



**CITY OF BROOKINGS**  
**Public Works Department**  
 898 Elk Drive, Brookings, OR 97415  
 Telephone - 541-469-1172  
 FAX – 541-469-3650

**PERMIT AND INSPECTION APPLICATION**

**PERMIT MUST BE RETURNED TO PUBLIC WORKS INSPECTOR FOR APPROVAL** PW Permit #: \_\_\_\_\_

**OWNER:** (who the job is for): \_\_\_\_\_ Address: \_\_\_\_\_

Owner Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Location: \_\_\_\_\_

Description of work (paving, storm drain, curb/gutter/sidewalk/driveway, sewer, water, etc.): \_\_\_\_\_

\_\_\_\_\_ Start Date: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor License # and type: \_\_\_\_\_

Contractor Foreman name: \_\_\_\_\_ Phone: \_\_\_\_\_

24-hour emergency contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Traffic Control Plan prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

**GENERAL NOTES:** *Permit fees - \$88.00 or 5% of project value, whichever is greater.*

1. This application must be **fully completed** and include a **written/drawn** Traffic Control Plan (TCP), approved design plans, project valuation documentation (copy of bid, etc.) and the permit fees.
2. OSHA & safety compliance (confined space, shoring, flagging, etc.) and adequate erosion controls at all times are conditions of all city permits – noncompliance voids this authorization to work in City ROW or easements.
3. Unless for emergency work, review and approval for a ROW Permit requires 48 hours minimum notice.
4. ROW Permit valid for 180 days unless a formal extension request is submitted and approved.
5. Call 1-800-332-2344 “Dig Safely” per Oregon Utilities Coordinating Council “Standards Manual.”
6. Protection of pedestrians during construction or demolition shall be provided.
7. The City Inspector shall make periodic on-site observations of grading and construction. Do not cover work until it has passed inspection.

**Contractor certifies construction will be in compliance with the City of Brookings Municipal Code and all other applicable State and Federal laws and regulations including who currently licensed by, meet bond requirements of the State of Oregon and that a copy of this approved permit, approved Construction Plans & Traffic Control Plan (TCP) shall be on-site at all times during construction and available for review by the City of Brookings.**

\_\_\_\_\_  
 Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Do not write below this line – City of Brookings use only*

Date Received: \_\_\_\_\_ by \_\_\_\_\_ COB Bus License: \_\_\_\_\_ Plans/TCP/Valuation attached: \_\_\_\_\_

Valuation Approved: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Notes: \_\_\_\_\_

**Permit Approvals**

**Site Committee Date & Approval** \_\_\_\_\_

Dept.	Initial	Date	Dept.	Initial	Date	Dept.	Initial	Date
Fire			Planning			PW Supervisor		
Building			PW Director					

Release of Warranty Bond: \_\_\_\_\_ Date: \_\_\_\_\_

**PLOT PLAN**

Draw a plot plan to a suitable scale in the space provided below. Include items listed below, and any other relevant property information.

- Property lines with dimensions
- Existing and proposed structures
- Existing and proposed driveways
- All easements
- Landscape Plan
- Storm Drain Plan
- Erosion Control Measures
- Existing wells, springs, streams, drainage and rivers
- Proposed front, side and rear yard setbacks
- Existing and proposed parking and/or parking lot plan for commercial, industrial and multiple family
- Existing and proposed adjacent roads and highways
- Existing and proposed water and sewer lines and the distance between all items on the plan
- Clearly label and show dimensions of all structures and distances between all items

*CLEARLY LABEL AND SHOW DIMENSIONS OF ALL STRUCTURES AND DISTANCE BETWEEN ALL ITEMS ON THE PLOT PLAN*

**DRAW PLOT PLAN IN THE AREA BELOW**