



# Development Permit Instructions

A Development Permit is for site and road work.

## APPLICATION REQUIREMENTS:

- Application Fee.**
  - A **\$1600** 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 projects fees are calculated at 8.83% of the public road improvement plus 5% of the onsite transportation improvements project cost estimate.
  - Residential project fees are calculated at 8.83% of the project cost estimate.
  - Structured parking fees are calculated at \$122 per new or reconstructed parking space/parking level.
  - Erosion Control - Single-Family Residence = \$310
  - Erosion Control - Non-Single Family Residence = \$460 + \$80/acre over one acre
  - Erosion Control Inspection Fee = \$70 + \$25/acre over one acre
- Development Permit Submission.**
  - Submit the completed Development Permit Application and civil plan to the Engineering Division. Acceptable payment includes cash, and credit cards (subject to an additional fee).
  - Submittal options are as follows:**
    - Via email in .pdf form to [engineering@clackamas.us](mailto:engineering@clackamas.us). We will contact you for payment.
    - In person. One hard copy and a pdf copied emailed to [engineering@clackamas.us](mailto:engineering@clackamas.us) is required.
    - Via mail. If payment is not submitted, we will contact you for payment.
  - 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 and Clackamas
  - When plan revisions are required, submit a pdf version of the revised plans.
- Permit Issuance.**
  - The applicant will be notified when the permit is ready to be issued and will be asked to submit the final cost estimate to calculate the total fees. The applicant will schedule a pre-construction meeting with the County inspector.
  - 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 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 inspector at least (2) two business days before the inspection.
  - When installing concrete driveways/sidewalks/ramps and/or curbs, a forms inspection is required.
  - After the certificate of occupancy application is submitted to the Department of Transportation and Development, Building Services Division, notify your Engineering inspector for your final site and punch list inspection.



# 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

PRIMARY CONTACT

Business name:

Address

Contact Name:

City/State/ZIP:

Email:

Phone:

Cell:

#### DEVELOPER

PRIMARY CONTACT

Business name:

Address

Contact Name:

City/State/ZIP:

Email:

Phone:

Cell:

#### ENGINEER

PRIMARY CONTACT

Business name:

Address

Contact Name:

City/State/ZIP:

Email:

Phone:

Cell:

Lic.:

#### ARCHITECT

PRIMARY CONTACT

Business name:

Address

Contact Name:

City/State/ZIP:

Email:

Phone:

Cell:

Lic.:

#### CONTRACTOR

PRIMARY CONTACT

Business name:

Address:

Contact name:

City/State/ZIP:

Email:

Phone:

Cell:

CCB Lic.:

#### COMMERCIAL

#### RESIDENTIAL

Estimated Cost of Public Road Improvement: \$

Estimated Cost of Improvement: \$

Estimated Cost of On-site Transportation Improvements): \$

Total Number of Lots:

Structured Parking | Number of Parking Stalls/Level \_\_\_\_\_

Total Building Area: \_\_\_\_\_ sq. ft. \_\_\_\_\_

**Minimum Plan Review Due at Submittal: \$1,600**

***If Applicable* - DTD Surface Water and Erosion Control Plan Review: See instructions**

Any additional fee payments calculated during plan review will be required prior to issuance of permit.

Applicant's signature:

Title:

Print name:

Date: