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City of West Linn Oregon • Planning and Building Division • 22500 Salamo Rd • West Linn, OR

CITY OF
**West
Linn**
BUILDING DIVISION



GUIDE TO PERMITS AND INSPECTIONS

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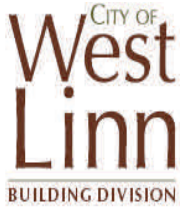
OFFICE #: 656-4211/INSPECTION LINE 722-5510/WEB SITE: www.westlinnoregon.gov



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GUIDE TO PERMITS AND INSPECTIONS



ONE AND TWO FAMILY DWELLINGS

General permit information and information about building, zoning, mechanical and plumbing permits, New Single Family Residence (NSFR), and how to request an inspection.

Obtaining the appropriate permits is important for many reasons. Work completed under the proper permits and inspections provides reasonable assurance that the work has been performed safely and accurately.

Why get a permit?

- It's the law. State Building Code requires that permits be obtained for certain types of work.
- Permits protect you, your family, home, business and financial investment.
- Permitted work requires inspection approval from a certified building inspector.
- Inspections ensure that work is done safely and meets the minimum code requirements. Incorrect installations can result in house fires, flood damage and/or structural problems.
- When selling a property or home, the buyer, realtor and lender may require that non-permitted work be corrected, properly permitted and inspected before closing. This leaves you in the position of scrambling to get legal.

Where and when can you get a permit?

Permits can be applied for at the West Linn City Hall Building located on the first floor at 22500 Salamo Rd., West Linn, OR 97068 weekdays from 7:00am to 3:30 pm. Permit Applications (available on our web page) may be submitted in person, 24/7 to www.buildingpermits.oregon.gov, the State-wide permit system called ePermitting, via mail or contact our Finance Department to pay your fees directly with Master card or Visa.

Who can do the work?

As the owner of a single family house or duplex, you may hire a licensed building, plumbing or mechanical contractor to do the work, or in most cases you can do it yourself. This means that you, the owner, will be responsible for doing the work; not a friend, neighbor, tenant or relative, unless they hold an appropriate contractor's license. Permit requirements for you doing your own work are the same as those for a contractor doing the work.

***ALL ELECTRICAL PERMITS AND ELECTRICAL INSPECTIONS ARE DONE BY CLACKAMAS COUNTY: (CALL 503-742-9240).**



www.permitsprotect.info



www.thinkpermit.com

BUILDING PERMITS

Building Permits are typically required when building safety might be affected. The City of West Linn Building Division is responsible for issuing permits on property inside the limits of West Linn.

FOR THE FOLLOWING WORK A BUILDING PERMIT IS....	Re-quired	Not Required
Constructing, enlarging, altering, moving or demolishing any one or two family dwelling or related structure	X	
Adding a room, garage or other attached structure.	X	
Building, demolishing or moving any carport or garage, or a shed that's more than 200 square feet in area or more than 10 feet high at the highest point.	X	
Finishing an attic, garage or basement to make additional living space	X	
Cutting a new window/door opening or changing the size of existing openings.	X	
Moving, removing or adding structural walls (either exterior or interior or both).	X	
Applying roofing when all of the old roofing and sheathing is remove and new sheathing in installed.	X	
Building a stairway over 2.6 feet high.	X	
Building a retaining wall that is more than four feet high, measured from the bottom of the footing to the top of the wall, or any retaining wall affected by the weight of a nearby driveway or structure (2 to 1 slope)	X	
Building a deck more than 30 inches high.	X	
Enclosing, adding or enlarging a porch cover, patio cover or any other roofed structure, attached to the house.	X	
Moving more the 50 cubic yards of earth.	X	
Pouring concrete walks, slabs and driveways more the 30 inches above adjacent grade and over any story or basement.	X	
Painting buildings that are not historic landmarks.		X
Blowing insulation into existing homes, unless there is existing knob and tube wiring.		X
Putting up storm windows.		X
Installing window awnings, not more than 54 inches deep and not in a design zone, that are supported by an exterior wall and do not project beyond the property line.		X
Replacing interior wall, floor or ceiling covering, such as wall board or sheet vinyl		X
Putting up shelving and cabinets		X
Installing gutters and downspouts (a plumbing permit may be required for storm water disposal.		X
Replacing or repairing siding on a wall (if it is three feet or more from a property line)		X
Replacing or repairing roofing (a maximum of 3 layers of roofing is allowed.		X



You may need a permit for replacing or repairing roofing if replacing roof joists.

A permit is not required to paint a home that is not a Historic landmark.



A permit is required to convert an attic to living space.

A permit is required when adding on to your house



PERMIT FEES

Permit fees are paid at the time the permit is issued. Fees for a stand alone building permit, that is not part of new home construction or an addition, are printed on the permit applications (See page 21-22). You may also go 24/7 to **www.buildingpermits.oregon.gov** and use the Statewide permit system called ePermitting. For more complex projects such as an addition or new home construction:

- ◆ Building permit fees are calculated based on the project valuation
 - ◆ Plan review fees (65 % of building permit fees) are due when plans are submitted for full review (except if the valuation is under \$25,000, then the plan review fees are charged at the time your permit is issued). The balance of the fees are due when the reviews are complete and your permit is issued.
- See: **www.westlinn.oregon.gov/building, Fees & Charges**

PLAN SUBMITTAL

Professionally drawn plans are not usually necessary to get a permit to do minor residential work. However, depending on the complexity of your project, plans and a land use review may be required.

WHEN YOU SHOULD CALL FOR INSPECTION

All work that requires a permit must be inspected before it is covered by the construction process. To schedule an inspection:

- ◆ Call 503-722-5509, the city's 24-hour Inspection Request Line.
- ◆ Call 1-888-299-2821
- ◆ Go to" **www.buildingpermits.oregon.gov**

The following information is needed

- ◆ Permit Number
- ◆ Site Address
- ◆ Type of Inspection Needed
- ◆ Phone Number where you can be reached during week days.

There must be an adult over age 18 (to let the inspector inside.)



Operating a business out of your home does require a home occupation permit and a business license. For more information about home occupations or business licenses and how to apply for them, visit our website at www.westlinnoregon.gov/forms or contact us at 503-656-4261.

ZONING OR LAND USE PERMITS

Zoning permits may be required when a building permit is not needed, where planning staff must verify and approve how the site will be used. Although a building permit may not be required, construction must comply with the current building code standards. Before starting any project, please check with the planning staff to see if there are any specific requirements that you should know about. Planning staff will also determine if the project requires a land use review before the project may proceed. Zoning information can be obtained by calling 503-656-4211.

FOR THE FOLLOWING A LAND USE PERMIT MAY BE....	REQUIRED	NOT REQUIRED
Building or installing a detached garage or carport, less than or equal to 200 Square feet in area and less than 10 feet in height at the highest point, installed away from street and at least 3' from property line or 5' if there are utilities or easements.		X [a][b]
Creating a new or enlarged commercial parking area or driveway, or paving a previously graveled commercial parking area	X	
Making any improvements required as a condition of a land use review approval which doesn't require a building permit (Land use reviews include Adjustments, Design Review, etc...)	X	
Making any alteration to exterior property, such as siding, patio/deck (less than 30 inches above grade) or installing landscaping. (for tree cutting permits contact the West Linn Parks Department at (503) 557-4700)		X [a][b]
Build a fence up to six feet high		X [a][b]
Pave a walkway		X [a]

[a] Except in an environmental zone, in another special overlay zone or plan district where a zoning permit may be required.

[b] [b] Although a permit is not required, this development must comply with zoning requirements that affect the height and placement of such structures.

NOTE: The city does not regulate neighborhood covenants, conditions or restrictions (CCR's)

ENVIRONMENTAL ZONES

If your property lies within a drainage way or green way, you are responsible for protecting the water shed or green area that may be impacted by any changes on your property. Check with Planning and Zoning about your proposed work before starting (Land Use Permits may be required).

PLAN SUBMITTAL

You may or may not be expected to submit plans depending on the complexity of the proposed work, particularly if you are proposing work that changes the building footprint or affects property lines.

FEES

Land Use Fees are posted online at:
[www.westlinnoregon.gov/finance/fees and charges](http://www.westlinnoregon.gov/finance/fees_and_charges)



A zoning permit is required when installing landscaping or if there are trees in any zone with restrictions.

A permit may not be required to install a fence up to 6 feet high. (See page 4)



MECHANICAL AND PLUMBING PERMIT INFORMATION

Mechanical and plumbing permits are issued to homeowners, licensed contractors and their representatives at the Permit Counter located in West Linn City Hall. These types of permits can often be issued on a same day basis and no drawn plans are necessary to get a plumbing or mechanical permit; with exception of commercial projects.

If your project involves a residential alteration or addition, your plumbing and mechanical work will be included in the building permit so separate permits are not required.

If you have any questions about whether a plumbing or mechanical permit is needed for your project, or any of the information about the permits below, please contact 503-656-4211

ELECTRICAL PERMITS

**Electrical permits and inspections are handled through:
Clackamas County at 150 Beaver Creek Rd., Oregon City, OR for information call 503-724-4240.**

MECHANICAL PERMITS

Mechanical permits are typically required for work on the heating, cooling and ventilation systems in a single-family house or duplex. Installing a natural gas line, vent, fuel oil tank or chimney liner for appliances or other equipment is also considered mechanical. Fees for a stand-alone mechanical permit that is not part of new home construction or an addition are printed on the mechanical permit application (See page 21).

FOR THE FOLLOWING WORK A MECHANICAL PERMIT IS....	REQUIRED	NOT REQUIRED
Installing new or changing any part of heating or cooling system which has Ductwork or which must be vented into any kind of chimney or vent	X	
Installing a wood stove, manufactured fireplace or fireplace insert	X	
Installing, altering or repairing gas piping between the meter and an appliance (indoors or outdoors)	X	
Installing a fuel oil tank	X	



A permit is required to change any part of a heating or cooling system which has ductwork.

FUEL OIL TANKS require a to-scale drawing showing:

- Size and location of tank, and construction and reinforcing of the base or slab supporting the tank.
- Sufficient detail to determine the adequacy of the base to resist wind and seismic forces
- Slab thickness and reinforcing, concrete strength; hold downs, calculations to support the design, and details showing the adjoining of the site. In most cases the drawings will require engineering and an engineer's stamp of approval.

WOOD STOVES AND FIREPLACE INSERTS must be certified for emission standards to be legal for installation in the City of West Linn. A stove that qualifies as antique is exempt from certification. The inspector will check the label on the stove or stove insert at the time of inspection.



PERMIT FEES

Permit fees are paid at the time the permit is issued. Fees are based on the number of items that will be installed, such as appliances, gas outlets, hoods and vents (See page 21).

PLAN SUBMITTAL

Drawn plans are usually not necessary to get a permit to do mechanical work unless the work involves the following:

COMMERCIAL PROJECTS

FOR RESIDENTIAL PROJECTS a site plan is required for outdoor mechanical equipment, such as air conditioners, furnaces, heat pumps, fuel oil tanks, pool heaters, gas-fired generators and kilns. A site plan is what you would see if you could look straight down on the property from above.

On the site plan, show:

- ◆ Property lines
- ◆ Distance from the equipment to the two closest property lines
- ◆ Scale of the drawing
- ◆ An arrow pointing in the direction of north
- ◆ Location of streets, alleys, easements and driveways
- ◆ Location of structure adjacent to the equipment

PLUMBING PERMITS

Plumbing permits are typically required for work on the plumbing system of your single family home or duplex.

FOR THE FOLLOWING WORK A PLUMBING PERMIT IS ...	REQUIRED	NOT REQUIRED
The piping system within your home is repaired, replaced, relocated and added to.	X	
Installing new plumbing fixtures such as toilets, sinks, showers, tubs, dishwashers, etc.	X	
Replacing water heaters or existing fixtures.	X	
Installing or repairing supply and drain lines outside of the building.	X	
Installing rain drains, sewer lines, water lines, back-flow prevention assemblies for lawn sprinkler system or capping a sewer.	X	
Decommissioning on-site sewage disposal system such as a cesspool or septic tank.	X	
For ordinary minor repairs when the work is done by a licensed plumber in the Employ of a registered plumbing contractor. Ordinary minor repairs consist of the following:		X
Repair, replacement or maintenance of existing and accessible parts, appliances or appurtenances.		X
Emergency repair or replacement of freeze-damaged or leaking, exposed or concealed piping nor exceeding five feet of new piping per structure.		X

PERMIT FEES

Permit fees are paid at the time the permit is issued. Fees for a stand-alone plumbing permit that is not part of new home construction or an addition are printed on the plumbing or mechanical permit application. Permit applications are available online at westlinnoregon.gov/forms. For other types of plumbing work that is a part of a larger project fees are based on the scope of the work and number of fixtures that will be installed (See page 22).

PLUMBING PERMIT APPLICATIONS

When you fill out an application, please be thorough. Important information left off the application may delay the issuing of the plumbing permit (**Such as, contractor information, owner's information, CCB license numbers, City of West Linn license or Metro number, Plumbing Board License Number and total number of toilets in the house, description of work and valuation for commercial jobs**). Commercial jobs needs 2 complete set of plans and are not issued over the counter.

PLACING A METALLIC WATER SERVICE

In many cases, a metallic water service is an integral part of a home's grounding electrode system. Replacing the metallic water service, such as copper or galvanized iron with a nonmetallic water service, such as plastic (PVC or CPVC) can alter the integrity of this grounding system.

If the grounding system fails, fires, electrocution, or appliance damage may occur. If your are replacing your metallic water service with nonmetallic, a new ground electrode may need to be installed, which requires an electrical permit from Clackamas County.

NEW SINGLE FAMILY RESIDENCE (NSFR) PERMIT APPLICATION PROCESS

If you come to West Linn City Hall with complete information, and your design does not require multiple reviews, we may be able to issue a permit for a simple addition or alteration in one to two weeks.

Building permit application form are available at West Linn City Hall, Building Division and online at westlinnoregon.gov/forms. When you are ready to apply for a building permit, please bring the following information with you or bring a completed building application to West Linn City Hall:

- ◆ The address and legal description of the property.
- ◆ A description of the work proposed. For example: bedroom and bathroom addition to a single family residence.
- ◆ The owner's name, address and phone number.
- ◆ The contractor's name, address, phone number, West Linn or metro license number and State license number (if a contractor will be doing the work).
- ◆ Two sets of plans showing all work on the building and 2 site plans (See: Environmental Protection Plan for sample of a site plan (See page 14-17). Typical plans include a site plan, floor plans, cross sections showing construction details, foundation plans and roof plans

Old plumbing may not meet current code, so choose code complaint replacements.



-
- ◆ A description of all plumbing and mechanical work you will be doing.
 - ◆ The fair market value for the completed project. The fair market value includes the costs of materials and labor that would typically be charged to complete a project of this type, even if you plan to do all the work yourself.

WHO WILL REVIEW THE PROJECT?

STEP 1: PLANNING REVIEW

Most permit applications will need to be reviewed by the Planning staff in the City of West Linn. They must approve land use, parking, landscaping, outside activity and the placement of the buildings and other development on the site before a permit can be issued.

The Planning staff reviews plans for sites that are within the City limits of West Linn.

STEP 2: PLANS REVIEW

Once you have submitted the required number of plans, the necessary reviews are determined. Plans may be reviewed by Plan Reviewers from Planning, Building, Engineering, Parks and Erosion Control to make sure that the proposed project meets standards, codes and ordinance requirements. If additional information or changes are needed, a reviewer will contact you identifying the issues that must be addressed on your plans (See: Environmental Protection Plan page 14-17).

STEP 3: PERMIT ISSUANCE

Once the necessary reviews have been completed and approved for the permit application, a permit technician will contact you to let you know the permit is ready to issue.

BUILDING PERMIT FEES

- ◆ Building permit fees are calculated based the valuation of the completed project.
- ◆ The fees for the plan review are normally due when the plans are submitted for full review. The balance of the fees is due when the review is complete and your permit is ready to issue

WHEN WORK CAN START?

When the permit is issued, you will receive a physical permit, which must be displayed in a visible location where the inspector can see it. Work can start as soon as the permit paper is posted and a set of approved plans is at the job site.



GREEN BUILDING PRACTICES

Think about incorporating green practices when working on or around your home. Make choices that save energy, reuse building materials, protect resources and the environment, and promote a healthy home environment, such as...

- ◆ Use permeable pavers to allow storm water percolation and disconnect downspouts.
- ◆ Landscape with native plants, reduce lawn area and plant trees to shade south and west exposures.
- ◆ Harvest rainwater for landscaping irrigation.
- ◆ Deconstruct/salvage reusable materials and fixtures.
- ◆ Seal air leaks around tubs and showers, attic and crawlspace panels at recessed lights and around all electrical and plumbing penetrations.
- ◆ Increase attic ventilation beyond code minimum to help summer cooling.
- ◆ Install windows rate $U=0.35$ or lower, and ones that will open on all floors for cross-ventilation.
- ◆ Install a zone heating system for room-by-room control.
- ◆ Install energy and/or water efficient appliances rate Energy Star or better.
- ◆ Install water efficient fixtures: 1.6 GPF toilets, 2.0 GPM shower heads, 1.5 GPM faucet aerators.
- ◆ Install quiet bathroom fans rated 70 CPM or higher and 1.0 SONE or less, on a timer.
- ◆ Install a solar electric (photovoltaic) system.
- ◆ Sign up for renewable electric power from your electrical power provider.
- ◆ Use salvage and recycled content materials, such as salvaged flooring.
- ◆ Choose finishing materials 50 percent or more recycled content and install with low toxic adhesives, replace particle board surfaces with formaldehyde free MDF, cement board or composites, or paint all exposed surfaces with water based sealer.
- ◆ Use low or not VOC primers, paints, varnishes, adhesives, caulks and sealants.
- ◆ Choose flooring from certified sustainability harvested sources or from reused or re-milled sources.
- ◆ Choose natural linoleum, bamboo or cork flooring, natural fiber, nylon or PET carpet.
- ◆ Use cabinet fronts made from reclaimed wood.

Inspections codes for Residential structures
INSPECTIONS

1. Erosion Control
2. Tree Protection
3. Excavation
4. Flood Plain
5. Stamped & Signed Survey Report Required prior to Footing Inspection.
6. Footings
7. Manufactured Dwelling Footings
8. Foundation
9. Post & Beam (Plg/Mech/Structural)
10. Slabs (Basement/Garage)
11. Topout/Rough Plumbing
12. Exterior Sheathing/Shear Wall
13. Electrical (Clackamas County)
14. Framing/Mechanical/
15. Complete and turn in Moisture Content form (See page 25)
15. Insulation
16. Rain Drains Perimeter
17. Water/Damp Proofing
18. Rain Drain Run-Outs
19. Sanitary Sewer
20. Water Service
21. Drywall/Wallboard
22. Shower Pan
23. Roof Nailing
24. Fire Sprinklers
25. Manufactured Dwelling Set Up/Hook Up
26. Driveway/Sidewalk/Approach
27. Cross Connection (Backflow)
28. Final Manufactured Dwelling
29. Final Erosion Control
30. Final Engineering
31. Final Planning
32. Final Electrical (Clackamas County)
33. Final Plumbing
34. Final Building/Final Mechanical

HOW TO GET THE WORK INSPECTED

A permit must be purchased prior to doing the work and any work done under the permit must be inspected by one of our certified building inspectors.

THE STEPS FOR SCHEDULING AN INSPECTION ARE:

1. Call 503-722-5509, the 24-hour inspection request line.
2. Call 1-888-299-2821
3. Go to www.buildingpermits.oregon.gov
4. If you call before 7:00 am on a weekday, the inspector will usually be able to come out the same day.
5. Leave your permit number, the site address & type of inspection needed.
6. A phone number where you can be reached during the inspection date is helpful in case we need to contact you.

While we will make every effort to meet your request for an inspection, please be aware that we cannot guarantee an inspection time. An adult (18 years or older) will need to be home to let the inspector in, unless all of the work is outside.

Depending on the nature of your project, you may need one inspection, or many. It is important that you do not pour any concrete or cover anything (including how things are nailed together, if applicable) until the inspector has approved it. If you have any questions about when your project should be inspected, call the West Linn City Hall, Building Division at 503-656-4211.

HOW LONG IS A PERMIT VALID?

Your permit expires if 180 days pass without an approved inspection. You may request that your permit be extended one time only. To request a permit extension, please call 503-656-4211.

YOU CANNOT SCHEDULE AN INSPECTION IF:

- ◆ Your permit has not been issued.
- ◆ Your permit has unpaid fees (no inspections can be requested until the fees are paid).
- ◆ You are doing work on utilities in the public right of way and you do not have a separate Public Works/Construction Permit. To obtain one of these permits contact the West Linn Engineering Department at (503) 722-5500 or westlinnoregon.gov/forms.

SCHEDULING OR CANCELING

To reschedule or cancel a same-day inspection, you must call in your request no later than 7:00am.

RESOURCES

The following information/forms are available online or at the City of West Linn City Hall:

- ◆ Fences
- ◆ Home Occupations
- ◆ Fee Schedule
- ◆ Inspection List
- ◆ Building, Plumbing and Mechanical Application Forms
- ◆ Environmental Protection Plan
- ◆ Business License
- ◆ Development Review
- ◆ Water Meter Sizing
- ◆ Construction Activity Map
- ◆ Lot Size Setbacks & Height Requirements
- ◆ Accessory Structures
- ◆ Rain Gardens
- ◆ System Development Charges (Impact Fees)
- ◆ Other Miscellaneous Information and Forms

**Need Help?
Have questions?**

**Visit West Linn
City Hall or the
City of West
Linn**

*Our Web Site offers you
convenient access to
many of our forms and
publications.
Go online and learn
about what you may
need for your project and
what questions you may
want to ask.*



PERMITS ARE ISSUED AT THE....

City of West Linn City Hall
Planning and Building Division
22500 Salamo Rd., First Floor
Monday through Friday, 7:00 am-4:00 pm
westlinnoregon.gov

One & Two-Family Dwelling Building
Permit Application Checklist

22500 Salamo Rd. Box 900, West Linn OR 97
Phone: 503-656-4211, Fax: 503-656-4106, Inspection Line: 503-722-5509



THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	Yes	No	N/A
1. Land use actions completed. See jurisdiction criteria for concurrent reviews.			
2 Zoning. Flood plain, solar balance points, seismic soils designation, historic district, etc			
3 Verification of approved plat/lot.			
4 Fire district _____ approval required.			
5 Septic system permit or authorization for remodel. Existing system capacity _____.			
6 Sewer permit.			
7 Water district approval.			
8 Soils report. Must carry original applicable stamp and signature on file or with application.			
9 Erosion control plan permit required. Include drainage-way protection, silt fence design and location of catch -basin protection, gravel driveway entrance, etc.			
10 2 complete sets of legible plans, Must be drawn to scale, showing conformance to applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full-size sheet attached to the plans with cross references between plan location and details. Plan review cannot be completed if copy right violations exist.			
11 2 site/plot plan drawn to scale. The plan must show lot and building setback dimensions; show all existing trees and mark all trees proposed for removal; location of easements and driveway; footprint of structure (including decks); location of wells/septic systems; utility locations; direction indicator; lot area; building coverage area; percentage of coverage; impervious area; existing structures on side; and surface drainage. (See Environmental Protection Guide)			
12 Foundation plan. Show dimensions, anchor bolts, and hold-downs and reinforcing pads, connection details, vent size and location.			
13 Floor plans.. Show all dimensions, rood identification, window size. Location of smoke detectors, water heater, furnace, ventilation fans, plumbing, fixtures, balconies and decks 30 inches above grade.			
14 Cross section(s) and details. Show all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross sectin may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roofslope, ceiling height, side material, footing and foundation, stairs, fire place construction, thermal insulating,..etc.			
15 Elevation views. Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations, must reflect the actual frade if the change in grade is greater than four foot at building envelope. Full-size sheet addendums showing foundation elecvtions with cross references are acceptable.			
16 Wall bracing (prescriptive path) and/or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provides specification elevations with cross references are acceptable.			
17 Floor/roof framing. Provide plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation..			
18 Basement and retaining walls. Provide cross sections and details showing placement of rebar. For engineered systems, see item 22, "Engineer's calculations".			
19 Beam calculations. Provide two sets of calculations using current code design values for all beam and multiple joists over 10 feet long and /or any beam/joist carrying a non-uniform load.			
20 Manufactured floor/roof truss design details.			
21 Energy Code compliance with Prescriptive envelope requirements. Identify the prescriptive path or provide calculations along with additional measures.			
22 Engineer's calculations. When required or provided, (i.e., shear wall, roof truss) shall be stamped by an engineer li censed in Oregon and shall be shown to be applicable to the project under review.			
23 Irrigation System Plan JURISDISTION SPECIFIC			
24 Rain Garden (when applicable)			

Check list must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only. (last updated 7/01)

Environmental Protection Guide

Protecting the Environment

The City of West Linn places a high value on the conservation of natural resources. Construction activities without proper erosion and sediment control protection can contribute large amounts of sediment and other pollutants to streams, rivers, wetlands and ponds. Construction can also be harmful to trees, including the trunk, canopy and roots. This guide helps to explain the environmental requirements mandated by the City during the construction process.

Construction Sequence

Erosion Control and Tree Protection must be installed, inspected and approved prior to any site work. Upon approval, a notice (green tag for erosion and yellow for tree protection) will be posted by the site inspector(s). It must be visible at all times, until approval of the final inspection.

Fees

Fees will be according to the current City of West Linn fee schedule.

Following the Law

West Linn Code prohibits the discharge of sediment-laden water and other construction-related pollutants to storm sewers or waterways. Obtain all Federal and State permits if required for your site. The City of West Linn's Municipal Tree Ordinance and Tree Technical Manual are applicable to all building sites.

Enforcement

If the site falls into disrepair or otherwise fails to meet erosion control and/or tree protection codes and standards, a notice of non-compliance, stop work order, or fines may be issued with corrective action required. Violation of tree protection standards may also include fines and/or mitigation. Upon receipt of an erosion control permit the developer enters into an agreement with the city stating that in the event an emergency occurs and is not repaired within 24 hours of the time that the city notifies the developer, the city may hire a contractor or employ city staff to repair the erosion problem and bill the developer 125% of the cost to the city.

Tree Protection Notes and Practices

- All trees 6" diameter breast height (DBH) or greater are subject to tree protection measures.
- Trees that are within the otherwise approved building footprint will not require a separate tree removal permit. The City may require shifting of building footprints to save significant trees.
- Tree Protection Zone (TPZ) will normally be measured at ½ foot radius per caliper inch for any given tree. The City may require a greater area as deemed necessary.
- All trees to be preserved shall be protected with six foot high chain link fences along the length of the TPZ. Fences are to be mounted on two inch diameter galvanized iron posts, driven into the ground to a depth of at least 2 -feet at no more than 10-foot spacing.
- Trees on neighboring properties may require protection fencing for roots.

All specifications, rules, regulations and penalties as defined in the City's Tree Ordinance and Tree Technical Manual shall apply.

Stormwater Treatment and Detention

For commercial and residential site development, all newly created impervious areas that are 500 SF or more, whether or not replacing existing impervious areas, are required to provide stormwater treatment to bring site discharge into compliance with current City water quality requirements.

Development or redevelopment creating 5,000 SF of new impervious area, requires treatment and detention.

Developers may mitigate impervious area by various means, as approved by the City Engineer to reduce the threshold listed above or to reduce facility size. Methods contained in the City of Portland Storm Water Manual, as modified by the City of West Linn may be used in mitigation as approved by the City Engineer.

Stormwater facilities must be aesthetically blended into the surrounding landscaping to the greatest possible extent.

Common Pollutants at Construction Sites

- ◆ Sediment from grading operations and bare soil.
- ◆ Concrete wash from tools and trucks.
- ◆ Debris from discarded building materials, & litter.
- ◆ Oil and grease from equipment and vehicles.
- ◆ Sanitary waste and pathogens from porta-poties.

Preventing Erosion

Evaluate the Site

The diagram on the next sheet illustrates the key points to protecting individual building sites. Every building site is unique and should be evaluated for potential erosion and sediment loss. It is not difficult to predict where soil will erode. Rain falling and water flowing over bare ground will create erosion. Understanding the drainage on the site and where storm water runoff will flow is critical in planning for erosion control.

Revegetate the Site

Prevent erosion on individual lots with ground cover. The soils are not left bare during home construction. Sites are covered with straw mulch and/or vegetation to prevent erosion from occurring.

Effective Individual Lot Best Management Practices (BMP)

Temporary Mulching & Seeding

- Establish vegetation to protect soils from erosion and keep sites clean.
- Protect exposed soils from erosion until vegetation is established.

Use straw or wood mulch, compost, hydro seeding, or Rolled Erosion Control Products (RECPs) when temporary seeding is not practical. Mulch can be utilized in any weather at any time.

Sediment Control Practices

Install straw wattles (fiber rolls); sediment fences, compost socks, or other sediment controls on the contour to prevent concentrated flow and protect perimeters.

Construction Entrances & Tracking

- As vehicles leave construction sites, sediment may be tracked onto adjacent roads. Those pollutants can get washed into storm drains, are a nuisance to drivers and vehicles, and can cause accidents.
- Stabilize driveway with a rock base over geo-textile fabric to prevent tracking onto roadways.

Immediately clean up tracking in streets with brooms, shovels, or a professional street sweeper. Do not use water to clean pavement.

Inlet Protection

- Protect drainage inlets from receiving polluted storm water through the use of inlet protection devices. Inlet protection should be maintained on a regular basis. If not maintained you may be responsible for cleaning the downstream catch-basin(s) prior to approval of the final inspection.
- Connect roof-drain downspouts, foundation drains, wall-drains, or other storm drains to an approved collection system immediately after installation.

Do not pump sediment laden water off-site. I.E. Water that accumulates in foundations.

Concrete Washout

- Use a designated concrete washout area to avoid wash water from concrete tools or trucks from entering storm drains. Maintain washout area and dispose of concrete waste on a regular basis.

Waste Containment

Keep your site clean. Pick up construction waste and litter each day. Potential pollutants should be stored so they do not become sources of storm water contamination.

Soil Stockpile Placement and Protection

Place stockpiled soil away from critical areas such as streams, drainage ways, and storm drain inlets. Temporarily seed and mulch, or cover stockpiles immediately to protect against erosion. Use sediment control around the base of stockpiled soil.

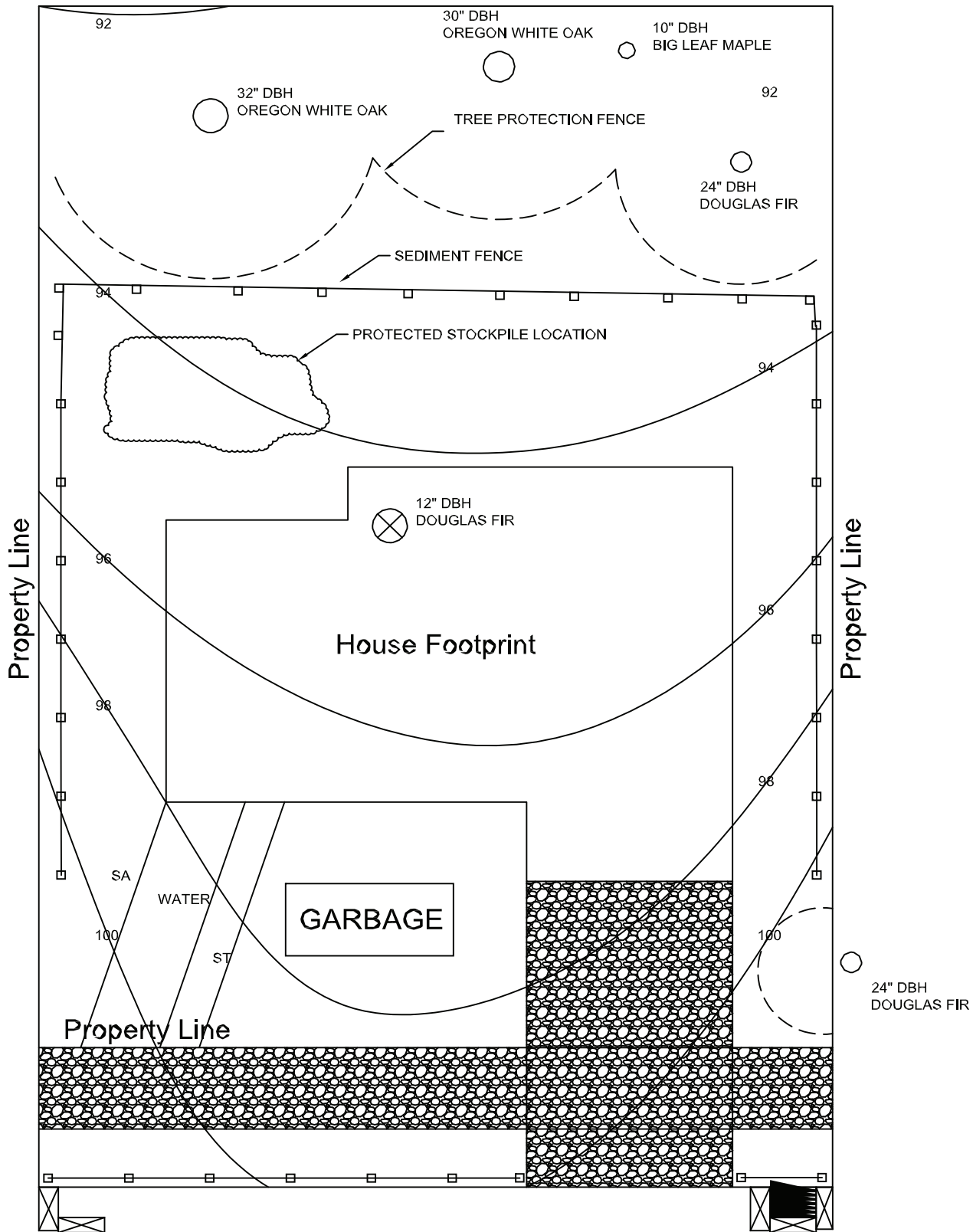
Training & Inspections

- At minimum the site steward must inspect a site weekly, and after each storm event greater than 1/2 inch. Document all inspections and keep this documentation on-site and updated. The permittee must be able to provide this information to the City upon request. Maintain BMPs on a regular basis and replace as necessary.

Train and educate construction crews to better understand the effects of storm water pollution from construction projects and learn ways to prevent or minimize pollution on the job.

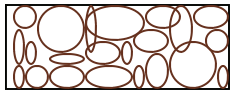
Please refer to the Clackamas County Erosion and Sediment Control Manual for more information. It is available at [http://](http://www.co.clackamas.or.us/)

ENVIRONMENTAL PROTECTION SAMPLE SITE PLAN



Storage of construction materials is not allowed in the right of way
 Sediment tracking onto the street is not allowed
 Site Plan scale shall be 1 inch = 10 ft
 See back of sheet for site plan notes

SITE PLAN NOTES



Entrance should be 20 feet in length 2-3" clean crushed rock. After excavating Soil from the area, apply 6-12" layer over entire entrance, Use geotextile under If place on unfirm soil. Install gravel sidewalk sub-grade. If sidewalks are not required install sediment fence at front.



Show and install sediment fence on downhill grade from exposed ar-



Show and install inlet protection on all catch basins and at down hill side of lot at curb line.



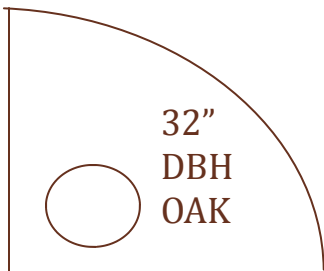
Waste Containment shall be shown on plan to indicate where construction waste will be contained for both liquids and solids.



Show contours for entire site on 2' intervals, when slopes exceed 15% use 5" intervals.



Show and label location of all utilities at the site.



Trees to be removed shall be marked with an X.
Trees within approved building footprint may be removed without a separate permit. All other trees shall require a tree removal permit.



GENERAL NOTES

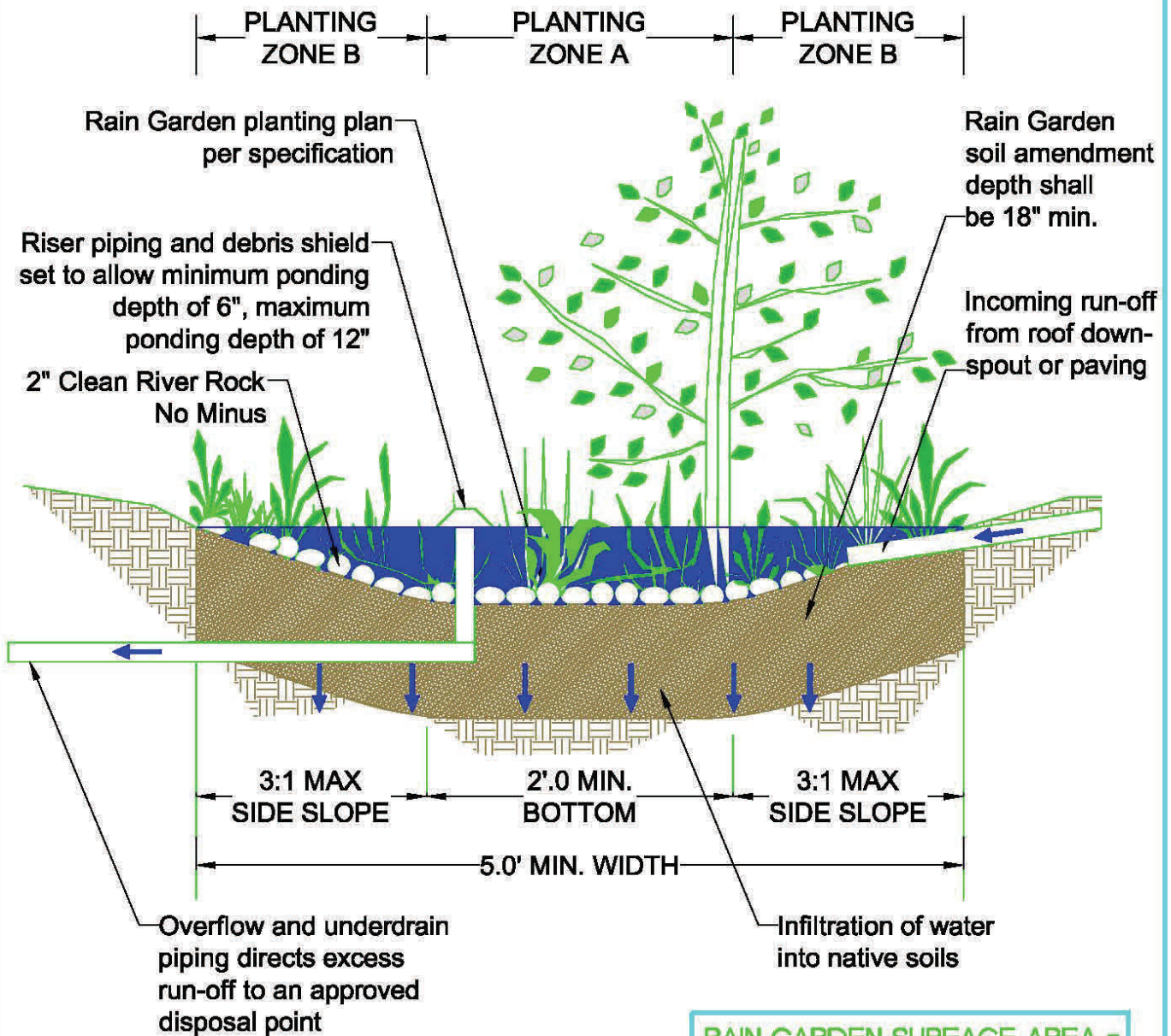
Site plan scale must be 1 inch = 10 ft

Show location of utility easements and/ore tree protection areas. Wetlands, and waterways must also be located on plan.

Cover all exposed areas that have potential for erosion with straw, mulch, compost or bark-dust. Steep slopes may require additional best management practices to prevent erosion.

This site must be stabilized in order to gain final inspection approval, which means 100% ground cover on all distributed areas. Additional long-term erosion control measures may be require on steep slopes. All erosion BMP's must also be removed.

THIS DETAIL DRAWING SHALL NOT BE ALTERED OR CHANGED IN ANY MANNER EXCEPT BY THE CITY ENGINEER. IT IS THE RESPONSIBILITY OF THE USER TO ACQUIRE THE MOST CURRENT VERSION OF THE DETAIL.



RAIN GARDEN SURFACE AREA = TOTAL IMPERVIOUS AREA x 0.06

RAIN GARDEN PLANTS		
ZONE	BOTANICAL NAME	COMMON NAME
A	CAREX APERTA	COLUMBIA SEDGE
A	CAREX Densa	DENSE SEDGE
A	CAREX PANSA	SANDDUNE SEDGE
A	CAREX TESTACAE	NEW ZEALAND ORANGE SEDGE
A	CAREX TUMILICOLA	FOOTHILL SEDGE
A	DESCHAMISIA CAESPITOSA	TUFTED HAIR GRASS
A	ELEOCHARIS PALUSTRIS	CREEPING SPIKE RUSH
A	JUNCUS BALTICUS	BALTIC RUSH
A	JUNCUS EFFUSUS "CARMEN'S JAPANESE"	COMMON RUSH
A	JUNCUS EFFUSUS "GOLD STRIKE"	COMMON RUSH
A	JUNCUS EFFUSUS "CARMAN'S GRAY"	COMMON RUSH
A	JUNCUS PATENS	SPREADING RUSH
B	ARCTOSTAPHYLLOS UVA-URSI	KINNIKINNICK
B	BLECHNUM SPICANT	DEER FERN
B	CORNUS SERICEA VAR. KELSEY II	DWARF REDTWIG DOGWOOD
B	LIRIOPE MUSCARI "BIG BLUE"	BIG BLUE LILY TURF
B	GAUTHERIA SHALLON	SALAL
B	MAHONIA NERVOSA	LOW OREGON GRAPE
B	MAHONIA REPENS	CREEPING OREGON GRAPE

NOTE:

PLANT 1 GALLON POTS 18" O.C. IN EACH ZONE. A MINIMUM OF 3 SPECIES SHALL BE USED IN EACH ZONE.

18

INFILTRATION RAIN GARDEN TYPE 2



City of
West Linn

DATE: **JULY 2008**
DRAWING NO. **WL-618A**
FILE NO.

THIS DETAIL DRAWING SHALL NOT BE ALTERED OR CHANGED IN ANY MANNER EXCEPT BY THE CITY ENGINEER. IT IS THE RESPONSIBILITY OF THE USER TO ACQUIRE THE MOST CURRENT VERSION OF THE DETAIL.

THE NATIVE SOIL IN THE TOP 18 INCHES OF ALL STORM WATER PLANTERS SHALL BE AMENDED WITH A MIX OF ONE PART IMPORTED ORGANIC COMPOST AND ONE PART GRAVELLY SAND, SUCH THAT THERE ARE EQUAL PARTS COMPOST, SAND AND NATIVE SOIL. THIS WILL REQUIRE THE STORMWATER PLANTER AREA TO BE OVER EXCAVATED BY APPROXIMATELY 12 INCHES PRIOR TO ADDING SAND AND COMPOST. THE SPECIFICATIONS INCLUDED HEREIN SHALL BE USED FOR THIS PURPOSE AND INCLUDED ON THE PERMIT PLANS. THE MIX SHALL BE THOROUGHLY TILLED TOGETHER ON-SITE, AND SHALL BE CAPABLE OF INFILTRATING WATER WITHOUT PROLONGED PONDING ON THE SURFACE. IF SUCH PONDING OCCURS, ORGANIC COMPOST AND SAND MUST BE ADDED AND RE-TILLED UNTIL INFILTRATION PERFORMANCE IS ENHANCED. A 2-INCH LAYER OF SHREDDED BARK MULCH (NOT BARK DUST OR BARK CHIPS) SHALL BE USED OVER THE AMENDED SOIL AND BETWEEN THE PLANTINGS TO COMPLETELY COVER THE SOIL AND PREVENT EROSION OR WEED INTRUSION.

ORGANIC COMPOST

ORGANIC COMPOST SHALL HAVE THE FOLLOWING PROPERTIES:

- 100% SHALL PASS A 1/2 INCH SCREEN.
- pH BETWEEN 5.5 AND 7.0.
- CARBON NITROGEN RATIO BETWEEN 20:1 AND 35:1 (35:1 CN RATIO RECOMMENDED FOR NATIVE PLANTS.)
- ORGANIC MATTER CONTENT BETWEEN 40 AND 50 PERCENT.

ORGANIC COMPOST MAY CONSIST OF THE FOLLOWING:

MUSHROOM COMPOST - THE USED BEDDING MATERIAL FROM COMMERCIAL MUSHROOM PRODUCTION.

COMPOSTED YARD DEBRIS - COMMERCIALLY MANUFACTURED MATERIAL, MADE FROM DEAD PLANT MATERIAL SUCH AS GRASS CLIPPINGS, WEEDS, GREEN AND DEAD DRY LEAVES, GARDEN AND VEGETABLE MATERIAL, AND GROUND BRANCHES OF TREES AND SHRUBS. FURNISH A PRODUCT THAT IS COMPOSTED UNDER CONTROLLED AEROBIC DECOMPOSITION, WITH THE INTERNAL TEMPERATURE REACHING 57°C (135°F) FOR 15 DAYS, WITHOUT EXCEEDING 68°C (155°F). ENSURE THAT IT CONTAINS A MAXIMUM OF 10% BACTERIA AND 10% FUNGUS.

PEAT MOSS - HORTICULTURAL GRADE, NATURAL PEAT MOSS IN AIR-DRY CONDITION, FREE FROM WOODY SUBSTANCES, IN BALES OR BAGS LABELED FOR CONTENT AND VOLUME. ONLY PEAT MOSS USED IN COMBINATION WITH ONE OF THE ABOVE COMPOSTS IS ACCEPTABLE.

GRAVELLY SAND

GRAVELLY SAND SHALL BE FREE OF ORGANIC MATERIAL, CONTAMINANTS, AND HAZARDOUS MATERIALS, AND SHALL CONFORM TO THE FOLLOWING GRADATION:

U.S. SIEVE SIZE	PERCENT PASSING
2-INCH	100
3/4-INCH	70-100
1/2-INCH	50-80
NO. 40	15-40
NO. 200	0-3

MIXING

MIX COMPOST, SAND AND NATIVE SOIL TO A HOMOGENEOUS CONSISTENCY. DO NOT MIX COMPOST, SAND, AND NATIVE SOIL IN THE RAIN OR WET CONDITIONS.

STORAGE

STORE STOCK PILES OF ORGANIC SOIL MIX IN A MANNER THAT PREVENTS IT FROM BECOMING WET FROM RAIN, STORM WATER RUNOFF, OR OTHER SOURCES OF WATER, OR CONTAMINATED BY FINE SOIL OR OTHER UNDESIRABLE MATERIALS. ALL STOCKPILES OF MIXED SOIL MATERIAL SHALL BE PROTECTED AND COVERED.

PLACEMENT

PLACE AMENDED SOIL MIX IN RAIN GARDENS AND STORMWATER PLANTERS IN LIFTS NOT EXCEEDING 6 INCHES IN LOOSE THICKNESS. AFTER ALL LIFTS HAVE BEEN PLACED, GRADE SOIL TO FINISH GRADES AS SPECIFIED ON THE PLANS. DO NOT OVER COMPACT SOIL MIX WITH MECHANICAL EQUIPMENT AFTER PLACEMENT.

MULCH

SHREDDED BARK MULCH (NOT BARK DUST OF BARK CHIPS) SHALL BE USED IN A 2-INCH LAYER MINIMUM OVER THE AMENDED SOIL MIX AND BETWEEN THE PLANTINGS TO COMPLETELY COVER THE SOIL AND PREVENT EROSION OR WEED INTRUSION.

INFILTRATION TESTING

WET THE SURFACE OF THE RAIN GARDEN OR STORMWATER PLANTER WITH A SPRINKLER OR HOSE UNTIL SATURATED. SMALL RAIN GARDENS AND PLANTERS (<100 SQUARE IN SURFACE) AREA CAN BE TESTED FULL-SCALE, WHILE LARGE RAIN GARDENS AND PLANTERS CAN UTILIZE ISOLATED FALLING HEAD TEST (MINIMUM 2 PER 100 SQUARE FEET OF AREA). FILL THE TESTING AREA TO A DEPTH OF 4-INCHES AND TRACK THE TIME IT TAKES TO COMPLETELY DRAW DOWN. REPEAT TEST 3 TIMES. IF THE WATER IN ANY OF THE TEST FAILS TO DRAW DOWN IN LESS THAN AN HOUR, ADD COMPOST AND GRAVELLY SAND TO THE MIX AND RE-TILL. REPEAT THIS PROCEDURE UNTIL FAVORABLE TEST RESULTS ARE ACHIEVED.

SOIL AMENDMENT AND MULCH SPECIFICATION



JULY 2008

WL-618B



City of West Linn Building Permit Application

22500 Salamo Rd. Box 900; West Linn OR 97068; Phone: 503-656-4211; Fax: 503-656-4106
 Inspection Line: 503-722-5509(Call by 7AM); E-mail: bldg@westlinnoregon.gov
 Forms available at <http://westlinnoregon.gov>



TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
CCB lic.: _____	West Linn Lic # : _____ or Metro Lic #: (sub-contractors only) _____

REQUIRED DATA: 1- AND 2-FAMILY DWELLING	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation	
Number of bedrooms:	
Number of bathrooms:	
Total number of floors:	
New dwelling area:	square feet
Garage/carport area:	square feet
Covered porch area:	square feet
Deck area:	square feet
Other structure area:	square feet
REQUIRED DATA: COMMERCIAL-USE CHECKLIST	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation	
Existing building area:	square feet
New building area:	square feet
Number of stories:	
Type of construction:	
Occupancy groups:	
Existing:	
New:	
NOTICE	
All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed. If the applicant is exempt from licensing, the following reasons apply:	
BUILDING PERMIT FEES*	
<i>Please refer to fee schedule</i>	
Fees due upon application (Plan Review)	
Amount received	
Date received:	

**This permit application expires
if a permit is not obtained within 180 days
after it has been accepted as complete**

* Fee methodology set by Tri-County Building Industry Service Board
(updated 7/07)
440-4613T (10/02/COM/WEB)

Authorized signature: _____

Print name:	Date:
-------------	-------



(last updated 7/09)

TYPE OF WORK		
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:	
CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial	<input type="checkbox"/> Accessory building
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City/State/ZIP:		
Suite/bldg./apt. no.:	Project name:	
Cross street/directions to job site:		
Subdivision:	Lot no.:	
Tax map/parcel no.:		
DESCRIPTION OF WORK		
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT	
Name:		
Address:		
City/State/ZIP:		
Phone: ()	Fax: ()	
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON	
Business name:		
Contact name:		
Address:		
City/State/ZIP:		
Phone: ()	Fax: ()	
E-mail:		
CONTRACTOR		
Business name:		
Address:		
City/State/ZIP:		
Phone: ()	Fax: ()	
CCB lic.:	West Linn or Metro Lic:	

Print Name:	Date:
-------------	-------

Signature: _____

COMMERCIAL FEE* SCHEDULE – USE CHECKLIST

Mechanical permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all mechanical materials, equipment, labor, overhead, and profit.

Value: \$

RESIDENTIAL EQUIPMENT / SYSTEMS FEES*

For special information use checklist.

Description	Qty.	Ea.	Total
Heating/cooling			
Furnace		31.00	
Air Conditioning **		25.00	
Gas heat pump		25.00	
Duct work		19.00	
Hydronic hot water system		31.00	
Residential boiler (radiator or hydronic)		25.00	
Unit heaters (fuel-type, not electric), in-wall, in-duct, suspended, etc.		25.00	
Flue/vent for any of above		19.00	
Other:		19.00	
Other fuel appliances			
Water heater		19.00	
Gas fireplace		31.00	
Flue vent for water heater or gas fireplace		19.00	
Log lighter (gas)		19.00	
Wood/pellet stove		31.00	
Wood fireplace/insert		31.00	
Chimney/liner/flue/vent		19.00	
Other:		19.00	
Environmental exhaust and ventilation			
Range hood/ kitchen equipment		19.00	
Clothes dryer exhaust		13.00	
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)		13.00	
Attic/crawl space fans		13.00	
Other:		19.00	
Fuel piping (4 outlets)		9.00	
Each additional gas outlet		2.00	
Gas Furnace, etc.		31.00	
Gas heat pump		25.00	
Wall/suspended/unit heater		25.00	
Water Heater-Gas Fired		19.00	
Fireplace-Manufactured		31.00	
Range		19.00	
Barbecue		19.00	
Clothes dryer (gas)		19.00	
Other:		19.00	

MECHANICAL PERMIT FEES*

Subtotal	
Minimum Permit Fee	100.00
State surcharge (12% of permit fee)	
TOTAL PERMIT FEE	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

* Fee methodology set by Tri-County Building Industry Service Board

** New A/C units require site plan



Plumbing Permit Application
 22500 Salamo Rd. Box 900; West Linn OR 97068; Phone: 503-656-4211; Fax: 503-656-4106
 Inspection Line: 503-722-5509(Call by 7AM) E-mail: bldg@westlinnoregon.gov
 Forms available at <http://westlinnoregon.gov>



(updated 7/09)

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
CCB lic.: _____ Plg Board Lic: __-____PB	West Linn or Metro Lic.: _____

FEE* SCHEDULE			
<i>For special information use checklist.</i>			
Description	Qty.	Ea.	Total
New 1- 2-family dwellings (includes 100 ft. for each utility connection)			
SFR (1) bath		392.00	
SFR (2) bath		519.00	
SFR (3) bath		633.00	
Each additional bath/kitchen		68.00	
Fire sprinkler (_____ sq. ft.)			
Site utilities			
Catch basin, area drain or Manhole		18.00	
Drywell, leach line, or trench drain		18.00	
Footing drain (per 100' or fraction)		76.00	
Manufactured home utilities		76.00	
Rain drain connector		18.00	
Sanitary sewer (per 100' or fraction)		76.00	
Storm sewer (per 100' or fraction)		76.00	
Water service (per 100' or fraction)		76.00	
Interior Re:pipe (per 100' or fraction)		76.00	
Fixture or item			
Absorption valve		18.00	
Backflow preventer(Irrigation)		18.00	
Backwater valve		18.00	
Clothes washer		18.00	
Dishwasher		18.00	
Drinking fountain		18.00	
Ejectors/sump		18.00	
Expansion tank		18.00	
Fixture/sewer cap		18.00	
Floor drain/floor sink/hub		18.00	
Garbage disposal		18.00	
Hose bib		18.00	
Ice maker		18.00	
Interceptor/grease trap		18.00	
Medical gas (value: \$ _____)			
Primer		18.00	
Roof drain (commercial)		18.00	
Sink/basin/lavatory		18.00	
Tub/shower/shower pan		18.00	
Urinal		18.00	
Water Closet		18.00	
Water heater		18.00	
Other:		18.00	
Subtotal			
Minimum permit fee			100.00
State surcharge (12% of permit fee)			
TOTAL PERMIT FEE			
Total # of Toilets in house: _____			

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.
 Fee methodology set by Tri-County Building Industry Service Board

Print name:	Date:
-------------	-------

Signature: _____

CITY OF WEST LINN
WATER CALCULATIONS FOR METER SIZING



TYPE OF FIXTURE	# FIXTURES	PRIVATE	PUBLIC	TOTALS
BAR SINKS	_____	X	1	2 = _____
BATHTUBS	_____	X	2	4 = _____
BIDETS	_____	X	2	4 = _____
DENTAL UNITS	_____	X	-	1 = _____
DRINKING FOUNTAINS	_____	X	1	2 = _____
HOSE BIBBS	_____	X	3	5 = _____
CLOTHES WASHERS	_____	X	2	4 = _____
SERVICE SINKS	_____	X	2	4 = _____
LAVATORYS	_____	X	1	2 = _____
LAWNSPRINKLERS	_____	X	1	1 = _____
SHOWERS	_____	X	2	4 = _____
SINK/DISHWASHER	_____	X	2	4 = _____
URINALS	_____	X	3	5 = _____
WATER CLOSETS	_____	X	3	5 = _____

TOTAL NUMBER OF FIXTURE UNITS FOR THIS JOB	=	_____
60 PSI. AVAILABLE PRESSURE AT MAIN	=	_____
LENGTH OF WATER SERVICE TO MOST REMOTE FIXTURE	=	_____
SIZE OF WATER METER	=	_____
SIZE OF BUILDING SUPPLY LINE	=	_____
SIZE OF BUILDING SEWER LINE	=	_____

CITY OF WEST LINN CONTRACTOR LIST

GENERAL CONTRACTOR BUSINESS NAME: _____

OFFICE#: _____ CELL#: _____

CCB# _____ CITY/METRO: _____

PERMIT #: _____ SITE ADDRESS: _____

SUB-CONTRACTORS LIST

Pursuant to West Linn Municipal Code, Section 7.025, excepting those businesses authorized by Oregon Revised Statute 701.055 that possess a Metro Business License, all persons engaged in work in the City of West Linn shall first obtain a City business license.

Return completed contractors list to the Building Division **prior to final approval.**

PLUMBING SUB-CONTRACTOR BUSINESS NAME: _____

OFFICE#: _____ CELL#: _____

CCB# _____ PB# _____ CITY/METRO: _____

MECHANICAL SUB-CONTRACTOR BUSINESS NAME: _____

OFFICE#: _____ CELL#: _____

CCB# _____ CITY/METRO: _____

SUB-CONTRACTOR BUSINESS NAME: _____

OFFICE#: _____ CELL#: _____

CCB# _____ CITY/METRO: _____

SUB-CONTRACTOR BUSINESS NAME: _____

OFFICE#: _____ CELL#: _____

CCB# _____ CITY/METRO: _____

SUB-CONTRACTOR BUSINESS NAME: _____

OFFICE#: _____ CELL#: _____

CCB# _____ CITY/METRO: _____



CITY OF

West Linn

MOISTURE-SENSITIVE WOOD FRAMING MOISTURE CONTENT

PERMIT NO.: _____ JURISDICTION _____

SITE ADDRESS: _____

SUBDIVISION/LOT: _____

AND/OR

MAP AND TAX LOT: _____

By my signature below, I certify that all moisture-sensitive wood framing members used in Construction of the above mentioned building have been tested and determined to have a Moisture content of nineteen (19) percent or less of the weight of dry wood framing members. (Oregon Residential Specialty Code R318.2)

Signed: _____ Date: _____

Print Name: _____

1 ORSC Section R318.2. Moisture Control. Prior to the installation of interior finishers, the building official shall be notified in writing by the general contractor that all moisture-sensitive wood framing members used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members

Phone;; (503) 656-4211 Fax: (503) 656-4106 Inspection Line (503) 722-5509
22500 Salamo Road #900 West Linn, OR 97068



To get a Business License to operate inside the City of West Linn please click the links below. Either business license can be done online including payment.

[For a West Linn Business License:](https://westlinnoregon.gov/finance/online-business-license-registration)

<https://westlinnoregon.gov/finance/online-business-license-registration>

[For a Metro Business license](http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216)

<http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216>