

# Building Permit Application



City of Dayton  
 PO Box 339 - 416 Ferry Street  
 Dayton, OR 97114  
 503-864-2221 - [permits@daytonoregon.gov](mailto:permits@daytonoregon.gov)

|                   |            |
|-------------------|------------|
| NEWBERGG PERMIT # |            |
| Dayton Permit #   |            |
| Date Submitted:   |            |
| Date Issued:      | Issued By: |

This permit is issued under OAR 918-460-0030 and Chapter 7 of the Dayton Land Use and Planning Code. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days. Credit card payments cannot be accepted for Building Permits.

| TYPE OF WORK - Please check all that apply |   |
|--|---|
| <input type="checkbox"/> Structural        | <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Plan Review |
| <input type="checkbox"/> Mechanical        | <input type="checkbox"/> Single Family <input type="checkbox"/> Industrial <input type="checkbox"/> Remodel   |
| <input type="checkbox"/> Plumbing          | <input type="checkbox"/> Multi-Family <input type="checkbox"/> Government <input type="checkbox"/> Addition   |
| <input type="checkbox"/> Demolition        | <input type="checkbox"/> Other <input type="checkbox"/> Historical <input type="checkbox"/> Repairs           |
| <b>Special Zones:</b>                      | <input type="checkbox"/> Flood Plain <input type="checkbox"/> Slope <input type="checkbox"/> Other            |
| ON SITE INFORMATION                        |   |
| Site Address:                              |   |
| Map & Tax Lot:                             | Zoning:   |
| Estimated Valuation:                       |   |
| Job Description (be specific):             |   |
|  |   |
|  |   |
| House Sq Feet:                             | Garage Sq Feet:   |
| <input type="checkbox"/> Applicant         | <b>PROPERTY OWNER INFORMATION</b>   |
| Name:                                      |   |
| Address:                                   |   |
| City:                                      | State:      Zip:  |
| Cell Phone:                                | Phone:  |
| Signature:                                 |   |
| <input type="checkbox"/> Applicant         | <b>STRUCTURAL CONTRACTOR INFORMATION</b>  |
| Business Name:                             |   |
| Mailing Address:                           |   |
| City:                                      | State:      Zip:  |
| Phone:                                     | CCB #:  |
| Email:                                     |   |
| <input type="checkbox"/> Applicant         | <b>MECHANICAL CONTRACTOR INFORMATION</b>  |
| Business Name:                             |   |
| Mailing Address:                           |   |
| City:                                      | State:      Zip:  |
| Phone:                                     | CCB #:  |
| Email:                                     |   |
| <input type="checkbox"/> Applicant         | <b>PLUMBING CONTRACTOR INFORMATION</b>  |
| Business Name:                             |   |
| Mailing Address:                           |   |
| City:                                      | State:      Zip:  |
| Phone:                                     | CCB #:  |
| Email:                                     |   |

| FOR CITY OF DAYTON USE                  |            |           |            |
|---|------------|-----------|------------|
| PERMIT # (Newberg)                      | PERMIT FEE |           |            |
| Structural Fees:                        | \$         |           |            |
| Mechanical Fees:                        | \$         |           |            |
| Plumbing Fees:                          | \$         |           |            |
| Construction Permit                     | A          | B         | \$         |
| System Development Charges              |            |           |            |
| \$                                      |            |           |            |
| Plan Review Only                        |            |           |            |
| \$                                      |            |           |            |
| Fire & Life Safety 40%                  |            |           |            |
| \$                                      |            |           |            |
| 1)                                      | \$         |           |            |
| 2)                                      | \$         |           |            |
| <b>TOTAL AMOUNT DUE</b>                 |            |           | \$         |
| Construction Excise Tax/School District |            |           |            |
| \$                                      |            |           |            |
| PAYMENT RECORD                          |            |           |            |
| DATE                                    | AMOUNT     | RECEIPT # | CHECK/CASH |
|   |            |           |            |
|   |            |           |            |
|   |            |           |            |
| BUILDING DEPARTMENT APPROVAL            |            |           |            |
| Adjusted Valuation:                     |            |           |            |
| Plan Review Date:                       |            |           |            |
| Reviewed By:                            |            |           |            |
| STRUCTURAL PERMIT FEES                  |            |           |            |
| Permit Fee                              | \$         |           |            |
| State Surcharge 12%                     | \$         |           |            |
| Plan Review Fees 65%                    | \$         |           |            |
| Other:                                  | \$         |           |            |
| <b>Total Permit Fees</b>                | \$         |           |            |
| MECHANICAL PERMIT FEES                  |            |           |            |
| Permit Fee                              | \$         |           |            |
| State Surcharge 12%                     | \$         |           |            |
| Plan Review Fees 25%                    | \$         |           |            |
| Other:                                  | \$         |           |            |
| <b>Total Permit Fees</b>                | \$         |           |            |
| PLUMBING PERMIT FEES                    |            |           |            |
| Permit Fee                              | \$         |           |            |
| State Surcharge 12%                     | \$         |           |            |
| Plan Review Fees 30%                    | \$         |           |            |
| Other:                                  | \$         |           |            |
| <b>Total Permit Fees</b>                | \$         |           |            |

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
 I hereby state that I have read and understand both sides of this application and the information provided on both sides is correct.

| O Applicant ARCHITECT INFORMATION |        |      |
|-----------------------------------|--------|------|
| Business Name:                    |        |      |
| Mailing Address:                  |        |      |
| City:                             | State: | Zip: |
| Phone:                            | CCB #: |      |
| Email:                            |        |      |
| OTHER ADDITIONAL INFORMATION      |        |      |
| Business Name:                    |        |      |
| Mailing Address:                  |        |      |
| City:                             | State: | Zip: |
| Phone:                            | CCB #: |      |
| Email:                            |        |      |
| Any additional information:       |        |      |
|                                   |        |      |
|                                   |        |      |
|                                   |        |      |
|                                   |        |      |
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|                                   |        |      |
|                                   |        |      |
|                                   |        |      |

| SYSTEM DEVELOPMENT CHARGES                       |            |
|--|------------|
| Water  | \$         |
| Sewer  | \$         |
| Streets/Storm                                    | \$         |
| Parks  | \$         |
| <b>Total Amount Due:</b>                         | \$         |
| CONSTRUCTION EXCISE TAX                          |            |
| House Square Feet                                | x \$1.20 = |
| Garage Square Feet                               | x \$.60 =  |
| Accessory Structure Square Feet                  | x \$.60 =  |
| - Make check payable to Dayton School District - |            |
| <b>TOTAL AMOUNT DUE:</b>                         |            |

| Building Permit & Plan Check Fees Calculation  |    |
|--|----|
| Structural Valuation:  |    |
| For the First \$   | \$ |
| Plus \$ for each additional \$1000.00  | \$ |
| Total  | \$ |
| (Preliminary Plan Check Fees) Total x \$.65  | \$ |
|  |    |
| Help us prevent sediment contamination of our waterways:   |    |
| O I have read, understand, and agree to comply with the City's requirements to keep local streams clean of containments. |    |

| ADDITIONAL INFORMATION |
|------------------------|
|------------------------|

**BUILDING PERMIT INSPECTION PHONE NUMBER: 503-554-7714**

- 1) Applicant must provide all required contractor information
- 2) Once an application has been submitted for review, the applicant is responsible for any and all fees, including but not limited to plan review, state surcharge and permit fees, regardless of if the permit is issued or not
- 3) Permit Applications will not be accepted without the accompanying payment
- 4) Emailed and faxed permit applications will not be accepted
- 5) The City of Dayton does not print or duplicate plans or permit documents
- 6) Permits expire when work is not started within 180 days of issuance or if work is suspended for 180 days
- 7) Property Owner information and signature is required regardless of who will be doing the work
- 8) **Property owner installations - by signing this permit the property owner agrees that this installation is being made on residential or farm property owned by the property owner or a member of their immediate family, and is exempt from licensing requirements under ORS 701.010**
- 9) Credit Card payments are not accepted for building permits
- 10) It is the responsibility of the property owner or contractor to call for inspections
- 11) Plumbing Permits - Property Owner/Contractor certifies that all plumbing work will be done in accordance with applicable provisions of the City of Dayton Municipal Code and Oregon Revised Statutes Chapters 447 & 693, and applicable codes, and that no help will be employed unless under ORS 693
- 12) Occupancy is not permitted until all required work is finished and approved by the City

Revised 03/2024

| FOR CITY OF DAYTON USE - PAYMENT REIMBURSEMENT |  |                 |
|--|--|-----------------|
| Final Date                                     | 75% Amount Paid                                | Month/Year Paid |
| Scanned & E-filed                              | Plan Review Paid                               | Month/Year Paid |
| Completed By:                                  | 25% Amount Paid                                | Month/Year Paid |
| Business Registration #                        | Emailed Permit to Newberg Building Department: |                 |



# City of Dayton

416 Ferry Street, Dayton Oregon 97114 503-864-2221 www.daytonoregon.gov

## Building Permit Other - Submittal Information & Check List

### General Information

The City of Dayton issues Structural, Mechanical & Plumbing Permits. Electrical Permits are issued through the Yamhill County Building Department (503) 434-7516. Depending on the type of construction you are planning, additional information, permits or fees may be required (for example, fences & sprinkler systems).

### Submittal Requirements

- One (1) copy of the required permit application. Original signatures for all property owners must be provided.
- Two (2) complete paper sets and one (1) digital copy of legible building/construction plans drawn to scale, showing conformance to local & state building codes. Engineered plans must include at least one copy with the required wet stamp.
- Two (2) copies of a current Title Report showing proof of easements and/or right-of-ways.
- Two (2) copies and one (1) digital copy of a Site Plan, that must show a minimum all of the following:
  - Site Address
  - Name of Property Owner(s)
  - Map and Tax Lot numbers or tax account numbers for subject property
  - Existing and proposed structures on the subject property
  - All concrete or asphalt patios, slabs and driveways
  - Percentage of property covered with impermeable surfaces (buildings, driveways, in-ground pools, etc)
  - Setbacks for all structures new and existing, including from property lines & buildings
  - Existing and proposed driveways or points access
  - Existing and proposed easements and/or right-of-ways
  - Existing and proposed placement of water, sewer and storm drainage lines
  - North arrow & Scale (the preferred scale is 1 inch equals 20 feet)

**Please note submittal documents are required to be submitted digitally with site and construction plans.**

Plans drawn on paper 11 x 17 or smaller are not required to be submitted digitally.

### Construction Additional Requirements & Fees

- Depending on your type of construction you may need to supply a Title Report.
- If your request creates new livable or garage space a Construction Excise Tax maybe required. Checks should be made payable to the Dayton School District.
- If you will be working in the public right-of-way, including but not limited to sidewalks, curbs, street improvements, driveways, storm water, water and sewer connections a Type "A" Construction Permits may be required.

### Contractor Requirements

Contractor information must be supplied when using a contractor for building projects, contractor license information will be verified through the State of Oregon's Contractors Board. Contractors are required to register their business with the City of Dayton. If your contractor is not registered they will be asked to fill out the proper form and submit a registration fee before construction is started.

### Process

Building plans are reviewed and approved by the City's Building Inspector. To request an inspection call 503-554-7714 or go online to [www.trakit.newbergoregon.gov/etrakit](http://www.trakit.newbergoregon.gov/etrakit). Building application and plans will also be reviewed and signed off by the Planning Department and Department of Public Works, and depending on the type of construction you are planning your application maybe reviewed by the City Engineer and the Rural Fire Department. The plan review process takes approximately 6 to 8 weeks. You will be contacted when your permit is ready to be picked up. Permit fees will be due at the time of permit issuance, make checks payable to the City of Dayton. The City of Dayton does not except credit card payments for building and/or planning permits.



# City of Dayton

416 Ferry Street, Dayton Oregon 503-864-2221 [www.daytonoregon.gov](http://www.daytonoregon.gov)

## Building Permits Other – Additional Information

### What You Need to Know:

- ü Where your property lines are – Sometimes the deed to your property will indicate where your property pins are located. The best way to know where your property lines are is to have your property surveyed. The City of Dayton does not have this information.
- ü If your property is listed on the National Historic Register. Buildings that are listed on the National Register may require review by the Dayton Historic Preservation Committee a public hearing and approval from the Dayton Planning Commission and/or City Council may also be required.
- ü If any part of your property is in a flood zone or a wet land.
- ü If your property is sloped.
- ü Building permits become invalid if there is no activity after 6 months. A one-time permit extension can be requested before the original permit expires. Once a building permit has been deemed invalid you will need to resubmit all the required documents and fees.

### Additional Permits & Fees

- ü **Construction Excise Tax** is required any time additional living or garage space is created. CET is calculated at \$1.20 per/square foot of living space & .60 cents per/square foot of non-living space. Checks for Construction Excise Tax should be separate from the building permit check and are made payable to Dayton School District. Construction Excise Tax Fees are due at the time the permit is issued.
- ü **Type “A” Construction Permits & Inspections** are required when working in the public right-of-way, including but not limited to work on sidewalks, curbs, street improvements, driveways, utility services connections, storm water, water and sewer connections.
- ü **Construction Permit Inspection Request:** 503-864-2221. 48 HOUR ADVANCE NOTICE IS REQUIRED in writing by submitting a Construction Inspection Request Form.
- ü **Fence Permits** – Cost \$5.00 and are required when constructing a fence or retaining wall. Applications can be obtained from the City of Dayton. A Site plan is required to be submitted with the application.
- ü **Sprinkler Systems** require a backflow device to be installed. A plumbing permit will need to be issued before installing a sprinkler system.
- ü **Backflow devices** such as Double Check Valves and Reduced Pressure Valves are required to be inspected yearly. The City of Dayton provides an automatic backflow testing program to help with the cost of this process, for more information contact the City Clerk at 503-864-2221.
- ü **Permit Fees** – Structural Building Permit fees are based on the value of the project and are calculated by City of Dayton Building Department Staff. Please do not send in building permit fees without consulting a building department staff member. A building permit fee schedule is available upon request from the City of Dayton.
- ü **Storm Drainage & Erosion Control Plans** – Depending on the type of construction you are planning Storm Drainage & Erosion Control Plan(s) maybe required. These types of plans are prepared by professional engineers, and are submitted with your construction plans. The plan will need to address the minimization of run off, siltation, and pollution. Construction plans for storm sewers and open drainage channels which shows line sizes, profiles, and construction specifications may also need to be provided, in addition to the Engineer’s calculations.
- ü **Sidewalks**, curbs and storm sewers are required by any contractor constructing new construction or renovations that increase property values by 50% or more.

# City of Dayton

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## Contractors

- Ü **Contractor license** information will be verified through the State of Oregon's Contractors Board.
- Ü **Business Registration Requirement:** All contractors are required to register their business with the City of Dayton. If your contractor is not registered they will be asked to fill out the proper forms and submit a registration fee before construction can begin.

## Building Inspections

- Ü Building inspections are done by the City of Newberg's Building Department.
- Ü To request an inspection, call 503-554-7714 you will need to reference your permit number.
- Ü For building questions call 503-537-1240 for City of Newberg's Building Department
- Ü Inspection results on line: [www.trakit.newbergoregon.gov/etrakit](http://www.trakit.newbergoregon.gov/etrakit).

## Additional Requirements

Depending on the type of construction you are proposing you may need to provide some or all of the following:

- Ü Building Design Standards will be verified and approved by the City Planner.
- Ü Building Permit Applications are reviewed and approved by the City Planner and Public Works Department and may need City Engineer and the Dayton Rural Fire Department review and approval as well.
- Ü Type A Construction Permits are reviewed and signed off by Dayton Public Works and/or City Engineer.
- Ü All of the above are required to be completed before Building Permit final and/or occupancy permit issuance.
- Ü Two (2) copies of a Storm Drainage Plan for the project.
- Ü Two (2) copies of an Erosion Control Plan for the project.
- Ü Two (2) copies of the Design Standards confirmation – signed by Property Owner & Contractor
- Ü Two (2) copies of a completed Residential Certificate of Lighting Fixtures Form
- Ü Two (2) copies of a completed Residential Energy Additional Measure Selection Form.
- Ü Two (2) copies of a completed Moisture Content Acknowledgement Form
- Ü Two (2) copies of a completed Rain Screen Acknowledgement Form
- Ü Two (2) copies of a current Title Report showing proof of easements and/or right-of-ways

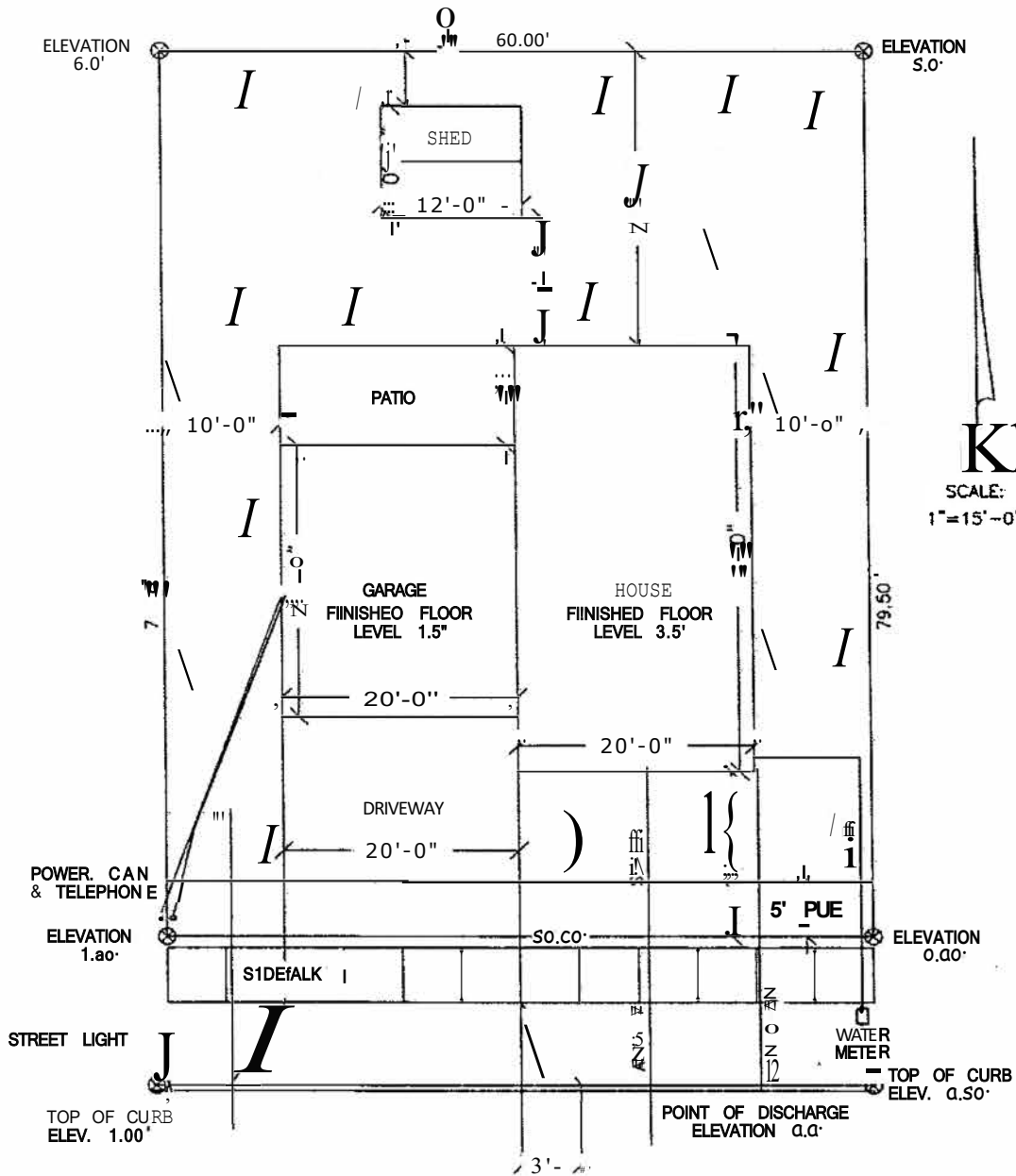
## During Construction

- Ü House Numbers will need to be posted and be visible from the street. Permanent house numbers will need to be affixed to the structure in order to pass the final inspection.

## Permit Issuance

- Ü Occupancy Permits – Can be issued when all the required work is finished and final approval is given for building and construction permits. Occupancy Permits do not require a signature from the building inspector and can be issued through the City of Dayton Building Department upon request.

# Site Plan Example



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

Map & Tax Lot #: \_\_\_\_\_

Property Owner or Applicant Name: \_\_\_\_\_

Percentage of Property Covered with impermeable surfaces: \_\_\_\_\_

- North Arrow
- Scale (preferred - 1 inch = 20 feet) - must be on paper a minimum size of 11 x 17
- Existing and proposed structures on the property
- All concrete or asphalt patios, slabs and driveways
- Setbacks for all structures new and existing
- Existing and proposed driveways or points of access
- Existing and proposed placement of water, sewer and storm drainage lines
- Easements and/or right-of-ways, existing and proposed