



**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)

Office Use Only

Permit #:

**GRADING 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):** \_\_\_\_\_ **Active?**

**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	
___ Commercial	___ Residential

**GRADING FEES**

Cubic Yards	Permit Fee	Each Add'l	Total
\$1 - \$2,000	\$75.00	---	
\$2,001 - \$25,000	\$75.00 for the first \$2,000	+ \$10.25 for ea. add'l \$1,000 or fraction thereof to & including \$25,000	
\$25,001 - \$50,000	\$310.75 for the first \$25,000	+ \$7.75 for ea. add'l \$1,000 or fraction thereof to & including \$50,000	
\$50,001 - \$100,000	\$504.50 for the first \$50,000	+ \$5.50 for ea. add'l \$1,000 or fraction thereof to & including \$100,000	
Over \$100,000	\$779.50 for the first \$100,000	+ \$4.25 for ea. add'l \$1,000 or fraction thereof	

Grading Permit Fee	
A) Permit Subtotal (total from above checklist)	
B) Minimum permit fee (only if A is less than \$75 = \$75)	
C) Permit Total (A or B above)	
Investigation fee – working without permits (\$75/hr. w/1 hr. min.)	
Plan Review (65% of Permit Total = C x 0.65)	
Re-inspection fee \$75.00	
<b>TOTAL PERMIT FEE</b>	

**NOTICE**

**ASSOCIATED PERMITS:** All commercial or residential building permits, plumbing, mechanical, and/or electrical permits are applied for **separately**.

**EXPIRATION OF APPLICATION:** 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: \_\_\_\_\_

THE FOLLOWING IS INTENDED TO BE USED AS A GUIDE		Yes	No	N/A
1.	Three (3) 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			
A.	Layout of buildings, decks, driveways, sidewalks, parking, & handicap/fire department access			
B.	Existing public & private utilities located on the property (Storm, Water & Sewer)			
C.	Erosion control plan			
<b>Additional Notes:</b>				