



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 APPLICATION

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

<p>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.</p>		
JOB SITE ADDRESS:		
TYPE OF WORK		
<input type="checkbox"/> New construction	<input type="checkbox"/> Utility Installation/Conn	<input type="checkbox"/> Addition/Alteration/Replacement
<input type="checkbox"/> Tree Removal	<input type="checkbox"/> Street Improvements	<input type="checkbox"/> Hard Surface Approach/Driveway
CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Single / Multi-Family		<input type="checkbox"/> Commercial / Industrial
DESCRIPTION OF WORK		
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		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		
<p>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.</p>		
<p>Before any excavation is started, call 811 for utility locates. Construction shall conform to the Oregon Specifications for Construction and Oregon Standard Drawings. <u>It is imperative that the contractor be familiar with these standards.</u></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 submitted plans and to all applicable APWA, AWWA, DEQ, EPA, and DSL requirements.</p>		

FOR OFFICE USE ONLY		
PERMIT NO:		
MAP & TAX NO:		
EXPIRATION:		
REFERENCE BLDG PERMIT NO:		
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"/>
<p>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.</p>		
FEE SCHEDULE		
Basic Permit	<input 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	\$ _____	



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

Site Plan/Diagrams must show:

- Property Lines
- Structures (existing and proposed)
- Easements
- Driveway(s)
 - Label dimensions
 - Label material
- Public sidewalk and planter strip, as applicable
 - Label sidewalk and planter strip widths
 - Any corner ramps to be constructed
 - Construction of sidewalk behind existing curb does not require engineering.
 - Construction of new curb requires engineering. See below.
- Traffic control plan
 - Pages from the 2011 Oregon Temporary Traffic Control Handbook are acceptable
- Utilities from city mainline to structure(s)
 - Water lines
 - Sewer lines
 - Stormwater drainage lines
- Duplexes/townhomes MUST have separate utility services for each unit
 - Water
 - Sewer
 - Stormwater
 - Power
 - Natural gas
 - Communications
- Engineered stormwater detention system, if applicable
- Erosion control measures such as silt fence, ground cover, concrete washout station, rock construction entrance, etc
- Any relevant site conditions that impact construction of the above, such as:
 - Conflicts with other utilities such as power poles, utility boxes/vaults, etc
 - Significant topographical features such as steep drop-offs
 - Any other existing physical constraints

If the project includes installation of public infrastructure, then the plans must also include engineered drawings for:

- Public street improvements
 - Extension or relocation of curb & gutter
 - Street widening or extension
- Public water system extensions and/or large diameter service vaults, including fire lines
- Public sewer system extensions
- Public stormwater system extensions

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.	<u> x </u>	___	

