



## City of Manzanita

P.O. Box 129  
Manzanita, OR 97130-0129  
Phone (503) 368-5343  
Fax (503) 368-4145  
building@ci.manzanita.or.us

## COMMERCIAL BUILDING PERMIT APPLICATION

DEPARTMENT USE ONLY

Permit No:

Date Issued:

By:

### WORK SITE LOCATION:

<b>ADDRESS:</b>
<b>LOT # AND SUBDIVISION NAME:</b>
<b>CATEGORY OF CONSTRUCTION:</b>
Commercial      Multi-Family
<b>TYPE OF WORK:</b>
New Addition      Sign Accessory structure (garage, carport, sheds, etc.) Alteration      Interior Alteration Other (pools, retaining walls, solar, driveways, etc.)
<b>DESCRIPTION OF WORK:</b>
<b>SITE PLAN REVIEW PERMIT NUMBER:</b>

<b>Valuation*:</b>	
<b>Type of construction:</b>	
<b>Occupancy group:</b>	
<b>Number of Units: (Multifamily)</b>	
<b>Number of Buildings: (Multifamily)</b>	
<b>Finished square feet:</b>	
<b>Unfinished square feet:</b>	
<b>Number of floors:</b>	
<b>Are fire sprinklers installed?</b>	Yes      No Will they be installed?
	Yes      No
<b>Is building over 4,000 square feet or 20ft high?</b>	Yes      No

### PEOPLE INFORMATION:

<b>APPLICANT:</b>		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
<b>PROPERTY OWNER:</b>		
Same as applicant?      Yes      No		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
<b>CONTRACTOR INSTALLATION</b>		
Same as applicant?      Yes      No		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail:		
CCB license no.:		City Lic No.:
Contact Name:		Phone #:
<b>REQUIRED DOCUMENTS FOR APPLICATION</b>		
I have downloaded and reviewed the plans and documents Checklist (Initials): _____		
<b>SUBMITTAL METHOD FOR PLANS AND DOCS</b>		
Paper	Electronic	

**\*See reverse for terms and conditions**

## Project information:

**\*The value (rounded to the nearest dollar) of all equipment, materials, labor, overhead and profit for the work described.**

## Notices

**Associated permits:** Separate permit applications are required for plumbing, mechanical, electrical, right of way, fire sprinkler, fire alarm and/or fire line permits associated with this building permits.

**Expiration of application:** This application is valid for 180 days after it has been accepted as complete.

**Inspections required:** Approved city inspections must be completed before the work performed is enclosed.

## Terms and conditions

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

**Copyright release for government entities:** I hereby grant permission to the City of Manzanita to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

**Indemnity:** I, the permit applicant, shall indemnify, defend and hold harmless the City of Manzanita, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

**Owner permission:** I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

**Electronic signature certification:** By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials):\_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## COMMERCIAL PLAN REVIEW SUBMITTAL CHECKLIST

The permit process includes a review of your building plans and materials. **If you are submitting paper plans and documentation, you must submit two copies of each item.** The following list is intended to be used as guide in preparing the plans and documentation you must submit. Contact a permit technician for assistance.

**Plot plan and civil drawings**, drawn to scale on minimum size of 11x17 page, which includes the following:

- North arrow, scale, lot dimensions, setbacks, and all public and/or private easements, names of all adjacent streets, and all property lines including those within the project site.
- Layout of buildings, decks, driveways, sidewalks, parking, and handicap/fire department access.
- Corner and finished floor elevations and 5 feet elevation contours
- Existing public and private utilities located on the property (Storm, Water & Sewer)
- Proposed utilities location to point of connection/discharge, size, slope, length, and material: including roof, footing and under-floor drains and fire service/hydrants
- All applicable structures and features on the property
- Information on street frontages (width of right-of-way, type and width of street, including curbs, gutters, sidewalks and pavement type)
- Erosion Control Plan and Permit Application Form

**Building plans** drawn to scale with correct building orientation and north arrow.

**Proposed use**, building type, occupancy classification. "Code Summary."

Allowable area according to use classification, actual square footage.

Engineer or architect stamp on all sheets with expiration date with one original signature. If plans are deferred, a Deferral Form must be included in the submittal package.

**Energy compliance forms**, or provide prescriptive values

**Foundation plan** including footing size, wall height, sections and required reinforcing.

**Footing details** for exterior porches, decks, roofs and awnings.

**Floor details:** A). Floor framing plan at each floor (post & beam or joists w/size & spacing, including deck attachments and connections) or B). *I joist* layout from manufacturer with calculation for beams.

**Ceiling/roof framing plan or truss layout** with reactions and delivery list for truss profiles.

**Floor plan(s)** existing and proposed showing room I.D.s and all plumbing fixtures, location of smoke & carbon monoxide detectors.

**Window sizes**, typical and garage header sizes.

**Special equipment** (fireplace, wood stove, hydro massage tub, tub access panel etc.).

**Complete building sections** – special sections including exterior decks.

Construction details for structural members, insulation, sheathing, roofing, bracing, etc.

Handrail, guardrail, stair headroom and stairs/landing details.

**Engineering for special conditions** (truss, high walls, bracing etc.) to be transferred to plans showing the expiration date of the engineering stamp.

**Plumbing layout and fixture content.**

**Mechanical plan** including layout and make/model of equipment.

**Exit signs**, exit lighting and emergency lighting.

**Other items** which may be required:

- Hazardous material inventory statement including all MSDS sheets.
- Smoke detectors, fire alarms, sprinkler system detail.

**Electrical**, issued by Tillamook County.