



Office Use Only
Permit #:

**COMMERCIAL BUILDING PERMIT APPLICATION**

Applications may be obtained online at:  
[www.newportoregon.gov/business/formsAppsPermits.asp](http://www.newportoregon.gov/business/formsAppsPermits.asp)

**1. Job Information (where work is taking place)**

Job Site Address: \_\_\_\_\_

**2. Owner's Name:** \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Applicant/Architect/Engineer (person responsible for plans)**

Mark if same as owner       Mark if same as contractor

Name of Person: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Contractor Information (person/company performing the work)**

Name of Contractor: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**OR CCB # (Req'd):** \_\_\_\_\_

**City Business License # (Req'd):** \_\_\_\_\_

**5. Contact Person (receives building permit correspondence)**

same as:  owner     contractor     applicant

Name of Contact: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**6. Project Description:** \_\_\_\_\_

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family
TYPE OF WORK	
<input type="checkbox"/> New	<input type="checkbox"/> Alteration
<input type="checkbox"/> Addition	<input type="checkbox"/> Interior Alteration
<input type="checkbox"/> Accessory Structure	
Is this a Change in Occupancy?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
REQUIRED DATA	
<b>Permit fees are based on the value of the work performed. SEE THE VALUATION CHART (SEPARATE WORKSHEET) TO CALCULATE THE PERMIT FEES.</b>	
<b>VALUATION OF WORK:</b>	<input style="background-color: yellow;" type="text"/>
Type of Construction:	
Occupancy Groups:	
Existing:	
New:	
Number of stories:	Bldg. Height:
Existing Bldg. area, sq. ft.:	
New Bldg. area, sq. ft.:	
Finished sq. ft.:	
Unfinished sq. ft.:	
NOTICE	
<b>ASSOCIATED PERMITS:</b> All commercial building permits that will require associated Plumbing, Mechanical, Electrical, Fire Sprinkler, Fire Alarm, and/or Fire Line permits are applied for separately.	
<b>Multi-family developments producing a minimum of 20 affordable units, will have fees paid down from Affordable Housing CET funds, subject to availability of funds.</b>	
<b>EXPIRATION OF APPLICATION:</b> This application expires if a permit is not obtained within 180 days after it has been accepted as complete, and a permit becomes null & void if the authorized work is suspended for a period of 180 days at any time after work is commenced.	

*I hereby certify that I have read & examined this application & know the same to be true & correct. All provisions of laws & ordinances governing this type of work will be complied with whether specified herein or not.*

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By attaching my signature below, I certify herein that I have read, understood, and confirm all the statements listed above & throughout the application form.

I agree \_\_\_\_\_      Authorized Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

SUBMITTAL CHECKLIST - THE FOLLOWING IS INTENDED TO BE USED AS A GUIDE		Yes	No	N/A
1.	<b>Three (3)</b> copies of site plan & civil drawings drawn to scale which includes the following: North arrow, scale, all property lines including those within the project site, setbacks, & all public and/or private easements, & names of all adjacent streets. <b>Also submit 1 separate submittal of utility drawings.</b>			
A.	Layout of buildings, decks, driveways, sidewalks, parking, & handicap/fire department access			
B.	Corner & finished floor elevations & 5 feet elevation contours			
C.	Existing public & private utilities located on the property (Storm, Water & Sewer)			
D.	Proposed utilities location to point of connected/discharge, size, slope, length, & material: including roof, footing & under-floor drains & fire service/hydrants			
E.	All applicable structures & features on the property			
F.	Information on street frontages (width of right-of-way, type & width of street, including curbs, gutters, sidewalks, & pavement type)			
G.	Erosion control plan			
2.	<b>Three (3)</b> copies of all other drawings, calculations, documents & information – <b>plans drawn to scale</b>			
3.	Proposed use, building type, occupancy classification			
A.	Change in Occupancy requires “Code Review”			
4.	Engineer or architect stamp on all sheets with expiration date with one original signature			
A.	If plans are deferred, must be noted in the submittal package			
5.	Energy compliance forms, or provide prescriptive values			
6.	Foundation plan including footing size, wall height, section & reinforcing			
7.	Floor plan with rooms identified      ____ Existing      ____ Proposed			
8.	Floor framing plan of each floor (slab, post & beam, or joist)			
9.	Ceiling/roof framing plan or truss layout with reactions			
10.	Window sizes & header sizes			
11.	Complete building sections – special sections			
12.	Construction details (all structural members, insulation, sheathing, roofing, bracing, etc.)			
13.	Handrail/guardrail/headroom detail for stairs/landings			
14.	Engineering for special condition (truss high walls, shear walls, lateral bracing, load transfer, etc.) shown on plans			
15.	Plumbing layout & fixture count if applicable			
16.	Mechanical plan including layout & make/model of equipment			
17.	Exit signs, exit lighting, & emergency lighting			
18.	Plans shall be <b>stamped by a registered Architect or Engineer</b> (as applicable) for the following: (1) <b>Group A, E, and I Occupancies.</b> (2) <b>Group B, F, M, R-1, R-2, R-4, S or U Occupancies more than 4,000 s.f., or more than 20 ft. in height, or with a basement.</b> (3) <b>Group H Occupancies more than 1500 s.f. or more than 20 ft. in height, or with a basement.</b> (4) <b>Change of Occupancy or Type of Construction.</b> (5) <b>Structural Alterations to the building occur.</b>			
19.	<b>Any work involving public utilities or public rights-of-way will need a separate Right-of-Way Permit.</b>			
<b>Additional Notes:</b>				