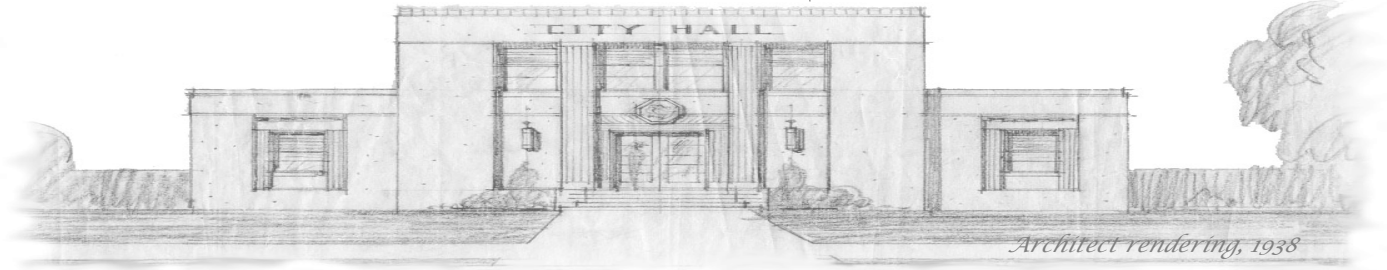


CITY OF TOLEDO



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 one set of plans) can be submitted to the City of Toledo Planning Department at 206 N Main Street (PO Box 220), Toledo, Oregon. City staff will review the plans for zoning ordinance compliance, fire protection, grading work, storm drainage control, right-of-way impacts, utility service, and business license requirements. Once approved by the City, staff will send a copy of the application to both the applicant and Lincoln County Building Division. Lincoln County conducts the plan review for all applications. Please coordinate the application submittal requirements with Lincoln County Building for processing. Lincoln County will contact you when the building permit application has been approved and you will pay for and pick-up the permit at their office located at 210 SW 2nd Street, Newport, Oregon. Call the Building Division at (541) 265-4192 to schedule all necessary inspections.

Lincoln County's permit applications forms are available at their office (210 SW 2nd Street, Newport) or online at www.co.lincoln.or.us/337/Building-Applications. Contact the County at 541-265-4192 to determine to correct application(s) for your project. All electrical, plumbing, and mechanical permits are submitted directly to Lincoln County.

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.

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 (online at www.ccb.state.or.us/search/ or phone 503-378-4621).

Feel free to contact City staff at (541) 336-2247 extension 2130 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
Planning Department

*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*

CONTACT INFORMATION:

City of Toledo:

City Hall – Planning Dept.
206 N. Main Street
P.O. Box 220
Toledo, OR 97391
(541) 336-2247 extension 2130
(541) 336-3512 Fax
e-mail: planning@cityoftoledo.org
www.cityoftoledo.org

Lincoln County:

Building and Planning Offices
Plumbing & Electrical Office
210 SW 2nd Street
Newport, OR 97365
(541) 265-4192
(541) 265-6945 Fax
email: lincolncountymbldgdiv@co.lincoln.or.us
www.co.lincoln.or.us/
www.co.lincoln.or.us/planning

State of Oregon:

Construction Contractors Board
(503) 378-4621
www.oregon.gov/ccb
<http://search.ccb.state.or.us/search/>

Building Codes Division

(503) 378-4133 or
(800) 442-7457
www.bcd.oregon.gov
www.oregon.gov/bcd/lbdd/Pages/oregon-permits.aspx

Dept. of Environmental

Quality-Air Quality
(800) 349-7677
www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Information.aspx

Better Business Bureau

(503) 226-3981
www.bbb.org/us/or

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 15.20.060 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]



**CITY OF TOLEDO
PLANNING DEPARTMENT
APPLICATION FOR BUILDING PERMIT REVIEW**

Property Address _____, Toledo, OR **Date** _____
Assessor's Map No. _____ **Lot Size** _____ sq. ft.
Tax Lot No. _____

Property Owner(s) _____ **Phone** _____
Address _____ **Email** _____

Applicant's Name (if different) _____ **Phone** _____
Address _____ **Email** _____
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

- 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 the 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 <https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Information.aspx>. If a survey is required, include a copy of the survey report with this application.

CALL BEFORE YOU DIG (811 or 1-800-332-2344 or www.callbeforeyoudig.org): 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

OFFICE USE ONLY

Checklist to be filled out by City of Toledo 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. Zone Designation _____
3. Does the proposed use and building comply with the Zoning Ordinance and Comprehensive Plan?
Yes _____ No _____
4. 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
5. 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: _____
6. Is the site in the floodplain? Yes _____ No _____
Floodplain Map No. _____ Date _____ Zone _____
Floodplain Development Permit Approved _____ Denied _____ Pending _____
7. Does the LWI or SWI identify wetlands on or near the property? Yes _____ No _____
If yes, has the Department of State Lands and/or Army Corps been contacted, and is there satisfactory information for approval? Yes _____ No _____
8. Have the required amount of parking spaces been provided? Yes _____ No _____
If no, is a parking variances required? Yes _____ No _____
9. Are any City, Port of Toledo, County, State, or Federal permits required? Yes _____ No _____
If yes, list type of permit _____
10. Has an approved access permit been issued? Yes _____ No _____
City Street Access: Date _____ Approved _____
County Access Permit Date _____ Approved _____
ODOT Access Permit Date _____ Approved _____

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

11. The following records were noted for this parcel:

12. Building Height, Setbacks & Lot Coverage:

	Required			Proposed		
Building Height						
Front Yard						
Rear Yard						
Side Yard						
Side Yard						
Lot Coverage	Lot Size:	Max. Allowed:	%	Total SF:	Total SF:	%

13. City Notes and Conditions of Approval:

Please notify the City of Toledo of any changes to the site plan or the proposal. Changes may trigger additional requirements.

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

**BUILDING PERMIT CHECKLIST
DEPARTMENT REVIEW**

PUBLIC WORKS

1. Is City sewer available? Yes____ No____
Where_____
- Will a new 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____
- Will the proposed use require a backflow prevention assembly? 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

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

FIRE DEPARTMENT

1. Does the proposal meet the safety requirements of the OFC? 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:

Contract Planner Date