



CITY OF NEWPORT
 Community Development Dept.
 169 SW Coast Hwy
 Newport, OR 97365
 (541) 574-0629
 (541)574-0644 Fax
 INSP: BuildingPermits.Oregon.gov
 or phone: 1-888-299-2821

Office Use Only
Permit #:

RESIDENTIAL BUILDING PERMIT APPLICATION

Applications may be obtained online at:
www.newportoregon.gov/business/formsAppsPermits.asp

1. Job Information (where work is taking place)

Job Site Address: _____

2. Owner's Name: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

Owner/Builder? Yes No

3. Applicant/Architect/Engineer (person responsible for plans)

Mark if same as owner Mark if same as contractor

Name of Person: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

4. Contractor Information (person/co performing the work)

Name of Contractor: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

OR CCB # (Req'd): _____

5. Contact Person (receives building permit correspondence)

same as: owner contractor applicant

Name of Contact: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

6. Project Description: _____

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex
TYPE OF WORK	
<input type="checkbox"/> New	<input type="checkbox"/> Alteration
<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Structure
REQUIRED DATA	
Permit fees are based on the value of the work performed. SEE THE VALUATION CHART (SEPARATE WORKSHEET) TO CALCULATE THE PERMIT FEES.	
Number of bedrooms:	
Number of bathrooms:	
Total number of floors:	Total Height:
First floor, sq. ft.:	
Second floor, sq. ft.:	
Basement, sq. ft.:	
Garage/Carport, sq. ft.:	
Covered Porch/Deck, sq. ft.:	
Unfinished space/other, sq. ft.:	
NOTICE	
ASSOCIATED PERMITS: All residential building permits that will require associated Plumbing, Mechanical, Electrical, Fire Sprinkler, Fire Alarm, and/or Fire Line permits are applied for separately .	
EXPIRATION OF APPLICATION: This application expires if a permit is not obtained within 180 days after it has been accepted as complete, and a permit becomes null and void if the authorized work is suspended for a period of 180 days at any time after work is commenced.	

I hereby certify that I have read & examined this application & know the same to be true & correct. All provisions of laws & ordinances governing this type of work will be complied with whether specified herein or not.

Copyright Release: I hereby grant permission to the City of Newport to replicate, scan and post to the internet, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and members of the general public.

By attaching my signature below, I certify herein that I have read, understood, and confirm all the statements listed above & throughout the application form.

I agree _____ Authorized Signature: _____ Date: _____

Print Name: _____

SUBMITTAL CHECKLIST - THE FOLLOWING IS INTENDED TO BE USED AS A GUIDE		Yes	No	N/A
1. A.	Three (3) copies of plot plan <u>drawn to scale</u> on minimum size of 11" x 17" paper which includes the following:			
B.	Building footprint, roof line, & all planned decks, patios, porches; include square footage of roof line (roof drain area)			
C.	North arrow, scale, lot dimensions, setbacks, & all public and/or private easements, names of all adjacent streets, an all property lines including those within the project site			
D.	Ground slope direction(s), elevations at all property corners, finish floor elevation, and elevation of Top of curb or edge of pavement at frontage corners & elevation of low point drain.			
E.	Location, size, material, and slope of rain drains & underfloor/footing drain			
F.	Existing public & private utilities located on the property, such as water meter, storm & sanitary services, manholes, water valves, ditches, etc. & proposed point of connection/discharge.			
G.	Driveway & sidewalk location & layout, including driveway slope			
H.	All applicable structures & features on the property			
2.	Three (3) copies of legible plans <u>drawn to scale</u> & all other applicable information with correct building orientation & north arrow (Also submit 1 separate submittal of utility drawings)			
3.	Indicate additional energy efficiency options. Ch. 11 Table N1101.1 (1 & 2)			
4.	Elevation views, all views new construction, min. two views for additions & remodels, elevations reflect the actual grade			
5.	Foundation plan including footing size, wall height, sections & required reinforcing			
6.	Footing details for exterior porches, decks, roofs & awnings			
7. A.	Floor framing plan of each floor (post & beam, or joist)			
B.	Joist layout from manufacturer w/calculation for beams			
8.	Ceiling/roof framing plan or truss layout with reactions & delivery list for truss profiles			
9.	Floor plan showing room IDs & all plumbing fixtures, location of smoke & carbon monoxide detectors			
10.	Window sizes, typical & garage header sizes			
11.	Location & size of crawl space & attic access			
12.	Special equipment (fireplace, woodstove, hydro massage tub, tub access panel, etc.)			
13.	Complete building sections – special sections including exterior decks			
14.	Construction details for structural members, insulation, sheathing, roofing, bracing, etc.			
15.	Handrail, guardrail, stair headroom & stairs/landing details			
16.	Engineering for special conditions (truss, high walls, bracing, etc.) to be transferred to plans – <u>expiration date of engineering stamp must be shown. One (1) copy must have an original signature as required by Engineer.</u>			
17.	Joist layout from manufacturer w/calculation for beams			
18.	All new dwellings require separate plumbing, mechanical, & electrical permits. Alterations may require associated permits as well. Please submit these applications prior to starting work.			
19.	Any work involving public utilities or public rights-of-way will need a separate Right-of-Way Permit.			
Additional Notes:				