

City of Falls City  
Building Permit  
Application

File # \_\_\_\_\_  
Date Rec'd: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Rec'd By: \_\_\_\_\_

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Applicant(s): \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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Owner(s): \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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**TYPE OF APPLICATION**

\_\_\_ BUILDINGS: \_\_\_ Construct \_\_\_ Remodel \_\_\_ Accessory \_\_\_ Other  
\_\_\_ MANUFACTURED HOME: \_\_\_ Install \_\_\_ Other

Brief description of project: \_\_\_\_\_  
\_\_\_\_\_

**BACKGROUND INFORMATION**

Map Page and Tax Lot No.: \_\_\_\_\_ Zone: \_\_\_\_\_

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

Legal Description: \_\_\_\_\_

Current Use/Structures: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Previous Land Use Approvals: \_\_\_\_\_

Topography: \_\_\_\_\_

Acreage of Site: \_\_\_\_\_

Natural Features/Hazards of the Subject Site: \_\_\_\_\_  
\_\_\_\_\_

Public Utility Providers (gas, electric, water, sewer, telephone): \_\_\_\_\_

Easements: \_\_\_\_\_  
\_\_\_\_\_ Volume and Page Number \_\_\_\_\_

(As recorded in the office of the County Clerk)

Deed Restrictions: \_\_\_\_\_

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### **SEWER AND WATER INFORMATION**

	<u>Required</u>	<u>Approved</u>	<u>Paid</u>
Sewer hookup	YES / NO	YES / NO	YES / NO
Water hookup	YES / NO	YES / NO	YES / NO
Other fees, park, etc.	YES / NO	YES / NO	YES / NO

### **SITE PLAN REQUIREMENT**

All permit applications require a detailed site plan. Please see exhibit A – Site Plan Checklist, and exhibit B – Site Plan (attached). Note, some items on the checklist may not be relevant, it is intended as a guide to help you include all required information. City Staff must be able to use your site plan and narrative as a stand-alone document to ensure your plan meets with city standards. Your site plan is not required to be drawn on the attached sheet, it is simply for your convenience.

### **CITY ZONING CODE AND STANDARDS**

Please review the code sections relevant to your application. The Falls City Zoning and Development Ordinance, and Public Works Design Standards can be found at: <https://www.fallscityoregon.gov/city-documents>.

**CERTIFICATION OF APPLICANT & OWNER**

All building permit applicants shall be charged the ACTUAL COST to the City of Falls City of rendering a decision on their building permit application. Cost shall include but not be limited to: contract planning services, City of Falls City staff time, city attorney time, cost of supplies, printing, mailing costs, and city engineer time spent on reviewing the application.

The applicant and/or owner will be required to pay the amount set by the ordinance. When a final decision is rendered by either staff or City Council the city will send a final invoice to the applicant. Building permits will not be issued until the fees are paid in full to the city.

The issuance or granting of a permit or approval of plans and specifications shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the *Oregon Structural Specialty Code*, the *Oregon One and Two-Family Dwelling Code*, the *HUD Manufactured Home Standards and Regulations*, or the *Uniform Building Code*.

I hereby certify that all information in this application is true and correct, and understand that issuance of a permit based on this application will not excuse me from complying with effective Ordinances of the City of Falls City and Statutes of Oregon, despite any errors on the part of the issuing authority in checking this application. I certify that I have read, understand, and agree to the charges outlined above

_____	_____
Applicant Signature	Date
_____	_____
Owner(s) Signature	Date
_____	_____
Owner(s) Signature	Date



Please note your permit expires if work hasn't started within 180 days from the date of issue by the Polk County Building Department. Once you have begun work, your permit expires if work is suspended or abandoned for 180 days or more.

If you can't work within a 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

## Exhibit A- SITE PLAN CHECKLIST

### INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

Site plan must be current and show all property lines.

Failure to include all of the items listed below may delay the review necessary to obtain a permit

### ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- 1. NORTH ARROW.
- 2. SCALE OF DRAWING or LINEAR FOOTAGE OF EACH RELEVANT LINE SHOWN
- 3. STREET NAME accessing the parcel.
- 4. ALL PROPERTY LINES AND DIMENSIONS – existing and proposed.
- 5. DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS –existing and proposed and label as “Paved” or “Gravel.” Show driveway to public right-of-way.
- 6. EXISTING AND PROPOSED STRUCTURES - label as “Proposed” and “Existing”. Include dimensions and distance to all property lines and other structures.
- 7. UTILITY LINES AND EASEMENTS.
- 8. GEOGRAPHIC FEATURES – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 9. WELLS – existing and proposed on this parcel and adjacent parcels within 100 feet.
- 10. FENCES, RETAINING WALLS – location of existing and/or proposed.
- 11. PARTITIONING (if applicable) – proposed new property line shown by dashed lines, with parcels labeled as “Parcel 1”, “Parcel 2”, etc. and proposed parcel sizes.
- 12. SEPTIC SYSTEM and REPLACEMENT AREA – existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
- 13. STORM WATER SYSTEMS OR DETENTION BASINS – show existing and proposed.
- 14. CUTS/FILLS – show existing and proposed.
- 15. ELEVATIONS – at lot corners or construction area and at corners of building site.
- 16. FLOODPLAIN – if applicable, show the boundary of the 100 year floodplain.

If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan:

- 17. TEST HOLES – show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.
- 18. PROPOSED SEPTIC SYSTEM AND REPLACEMENT SYSTEM – show septic tank and distance from structure; show disposal trenches and length, width, and distance between trenches.

Commercial development must also include the following:

- 19. FIRE DEPARTMENT ACCESS
- 20. FIRE HYDRANTS –locations
- 21. HANDICAP ACCESS
- 22. LANDSCAPING – existing and proposed landscaping areas.
- 23. PARKING – lot configuration, number of parking spaces, and off-street loading area.

Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

NOTES:

**Exhibit B – SITE PLAN**

**SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS**

A large rectangular grid of small dots, intended for drawing a site plan. The grid consists of approximately 30 columns and 30 rows of dots, forming a coordinate system for the drawing.

**NOTES:**

# SAMPLE RESIDENTIAL SITE PLAN

SCALE: 1" = 50'

