



**CITY OF NEWPORT**  
 Community Development Dept.  
 169 SW Coast Hwy  
 Newport, OR 97365  
 (541) 574-0629  
 (541)574-0644 Fax  
 INSP: [BuildingPermits.Oregon.gov](http://BuildingPermits.Oregon.gov)  
 or phone: 1-888-299-2821

Office Use Only
Permit #:

**RESIDENTIAL 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: \_\_\_\_\_

Owner/Builder?  Yes  No

**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/co performing the work)**

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

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

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

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

OR CCB # (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:** \_\_\_\_\_

\_\_\_\_\_

*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: \_\_\_\_\_

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex
TYPE OF WORK	
<input type="checkbox"/> New	<input type="checkbox"/> Alteration
<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Structure
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>	
Number of bedrooms:	
Number of bathrooms:	
Total number of floors:	Total Height:
First floor, sq. ft.:	
Second floor, sq. ft.:	
Basement, sq. ft.:	
Garage/Carport, sq. ft.:	
Covered Porch/Deck, sq. ft.:	
Unfinished space/other, sq. ft.:	
NOTICE	
<b>ASSOCIATED PERMITS:</b> All residential building permits that will require associated Plumbing, Mechanical, Electrical, Fire Sprinkler, Fire Alarm, and/or Fire Line permits are applied for <b>separately</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 and void if the authorized work is suspended for a period of 180 days at any time after work is commenced.	

<b>SUBMITTAL CHECKLIST - THE FOLLOWING IS INTENDED TO BE USED AS A GUIDE</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1. A.</b>	<b>Three (3)</b> copies of plot plan <u>drawn to scale</u> on minimum size of 11" x 17" paper which includes the following:			
<b>B.</b>	Building footprint, roof line, & all planned decks, patios, porches; include square footage of roof line (roof drain area)			
<b>C.</b>	North arrow, scale, lot dimensions, setbacks, & all public and/or private easements, names of all adjacent streets, an all property lines including those within the project site			
<b>D.</b>	Ground slope direction(s), elevations at all property corners, finish floor elevation, and elevation of Top of curb or edge of pavement at frontage corners & elevation of low point drain.			
<b>E.</b>	Existing public & private utilities located on the property, such as water meter, storm & sanitary services, manholes, water valves, ditches, etc. & proposed point of connection/discharge.			
<b>F.</b>	Driveway & sidewalk location & layout, including driveway slope			
<b>G.</b>	All applicable structures & features on the property			
<b>2.</b>	<b>Three (3)</b> copies of legible plans <u>drawn to scale</u> & all other applicable information with correct building orientation & north arrow <b>(Also submit 1 separate submittal of utility drawings)</b>			
<b>3.</b>	Indicate additional energy efficiency options. ORSC Ch. 11 Table N1101.1 (1 & 2)			
<b>4.</b>	Elevation views, all views new construction, min. two views for additions & remodels, elevations reflect the actual grade			
<b>5.</b>	Foundation plan including footing size, wall height, sections, required reinforcing, & foundation detail			
<b>6.</b>	Footing details for exterior porches, decks, roofs & awnings			
<b>7. A.</b>	Floor framing plan of each floor (post & beam, or joist)			
<b>B.</b>	Joist layout from manufacturer w/calculation for beams			
<b>8.</b>	Ceiling/roof framing plan or truss layout with reactions & delivery list for truss profiles			
<b>9.</b>	Floor plan showing room IDs & all plumbing fixtures, location of smoke & carbon monoxide detectors			
<b>10.</b>	Window sizes & types, and header & beam sizes			
<b>11.</b>	Location & size of crawl space & attic access			
<b>12.</b>	Special equipment (fireplace, woodstove, hydro massage tub, tub access panel, etc.)			
<b>13.</b>	Complete building sections – special sections including exterior decks			
<b>14.</b>	Construction details for structural members, insulation, sheathing, roofing, bracing, etc.			
<b>15.</b>	Braced wall plan or shearwall plan with lateral analysis stamped by an engineer.			
<b>16.</b>	Stairs: width, rise & run, handrail, guardrail, stair headroom & stairs/landing details			
<b>17.</b>	Engineering for special conditions (truss, high walls, bracing, etc.) to be transferred to plans – <u>expiration date of engineering stamp must be shown. One (1) copy must have an original signature as required by Engineer.</u>			
<b>18.</b>	Joist layout from manufacturer w/calculation for beams			
<b>19.</b>	<b>Separate plumbing, mechanical, &amp; electrical permits are <u>not</u> required when applying for a new dwelling permit. Separate permits <u>are</u> required for alterations.</b>			
<b>20.</b>	<b>Any work involving public utilities or public rights-of-way will need a separate Right-of-Way Permit.</b>			
<b>Additional Notes:</b>				