



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

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

DRAW PLOT PLAN IN THE AREA BELOW