Public Works Construction Permit Application

Engineering Division
1095 Duane Street
Astoria, OR 97103
Email: engpermits@astoria.gov
Phone: 503-338-5173
Web: www.astoria.gov

STAFF USE ONLY	
Permit Number:	
Application Date:	
Plan Review Fee:	$
Accepted Date:	
Approval Letter Date:	
Permit Fee:	$
Issued Date:	

Applications and plans will be reviewed for completeness prior to being accepted for plan review; incomplete submittals will not be accepted

PROJECT INFORMATION

Project Name:

Address/Location/Street Name(s):

Description of Work:

APPLICANT ☐ Send Correspondence to this Contact

Contact Name:

Business Name:

Address:

City/State/ZIP:

Phone: | Email:

ENGINEER ☐ Send Correspondence to this Contact

Contact Name:

Business Name:

Address:

City/State/ZIP:

Phone: | Astoria Business License No.:

Email: | Oregon P.E. No.:

PLAN(S): See Engineering Design Standards § 2.4

Plans must comply with applicable local, State and Federal requirements. For local requirements, reference the City of Astoria Engineering Design Standards (EDS) and Standard Details, Water and Sewer Resolutions, Astoria Development Code and Astoria City Code. Three sets of plans shall be submitted to the City Engineer for review. Written acceptance of design plans and specifications by the City Engineer is required prior to Construction Submittal.

DESIGN EXCEPTION(S): See Engineering Design Standards § 2.6.1

Does this plan submittal include a design exception request? ☐ Yes; attach with this application. ☐ No

Summary of design exception request(s):

PRELIMINARY CONSTRUCTION COST ESTIMATE & PLAN REVIEW FEE

Estimated preliminary and final construction costs shall be provided by an Oregon Registered Professional Engineer and shall include all improvements in the public right-of-way and/or publicly maintained infrastructure improvements. The construction cost used to calculate the required fee is associated with all improvements made in the public right-of-way or public improvements constructed in easements, which includes but is not limited to the road, curb, sidewalk, driveway, ADA ramps, grading, erosion control, storm drainage, sanitary sewer, water, street light, retaining structures, signage and striping. The fee will be collected in lieu of the Right-of-Way Permit fee of $100 (street-cut fees still apply). The estimated final construction cost associated with the construction permit needs to include any scope changes associated with the plan review process.

Preliminary Estimate (Stamped by P.E. and Attached)	Plan Review Fee (1% or $500 Minimum – Due with Submittal)
$	**$**

GENERAL CONDITIONS

1. Private developments and public facilities must comply with all City codes, plans, permits and approvals. Developers are responsible for obtaining any necessary state and federal permits that may be required for construction near wetland areas, streams or other waterways, or if hazardous materials are present on the property.
2. For large developments intended to be implemented in phases over multiple years, a phased design submittal process will be considered by the City Engineer on a case-by-case basis.
3. Written acceptance of design plans and specifications by the City Engineer is required prior to Construction Submittal.
4. Construction activities shall not commence prior to City review of the Construction Submittal package and written authorization to proceed from the City Engineer. A complete set of construction documents shall be submitted to the City Engineer prior to beginning construction. The City shall stamp the construction plans when the Construction Submittal is approved. The original construction plans bearing the City's stamp shall be kept at the project site and made available upon request.
5. Materials submittals are required and must be accepted by the City Engineer prior to construction of any facilities which are intended to be accepted by the City for public use, located in the public right-of-way or City property.
6. The Engineering Division shall observe installation of new storm drains, sanitary sewer systems and water facilities; connections to existing storm drains, sanitary sewer systems and water facilities; forms for concrete curb, gutter and/or sidewalk; roadway subgrade, crushed rock base course and asphalt paving. Contact the Engineering Division at (503) 338-5173 or engpermits@astoria.gov to request inspections.
7. Contact Public Works Operations at (503) 325-3524 and/or pwoperations@astoria.gov to open, close or otherwise operate any water valves, including hydrants; Operations shall be called at least two working days in advance.
8. For projects located in the public right-of-way, for public use or on City property, subgrade and base rock compaction tests shall be performed by an independent testing laboratory during construction, and results provided to the City Engineer.
9. Pilings require inspection by an Oregon licensed professional engineer. Copies of all piling inspection reports shall be provided to the City Engineer.
10. Prior to construction, the applicant/developer shall provide a performance bond in the amount of the accepted final construction cost estimate. A warranty period is also required to guarantee against project defects for a designated period of time after project acceptance by the City.
11. Upon construction completion:
    a. Provide as-built drawings showing actual constructed locations and elevations of all street facilities, pipes, manholes and laterals. Provide two paper copies along with an AutoCAD compatible file.
    b. Provide written certification from the developer's engineer confirming that the project was constructed in accordance with the approved plans and specifications.
    c. City utility services, including water, will not be provided until as-built documents have been provided to, and accepted by, the City Engineer.
12. The City will not assume maintenance responsibility for constructed facilities or improvements until the City has accepted the project.
13. This Public Works Construction permit is valid for 365 days from issuance.
14. Construction staking shall be provided for City-maintained infrastructure or portions of the project in the public right-of-way.

APPLICANT SIGNATURE

By signing, applicant declares information provided to be true and accurate, and agrees to adhere to the General Conditions and related Conditional Plan Approval of this Public Works Construction Permit.

Applicant Signature: **Date:**

STAFF USE ONLY	
Initial Submittal Completeness Review	☐ 3 Full Size Plan Sets ☐ Completed and Signed by P.E. ☐ Current Design Standards Used ☐ Plan Review Fee ☐ Preliminary Cost Estimate (P.E. Stamped) ☐ Design Exception(s) Provided *(if applicable)*
Plan Review Routing	☐ Planning ☐ PW Engineering ☐ PW Operations ☐ Fire ☐ Building ☐ SDC Estimate
Planning Approval(s)	
Building Permit(s)	
PW Permit(s)	

Plan Review Submittal Log	
1.	Date:
2.	Date:
3.	Date:
4.	Date:
5.	Date:
6.	Date:
7.	Date:
8.	Date:
9.	Date:
10.	Date:

Plan Review Response Log	
1.	Date:
2.	Date:
3.	Date:
4.	Date:
5.	Date:
6.	Date:
7.	Date:
8.	Date:
9.	Date:
10.	Date:

Design Exception(s) Review Log	
1.	Date:
2.	Date:
3.	Date:
4.	Date:
5.	Date:
6.	Date:
7.	Date:
8.	Date:
9.	Date:
10.	Date:

PERMIT ISSUANCE

After the Conditional Plan Approval letter has been issued: 1) request a final construction cost estimate from applicant, 2) ask applicant for information to draft a performance bond using the amount of the final construction cost estimate and have the City Attorney approve the form; the applicant should partially execute their section and remit to Engineering to be fully executed and stored by Finance, 3) request three printed (bound and in color) plan sets of the City-approved plans delivered to City Hall, 4) once aforementioned items are complete, request permit fee.

Public Works Approvals

Operations | Review Approval Signature	Date
Engineering | Review Approval Signature	Date

Final Construction Cost Estimate & Permit Fee

Final Construction Cost Estimate (Stamped by P.E. and Attached)	Permit Fee (2% or $500 Minimum – Due with Issuance Only)
$	**$**

A Public Works Construction Permit fee of 2% of the final construction cost estimate will be required prior to issuance of the construction permit or commencing construction activity; the fee will be collected in lieu of the Right-of-Way Permit fee of $100 (street-cut fees still apply). The estimated final construction cost associated with the construction permit needs to include any scope changes associated with the plan review process. Estimated final construction costs shall be provided by an Oregon Registered Professional Engineer and shall include all improvements made in the public right-of-way or public improvements constructed in easements, which includes but is not limited to the road, curb, sidewalk, driveway, ADA ramps, grading, erosion control, storm drainage, sanitary sewer, water, street light, retaining structures, signage, and striping.

Performance Bond (Scan to Address File, Hard Copy to Finance for Storage in Safe)

Performance Bond Amount:	Bond No.:	Submitted Date:
$		

Approved Plans Distribution

The three approved plans sets delivered by the applicant should be distributed as follows:

☐ Applicant (kept at construction site) ☐ Operations ☐ Engineering (kept in plan rack with copy of permit and letter)

Notes