

Commercial Permit Application Packet

THIS PACKET CONTAINS THE FOLLOWING FORMS THAT YOU NEED TO **READ, COMPLETE, SAVE AS PDFS** and **UPLOAD** TO EPERMITTING as part of your complete submittal:

- Public Works Combined Permit
- Site and Landscape Plan (refer to checklist)
- Civil Engineering Plan Set
- Architectural and Structural Plans, including elevations

DEPENDING ON THE SCOPE OF WORK, YOU MAY ALSO NEED TO PROVIDE ONE OR MORE OF THE FOLLOWING:

- Commercial Roofing Requirements (*roofing permits only*)
- Tree Removal Permit Application (*when applicable*)
- Engineering (*where required by design*)



ALL of the above items must be PDFs uploaded through ePermitting BEFORE your application will be considered for review.

June 2023



PUBLIC WORKS COMBINED PERMIT

LINCOLN CITY PUBLIC WORKS DEPARTMENT
801 SW HWY 101 - PO BOX 50 Lincoln City, OR 97367 (541) 996-2154



Please read through this permit and fill out all areas as completely as possible. Make sure initials and signatures are made where appropriate. If you have questions about the information herein, please call the phone number above.

MAP & TAX LOT NUMBER:	COMBINED PUBLIC WORKS PERMIT NUMBER:
PROPERTY ADDRESS:	BUILDING PERMIT FILE NUMBER:
	APPLICATION DATE:
	EXPIRATION DATE:
PROPERTY OWNER:	GENERAL CONTRACTOR:
OWNER ADDRESS:	CONTRACTOR ADDRESS:
OWNER PHONE:	CONTRACTOR PHONE:

GRADING/EXCAVATING/FILL WORK TO BE DONE:	

FILL MATERIAL (cubic yards):	EXCAVATED MATERIAL (cubic yards):
SOURCE OF FILL MATERIAL:	DESTINATION OF EXCAVATED MATERIAL:

PUBLIC RIGHT OF WAY WORK TO BE DONE:	
<input type="checkbox"/> DRIVEWAY APPROACH	<input type="checkbox"/> DITCH/ CULVERT
<input type="checkbox"/> CURB/ GUTTER	<input type="checkbox"/> SIDEWALK
<input type="checkbox"/> UTILITY INSTALLATION	OTHER: _____
<input type="checkbox"/> STREET REPAIR	
<input type="checkbox"/> EROSION CONTROL	

ALL RIGHT OF WAY WORK SHALL BE COMPLETED IN ACCORDANCE WITH LCPW STANDARDS AND SPECIFICATIONS

- (1) All construction shall meet or exceed Lincoln City standards & specifications
- (2) Property owner shall be responsible for condition of street repair for one (1) year after approved occupancy
- (3) Crushed rock replaced for pipe bedding or backfill shall be compacted per LCPW& APWA standards
- (4) Asphalt patching shall be completed as a "T-Cut". Edges shall be free of Spalling, cracks, uplifting, or undermined sub-grade.
- (5) Edges of permanent paving shall be tack& sand sealed.
- (6) Asphalt shall be compacted to 92% compaction with a maximum surface Smoothness deviation of 1/8 inch per APWA specification 00756.55(a).
- (7) In the event of street closures due to construction the contractor must notify all
- (8) Emergency services and restrict all necessary traffic control according to MUTCD and ODOT standard requirements.
- (9) All inspections shall be coordinated with **minimum** 48-hour notice.
- (10) Trench patching shall be completed **no later** than two (2) days after trench Work and inspection. The city reserves the right to (1) complete repairs and bill the Contractor accordingly AND/OR (2) pursue citations as allowed under LCMC 12.12
- (11) All tree removal work requested shall be completed in accordance with LCMC 17.52.220. Tree removal requiring a permit per LCMC 17.52.220 shall only be completed following acquisition of a Tree Removal Permit.

Scan below to view Lincoln City Public Work's full standards.
www.lincolncity.org/departments/public-works



SCAN ME



SEWER CONNECTION APPLICATION	
_____ RESIDENTIAL _____ COMMERCIAL	PUMP TO BE MAINTAINED BY: _____ _____
IS PUMP SYSTEM TO BE USED? YES ____ NO ____	_____ _____ Sewer Connection Inspection Approval Date _____
IF 'YES' SEE LCPW STANDARDS – CHAPTER 2	
WATER CONNECTION APPLICATION	
BILLING ADDRESS: _____ _____	FIRE LINE SIZE: (mark size applicable) ____ 6" ____ 8" ____ Other Other: _____
METER SIZE: (mark meter size being requested for installation) ____ 5/8" ____ 1" ____ 1-1/2" ____ 2" ____ OTHER	
METER TYPE: ____ RESIDENTIAL ____ COMMERCIAL	
<p align="center">I, the property owner of _____, understand that it is my responsibility as part of this permit to: _____ (address)</p> <ol style="list-style-type: none"> (1) Extend the water main, if required. (2) Extend the sewer main, if required. (3) Culvert the driveway, if required. (4) Mitigate all drainage problems so adjacent and downstream properties will not be adversely impacted. (5) Contact all other pertinent utilities for their construction standards with which I must comply. (6) Install erosion control devices in compliance with Municipal Code Ordinance 12.08. The Technical Guidance Manual for Erosion Prevention & Sedimentation Control is available at the Public Works Department; or contact Public Works personnel for assistance at (541) 996-2154. (7) Ensure that all contractors/ subcontractors obtain a city Occupation Tax Permit before commencing work. 	
_____ OWNER'S SIGNATURE	_____ DATE
FOLLOWING SECTIONS TO BE COMPLETED BY CITY STAFF	
CITY REQUIRES THE FOLLOWING TO BE PROVIDED BY OWNER OR THEIR AGENT:	
_____ TRAFFIC CONTROL	_____ 24 HOUR ADVANCED PUBLIC NOTICE
_____ EROSION PREVENTION & CONTROL	_____ BOND
OTHER: _____	
ACCOUNT NUMBER: _____	SEWER AVAILABLE: YES ____ NO ____
BOND RECEIVED: YES ____ NO ____ For the Amount of \$ _____	INSIDE CITY LIMITS: YES ____ NO ____ BOND RETURNED: _____
_____ DIRECTOR OF PUBLIC WORKS; or DATE	_____ _____
_____ CITY ENGINEER DATE	
_____ PUBLIC WORKS INSPECTOR DATE	_____

Revised 12/20/2021

COMMERCIAL SITE AND ENGINEERING PLAN SET CHECKLIST

THE FOLLOWING ITEMS SHALL BE SHOWN ON THE SITE PLAN, OR NOTED AS NOT APPLICABLE:

GENERAL ITEMS:	
	Scale
	North Arrow
	Title Block
	Project Name
	Engineer's Name
	Space for Revision Dates
	Date of Preparation
	Engineer's Stamp
	Property Owner Information
	Name
	Current Address
	Phone Number
	Basis of Bearing
	Vicinity Map
	Assessor's Map & Tax Lot Number
	Sheet Index
	Permit Condition Notes are included in the General Note Sheet
EXISTING ITEMS:	
	Benchmark(s), property pins, monuments, and government corners
	Right-of-Way boundaries and widths
	Property lines
	All recorded easements, with dimensions and type identified
	Street Name(s)
	Curb/gutter, edge of asphalt, and/or edge of gravel
	Utility lines (storm, sanitary sewer, water, gas, electric, buried telephone, etc.)
	Utility structures (catch basins, manholes, valves, vaults, poles, risers, meters, etc.)
	Structures
	Sidewalks and ramps
	Driveways and approaches, with dimensions and type of surface labeled
	Contours at 2-foot intervals
	Trees
	Wetland boundaries, ponds, shorelines, creeks (high water and center flow lines), bodies of water
	Fences and retaining walls, with height, types of materials, and distances from property lines labeled
	Light poles, signal poles, signs, flagpoles
	Pavement markings and wheelstops
	Guardrails, handrails, bollards
	Signal control cabinet(s), junction box(es), detector loops
	Tanks (surface or buried), drainfields, dry wells, infiltration trenches, curtain drains
	Stockpiles (soil, rock)



PROPOSED ITEMS:

	Total square footage of site
	Square footage of impervious surfaces
	Required setbacks (buildings, environmental hazard zones, wetlands)
	New Benchmarks, property pins, monuments and government corners
	New Right-of-way boundaries and widths
	New property lines
	Proposed easements, with dimensions and type identified
	Cross-sections of buildings and/or grading
	Typical street sections
	Curb/gutter
	Edge of pavement, asphalt, or gravel
	Sanitary sewer connection
	Utility lines (storm, sanitary sewer, water, gas, electric, buried telephone, etc.)
	Water service connection (domestic and fire line), including proposed size, materials, and assembly details
	Downspout and stormwater connection locations
	Culverts or ditches
	Stormwater detention and water quality structures (location, size, and features)
	Utility structures (catch basins, manholes, valves, vaults, poles, risers, meters, etc.)
	Sidewalks and ramps
	Driveways and approaches, with dimensions and type of surface labeled
	Contours at 2-foot intervals
	Plantings, landscaping, non-vegetative ground cover
	Wetland boundaries, ponds, shorelines, creeks (high water and center flow lines), bodies of water
	Fences and retaining walls, with height, types of materials, and distances from property lines labeled
	Light poles, signal poles, signs, flagpoles
	Pavement markings and wheel stops
	Guardrails, handrails, bollards



CITY OF LINCOLN CITY

COMMERCIAL ROOFING REQUIREMENTS

2022 OSSC Section 105.1 WRITTEN APPROVAL REQUIRED. **New roofing materials shall *NOT* be applied without first obtaining written approval from the Building Official. A STRUCTURAL (BUILDING) PERMIT IS REQUIRED.**

The Building Official may allow existing roof coverings to remain when, inspection or other evidence reveals, ALL of the following are met: 2022 OSSC Section 1512.2.1 Roof Recover:

- Existing roof covering is only one layer and allowed by the manufacturer;
- Roof structure is sufficient to sustain weight of additional dead load of the new roofing;
- Roof deck is structurally sound;
- Roof drains and drainage are sufficient to prevent extensive accumulation of water;
- Existing roofing is securely attached to deck;
- Existing insulation is NOT water soaked; AND
- Fire-retardant requirements are maintained.

TO OBTAIN THE REQUIRED PERMITS:

1. APPLY for a Commercial Structural Permit through [BuildingPermits.Oregon.gov \(accela.com\)](https://BuildingPermits.Oregon.gov/accela.com)
See Instructions for Contractors for assistance with registering with Epermitting.
2. UPLOAD this completed form (as a PDF) into your Commercial Structural Permit.
3. UPLOAD pdf copies of the cut sheets of the proposed type of re-roofing system, to obtain the required permit(s).

REQUIRED INSPECTIONS:

Per 2022 OSSC Sections 1512.2.2 & 1512.2.3

PHASE I Commercial Re-Roof Inspection (after removal or prior to recover)

PHASE II Final Building Inspection

The contractor's signature below certifies that code compliance will be met.

Contractor/Property Owner Signature

Date

Building Official's Signature

Date

Revised MAY 2023



Tree Removal Permit Application

PROPERTY OWNER INFORMATION:

NAME: _____
ADDRESS: _____

PHONE: _____
E-MAIL: _____

PROPERTY INFORMATION FOR TREE REMOVAL:

TAX MAP AND LOT: _____
SITE ADDRESS: _____
Proposed number of trees to be removed: _____

REASON FOR REQUEST (check all that apply):

My property is ADJACENT to a lot that contains a detached house, attached house, or duplex **AND** I own both properties **AND** the trees to be removed are within 100 feet of the dwelling **AND** no protected trees are being removed.

My property is ADJACENT to a lot that contains a detached house, attached house, or duplex **AND** I have attached to this application the written permission from the property owner for the tree removal **AND** the trees to be removed are within 100 feet of the dwelling **AND** no protected trees are being removed.

Removal of dead trees or diseased tree(s) weakened by age, storm, fire, or other injury.

Removal of tree(s) to allow solar access to south face of buildings.

Removal of tree(s) to allow topographical, reconnaissance, soil, and similar surveys.

Removal of tree(s) to prevent the spread of disease or insects declared to be a nuisance by a government agency or certified arborist, or to correct or eliminate a verified natural hazard to the property owner, surrounding properties, or the community at large.

Removal of tree(s) for the placement of structures and other improvements provided the city has approved a site plan, subdivision, planned development, or building permit, and a tree protection plan if one is required

_____ List the case number or building permit number.

REMOVAL OF TREES LESS THAN 6 INCHES IN DIAMETER IS PERMITTED WITHOUT A TREE REMOVAL PERMIT, UNLESS THEY ARE PROTECTED TREES.



I HAVE INCLUDED THE FOLLOWING ITEMS (check all that are applicable or write NA)

 A site plan must accompany this application with an “X” through each tree proposed for removal. (This is mandatory and must accompany all tree removal permit applications.)

 The adjacent dwelling is identified on the site plan, as well as the distance of each tree from that adjacent dwelling.

 The site plan must indicate which trees, if any, are being removed due to death or disease. Additionally, a report from a certified arborist must accompany this application testifying to the condition of the trees.

 The site plan must indicate which trees, if any, are being removed for solar access and must show the location of the buildings that need the solar access.

 The site plan must indicate which trees, if any, are being removed for survey access. Additionally, a statement from the individual needing the survey access must accompany this application explaining why the tree removal is necessary for the survey access.

 The site plan must indicate which trees, if any are being removed to prevent the spread of disease or insects. Additionally, a report from a certified arborist or declaration from a government agency must accompany this application stating the removal is necessary to prevent the spread if disease or insects.

I hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and accurate. I have read and fully understand, and agree to meet, the criteria for tree removal as outlined in Lincoln City Municipal Code (LCMC) 17.52.220.

I acknowledge that providing false information in the application shall be a violation and grounds to deny the application, void the approval, and enjoin the use.

SIGNATURE:

Property Owner

Date

Property Owner

Date

- **TREE REMOVAL IS PROHIBITED, EXCEPT AS ALLOWED IN LCMC 17.52.220.**
- **REMOVAL OF TREES IN WETLANDS IS PROHIBITED.**
- **REMOVAL OF TREES AS PART OF COMMERCIAL FORESTRY OPERATIONS IS PROHIBITED.**
- **REMOVAL OF PROTECTED TREES IS PROHIBITED.**
- **TOPPING IS PROHIBITED, EXCEPT WHERE NECESSARY FOR UTILITY WORK OR PUBLIC SAFETY, IN WHICH CASE IT REQUIRES A TREE REMOVAL PERMIT.**

Naming Your Documents as PDFs

You may or may not need all of the following documents, but those that you do need **must be saved as PDFs** and named as follows:

Standard Materials You **Will Likely Be Required** to Provide

DOCUMENT TYPE	REQUIRED NAME
All Architect's Drawings & Elevations	ARCHITECT PLANS*
Beam and member calculations	BEAM CALCS
Complete civil engineering plan set	CIVIL PLANS*
Floor system layout calculations	FLOOR SYSTEM
Lateral structural plans	LATERAL STRUCTURAL PLANS
Lateral structural calculations	LATERAL STRUCTURAL CALCS
ORSC energy form	ENERGY FORM
Public Works Combined Permit	PW PERMIT
Site and landscape plan	SITE AND LANDSCAPE PLAN
Truss calculations	TRUSS CALCS
Truss layout plan	TRUSS LAYOUT

** Save all sheets in this submittal as one single pdf document*

Other Building Permit Submittals You **May Be Required** to Provide

DOCUMENT TYPE	REQUIRED NAME
Boundary or Topo Survey	SURVEY
Floodplain development permit	FP PERMIT
Geotechnical report	GEO REPORT
Photometric analysis	PHOTO ANALYSIS
Wetlands delineation	WETLANDS

ADDITIONAL NOTES

- ❖ If you are submitting documents not listed above, please save as a PDF and name it using clear and descriptive text
- ❖ If you are submitting a document that is a REVISION to an already submitted document, please name it using the same REQUIRED NAME listed above with the addition of REV 1, REV 2, etc. For example, if you are submitting a revised Site and landscape plan you would name it SITE AND LANDSCAPE PLAN REV 1.