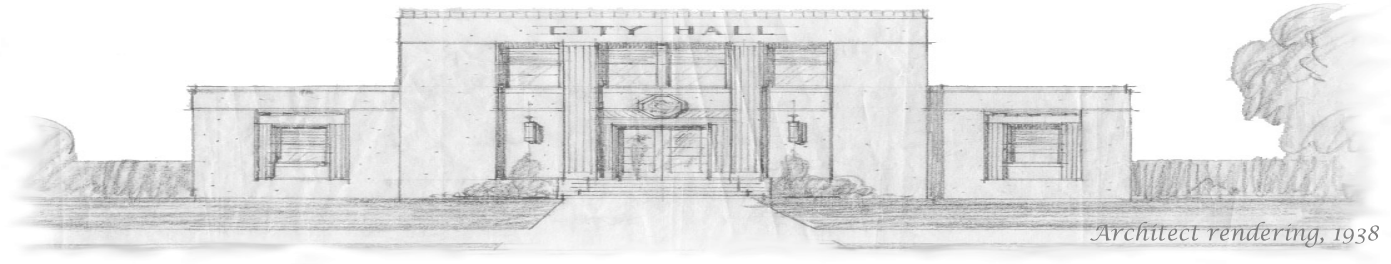
CITY OF TOLEDO



Architect rendering, 1938

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 2nd 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 2nd Street, Newport or online at 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.asps).

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 Hall P.O. Box 220 206 N. Main Street Toledo, Oregon 97391

(541) 336-2247 Fax: (541) 336-3512 TTD: 1-800-735-2900

City of Toledo Permit No._____

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

Date_____

Property Address_____, Toledo, OR **Zone Designation**_____
Assessor's Map No._____ **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)

New Building _____ Repairs _____
Addition _____ Moving _____
Alteration _____ Other _____
Conversion _____

Describe Project_____
_____
_____
_____
_____

Estimated Cost of Project:_____

CHECKLIST TO BE COMPLETED BY THE APPLICANT

1. 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_____

2. 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.

3. Does this property border other lot(s) with the same ownership? Yes_____ No_____

4. 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. If a survey is required, include a copy of the survey report with this application.

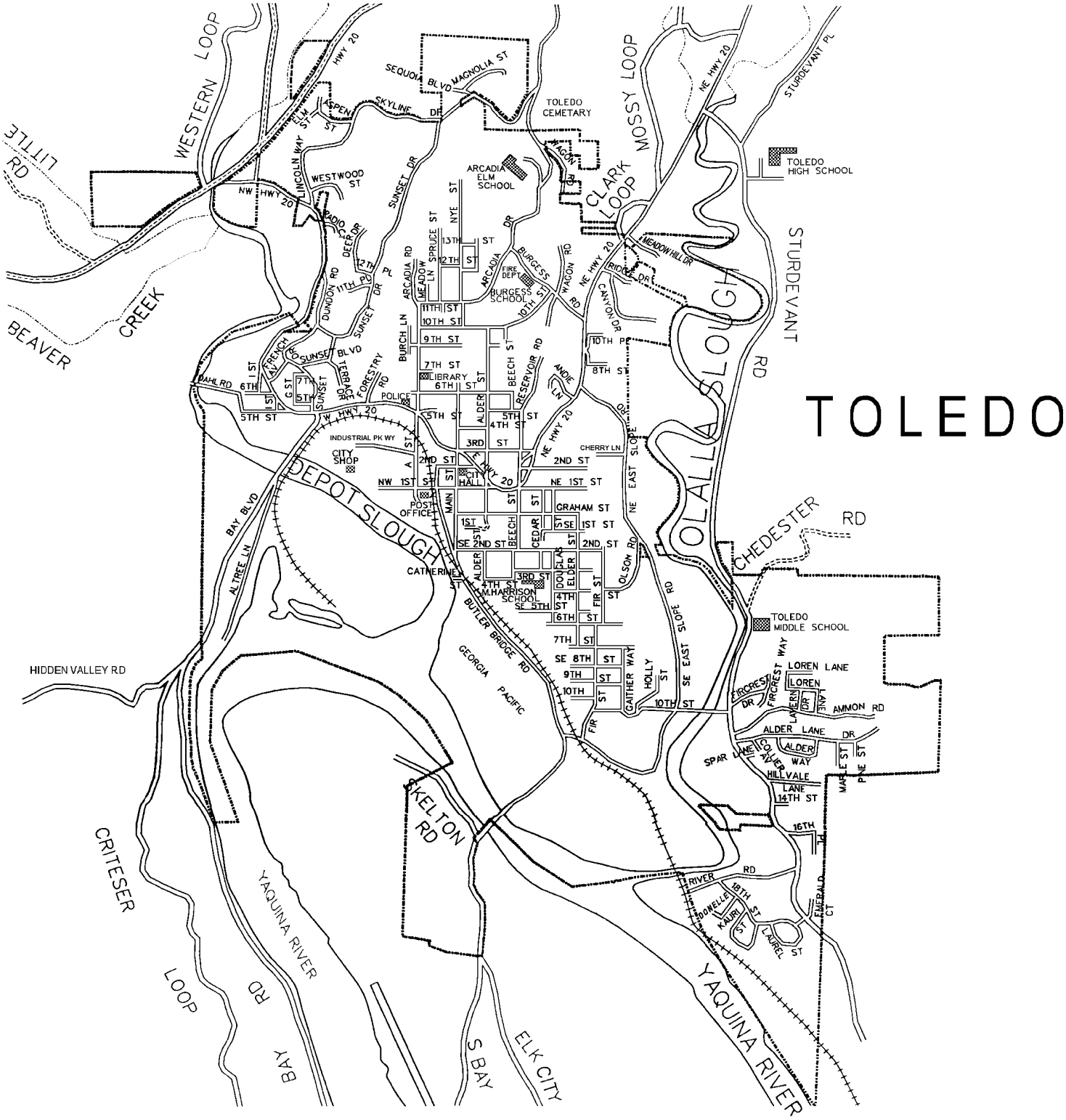
CALL BEFORE YOU DIG (1-800-332-2344): Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the Oregon Utility Notification Center at (503) 232-1987 or by visiting www.digsafelyoregon.com. 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	____Planned Unit Development	____Type I Permit Not Specified
____Code Interpretation	____Replat, Major	____Type II Permit Not Specified
____Conditional Use	____Replat, Minor	____Type III Permit Not Specified
____Expedited Land Division	____Restrictive Lot Line Covenant	____Type IV Permit Not Specified
____Lot Line Adjustment	____Riparian Modification Permit	____Vacation
____Modification of Approval	____Similar Use, Planning Comm	____Variance, Type I
____Non-Conforming Use	____Staff Level Exception to TPIRDS	____Variance, Type II
____Partition, Major	____Subdivision	____Variance, Type III
____Partition, Minor		____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

rev. 1/18/07