



Development Permit Instructions

A Development Permit is for site and road work.

APPLICATION REQUIREMENTS:

- Application Fee.**
 - A **\$1274** minimum application fee is due when the completed application is submitted.
 - The total fees are calculated during plan review and remaining balances are due when the permit is issued.
 - Commercial project fees are calculated at \$122 per new or reconstructed parking space.
 - Residential project fees are calculated at 8.83% of the project cost estimate.
- Development Permit Application & Plan.**
 - Submit the completed Development Permit application with two copies of the civil plan to the Department of Transportation and Development, Transportation Engineering Division.
 - **If you have questions**, please call Transportation Engineering at **503-742-4691**.
- Plan Review.**
 - The Engineering Plan Reviewer reviews the plans for compliance with conditions of approval, Clackamas County Roadway Standards and other standards generally accepted in the State of Oregon. The typical timeline for the Development Engineering first plan review is 4-6 weeks.
 - When plan revisions are required, submit two (2) sets of revised plans to Development Engineering.
- Permit Issuance.**
 - The Plan Reviewer notifies the applicant when the permit is ready to be issued and asks the applicant to schedule a pre-construction meeting by calling the inspector at 503-742-4700.
 - The permit is issued after the pre-construction meeting with the county Plan Reviewer and County Inspector.
 - Any remaining permit balance must be paid before or when the permit is issued.
 - The contractor is required to have a copy of the permit and approved plans on the job site during construction.
- Timeline.**
 - The permit requirements shall be completed to the satisfaction of Clackamas County within the land use approval period. Contact your inspector if you are unable to meet this timeline.
- Inspections.**
 - Call for inspection by calling the **inspection request line** at **503-742-4700**.
 - Transportation Engineering inspectors can typically inspect the site the next business day after the request for inspection is made.
 - Concrete aprons must be poured according to the County Roadway Standards.
 - When installing concrete driveways and/or curbs, a forms inspection is required.
 - Call to schedule an inspection one day prior to the pour date.
 - After the certificate of occupancy application is submitted to the Department of Transportation and Development, Building Services Division, call for your final site inspection one week prior to calling for the certificate of occupancy sign off.



Development Permit Application

for Site & Road Work

Office Use Only:

SC#:

Z#:

JOB SITE INFORMATION AND LOCATION

Project name:

Description of work:

Job site address:

Suite/bldg./apt. no.:

City/State/ZIP:

Legal description: T _____ R _____ SECTION _____ TAX LOT(S) _____

OWNER APPLICANT PRIMARY CONTACT

Business name:

Phone:

Cell:

Name:

City/State/ZIP:

Address:

Email:

ARCHITECT APPLICANT PRIMARY CONTACT

Business name:

Name:

Phone:

Cell:

Address:

City/State/ZIP:

Email:

ENGINEER APPLICANT PRIMARY CONTACT

Business name:

Name:

Phone:

Cell:

Address:

City/State/ZIP:

Email:

DEVELOPER APPLICANT PRIMARY CONTACT

Business name:

Name:

Phone:

Cell:

Address:

City/State/ZIP:

Email:

CONTRACTOR APPLICANT PRIMARY CONTACT

Business name:

Name:

Phone:

Cell:

Address:

City/State/ZIP:

Email:

CCB lic.:

COMMERCIAL	RESIDENTIAL
Estimated Cost of Civil Improvement: \$	Estimated Cost of Improvement: \$
Total Parking Spaces (\$122 per space):	Total Number of Lots:
Total Building Area: _____ sq. ft. _____	

Minimum Plan Review Due at Submittal:	\$1,274
<i>If Applicable</i> - DTD Surface Water and Erosion Control Plan Review:	\$710

Residential improvements over \$10,000 and commercial improvements adding more than 8 spaces are assessed additional fees. Any additional fee payments calculated during plan review will be required prior to issuance of permit.

Applicant's signature:

Title:

Print name:

Date: