



City of Dayton

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

Type A Public Works Construction Permit – Submittal Information

General Information

A Type "A" Public Works Construction Permit is required when working in the right-of-way or City utility easement, including but not limited to any sidewalks, water, sewer or storm service or franchise utility improvements to serve a single residence, duplex or business, but where public street, fire lanes, common driveways, parking lots, or mainline water, sewer or storm improvements are NOT required (this includes fire hydrants or dedicated fire sprinkler services). Construction within the public right-of-way or City utility easement shall not begin without first obtaining approval from the Public Works Director and the City Engineer as required by the City of Dayton Public Works Development Standards. Dayton Public Works Design Standards can be found on the City's website at https://daytonoregon.gov/page/public_works_design_standards

Construction Drawing Review

Preliminary construction plans are reviewed and approved by City Staff, the City's Public Works Director and/or City Engineer (as needed) prior to issuance of a construction permit.

- Three (3) complete sets of preliminary plans, showing all of the following:
 - A vicinity map
 - Street widths
 - Property lines
 - Existing and/or proposed utility location(s)
 - Existing and/or proposed easements
- Name, address, and phone number of the Design Engineer

Application Submittal Requirements

- One (1) completed copy of the required permit application. **Original signatures for all property owners must be provided.**
- One (1) copy of the Title Report for each property involved as per Public Works Design Standards 1.10.b.10.
- Construction Permit Fee, made payable to the City of Dayton
- Proposed project construction schedule
- If required - Estimated construction costs of the proposed project
- Copy of any permits required by federal, state or county agencies
- If required - One (1) copy of a Developer-City Construction Agreement, signed and notarized by the developer and the developer's engineer

Contractor Requirements

Contractor information must be supplied when using a contractor for construction projects, contractor license information will be verified through the State of Oregon's Contractors Board. In addition, 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.

Performance Agreement Requirement

A Performance Agreement or a Construction Guarantee shall be provided for all work for which a Type A permit is required. Depending on the project, the performance guarantee may consist of a restriction on the issuance of a building permit(s), a restriction on the recording of a plat, or a financial security. See Public Works Design Standards appendix G-10.C 1 & 2 for more information.

Construction Inspections & Completion

All Right-of-way construction requires approval from Dayton Public Works Staff. A Construction Inspection Request Form will need to be submitted 24 hours in advance for all public right-of-way improvement inspections. A form is included in your Type A Construction Packet and can be obtained from Dayton City Hall. ***Final project approval will be contingent on clean-up and restoration of the construction site.*** All construction permits expire within one year of the issuance date.

Developers Agreement (Section 6.7.5 of the Dayton Municipal Code)

By signing a Type A Permit, the developer agrees to:

1. Construct the improvement in accordance with the City's adopted standards.
2. Guarantee all materials and workmanship incorporated into the work for a period of one year following inspection and acceptance of the improvement by the City; and
3. Indemnify and hold harmless the City and its agents from any liability resulting from the performance of the developer.

Additional Requirements

Depending on the type of project, you may be required to provide the following information listed in Chapter 6.6.2 of the Dayton Municipal Code:

- 1) All public improvements shall be designed and inspected under the direction of a Professional Engineer registered in the State of Oregon. At the completion of construction this Engineer shall submit a completion certificate to the city stating that all work has been completed in accordance with the approved project plans and specifications.
- 2) All surveys for public improvements shall be performed under the direction of a Professional Engineer or Professional Land Surveyor registered in the State of Oregon.
- 3) Materials and workmanship shall meet or exceed the adopted standards and at all time they shall be subject to the approval of the Public Works Superintendent.
- 4) Approval by the City of plans and specifications for water and sewage facilities is contingent upon prior approval from the Oregon Health Authority-Drinking Water Services (DWS) and the Department of Environmental Quality (DEQ) where applicable.
- 5) Upon completion of a public improvement project, the Developer shall submit one complete set of reproducible "As-Built" drawings, showing any deviations from the original construction drawings to the Superintendent.
- 6) Prior to acceptance of public improvements by the City for operation and maintenance, a one-year guarantee on all materials and workmanship shall be provided to the City Manager.

Public Works Design Standards Appendix F, Section 2, Fees:

Section 2. That the base construction permit fee for a Type A permit obtained pursuant to DMC Section 6.7 and PWDS Section G5 shall be as follows:

- a. Prior to final approval of the construction drawings and issuance of a construction permit, the applicant shall deposit with the City monies equal to \$250 and execute a Developer/City Construction Agreement in a form approved by the City's legal counsel.
- b. Per DMC Section 6.7.3 the applicant shall pay all costs incurred by the City for services related to the development project including, but not limited to, design review, inspection and construction observation, testing, plat review, project administration, attorney's fees, etc.
- c. If the City's cost exceed the amount deposited by the applicant, the City will bill the applicant on a monthly basis for the additional costs. The applicant shall pay all such bills within 30 calendar days from the date of the billing by the City. The City will issue a stop work order on the project if the applicant fails to pay the billing within the specified time period, and may record a lien against the property per DMC 6.7.3.
- d. No occupancy permits will be issued by the City until all work related under the Type A permit is completed and accepted by the City and all billings due to the City are paid in full by the applicant.

| | | | |
|-----------|--------------|--|------------|
| Permit #: | Date Issued: | Expiration Date: | Issued By: |
| Fee Paid: | Date Paid: | <input type="checkbox"/> Cash <input type="checkbox"/> Check # | Receipt # |

PERMIT TYPE: Right-of-Way Franchise Utility Work Wireless Facility

SITE INFORMATION:

Location: _____ Zoning: _____

Propoerty Owner: _____ Map & Taxlot # _____

Applicant/Franchise Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone Number: _____ Email: _____

Contractor Name: _____ CCB# _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone Number: _____ Email: _____

Engineer Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone Number: _____ Email: _____

List all subcontractors who will be working on this job:

RIGHT-OF-WAY WORK:

Type of Work: New Repair/Replace Other _____

Date Work to Begin: _____ Proposed Completion Date: _____

Description of Work: _____

Will a street or lane closure be required? Yes No Will sidewalk closure be required? Yes No

CONSTRUCTION INFORMATION (check all that apply):

Street Curb Foot Drain Driveway Approach Slab Storm Drain Water Line

Sanitary Sewer Parking Lot Other _____

Sidewalk New Repair/Replace Other _____

Road Surface Concrete Asphalt Gravel Other _____

Drainage Open Ditch Pipe Length _____ ft Pipe Diameter _____ ft Material _____

Applicant agrees that all the information provided within this application is complete and accurate to the best of his/her knowledge; and

A. Applicant agrees to comply with the above decription of work, attached plans, and the regulations of Standard Specifications for Public works Construction and Design Standards of the City of Dayton;

B. Applicant agrees to finish, clean-up and restore the construction site and/or public right-of-way to Public Works' requirements;

C. Applicant agrees to guarantee all materials and workmanship covered by this permit for period of one year following acceptance of the improvements by the City;

D. Applicant agrees to idemnify and hold harmless the City, its officials, representatives and employees from any liability resulting from the applicant's negligent acts or performance of work under this permit;

E. The above request does not violate any recorded deed restrictions that may be attached to or imposed upon the subject property;

F. The Applicant understands that the Type A Construction Permit deposit is an estimate of the costs to process this application. Applicants will be responsible to pay the actual costs associated with processing their application, including but not limited to, time for initial review by staff, costs of required public notices, planner review, engineering and public works review and/or inspection, and legal services.

(Per PWDS G.9.e, franchise utility companies are exempted from fees & costs noted above to the extent provided by franchise agrmts)

Applicant Signature: _____ Date: _____

Property Owner(s) Signature (if required): _____

City of Dayton Use

| | |
|--|---|
| Final Approval Date: | Approved By: <input type="checkbox"/> Public Works <input type="checkbox"/> City Engineer <input type="checkbox"/> City Manager |
| Meets Public Works Standards: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date Copy forwarded to Public Works: |

24 Hour Advance Notice & a Construction Inspection Request Form are Required for ALL Inspections - 503-864-2221

| | |
|---|-------------------|
| Construction Permit Number: | Date Requested: |
| Permit Type: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Other | Building Permit # |

Site Address: _____

Applicant Name: _____

Contractor Name: _____

Contractor Contact Number: _____

Description of Work: _____

- New Inspection Re-Inspection Final Inspection

Inspection Request is for: Street Sidewalk Curb Footing Drains Driveway Approach

Parking Lot Slab Storm Drain Water Line Sanitary Sewer Other _____

For Dayton Public Works Use: (check all that apply)

Type of Inspection

Public Works Inspection Check List

| | |
|--|--|
| <input type="checkbox"/> Street <input type="checkbox"/> Arterial <input type="checkbox"/> Sidewalk <input type="checkbox"/> Collector <input type="checkbox"/> Curb <input type="checkbox"/> Storm Drain <input type="checkbox"/> Slab <input type="checkbox"/> Water Line <input type="checkbox"/> Driveway <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Approach <input type="checkbox"/> Footing Drains <input type="checkbox"/> Utility Work <input type="checkbox"/> Other: _____ | Date: _____ <input type="checkbox"/> Initial <input type="checkbox"/> Re-Inspection Inspected By: _____ Dimensions: _____ Length _____ Thickness: _____ Height: _____ Depth: _____ Base Rock: _____ Width: _____ Grading %: _____ Pavement: _____ Drainage: <input type="checkbox"/> Open Ditch <input type="checkbox"/> Pipe Length ____ ft Diameter ____ ft Material _____ Utility Work: <input type="checkbox"/> Electric <input type="checkbox"/> Phone <input type="checkbox"/> Cable Utility Name _____ Other Utility Work: _____ Site Clean-up/Restoration: <input type="checkbox"/> Meets PW Requirements <input type="checkbox"/> Additional Work Required |
|--|--|

Inspection Outcome: Approved Failed Reinspection Required

Date this inspection approved _____ By _____

Inspection Comments: _____

Additional Clean-up or Right-of-Way Restoration Requirements: _____

City of Dayton Use

| | |
|--|---|
| Final Approval Date: | Approval Signature: |
| Meets Public Works Standards: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Public Works <input type="checkbox"/> City Engineer <input type="checkbox"/> Other |

INSPECTION NUMBER: 503-864-2221 - 24 HOURS ADVANCE NOTICE REQUIRED FOR ALL INSPECTIONS



Type A Construction Permit – Attachments

Erosion Control

City Code requires that erosion control measures be provided for work under all Public Works permits and building permits, to minimize runoff, siltation and pollution both during and after construction (DMC 7.2.304.03 & 7.2.301.02). Where a separate detailed erosion control plan is not required by the City, the attached erosion control notes and details from the Dayton PWDS (Appendix A & B) apply to work under Type A Public Works Construction Permits or building permits.

- Erosion Control Notes & Details.

Standard Construction Details

The following standard details are those which typically apply to work under a Type A Public Works Construction Permit. While these details cover most work under a Type A Public Works Construction Permit, they may not cover all situations, in which case other applicable details and/or notes contained in the Dayton PWDS (Appendix A & B) shall be followed.

- 210 Type "A" Curb and Gutter and Weephole Type "C" Curb and Weephole
- 211 Curblin Sidewalks and Driveway Apron
- 212
- 212A Residential D/W Apron, Curblin Sidewalk, Uphill Lots only
- 213 Property Line Sidewalks and Driveway Apron

- 301 Trench Backfill, Bedding and Pipe Zone
- 302 Minor or Private Street & AC Driveway Cut Surface Restoration
- 302A AC Street Cut Surface Restoration w/Bench Grind
- 302D ODOT Trench Crossing, Trench Backfill & Surface Restoration
- 303 Gravel Surface Restoration
- 304 Native Surface Restoration
- 355 Private Area Drain, Non-Traffic Areas

- 415 Sewer & Storm Service Lateral
- 416 Standard Service Lateral Cleanout (Sewer & Storm) Inserta-Tee Connection to Existing Sewer or Storm
- 419 Drain

- 515 Typical 1" Water Service
- 516 1½" and 2" Meter Set with 1" High Bypass
- 517 Tapping Requirements, 1½" & Larger Service