

PERMIT CLEARANCE

CITY OF BROOKINGS
898 Elk Drive, Brookings, OR 97415
Building Dept - 541-469-1135



MUST INCLUDE 2 SETS OF BUILDING PLANS AND PROVIDE A SITE PLAN SHOWING PROPERTY LINES, BLDG FOOTPRINTS, UTILITES & SETBACKS

New Construction \$196.00
Minor Additions/Repairs \$ 65.00

Received: _____ Permit # _____

Existing Services:
Water Source: City Private Other _____
Sewer Disposal: City Private Other _____

Applicant Information:

Name: _____
Mailing Address: _____
Phone: _____
 Owner Contractor Tenant Other

Access:
Driveway Width: _____
Brookings LDC Section 17.92.100 requires driveways to be paved to the point of public access. If accessing a State or County Road written authorization is required from ODOT or Co Road Master.
Setbacks: Front Yard _____ Side Yards _____ & Rear Yard _____

Recorded Property Owner:

Owner's Name: _____
Mailing Address: _____
Phone: _____

Other Permits
• Grading permit required prior to excavation or fill
• Plumbing permits issued by Curry County - 541-247-3304
• Electrical permits issued by the State of OR - 541-266-1098
• Demolition may require a DEQ permit
• ROW Use Permit required for work in the public right-of-way
• New Signs or changes to signs require a permit

Application is for: (please check all applicable items)

1 to 2 Family Dwelling New Addition _____ SF
 Garage _____ SF Decking _____ SF
 Multi Family Dwelling New Addition _____ SF
 Commercial/Indust'l New Addition _____ SF
 Accessory Bldg w/plumbing without _____ SF

Plot Plan and Erosion Control Plans
Applicant must provide accurate plot plan showing setbacks on back of this form or on additional sheet of paper. Erosion Control Plans required if parcel slopes are greater than 15%.

Bldg Height _____ ft. Other: _____

Project Description: _____

Project Valuation/Cost: \$ _____

Property Description:

Assessor's Map # _____ Tax Lot # _____
Street Address or location: _____

Owner is the contractor

Contractor Information:

Contractor: _____
Contractor Phone: _____
City of Brookings Business Lic # _____
CCB # _____

Coos Curry Electric Co-Op Coordination
Please discuss your proposed development with CCEC to ensure electrical safety.

Signature of CCEC Representative

Applicant Signature

By my signature, I certify that I am the owner or have the owner's consent to apply for a permit to the above referenced property and by my signature, also certify that the information I have provided is correct and hereby grant the staff of the City of Brookings permission to enter this property for purpose of this application. If a building permit is granted, I agree to comply with all applicable laws, regulations and requirements of all governmental authorities.

**Permit Clearance Fees due at time of submission
Building Permit Fees will be an additional amount**

Print Name: _____

Signature _____

Email: _____

Phone: _____

This application will expire in 6 months


PLOT PLAN

Provide or 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
- Landscape 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

N S E W (indicate direction) 

Show building sizes, square footage, height and setbacks in relation to the property lines

Scale (in even increments) 1" = _____

License number verification

Provide State and City license number for each contractor and sub-contractor.

A building permit will not be issued until numbers are confirmed; a current phone number is required.

Type of work	Business Name	Phone Number	State License #	City License #
Excavation				
Foundation				
Framing				
Roofing				
Insulation				
Sheetrock				
Painting				
Mechanical				
Plumbing				
Electrical				
Landscaping				
Gutters				

EROSION CONTROL PLAN

FAILURE TO PROVIDE THIS INFORMATION WILL DELAY THE REVIEW OF YOUR PERMIT APPLICATION. IF SLOPES ON YOUR PROPERTY ARE 15% OR GREATER CONTACT THE PLANNING DEPARTMENT FOR INSTRUCTIONS.

Make a copy of the completed site plan that you provided on the back of your permit clearance form.
Check to be sure that all requested information has been supplied on the site plan.

Add the following information to that copy to comply with erosion control management requirements:

- Location and area of site disturbance associated with your project
- Direction of slopes on the site
- Existing (pre-development) drainage pattern
- Proposed final (post development) drainage pattern
- Location of proposed erosion control measures:
 - Access points: construction entrance, is it an existing hard surfaced drive or what alternate methods will you use to prevent tracking of debris onto the road?
 - Perimeter containment measures: sediment fence, compost filter berm, existing vegetation to remain around perimeter of site
 - Inlet protection if located in an area with a storm drainage system
- Stockpile or staging areas of disturbed material and containment method
- North arrow
- Scale (1" 'X') of site plan, please use even scale numbers such as 10'