



CITY OF BROOKINGS
Public Works Department
 898 Elk Drive, Brookings, OR 97415
 Telephone - 541-469-1171
 FAX – 541-469-3650

PERMIT AND INSPECTION APPLICATION

PERMIT MUST BE RETURNED TO PUBLIC WORKS INSPECTOR FOR APPROVAL PW Permit #: _____

OWNER: (who the job is for): _____ Address: _____

Owner Contact Name: _____ Phone: _____

Project Location: _____

Description of work (paving, storm drain, curb/gutter/sidewalk/driveway, sewer, water, etc.): _____

_____ Start Date: _____

CONTRACTOR: _____ Phone: _____

Contractor License # and type: _____

Contractor Foreman name: _____ Phone: _____

24-hour emergency contact name: _____ Phone: _____

Traffic Control Plan prepared by: _____ Phone: _____

GENERAL NOTES: *Permit fees - \$82.00 or 5% of project value, whichever is greater.*

1. This application must be **fully completed** and include a **written/drawn** Traffic Control Plan (TCP), approved design plans, project valuation documentation (copy of bid, etc.) and the permit fees.
2. OSHA & safety compliance (confined space, shoring, flagging, etc.) and adequate erosion controls at all times are conditions of all city permits – noncompliance voids this authorization to work in City ROW or easements.
3. Unless for emergency work, review and approval for a ROW Permit requires 48 hours minimum notice.
4. ROW Permit valid for 180 days unless a formal extension request is submitted and approved.
5. Call 1-800-332-2344 “Dig Safely” per Oregon Utilities Coordinating Council “Standards Manual.”
6. Protection of pedestrians during construction or demolition shall be provided.
7. The City Inspector shall make periodic on-site observations of grading and construction. Do not cover work until it has passed inspection.

Contractor certifies construction will be in compliance with the City of Brookings Municipal Code and all other applicable State and Federal laws and regulations including who currently licensed by, meet bond requirements of the State of Oregon and that a copy of this approved permit, approved Construction Plans & Traffic Control Plan (TCP) shall be on-site at all times during construction and available for review by the City of Brookings.

 Contractor Signature _____ Date _____

Do not write below this line – City of Brookings use only

Date Received: _____ by _____ COB Bus License: _____ Plans/TCP/Valuation attached: _____

Valuation Approved: _____ Fee Paid: \$ _____ Receipt #: _____

Notes: _____

Permit Approvals

Site Committee Date & Approval _____

Dept.	Initial	Date	Dept.	Initial	Date	Dept.	Initial	Date
Fire			Planning			PW Supervisor		
Building			PW Director			PW Inspector		

Release of Warranty Bond: _____ Date: _____

Project Valuation



Project/Location: _____ **Date:** _____

Name/Contractor: _____ **Re:** _____

Streets	Description of Work	Cost	Estimated Value By Contractor	Estimated Value City Engineer	
Site Preparation	Clearing and grubbing in City Right of Way/ Public Utility Easement - \$3,000 per acre	____ acre x \$3000 (acre = 43,560 sf)	\$	\$	
Curb & Gutter	\$15.00 per lineal foot	_____ lf x \$15	\$	\$	
Sidewalk	4" concrete - \$4.75 per square foot	_____ sf x \$4.75	\$	\$	
A.C. Pavement	Excavation, aggregate and A.C. pavement - \$5.25 per square foot	_____ sf x \$5.25	\$	\$	
Storm Drainage	\$100.00 per lineal foot	_____ lf x \$100	\$	\$	
Misc.-signs, hydrants, street lights, etc.	_____ Street Signs x \$250 each _____ Hydrants x \$_____ each _____ Lights x \$1075 each	= \$ _____ = \$ _____ = \$ _____	\$	\$	
STREETS TOTAL			\$	\$	
Sewer Service	Cost per Lineal Foot				
Pipe Size 4"	Excavation, Backfill & Pipe, Aggregate & A.C. pavement - \$55 per lineal foot	_____ lf x \$55	\$	\$	
6"	Excavation, Backfill & Pipe, Aggregate & A.C. pavement - \$60 per lineal foot	_____ lf x \$60	\$	\$	
Sewer Main 8"	Excavation, Backfill & Pipe, Aggregate & A.C. pavement - \$120 per lineal foot	_____ lf x \$120	\$	\$	
10"	Excavation, Backfill & Pipe, Aggregate & A.C. pavement - \$128 per lineal foot	_____ lf x \$128	\$	\$	
SEWER SERVICE TOTAL			\$	\$	
Water Service	Cost per Lineal Foot				
3/4"	Service saddle, curb stop, meter stop, and pipe including exc & backfill – \$55 per lineal foot	_____ lf x \$55	\$	\$	
1"	Service saddle, curb stop, meter stop, and pipe including exc & backfill – \$63 per lineal foot	_____ lf x \$63	\$	\$	
2"	Service saddle, curb stop, meter stop, and pipe including exc & backfill – \$75 per lineal foot	_____ lf x \$75	\$	\$	
Water Main 6"	Excavation, Backfill, Pipe & Fittings \$45 per lineal foot	_____ lf x \$45	\$	\$	
8"	Excavation, Backfill, Pipe & Fittings \$65 per lineal foot	_____ lf x \$65	\$	\$	
10"	Excavation, Backfill, Pipe & Fittings \$90 per lineal foot	_____ lf x \$90	\$	\$	
WATER SERVICE TOTAL			\$	\$	
Mobilization	10% of all other construction costs	_____ x 10%	\$	\$	
TOTAL			\$	\$	
Project Valuation Costs:	2% Application Fee + 3% Inspection Fee = 5% x TOTAL Estimated Value		\$	x 5%	\$
	10% Warranty Bond -- Amount Due Upon Completion		\$	x 10%	\$
	= TOTAL FEES DUE		\$		\$
Approved by:	Date:	Builders Signature:	Date:		

R.O.W. CHECKLIST for _____

All inspections indicated below are mandatory and need to be signed off by city staff before proceeding, please call Richard Christensen to schedule inspection dates and times. 24 hour minimum notice required. Applicant needs plans and permits in possession during inspections.

<i>RQED Inspect.</i>	<i>Item</i>	<i>Jobsite Inspections</i>				<i>Final Pass Date:</i>
	ROW Permit/5% Fees Paid	Paid \$		Date:		
	On Site Preliminary Walk-Thru					
	Approved Construction Plans					
	Pre-Construction Meeting					
	Corner Pins Surveyed					
	Start of Work					
	Non Point Source "Erosion Control"					
	Water Pipe Bedding/Backfill/Toning Wire/Tape					
	Water/Pressure Test Done					
	Water/Chlorination Test Done & Flush					
	Water/Negative Bacteriological Test					
	"W" on top of curb for Water Service location.					
	"S" on top of curb for Sewer Lateral location.					
	Sewer Pipe Bedding/Backfill/Toning Wire/Tape					
	Sewer Pipe In, Mandrel Test Done					
	Sewer Pipe, Pressure Test Done					
	Sewer Manhole, Hydrostatic/Vacuum Testing					
	Sewer Lines Televised Written Report Received					
	Storm Improvements/Catch Basins/Manholes					
	Curb & Gutter Forms & Finish Inspection					
	Side Walk Forms & Finish Inspection					
	AC Excavation, Baserock, Paving Inspection					
	Street Lights/Illumination					
	Street Signs: Name, STOP, No Parking, etc.					
	Barricades/Ramps at sidewalk dead ends					
	Construction Complete					
	Final Walk Thru for Development					
	Punch List to Owner, Engineer					
	P.W. Walk Thru					
	Utility Easements Recorded & Copies Provided					
	As Builts Final Package Received					
	Verification of Accurate As-Builts					
	Submission of Final Map 2 copies, 1 Mylar & CD					
	1 Year Warranty Bond/5 Year if Hillside Dev. 10% of agreed upon value of project					
I have received a copy of this checklist		Phone:			Dated:	