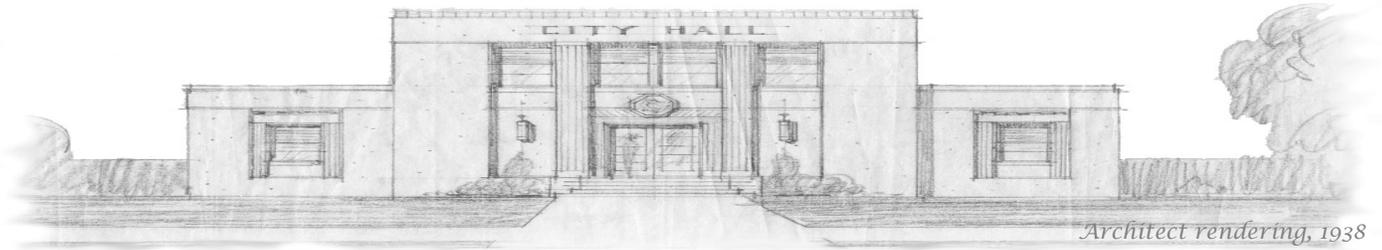


# CITY OF TOLEDO



Dear Applicant:

This letter is designed to help you complete your building permit application and provide an overview of the permit procedure.

Your complete building permit application (along with 3 sets of plans) must be submitted to the Lincoln County Building Division at 210 SW 2<sup>nd</sup> Street, Newport, Oregon. The Lincoln County Building Official will conduct a preliminary review to determine if your application contains a complete set of plans and is in compliance with OAR 918-020-0090(3)(a)(c) and (4). Once the Building Official determines compliance, the application is sent to the City of Toledo. City staff will review the plans for zoning issues, excavation, drainage, fire protection, right-of-way impacts, and business license requirements. Normally, the staff review period is under five days. Once approved by the City, staff will deliver the application to the Lincoln County Building Division. The Lincoln County Building Official conducts the plan review and most residential permits are issued within 14 days (the plan review period depends on the type of permit and some plans may require a longer review time). Lincoln County Building Division will contact you when your building permit application has been approved and you will pay for and pick-up the permit at their office located in Newport. You will need to call Lincoln County Building Division at (541) 265-4192 to schedule all necessary inspections.

If your development requires excavation/fill work, demolition work, new water/sewer connections, or zoning permits, see City staff for the appropriate applications and fee schedule. If you are placing a manufactured home or pre-fab structure, a Lincoln County Placement Application form is required.

All electrical, plumbing, and mechanical permits are submitted directly to Lincoln County (forms are available at 210 SW 2<sup>nd</sup> Street, Newport or online at [www.co.lincoln.or.us/planning/building/applications.html](http://www.co.lincoln.or.us/planning/building/applications.html)).

Please be aware that your contractor is required to have a City of Toledo Business License. Sub-contractors are not required to have a business license when they are working under the general contractor's business license. All contractors should be licensed/registered with the Construction Contractors Board. To find out if your contractor has proper state licenses, contact the State of Oregon Construction Contractors Board (phone: 503-378-4621 or online at [www.oregon.gov/ccb/pages/index.aspx](http://www.oregon.gov/ccb/pages/index.aspx)).

Feel free to contact City staff at (541) 336-2247 if you have any questions while preparing your application. However, be aware that the City does not have a building inspector and questions specifically related to the construction component of your building plans should be directed to the Lincoln County Building Official.

We look forward to working with you on your project!

City of Toledo



**CITY OF TOLEDO  
COMMUNITY DEVELOPMENT AND PLANNING DEPARTMENT  
APPLICATION FOR BUILDING PERMIT REVIEW**

**Property Address** \_\_\_\_\_, Toledo, OR      **Date** \_\_\_\_\_  
**Assessor's Map No.** \_\_\_\_\_      **Zone Designation** \_\_\_\_\_  
**Tax Lot No.** \_\_\_\_\_      **Lot Size** \_\_\_\_\_ sq. ft.

**Property Owner(s)** \_\_\_\_\_      **Phone** \_\_\_\_\_  
Address \_\_\_\_\_

**Applicant's Name** (if different) \_\_\_\_\_      **Phone** \_\_\_\_\_  
Address \_\_\_\_\_  
**Contractor No.** \_\_\_\_\_      **Expiration Date** \_\_\_\_\_      **Toledo Business Lic. No.** \_\_\_\_\_

**Architect/Designer** \_\_\_\_\_      **Phone** \_\_\_\_\_  
Address \_\_\_\_\_

**Type of Occupancy** (check one)      Residential \_\_\_\_\_      Industrial \_\_\_\_\_      Commercial \_\_\_\_\_

**Nature of Construction** (check one)      **Describe Project** \_\_\_\_\_  
New Building \_\_\_\_\_      Repairs \_\_\_\_\_  
Addition \_\_\_\_\_      Moving \_\_\_\_\_  
Alteration \_\_\_\_\_      Other \_\_\_\_\_  
Conversion \_\_\_\_\_

**Estimated Cost of Project:** \_\_\_\_\_

**CHECKLIST TO BE COMPLETED BY THE APPLICANT**

- Does the proposed development include application(s) for:**  
 New water and/or sewer connection?      Yes \_\_\_\_\_      No \_\_\_\_\_  
 Excavation/fill permit?      Yes \_\_\_\_\_      No \_\_\_\_\_  
 Demolition?      Yes \_\_\_\_\_      No \_\_\_\_\_  
 Zoning permit?      Yes \_\_\_\_\_      No \_\_\_\_\_      Describe \_\_\_\_\_  
 Other City of Toledo permits?      Yes \_\_\_\_\_      No \_\_\_\_\_      Describe \_\_\_\_\_  
 County or State Access Permits?      Yes \_\_\_\_\_      No \_\_\_\_\_      Describe \_\_\_\_\_  
 Port, County, State, or Federal permits?      Yes \_\_\_\_\_      No \_\_\_\_\_      Describe \_\_\_\_\_

- Is the proposed development in:**  
 An area of known geologic hazard?      Yes \_\_\_\_\_      No \_\_\_\_\_      Describe \_\_\_\_\_  
 The floodplain?      Yes \_\_\_\_\_      No \_\_\_\_\_  
 A wetland?      Yes \_\_\_\_\_      No \_\_\_\_\_  
 An area which includes slopes of:      25%+ \_\_\_\_\_      15-25% Slope \_\_\_\_\_      0-15% Slope \_\_\_\_\_  
 Note: A geotechnical report may be required for development in a hazard area. Also, a Certificate of Elevation may be required for development in a floodplain.

- Does this property border other lot(s) with the same ownership?**      Yes \_\_\_\_\_      No \_\_\_\_\_

- List existing structures on the entire contiguous ownership** \_\_\_\_\_

5. **Proposed Setbacks:** Front Yard \_\_\_\_\_ feet Rear Yard \_\_\_\_\_ feet  
 Side Yard \_\_\_\_\_ feet Side Yard \_\_\_\_\_ feet  
 Front Garage \_\_\_\_\_ feet
6. **Lot Coverage:** \_\_\_\_\_ % (square footage of all structures ÷ square footage of lot)
7. **Proposed Building Height:** \_\_\_\_\_ feet
8. **Number of off-street parking spaces:** \_\_\_\_\_ spaces
9. **Is a sign being proposed?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, see staff for signs restrictions
10. **Type of existing and proposed impervious surfaces** (impervious surfaces include roofs, pavement, patios, driveways, etc. in which water cannot permeate)  
 Existing \_\_\_\_\_  
 Proposed \_\_\_\_\_
11. **Total coverage of existing and proposed impervious surfaces** \_\_\_\_\_ %  
 (square footage of all roofs, paved areas, etc. ÷ square footage of lot)
12. **Will drainage be altered by the proposed development?** Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, will drainage be: (check one) Retained on-site \_\_\_\_\_ Directed elsewhere \_\_\_\_\_  
 (Indicate drainage control plan on the plot plan) Note: If the slope is more than 10%, a sump plan cannot be allowed.
13. **Do your construction plans include an engineer/architect stamp?** Yes \_\_\_\_\_ No \_\_\_\_\_  
 (e.g. for projects involving retaining walls over 4', commercial remodel, foundation of slopes over 25%, flood-proofing)
14. **Have 3 copies of the following items (drawn to scale) been submitted with your application?**  
 \_\_\_\_\_ Building Elevation \_\_\_\_\_ Structural Plans \_\_\_\_\_ Floor Plans  
 \_\_\_\_\_ Retaining Wall Plans \_\_\_\_\_ Plot Plans \_\_\_\_\_ Erosion Control Plans
15. **Does a copy of deed of ownership or notarized letter of authority to do this work need to accompany this application?** Yes \_\_\_\_\_ No \_\_\_\_\_

**ASBESTOS PROGRAM:** All renovations and demolitions are required to meet the State of Oregon Department of Environmental Quality regulations regarding the handling and disposal of asbestos materials. This is a separate process. Whether or not you think this applies to you, contact the State DEQ office at (800) 349-7677 regarding asbestos survey and abatement requirements. Additional information is available at [www.deq.state.or.us/aq/asbestos](http://www.deq.state.or.us/aq/asbestos). If a survey is required, include a copy of the survey report with this application.

**CALL BEFORE YOU DIG (1-800-332-2344):** Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the Oregon Utility Notification Center at (503) 232-1987 or by visiting [www.digsafelyoregon.com](http://www.digsafelyoregon.com). Note: OAR Chapter 952 is in reference to underground utility requirements.

I understand I am responsible for addressing the requirements relevant to my application. I certify that, to the best of my knowledge, all of the information contained in this application is accurate. I also understand City staff members and contract inspectors need to inspect my property throughout the permit application and construction process. I hereby grant City staff and inspectors permission to enter my property for such inspections.

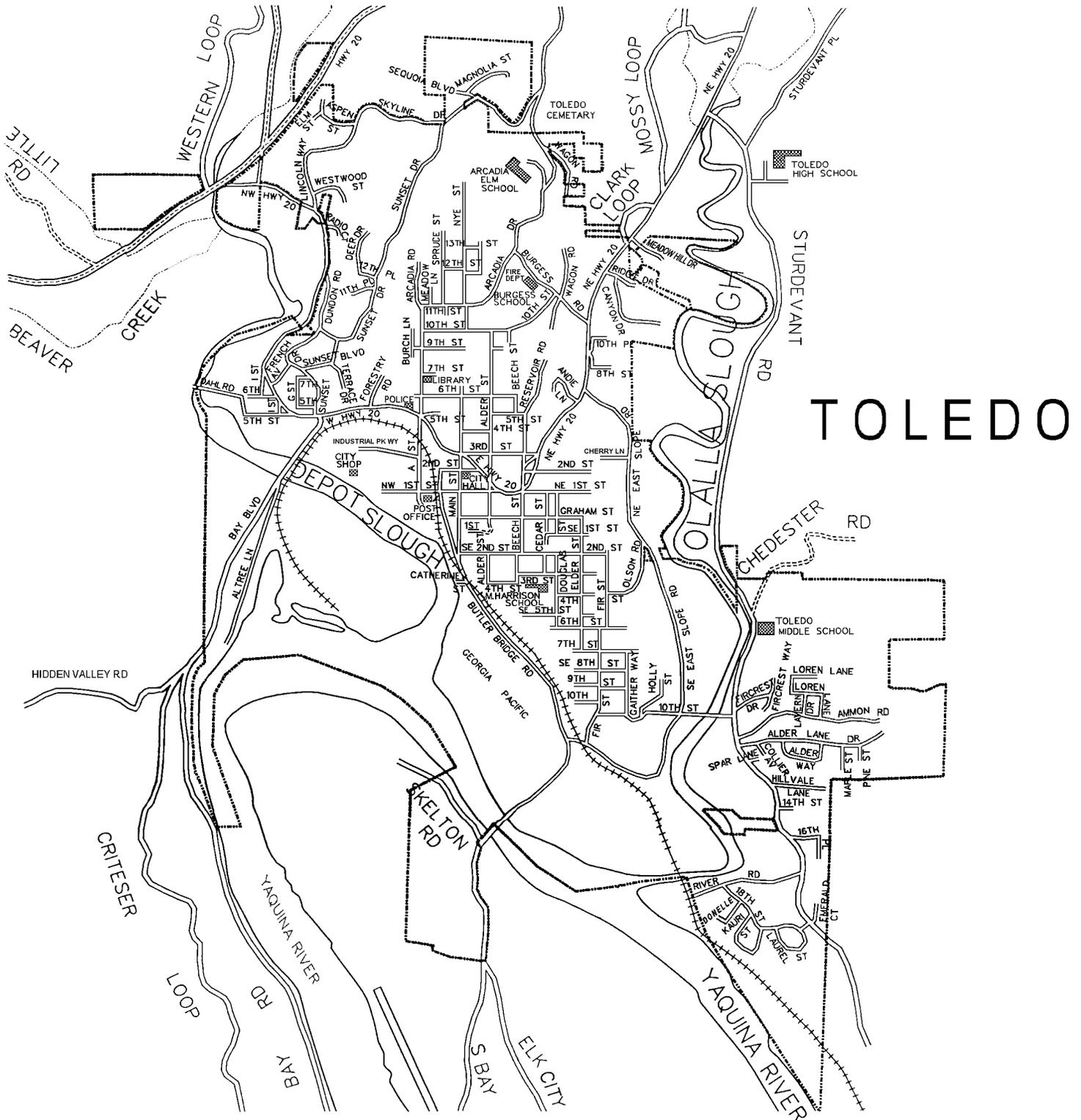
\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Property Owner (if different)

\_\_\_\_\_  
 Date

Indicate the location of your project by circling the general area on the map below:



**IMPORTANT INFORMATION FOR THE PERMIT PROCESS**  
**VIOLATIONS IF PROPER PERMITS ARE NOT RECEIVED**

**Building Permit/Demolition Permit:**

**TMC 15.08.070 Violation-Penalty.** It shall be a violation for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish, equip, use, occupy or maintain any [sic] building or structure in the city, or cause the same to be done, contrary to any provisions of this chapter. A violation of this chapter will constitute a Class B infraction. Each day or portion thereof during which any violation of this chapter is committed shall constitute a separate violation.

**TMC 1.20.070 Forfeiture amounts.** Civil infractions designated by ordinances of the city are classified and the maximum forfeitures for commission of a civil infraction are as follows: B. Class B infraction, five hundred dollars (\$500.00)

**Excavation/Fill Permit:**

**TMC 15.08.070 Violation-Penalty.** It shall be a violation for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish, equip, use, occupy or maintain any [sic] building or structure in the city, or cause the same to be done, contrary to any provisions of this chapter. A violation of this chapter will constitute a Class B infraction. Each day or portion thereof during which any violation of this chapter is committed shall constitute a separate violation.

**TMC 1.20.070 Forfeiture amounts.** Civil infractions designated by ordinances of the city are classified and the maximum forfeitures for commission of a civil infraction are as follows: B. Class B infraction, five hundred dollars (\$500.00)

**TMC 15.20.070 Violation-Penalty.** Violation of the provisions of this chapter or an approved permit issued under this chapter shall constitute a Class A infraction. Nothing herein contained shall prevent the city from taking such other lawful action as is necessary to prevent or remedy any violation.

**TMC 1.20.070 Forfeiture amounts.** Civil infractions designated by ordinance of the city are classified and the maximum forfeitures for commission of a civil infraction are as follows: A. Class A infraction, one thousand dollars (\$1,000.00)

**Work in the Right-of-Way:**

**TMC 12.12.060 Violation-Penalty.** Violation of this chapter will constitute a class A.

**TMC 1.20.070 Forfeiture amounts.** Civil infractions designated by ordinances of the city are classified and the maximum forfeitures for commission of a civil infraction are as follows: A. Class A infraction, one thousand dollars (\$1,000.00)

**Tree Removal Permit:**

**TMC 2.16.140. Violation-Penalty.** Violation of this chapter shall be a Class A infraction. Each day or each tree is a separate violation.

**TMC 1.20.070 Forfeiture amounts.** Civil infractions designated by ordinances of the city are classified and the maximum forfeitures for commission of a civil infraction are as follows: A. Class A infraction, one thousand dollars (\$1,000.00)

**Utility Notification (Call for Locates Before Digging):**

**ORS 757-993** (1) Except as provided in subsection (2) of this section and in addition to all other penalties provided by law, every person who violates or who procures, aids or abets in the violation of any rule of the Oregon Utility Notification Center shall incur a penalty of not more than \$1,000 for the first violation and not more than \$5,000 for each subsequent violation. (2) In addition to all other penalties provided by law, every person who intentionally violates or who intentionally procures, aids or abets in the violation of any rule of the Oregon Utility Notification Center shall incur a penalty of not more than \$5,000 for the first violation and not more than \$10,000 for each subsequent violation. (3) Each violation of any rule of the Oregon Utility Notification Center shall be a separate offense. In the case of a continuing violation, each day that the violation continues shall constitute a separate violation. (4) Penalties under this section shall not be imposed except by order following complaint as provided in ORS 756.500 to 756.610. A complaint must be filed within two years following the date of the violation. (5) The Public Utility Commission may reduce any penalty provided in this section on such terms as the commission considers proper if: (a) The defendant admits to the violation or violations alleged in the complaint and makes a timely request for reduction of the penalty; or (b) The defendant submits to the commission a written request for reduction of the penalty within 15 days from the date of the penalty order. (6) If the amount of the penalty is not paid to the commission, the Attorney General, at the request of the commission, shall bring an action in the name of the State of Oregon in the Circuit Court for Marion County to recover the penalty. The action shall not be commenced until after the time has expired for an appeal from the findings, conclusions and order of the commission. (7) Notwithstanding any other provision of law, the commission shall pay penalties recovered under this section to the Oregon Utility Notification Center. (8) The commission shall not seek penalties under this section except in response to a complaint alleging a violation of a rule or rules adopted by the Oregon Utility Notification Center. The commission may investigate any such complaint, and the commission shall have sole discretion to seek penalties under this section. [1995 c.691 §7]

\*\*\*OFFICE USE ONLY\*\*\*

Checklist to be filled out by City of Toledo Community Development and Planning Department

I have reviewed the information on the preceding pages, accepted this application and accompanying documents as a complete application as of the date indicated below, and listed the following issues as noted below.

Application Accepted By \_\_\_\_\_ Date \_\_\_\_\_

1. Is the property within City \_\_\_\_\_ UGB \_\_\_\_\_

2. Are any zoning permits required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, check appropriate:

- Annexation/Rezone, Code Interpretation, Conditional Use, Expedited Land Division, Lot Line Adjustment, Modification of Approval, Non-Conforming Use, Partition, Major, Partition, Minor, Planned Unit Development, Replat, Major, Replat, Minor, Restrictive Lot Line Covenant, Riparian Modification Permit, Similar Use, Planning Comm, Staff Level Exception to TPIRDS, Subdivision, Type I Permit Not Specified, Type II Permit Not Specified, Type III Permit Not Specified, Type IV Permit Not Specified, Vacation, Variance, Type I, Variance, Type II, Variance, Type III, Zone Change

3. Is this a parcel or lot created after November 1, 1983? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: Minor Partition \_\_\_\_\_ Date: \_\_\_\_\_, Major Partition \_\_\_\_\_ Date: \_\_\_\_\_, Planned Development \_\_\_\_\_ Date: \_\_\_\_\_, Subdivision \_\_\_\_\_ Date: \_\_\_\_\_

4. Is the site in the floodplain? Yes \_\_\_\_\_ No \_\_\_\_\_

Floodplain Map No. \_\_\_\_\_ Date \_\_\_\_\_ Zone \_\_\_\_\_

5. Have the required amount of parking spaces been provided? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, is a parking variances required? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Are any City, Port of Toledo, County, State, or Federal permits required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list type of permit \_\_\_\_\_

7. Has an approved access permit been issued? Yes \_\_\_\_\_ No \_\_\_\_\_

City Street Access: Date \_\_\_\_\_ Approved \_\_\_\_\_, County Access Permit Date \_\_\_\_\_ Approved \_\_\_\_\_, ODOT Access Permit Date \_\_\_\_\_ Approved \_\_\_\_\_

8. Does an Irrevocable Petition for Public Improvements need to accompany this application?

Yes \_\_\_\_\_ No \_\_\_\_\_

9. The following records were noted for this parcel:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*OFFICE USE ONLY\*\*\***

**BUILDING PERMIT CHECKLIST  
DEPARTMENT REVIEW**

**PUBLIC WORKS**

1. Is City sewer available? Yes\_\_\_\_ No\_\_\_\_  
Where\_\_\_\_\_
- Will a connection have to be constructed? Yes\_\_\_\_ No\_\_\_\_  
What size of a line is required\_\_\_\_\_
2. Is City water available? Yes\_\_\_\_ No\_\_\_\_  
Where\_\_\_\_\_
- Is the lot accessible to City water? Yes\_\_\_\_ No\_\_\_\_
3. Are there any public works improvements necessary? Yes\_\_\_\_ No\_\_\_\_  
If yes, describe\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
4. Is there proper access? Yes\_\_\_\_ No\_\_\_\_  
Are there proper easements? Yes\_\_\_\_ No\_\_\_\_
- \_\_\_\_\_
- Curb cuts and property entrances must be constructed to City specifications. Permit and specifications are available through the Public Works Department.
5. Are there any special access requirements? Yes\_\_\_\_ No\_\_\_\_  
If yes, describe\_\_\_\_\_
- Is a state access permit required? Yes\_\_\_\_ No\_\_\_\_  
Is a county permit required? Yes\_\_\_\_ No\_\_\_\_
6. Meter size\_\_\_\_\_
- Estimated installation cost\_\_\_\_\_
7. Is a plan review by Public Works required? Yes\_\_\_\_ No\_\_\_\_
8. Is this application ready to be approved? Yes\_\_\_\_ No\_\_\_\_  
Explain modifications or revisions needed for the application\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Comments\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REVIEWED AND APPROVED BY:

Public Works Director

Date

**FIRE DEPARTMENT**

1. Does the proposal meet the safety requirements of the NFC and UFC? Yes\_\_\_\_ No\_\_\_\_

2. Is this application ready to be approved? Yes\_\_\_\_ No\_\_\_\_

Explain modifications or revisions needed for the application\_\_\_\_\_

\_\_\_\_\_

Comments\_\_\_\_\_

REVIEWED AND APPROVED BY:

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

**POLICE DEPARTMENT**

1. Is this application ready to be approved? Yes\_\_\_\_ No\_\_\_\_

Explain modifications or revisions needed for the application\_\_\_\_\_

\_\_\_\_\_

Comments\_\_\_\_\_

REVIEWED AND APPROVED BY:

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

**PLANNING DEPARTMENT**

1. Is this application ready to be approved? Yes\_\_\_\_ No\_\_\_\_

Explain modifications or revisions needed for the application\_\_\_\_\_

\_\_\_\_\_

Comments\_\_\_\_\_

REVIEWED AND APPROVED BY:

\_\_\_\_\_  
Community Development Coordinator

\_\_\_\_\_  
Date