



BUILDING PERMIT APPLICATION

Application Date: _____ Permit Type: SFD SFD Attached SFD ADU Remodel
 Addition Accessory Commercial Pool

Site Information

Address: _____ Lot No.: _____ Subdivision: _____

Owner Information

Name: _____ Phone: _____
 Address: _____ E-mail: _____

Applicant Information

IMPORTANT: Written authorization from owner required when the applicant is someone other than the owner of the subject property.

Name: _____ Phone: _____
 Address: _____ E-mail: _____

Contractor Information

Name: _____ Phone: _____
 Address: _____ E-mail: _____

CCB (MDI) No.: _____ City Business License No.: _____

Project Information

Project Description (Be specific. Attach additional pages if necessary):

Do you have a City Flood Zone Determination?* Yes No
If yes, attach a copy. Floodplain Development Permit required in high risk floodplain.
 Are ground disturbing activities proposed? ** Yes No
 Is the property on a flag lot? Yes No
 Are there existing structures on the lot? Yes No

Square Footage:
 House : _____
 Garage: _____
 Accessory: _____
 Commercial: _____
 Total Impervious surface _____

Estimated Project Valuation: _____

Plan Review Deposit Amount: _____ Date Received: _____

INSTRUCTIONS:

PLEASE PROVIDE 3 COMPLETE SETS OF PLANS, INCLUDING A SITE PLAN (Example - SCALE: 1" = 20').

THIS PERMIT APPROVAL DOES NOT INCLUDE SEWER PERMIT. ROGUE VALLEY SEWER SERVICES: (541) 664-6300.

*PROJECTS LOCATED IN A HIGH RISK FLOOD ZONE REQUIRE A FLOODPLAIN DEVELOPMENT PERMIT. COMPLETE A FLOODPLAIN DEVELOPMENT APPLICATION AND SUBMIT WITH BUILDING PERMIT APPLICATION.
 FLOODPLAIN/STORMWATER COORDINATOR: (541) 664-7602, EXT. 244.

**PROJECTS THAT INCLUDE GROUND DISTURBING ACTIVITIES REQUIRE A STORM DRAIN PROTECTION PERMIT. READ AND SIGN THE ATTACHED FORM AND INCLUDE WITH YOUR BUILDING APPLICATION.

Central Point Building Department

Supplemental Permit Information for new residential structures.

The following information is required for permit processing:

Heating and cooling for the structure:

Heat pump and air handler (electric) or

Air conditioner and furnace (gas) or

Other (specify) _____

Water heater: Gas or Electric

Fireplace: Yes or No

Number of gas outlets:

Subcontractors:

Electrical: _____ **CCB #** _____

Mechanical: _____ **CCB #** _____

Plumbing: _____ **CCB #** _____

Additional Energy Measures:

Select one of the additional energy measures per ORSC Table N1101.1(2):

- 1 – High Efficiency HVAC System
- 2 – High Efficiency Water Heating System
- 3 – Wall insulation Upgrade
- 4 – Advanced Envelope
- 5 – Ductless Heat Pump
- 6 – High Efficiency Thermal Envelope
- 7 – 2.75 ACH Air Leakage Control and Efficient Ventilation



Moisture Content & High-Efficacy Lighting Acknowledgement Form

I, _____, am the general contractor or the owner-builder at the following address:

Street Address

City

Permit#

To conform with the 2023 Oregon Residential Specialty Code (ORSC), Section R318.2. I am notifying the building official that I am aware of the moisture content requirement of ORSC Section R318.2 and have taken steps to meet this code requirement. This form is also notice that all permanently installed lighting fixtures comply with the requirements of N1107.2 and N1107.3. [Sections R318.2 & N1107.2 & N1107.3 are provided for reference.]

Section R318.2 Moisture content. Prior to the installation of the interior finishes, the building official shall be notified in writing by the general contractor that all moisture-sensitive wood framing members used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.

Section N1107.2 High-efficacy lamps. All permanently installed lighting fixtures shall be high efficiency light sources.

Section N1107.3 High-efficacy exterior lighting. All exterior lighting fixtures affixed to the exterior of the building shall be high efficiency light sources.

Signature

Date



Erosion Prevention and Sediment Control

Plan Submittal Requirement for Residential Homes

Ground Disturbance 7,000 Sq. Ft. to 1 Acre

Overview

DEQ requires the City to monitor all erosion and sediment runoff that leaves construction sites in the City. This permit is to ensure that the protection that is put in place will keep any sediment or pollutants from getting into the City's storm drain system and creeks.

To expedite your permit process, follow this guide to preparing an Erosion Prevention and Sediment Control (EPSC) site plan showing how soil erosion will be minimized and sediment contained on-site during residential construction activities.

What do I need to submit?

You must submit a completed *Erosion Prevention and Sediment Control Permit Application* along with a Erosion Prevention and Sediment Control (EPSC) site plan. Follow the checklist below to create the EPSC site plan.

EPSC Site Plan Checklist

Start with a copy of your site plan, showing the following:

- Property lines, easements, and north arrow
- On lots with slopes 10% or more show existing and proposed contour lines at 2-foot intervals
- Footprint of structures.
- Location of driveway and sidewalks

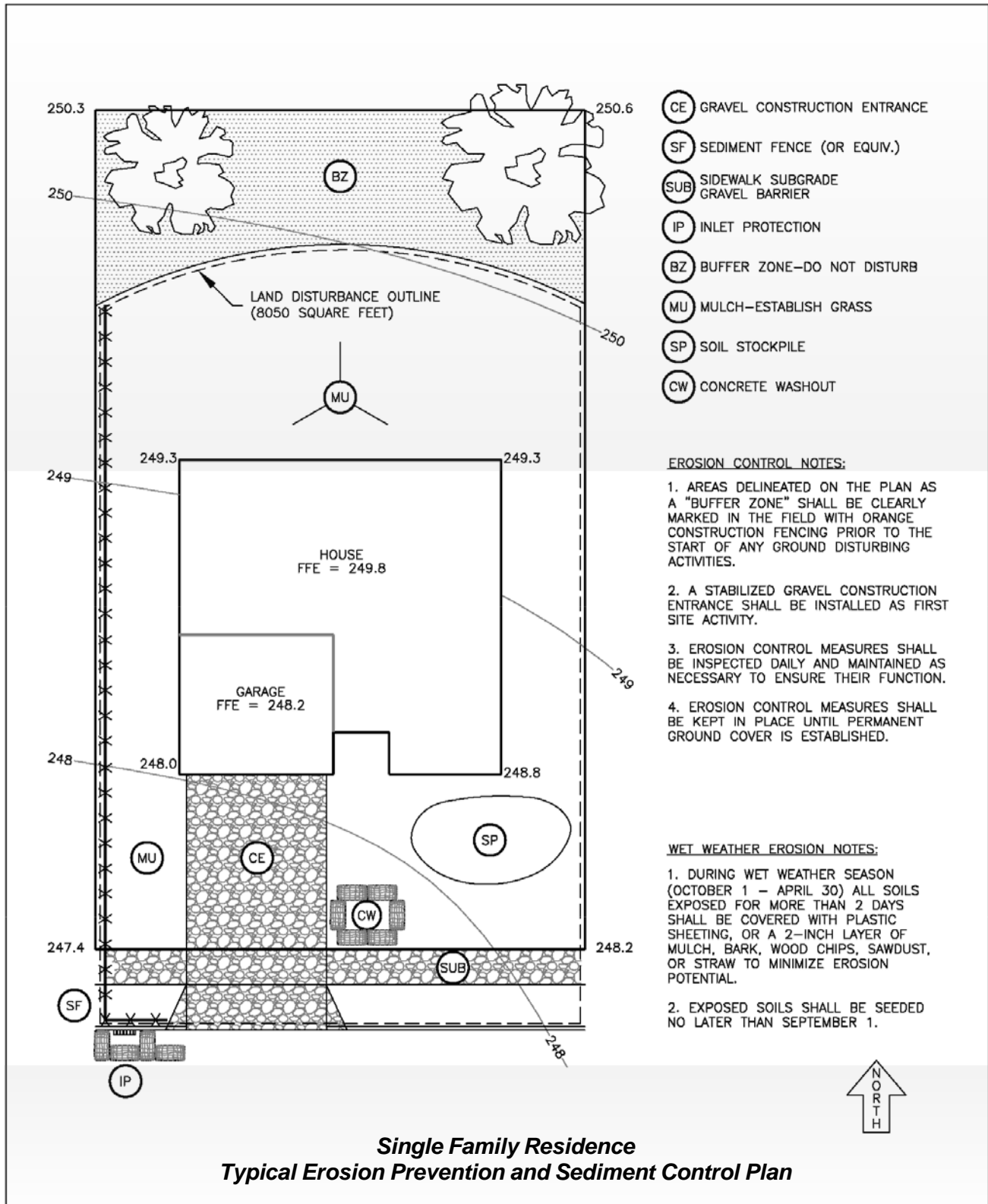
Add the following EPSC information:

- Gravel construction entrance/exit (*20-foot length x 20-foot width minimum, 8-inches of gravel*).
- Location for any temporary stockpiling of soil during construction.
- Place erosion control measures on the downhill side of all disturbed areas on the construction site.

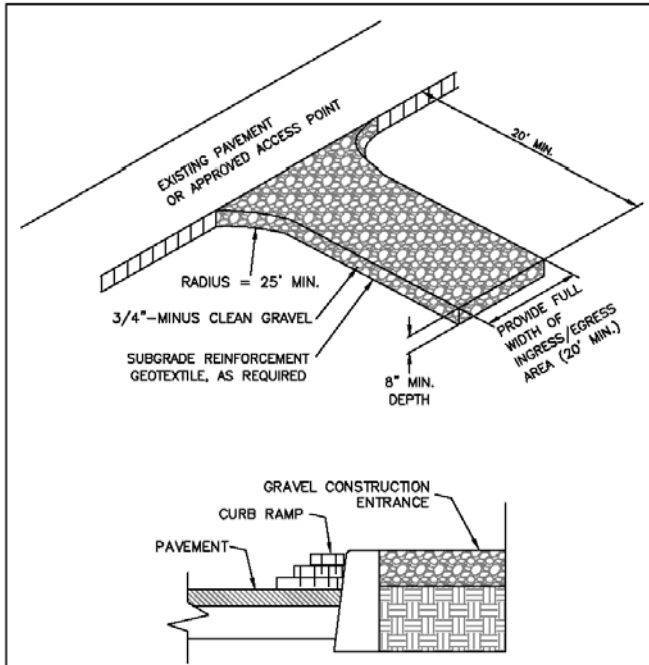
Appropriate measures include:

- Sediment fence
 - Rice straw/coconut fiber (coir)/excelsior wattle
 - Excavated sidewalk (*4-foot width x 4-inch depth minimum for slopes < 10%, 2-inches of gravel*)
 - Mulch or gravel berm
 - Undisturbed buffer zone
-
- Provide curb gutter filtration and inlet protection for all downhill storm sewer inlets.
Appropriate measures include:
 - Biobags (*for curb inlets, catch basins, and area drains in low-traffic areas*)
 - Curb inlet sediment filters (*for curb inlets in high-traffic areas*)
 - Provide a concrete wash-out facility for all concrete truck, mortar, and concrete tool wash out:
 - Wash-out facilities must be clearly marked and located away from the street, storm sewer inlets, and water quality facilities.

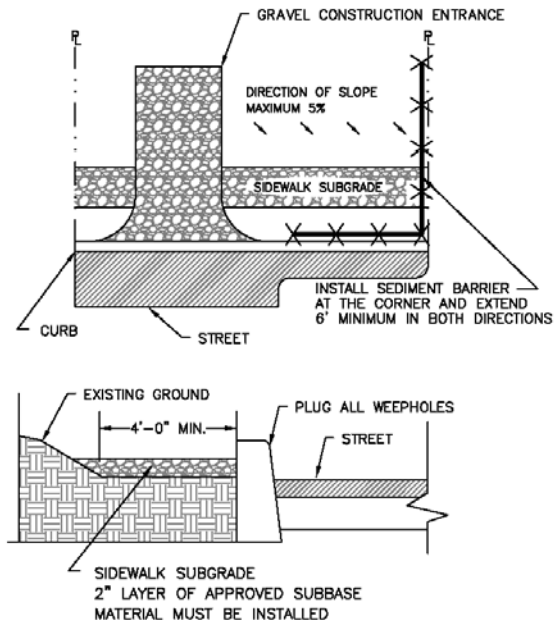
EPSC site plan example



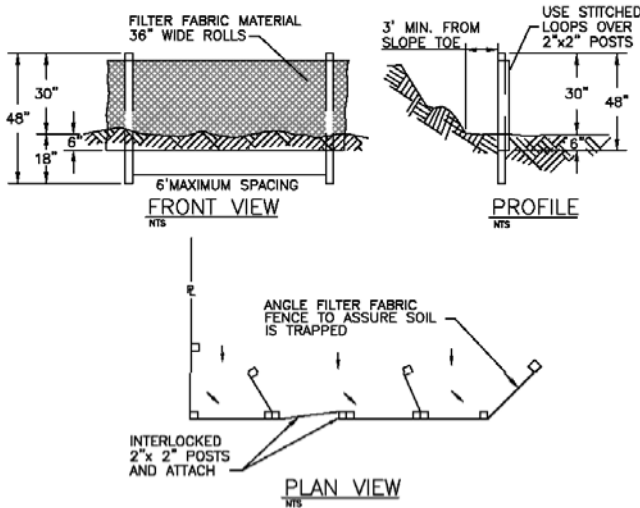
Commonly used residential erosion control measures



Residential Gravel Construction Entrance

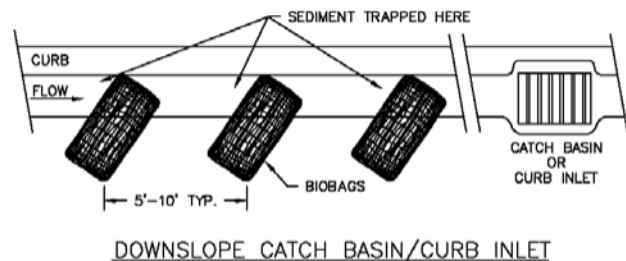
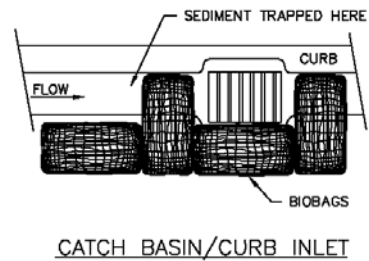


Excavated Sidewalk Gravel Barrier



- NOTES:
1. EXCAVATE A 4" X 8" TRENCH.
 2. USE 36" WIDE FILTER FABRIC WITH STITCHED STAKE POCKETS.
 3. STAKE WITH 2" X 2" FIR, PINE, OR STEEL FENCE POSTS.
 4. POSTS TO BE INSTALLED ON UPHILL SIDE OF SLOPE.
 5. BURY BOTTOM OF FILTER FABRIC 6" VERTICALLY BELOW FINISHED GRADE.
 6. WHERE JOINTS ARE NECESSARY, INTERLOCK POSTS.
 7. BACKFILL AND COMPACT BOTH SIDES OF FILTER FABRIC IN TRENCH.

Sediment Fence



Downslope Catch Basin/Curb Inlet

BioBag Inlet Protection

Standard permit conditions

1. Prior to any ground disturbing activity on the site, an initial inspection by City staff is required. Erosion Prevention and Sediment Control (EPSC) measures should be in place prior to the inspector arriving. Call Mike Blake at (541) 414-7365 to schedule your inspection.
2. EPSC measures must be constructed in conjunction with, and prior to, all clearing and grading activities and in a manner as to ensure that sediment and sediment-laden water does not enter the drainage system, roadways, or violate applicable water quality standards.
3. EPSC measures shown on the plans are minimum requirements for anticipated site conditions. During the construction period, the EPSC measures shall be upgraded as needed for unexpected storm events and to ensure that sediment and sediment-laden water does not leave the site.
4. EPSC measures shall be inspected daily by the permit holder, and maintained as necessary to ensure their function.
5. Stabilized gravel construction entrances shall be installed at the beginning of construction and maintained for the duration of the project. Additional measures may be required to ensure that all paved areas are kept clean for the duration of the project.
6. EPSC measures shall be kept in place until permanent ground cover is established.
7. All exposed soil must be permanently stabilized against wind and water erosion before the EPSC permit can be closed. Once the site is stabilized, schedule a final inspection by calling (541) 414-7365. Permanent soil stabilization includes landscaping, seeding, or covering exposed soil with a minimum 2-inch layer of bark or wood chips. For residential construction, where areas of the lot have a final grade less than 10% slope, a 5-foot wide strip of perimeter stabilization may be substituted in lieu of complete site stabilization.

Where can I get assistance?

We are here to help you. Staff is typically available from 8:00 am to 4:00 pm weekdays to answer your questions by phone (541) 423-1030 and at the Public Works front counter in City Hall, 140 S 3rd Street. We encourage you to call and make arrangements for a free on-site consultation.

For more information

City of Central Point

Public Works

*Department 140 S 3rd
Street.*

*Central Point Oregon
97502*

(541)664-3321

Fax (541) 664-6384

*www.centralpointoregon
.gov*



**SINGLE FAMILY DWELLING
EROSION PREVENTION AND
SEDIMENT CONTROL PERMIT
APPLICATION**

CENTRAL POINT PUBLIC WORKS DEPT.
140 S 3rd St., Central Point, OR
97502 541-664-3321/ Fax 541-
664-6384

Department Use Only

Permit No:
Date:
GL #57-00-00-4473

CATEGORY OF CONSTRUCTION

Single Family Dwelling

Owner Information		
Name:		
Address:		
City:	State:	Zip:
Phone:		

Applicant Information (Person responsible for permit)		
Name:		
Address:		
City:	State:	Zip:
Phone:		
E-mail:		

Site Information		
Address:		

Contractor Information		
Name:		
Address:		
City:	State:	Zip:
Phone:		
CCB No.		

I the applicant hereby certify that the information in this application is true and correct to the best of my knowledge. In addition, I do hereby agree to construct and maintain ESC measures per approved plans and to contain all sediment and pollutants in the construction site.

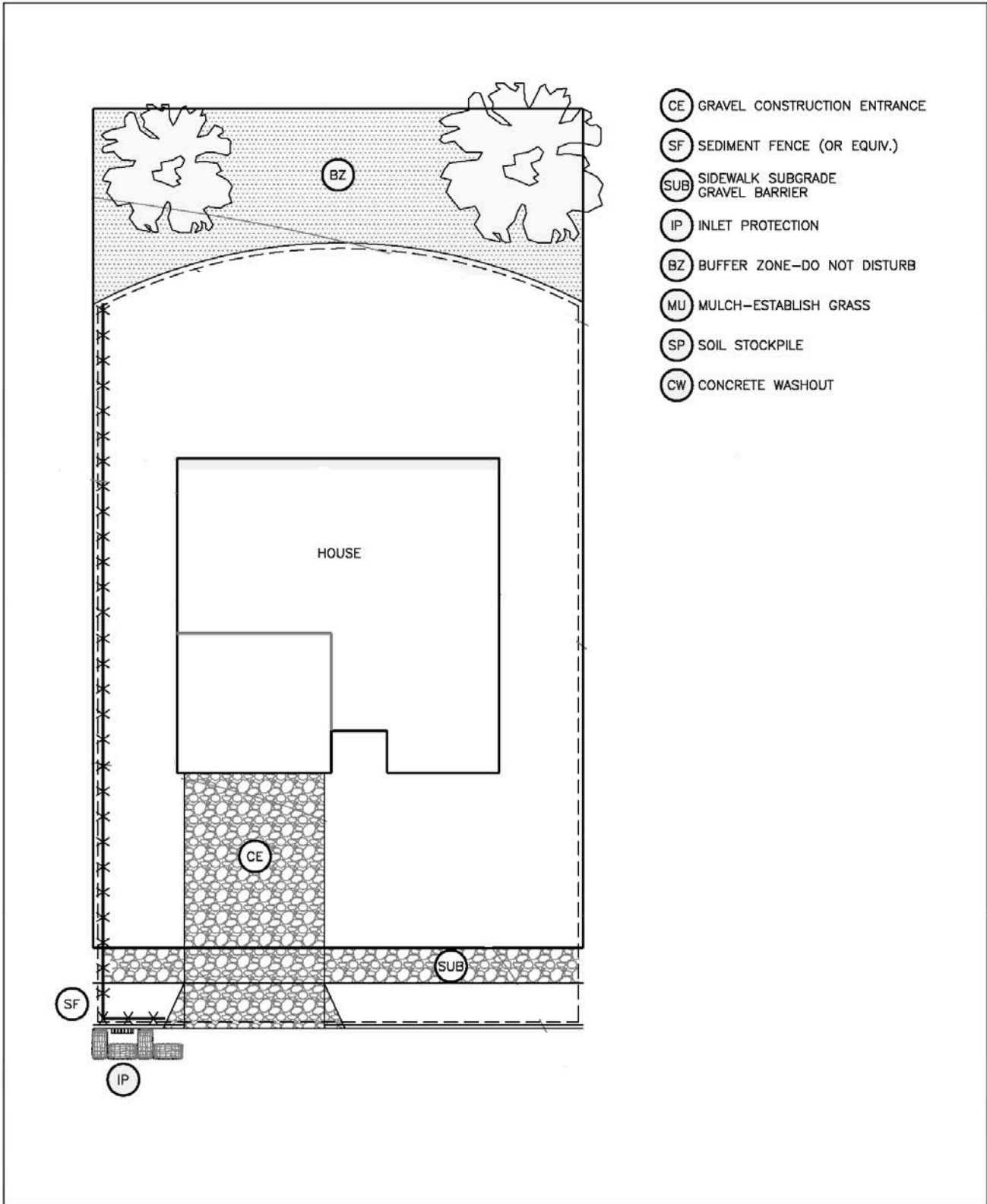
- Work may not start until Erosion and Sediment Control Plans (ESCP) are reviewed and approved by the City.
- ESCP must be kept on site and made available for review by DEQ or the City.
- ESCP must be maintained and updated as site conditions change or as needed.

Applicant's Signature

Print Name

Date

EPSC site plan Template





PUBLIC WORKS WATER SERVICE APPLICATION

Service Address:

Name of Applicant:

Phone:

Address:

City:

State:

Zip:

Person to be Billed:

Address:

City:

State:

Zip:

Subdivision:

Tax Map No.

Tax Lot No.

Inside City

Outside City

Outside UGB

Meter Size Requested:

Dwelling Units to be Served:

Residential

Commercial

Other

Irrigation Installed/Proposed - Yes No

Well on Property - Yes No

Applicant's Signature:

Date:

↓City Use Only↓

Water Tap Required: Yes No

Street Cut Required: Yes No

Backflow Prevention Assembly Required: Yes No

See attached "green" sheet



APPLICATION FOR ADDRESS ASSIGNMENT

An addressing process is required to establish new addresses. New addresses are assigned by the City of Central Point to be consistent with existing address grid. It is highly recommended to submit address requests, as early as possible, concurrent with the Land Use permit process or during the Building Permit process. Once addresses are assigned, an addressing notice is prepared and sent to out to a distribution list that includes Post Office, County Assessor, City Departments, Utility Companies and Emergency Services.

Tax Parcel Number or Existing Address:	
Is the lot being split?	
Is there currently a structure on the property? ___ YES ___ NO If YES what type?	
Reason for address request. Circle One: New Home Additional Dwelling Unit Comercial Buildings Apartments Duplex Mobil Home Other _____	
Applicant Name:	Phone Number:
Email Address:	
Property Owner (if different than applicant):	Phone Number:
Mailing Address:	
Email Address:	
Property Owners Signature (Required):	

Display of Numbers

Numbers shall be displayed in such a manner as to be plainly visible from the road. Numbers in block or script displayed on building fronts shall be of a contrasting and/or reflected color to their background. Numbers installed shall be not less than three (3”) inches in height.

Office Use Only:

New Assigned Address:
Authorized by: