

PERMIT CLEARANCE

CITY OF BROOKINGS
898 Elk Drive, Brookings, OR 97415
Building Dept - 541-469-1135



New Construction \$188.00
Minor Additions/Repairs \$ 62.00

Received: _____ Permit # _____

Existing Services:

Water Source: City Private Other _____
Sewer Disposal: City Private Other _____

Applicant Information:

Name: _____
Mailing Address: _____
Phone: _____
Email: _____
 Owner Contractor Tenant Other

Access:

Driveway Width: _____
City of Brookings Land Development Code, Section 17.92.100 requires driveways to be paved to the point of public access.
**If accessing a State or County Road, written authorization is required from ODOT or County Road Master.

Recorded Property Owner:

Owner's Name: _____
Mailing Address: _____
Phone: _____

Other Permits

- Grading permit required prior to excavation or fill
- Plumbing permits issued by Curry County - 541-247-3304
- Electrical permits issued by the State of OR - 541-266-1098
- Demolition may require a DEQ permit
- ROW Use Permit required for work in the public right-of-way
- New Signs or changes to signs require a permit

Application is for: (please check all applicable items)

1 to 2 Family Dwelling New Addition _____ SF
 Multi Family Dwelling New Addition _____ SF
 Commercial/Industrial New Addition _____ SF
 Accessory Bldg w/plumbing without _____ SF
Bldg Height _____ ft. Other: _____

Plot Plan and Erosion Control Plans

Applicant must provide accurate plot plan showing setbacks on back of this form or on an additional sheet of paper. Erosion Control Plans are required if parcel slopes are greater than 15%.

Coos Curry Electric Co-Op Coordination

Please discuss your proposed development with CCEC to ensure electrical safety.

Signature of CCEC Representative

Existing Development:

Project Description: _____
Project Valuation/Cost: \$ _____
Other: _____

Applicant Signature

By my signature, I certify that I am the owner or have the owner's consent to apply for a permit to the above referenced property and by my signature, also certify that the information I have provided is correct and hereby grant the staff of the City of Brookings permission to enter this property for purpose of this application. If a building permit is granted, I agree to comply with all applicable laws, regulations and requirements of all governmental authorities.

**Permit Clearance Fees due at time of submission
Building Permit Fees will be an additional amount**

Property Description:

Assessor's Map # _____ Tax Lot # _____
Street Address or location: _____

Print Name: _____

Owner is the contractor

Contractor Information:

Contractor: _____
Contractor Phone: _____
City of Brookings Business Lic # _____
CCB # _____

Signature _____

Email: _____

Phone: _____

This application will expire in 6 months

Planning Standards and Requirements

(This page for official use only)

Planning Department

Land Use Zone: _____

Property Line Setbacks

Front

- Setback correct for zone _____
- Vision Clearance LDC Sec. 132.050
- No Requirement

Rear

- Lot Development (Flag Lot)
10' Setback from all property lines

Side

- 5' from property line with required increase for building height _____
- Side Street: _____
- No Requirement

Back

- Set back correct for zone _____
- No Requirement

Note: Eaves, gutters, sunshades and other similar architectural features may not project more than two feet into the required side yard

Off-street Parking

- _____ - 9' x 20' parking spaces required
- Required Parking Plan
- Exempt 17.92.030 Downtown Core Area

Comments/Conditions of Approval: _____

Land Conditions

- Slope: _____% Fill Wetlands Riparian Area
- Hillside Development Standards Apply
- Landscape Plan SDC Reduction Review
- Erosion Control Plan Lot Coverage

Structure Height:

- Residential 30' Maximum
- Commercial/Industrial 40' Maximum
- Airport overlay zone requires _____ ft

Lot Origin

- Subdivision
- Partition
- Pre-existing

Land Use Action

- Partition No. _____
- Subdivision No. _____
- Conditional Use Permit No. _____
- Variance No. _____
- Zone Change No. _____
- Other: _____

Special Requirements:

- 100 Year Flood Plain – Flood height above mean sea level
- Historic structures/cultural site
- Historic/archeological overlay
- Riparian Area

City Planner: _____ Date: _____

Fire Department

Fire Hydrant Required Yes No

Other Requirements: _____

Fire Chief: _____ Date: _____

Public Works Department

Water Connection: Meter Stub Existing Dig-in Required Payback Required

Sewer Connection: Sewer Stub Existing Dig-in Required Payback Required

Public Improvement Plans Required (Street, Curb, Gutter, Sidewalk, Storm Drain, Water, Sewer, Streetlights, Fire Hydrant, etc., as applicable)

Comments: _____

Public Works Director: _____ Date: _____

Site Plan Committee

Date: _____ Comments: _____

APPROVED DENIED OWNER NOTIFIED Date: _____ By: _____


PLOT PLAN

Provide or draw a plot plan to a suitable **scale** in the space provided below. Include items listed below, and any other relevant property information.

- Property lines with dimensions
- Existing wells, springs, streams, drainage and rivers
- Existing and proposed structures
- Proposed front, side and rear yard setbacks
- Existing and proposed driveways
- Existing and proposed parking and/or parking lot plan for commercial, industrial and multiple family
- All easements
- Existing and proposed adjacent roads and highways
- Landscape Plan
- Landscape Plan
- Storm Drain Plan
- Clearly label and show dimensions of all structures and distances between all items
- Erosion Control Measures

CLEARLY LABEL AND SHOW DIMENSIONS OF ALL STRUCTURES AND DISTANCE BETWEEN ALL ITEMS ON THE PLOT PLAN

DRAW PLOT PLAN IN THE AREA BELOW

N S E W (indicate direction) 

Show building sizes, square footage, height and setbacks in relation to the property lines

Scale (in even increments) 1" = _____

