sewer Mainline	<input type="checkbox"/>	\$150/1000 ft
Water Mainline	<input type="checkbox"/>	\$300/1000 ft
Stormwater Management	<input type="checkbox"/>	\$60
Traffic Control Plan	<input type="checkbox"/>	\$0.00
Development Plan Review (up to 5 hr)	<input type="checkbox"/>	\$350
Development Plan Review (>5 hr)	<input type="checkbox"/>	\$60/hr
Recording Fees - Easement	<input type="checkbox"/>	\$115
Recording Fees – Development Agreement	<input type="checkbox"/>	\$105
TOTAL PERMIT COST	\$ _____	

INSPECTION REQUIREMENTS - Including but not limited to the following:

Item	Required	Approved	Comments
General:			
Easements: Access / Utility Improvement Agreement	___ / ___	___ / ___	For future construction of half street improvements.
Sidewalk: Forms / Finish Work	___ / ___	___ / ___	Standard 5' width and 4" thickness
Curb & Gutter: Forms / Finish Work	___ / ___	___ / ___	Standard 6" curb width, 6" height, and 18" gutter width. Includes sawcut of asphalt street edge and hot mix asphalt paving between existing asphalt and new concrete gutter.
ADA Ramps: Forms / Finish Work	___ / ___	___ / ___	As per federal ADA Standards
Hard Surface Approach: Forms / Finish Work	___ / ___	___ / ___	
Driveway: Forms / Finish Work	___ / ___	___ / ___	
Driveway: Width	___	___	Min Width: 12 ft. Max Width: 24 ft. (SHMC 17.44.080)
Driveway: Culvert 12" minimum pipe size	___	___	12" Minimum – 1ft of cover
Drainage: Weep holes in curb / Ditch Cleaning	___ / ___	___ / ___	
Flow/Detention Control Structure	___	___	
Visible Address: On building / Marker Post	___ / ___	___ / ___	5" minimum. Color must contrast with structure.
Backflow Prevention Device: Install / Testing	___ / ___	___ / ___	If a well or in-ground irrigation system is present then backflow device installation & test report is required
Sanitary Sewer service connection to Public mainline	___	___	Includes saddle tap, lateral to property line, and tracer wire. Insert-a-tee style taps are prohibited.
Sanitary Sewer service connection to existing lateral	___	___	
Street Restoration	___	___	Base rock compaction, asphalt compaction, tack coat.
Traffic Control	___	___	
Public Street:			
Base and Subgrade Structure	___	___	
Pavement Wearing Course, Gutter Bar and Curb	___	___	
Street Lights / Signage	___ / ___	___ / ___	
Sidewalk w/ driveway sweeps, ADA ramps, exp material.	___	___	
Mailbox Sweep	___	___	
Public Stormwater Mainline:			
Open Channel Grading and Cleaning	___	___	
Bedding and Pipeline and Tracer Wire/Warning Tape	___	___	
Pipe Zone and Backfill	___	___	
Catch Basin / Curb Inlets	___ / ___	___ / ___	
Manhole Install / Grouting	___ / ___	___ / ___	
Testing (TV, Mandrel)	___	___	
Pollution Control Structure	___	___	
Public Sanitary Sewer Mainline			
Bedding and Pipeline and Tracer Wire/Warning Tape	___	___	
Manhole Install / Grouting	___ / ___	___ / ___	
Manhole Testing (Vacuum)	___	___	
Cleanout Install	___	___	
Private Laterals	___	___	Same requirements as single sewer service above.
Pipe Testing (TV, Mandrel, Pressure)	___	___	
Pipe Zone and Backfill	___	___	
Public Water Mainline			
Bedding and Pipeline and Tracer Wire/Warning Tape	___	___	
Valves	___	___	
Thrust Blocks	___	___	
Hydrants: Install / Testing & Painting	___ / ___	___ / ___	
Private Services	___	___	
Testing (Pressure, Chlorination, Bacteriological)	___	___	
Pipe Zone and Backfill	___	___	
Final Approval			
Planning Commission Requirements if applicable.	___	___	
Punch List Walk-Through	___	___	
Asbuilt drawings for Site Infrastructure.	___	___	
11 th Month Warranty Inspection.	___	___	After 11 months, call for warranty inspection of any public infrastructure components.
Final approval of Public Works Engineering permit.	___	___	

SPECIFIC REQUIREMENTS FOR CONSTRUCTION :

Oregon
Std Dwg

SHMC

Item	Description	OR Std Dwg	SHMC
1)	<p>This permit must be on the job at all times with a copy of the sketch or drawings attached.</p> <p>Inspection Requests Require 24-Hour Advance Notice. Engineering Office shall be contacted for required inspections.</p> <p>Permit expiration: If connected with a building permit then this permit has the same expiration as the building permit. Otherwise this permit expires 6 months after date of issuance.</p> <p>Engineering shall inspect prior to excavation, formwork, cutting, tapping, or connection to existing City utility. Engineering shall inspect after any pouring, cutting, tapping, or connection is made prior to cover.</p> <p>Applicant shall notify Engineering when ready for final inspection.</p> <p>All work on the project shall be constructed to the satisfaction of the Public Works Director.</p> <p>Construction shall conform to the Oregon Specifications for Construction and Oregon Standard Drawings. It is imperative that the contractor be familiar with these standards.</p> <p>Oregon Standard Specifications and Standard Drawings are at: https://www.oregon.gov/ODOT/Business/Pages/Standard_Specifications.aspx https://www.oregon.gov/ODOT/Engineering/Pages/Standards.aspx</p> <p>Any condition not described in this permit shall be per approved plans and to all applicable ODOT, APWA, AWWA, DEQ, EPA, and DSL requirements. Contact the Engineering office with any questions prior to construction.</p> <p>Traffic control shall be per the Oregon Temporary Traffic Control Handbook (https://www.oregon.gov/odot/engineering/pages/ottch.aspx) for work duration 3 days or less, or per the Manual on Uniform Traffic Control Devices (https://mutcd.fhwa.dot.gov/) for work duration greater than 3 days.</p> <p>Mapping information provided by the Department is advisory only. the Contractor is required to verify exact locations and to exercise all due precautions and best management practices in the performance of the work.</p> <p>Owner and/or work contractor assumes all liabilities arising from their work. Owner and/or contractor is responsible for all correction work including, but not limited to, the removal, disposal and/or replacement of unsatisfactory work.</p>		
2)	<p>In consideration of the granting of this permit, it is agreed by the applicant that the City of Sweet Home and any officer, employee, or agent hereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property happening or occurring as the proximate result of any of the work undertaken under the terms of this permit and that all of said liabilities are hereby assumed by the applicant.</p>		
3)	<p>Construction site debris and erosion runoff from the construction site shall be prevented by active measures and if evident will be removed/cleaned/restricted by the owner or contractor per Public Works requirements.</p> <p>Contractor to daily remove any soil and debris deposited onto streets or into the City storm drainage system.</p>		
4)	<p>All sites shall submit an erosion control plan for review, regardless of size as per SHMC 13.06. New developments impacting areas of 2,000 square feet or greater must obtain an Erosion Control Permit.</p>		
5)	<p>Contractor or property owner/developer shall repair all damage to City roadways or public infrastructure that occurs during construction. Damage from any work prior to permitting shall also be repaired.</p>		
		OR Std Dwg	SHMC
6)	<p>If a well is onsite or if an in-ground irrigation system is installed onsite, a testable double check backflow device is required to be installed on the service line on the customer side of the meter box prior to any tees or splitting of the line. Installation and annual test reports shall be submitted to Public Works office.</p>		13.04.110

7)	20 foot Hard Surface Approach has 2 components; one from curb or pavement edge to the property line and the second from the property line 20' toward the residence or building structure. The maximum driveway width is up to 30 feet based on property frontage. If two driveways are to serve the property, each driveway shall have a maximum width of 20 feet. The existing pavement edge of asphalt, concrete or oil-mat shall be sawcut to provide adequate depth of driveway pavement. Fire Code All-Weather Surface may be required. Minimum 20 feet wide from the end of the driveway access to matching 20 foot width in existing gravel street.		17.08.100
8)	New 4" ASTM D3034 PVC lateral to connection on public mainline. Saddle tap to main with dual Stainless Steel straps, 12 gauge tracer wire, and sanitary tee-wye connection for building plumbing test. Construct service lateral generally within 5' of the center of the property served. However, site constraints or customer request for an alternate service tap location is acceptable. Connection to City Public Sewer Main shall be done by a DEQ licensed contractor. Connection is to be inspected by engineering and building division.	RD310	
9)	New 4" ASTM D3034 PVC lateral to existing lateral at property line. Tracer wire 12 gauge is to connect to lateral tracer wire. Sanitary tee installed at connection for building sewer test.	RD310	
10)	The sewer lateral shall be installed entering the sewer main line from the upper quadrant of the pipe. Any sewer lateral entering the pipe at the spring line must have a tee-wye sweep fitting installed.		
11)	Construct service saddles at least 2' from adjacent services or 6' from manhole wall.		
12)	For Sewer: 1) If within 18" of a city potable water main, a ductile iron pipe section or ASTM D2241 SDR 32.5 pipe section is required. 2) If a pressure service line is used, a minimum 10 foot segment of gravity sewer service is required prior to the connection tap on the main.		
13)	Access on or though neighboring property is allowed only when a recorded access easement is granted by the owners. Easements shall be submitted to PW Engineering office prior to a permit being issued.		
14)	Standard 6" curb and 18" gutter section shall be constructed or as noted in approved plans. No mountable curbs are allowed.	RD700	
15)	Sidewalk portions to be constructed for full frontage or where broken and missing. 2" of compacted 1"-0" or 3/4"-0" base rock under concrete, dummy tool construction joints every 5 feet. The sidewalk shall be a minimum of 4" thick. All sidewalks shall be minimum 5 feet wide not including the curb. Required thickness of driveway aprons is 8" for commercial or 6" for residential. Each lot shall have a driveway approach with three foot curb transitions with sidewalk sweep around the back of the access per the approved plan set.	RD720 RD725 RD730 RD735 RD740 RD745	
16)	New ADA ramp on street intersection corner if applicable. Ramp slope shall have a texture pattern of raised truncated domes per current ADA rules.	RD755 RD756 RD757 RD759	
17)	Mailbox units or obstructions mounted in sidewalk shall have a sweep provided behind the obstruction so that 4 feet of clear passing distance is maintained.	RD720	
18)	SHMC requires that all residences place visible street addresses on the structure. For structures/dwellings that are not directly visible from the street, a 4x4 marker post with the address in minimum 3" letters of contrasting color is required. A property owner with a Roadside Mailbox or Post Office Box address is not exempt from this address requirement.		12.20.090

19	Street sawcut and restoration may be required. Compaction of backfill shall be inspected prior to hot patch. Standard trench backfill is 1"-0" or ¾"-0" crushed rock in pipe zone. Apply an asphalt emulsion tack coat to all asphalt edges and saw cuts. Place 2 lifts of 2" class C AC pavement for minimum of compacted thickness of 4" or thickness of the remove pavement whichever is greater. Tack coating and sand sealing of edges of pavement cut is required.	RD300 RD302	
20	<p>Roof and garage runoff drainage shall drain to approved drainway. This is either a public curb and gutter street system, public drainage channel, or roadside ditch. If locations cannot get gravity flow a holding tank and pump system may be required. An infiltration bio-swale may be approved through the Building Department.</p> <p>The minimum size of driveway culverts is 12 inches diameter, and shall be inspected prior to driveway paving. Culverts shall maintain line and grade of the existing ditch and provide stormwater capacity per the Sweet Home Master Drainage Plan.</p> <p>Site specific:</p>		
21	Planning Commission Requirements. <i>VR number or CU number and conditions to be complied with by owner.</i>		

- ⇒ No City improvements shall be disturbed without prior approval from the City Engineer.
- ⇒ If street cut is required a written request shall be submitted to Public Works. For hard surfacing removed during construction, the area shall be hot patched within 7 days in 2" lifts or concrete to depth of existing pavement or 4" minimum, conforming to standards APWA 210.3.03 and APWA 211.3. (DWG #213 Attached). Public Works shall inspect site prior to any hard surfacing. The Public Works Director may require Compacted Density Fill for any use.
- ⇒ Applicants shall provide security for the proposed work before the issuance of a permit. Security shall be in the form of cash, certified check or bond in an amount sufficient to assure satisfactory completion of the work. The security provided by the applicant shall be held by the City until the work area is restored to the satisfaction of the Public Works director/engineer per S.H.M.C 12.08.030.
- ⇒ Work will be done according to all Federal and State Laws, and City Ordinance. Failure to acquire permits prior to work or to have required inspections constitutes an infraction and shall result in a fine not to exceed \$200.00 per SHMC 12.08.110 and SHMC 9.36.140. In addition, the remediation cost for materials and labor of substandard or non permitted work shall be born by the permit owner and maybe liened against the property if not paid in 30 days.

Site Plan/Diagrams: