



# BUILDING PERMIT APPLICATION POLK COUNTY COMMUNITY DEVELOPMENT POLK COUNTY COURTHOUSE

850 MAIN STREET, DALLAS, OR 97338

Phone: (503) 623-9237 ♦ Email: [cd.permits@co.polk.or.us](mailto:cd.permits@co.polk.or.us)

The **permit holder** shall be deemed the person or firm that is authorized to make all decisions regarding the permit, including permit information, notices, cancellation, transfer, extensions or refunds.

Permit #:	_____		
Date:	_____	Deposit Amount:	_____
Received By:	_____	Receipt No.:	_____
Bldg site w/in Floodplain:	Yes: _____	No: _____	
Flood Zone:	_____	Fire District Handout Given:	Y _____ N _____
UGB: Yes:	_____	No: _____	Name: _____
CET Required:	Yes: _____	No: _____	
Residential:	2 Sets of Plans	( )	2 Plot Plans ( )
Commercial:	3 Sets of Plans	( )	3 Plot Plans ( )

PROPERTY OWNER: \_\_\_\_\_ PERMIT HOLDER? ☐ YES ☐ NO

PROPERTY ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ OWNER/BUILDER? ☐ YES ☐ NO

T \_\_\_\_\_ S, R \_\_\_\_\_ W, SEC. \_\_\_\_\_, TAXLOT(S): \_\_\_\_\_ ZONE: \_\_\_\_\_ SCHOOL DISTRICT: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PERMIT HOLDER? ☐ YES ☐ NO (see above)

MAILING ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ BLDR'S CCB #: \_\_\_\_\_ ☐ ACTIVE

☐ RESIDENTIAL ☐ COMMERCIAL ☐ CHANGE OF USE/OCCUPANCY ☐ NEW DWELLING ☐ REPLACEMENT DWELLING  
☐ ACCESSORY STRUCTURE ☐ ADDITION ☐ REMODEL ☐ OTHER LIST ASSOCIATED PERMIT #'S: \_\_\_\_\_

CURRENT NO. OF BEDROOMS: \_\_\_\_\_ PROPOSED NO. OF BEDROOMS: \_\_\_\_\_

PROPOSED BUILDING HEIGHT: \_\_\_\_\_ ☐ ONE STORY ☐ TWO STORY ☐ GREATER THAN 2 STORIES

BUILDING DIMENSIONS: LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ TOTAL SQ. FOOTAGE: \_\_\_\_\_

SETBACKS: FRONT: \_\_\_\_\_ LEFT SIDE: \_\_\_\_\_ RIGHT SIDE: \_\_\_\_\_ REAR: \_\_\_\_\_

**DESCRIPTION OF WORK TO BE PERMITTED & PROPOSED USE OF STRUCTURE** (Please provide detailed description):

PROJECT VALUATION (Project cost or insured value): \_\_\_\_\_

WATER SOURCE: \_\_\_\_\_ List water source (ex. community water system, private well, shared well).  
If community water system, please provide name of provider.

LIST IN FEET NEW: WATER LINE: \_\_\_\_\_ SEWER LINE: \_\_\_\_\_ RAINDRAIN/FOOTING DRAIN: \_\_\_\_\_ TOTAL: \_\_\_\_\_

**Guide to Erosion and Sediment Control during Construction Activities Web link:**

[https://www.co.polk.or.us/sites/default/files/fileattachments/building/page/2981/guide\\_to\\_erosion\\_prevention\\_during\\_construction\\_20pgs\\_may09.pdf](https://www.co.polk.or.us/sites/default/files/fileattachments/building/page/2981/guide_to_erosion_prevention_during_construction_20pgs_may09.pdf)

**Permit Terms & Conditions.** The permit holder must initial that you have read and understand the following:

\_\_\_\_\_ **Application Expiration:** An application will expire within 180 days after being submitted if it is not issued. To avoid expiration, an extension needs to be submitted in writing showing justifiable cause to extend the application prior to 180 days of inactivity. Residential extensions may be granted for 180 days and commercial extensions may be granted for 90 days.

\_\_\_\_\_ **Permit Expiration:** A permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired. Extensions may be granted for 180 days.

\_\_\_\_\_ **Transferability:** I understand as long as no changes have been made in the original plans, specifications and valuation of a permit, the current permit holder may request to transfer a permit to another permit holder upon submittal of the Permit Transfer Request Form and a transfer fee. If there are changes to the plans, specifications or valuation for the work being done on a permit, a new permit will need to be applied for.

\_\_\_\_\_ **Refunds:** I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

\_\_\_\_\_ **Renewals:** I understand a structural permit may be renewed within 2 years of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. There will be an administrative fee to renew a structural permit along with an inspection fee for each remaining inspection or re-inspection required to final the permit. Permits that have been cancelled and/or refunded are not eligible for renewal.

Property Owner Installation	Contractor Installation
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010. I agree to construct the proposed structure according to the submitted plans and specifications, the laws of the State of Oregon, applicable Oregon Specialty Code, Ordinances of Polk County and I further expressly warrant that I comply with the provisions of ORS 701.005 to 701.056. By my signature below, I certify that I have read this application in its entirety and certify that the stated information is true and correct to the best of my knowledge and that I understand and have identified who the permit holder is (as defined above). Signature: _____ Date: _____	I agree to construct the proposed structure according to the submitted plans and specifications, the laws of the State of Oregon, applicable Oregon Specialty Code, Ordinances of Polk County and I further expressly warrant that I comply with the provisions of ORS 701.005 to 701.056. By my signature below, I certify that I am a licensed contractor or the work will be performed by a licensed contractor: I have read this application in its entirety and certify that the stated information is true and correct to the best of my knowledge and that I understand and have identified who the permit holder is (as defined above). Signature: _____ Date: _____