



City of Dayton

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

Type B Public Works Construction Permit – Submittal Information

General Information

A Type "B" Public Works Construction Permit is required when constructing public improvements which require public street or mainline utility improvements. Including but not limited to: city infrastructure, parking lots, private streets, fire hydrants, fire lanes, common use driveways, installation of service laterals, site grading & fills, private utility work, etc.

Construction Plan Review

Permits for construction within the public right-of-way or public utility easement require **Construction Plan Approval** prior to obtaining a permit or beginning construction. One pre-construction meeting will be set up for all interested parties, at no charge. The following is required to be submitted to the City of Dayton before a Pro-Construction Meeting will be set:

- One (1) copy of the required permit Application. Original signatures for all property owners must be provided;
- Three (3) copies of detailed **Construction Plans** and specifications prepared by a State of Oregon registered professional Engineer;
- One (1) copy of a title report for each property involved;
- Review fee: three percent (3%) of the engineers estimate for all construction work related to the project, made payable to the City of Dayton.

Minimum Requirements for Permit Issuance

- Original notarized copy of the **Developer-City Construction Agreement** that certifies all improvements will be construction conformance with all City standards and ordinances and all conditions of construction permit approval will be satisfied;
- Original notarized copy of a **Performance Guarantee** for all work for which a Type B permit is required;
- Letters from applicable State Agencies approving the plans and specification;
- Permit fee deposit paid to the City. A total of 5% of the Engineer's estimate for all construction work related to the project is due prior to final approval of the construction drawings and issuance of the construction permit.
- Proposed project construction schedule.

Permit Process Requirements

- Contractor license information will be verified through the State of Oregon's Contractors Board.
- All contractors are required to register their business with the City of Dayton. If your contractor does not have a City of Dayton **business registration**, they will be asked to fill out the proper forms and submit a registration fee before construction is started;
- Proof that the developer and each of his contractors is covered by public liability and property damage insurance;
- Surveys for public improvements shall be performed under the direction of a Professional Engineer or Professional Land Surveyor registered in the State of Oregon.
- Approval by the City of plans and specifications for water and sewage facilities is contingent upon prior approval from the State Health Division and the Department of Environmental Quality
- Temporary closure of a street, alley, lane of traffic or sidewalk require an **encroachment permit** to be obtained from the City of Dayton before the public right-of-way can be closed.

Acceptance Requirements

- The Developer shall submit one complete set of reproducible "As-Built" drawings, showing any deviations from the original construction drawings to the City Manager.

Public Works/Engineer Inspections

- Inspections are required before any concrete is poured or any pipe is covered and approval shall be obtained before proceeding with construction;
- An Inspection Request Form will need to be submitted when an inspection is needed; and
- 24 hour advance notice is required for all construction inspections (503) 864-2221.

Completion Procedures/Requirements

- At the completion of construction the project 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.
- Upon completion of a public improvement project, the Developer shall submit one complete set of reproducible "As-Built" plans and copies of any water and sewer line leakage tests, to the City Manager.
- The developer shall furnish the City Manager with a copy of a non-lien affidavit certifying that all bills in connection with the work have been paid.
- The Developer has recorded plats or easements, acceptable to the City attorney, to ensure the City's access to the public improvement for the purposes of operation and maintenance.
- Prior to acceptance of the public improvements by the City for operation and maintenance, one (1) copy of a **Construction Performance Bond** or other written guarantee acceptable to the City in the full amount of the construction cost, guaranteeing materials and workmanship for a period of one year following acceptance of the improvement by the City and ensuring the satisfactory repair or replacement of any public property or improvement damaged during construction shall be submitted to the City.
- Building permits for on-site private work can be obtained for commercial, industrial & multi-family projects once the performance guarantee has been received and approved by the City
- Final inspection is required by the Public Works Director. If the public improvement project meets all requirements, the project will be accepted and the term of the one-year guarantee period shall be established from the date of the acceptance.

Bond Requirements

- **Performance (Surety) Bond:** 125% of actual construction costs of all public works facilities contemplated and described in the permit.
- **Maintenance Bond:** 40% of the actual construction costs of all public works facilities contemplated and described in the permit. Such bond to be provided after final acceptance of the project and before release of performance bond.
- Minimum level of insurance to be provided shall be \$2,000,000 general liability, per occurrence, with an umbrella coverage naming the Dayton City Council and the members thereof and the City of Dayton its officers, agents and employees as additional insured.

Permit Payment Information

- The applicant is responsible for 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, warranty inspections, etc.
- At the time that the City's costs exceed the 5% deposit amount, the City will bill the applicant for the additional costs.
- The applicant is required to pay all City invoices within 30 days from the date of the invoice.
- A stop work order will be issued if payment is not received within the allotted time.

Additional Information

- A complete copy of the Dayton Public Works Design Standards can viewed and/or printed from our website at https://www.daytonoregon.gov/page/public_works_design_standards.
- A complete copy of the Dayton Public Works Design Standards can be purchased from the City of Dayton's Building Department for \$35.00. 24 hour advance notice is required to allow for printing time.
- A complete copy of the Dayton Municipal Code can be found at www.daytonmunicipalcodeonline.com.

Date Issued:	By:	Permit Number:	
Fee Paid:	Date Paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	Receipt #

Project Information:

Site Address: _____ Zoning: _____

Cross Road: _____ Map & Tax lot #: _____

Contact Information:

Property Owner(s) Name: _____

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

Phone Number: _____ Email: _____

Contractor Name: _____ CCB# _____

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

Phone Number: _____ Email: _____

Developer or Engineer Name: _____

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

Phone Number: _____ Email: _____

Design Engineer Name: _____

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

Phone Number: _____ Email: _____

Work to Be Done By (Include all subcontractors): _____

Right-of-Way or Public Utility Easement Work:

Date Work to Begin: _____ Proposed Completion Date: _____

Description of Work: _____

Will a Street Closure will be Needed? Yes No If yes, then an Encroachment Permit will need to be submitted.

Agreement: This form is used to obtain information needed to prepare and approve issuance of a Type B Construction Permit for construction in the public right-of-way or Public Utility Easement. By signing this form the Applicant, Developer, Property Owner and Engineer agree to:

- A. Comply with the above description of work, attached plans, and the regulations of Standard Specifications for Public Works Construction of the City of Dayton.
- B. Guarantee all materials and workmanship covered by this permit for period of one year following acceptance of the improvements by the City.
- C. Indemnify 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.
- D. Understands that the Type B 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.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

24 Hour Advance Notice and an Inspection Request Form are Required for ALL Public Works Inspections

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
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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 HOUR ADVANCE NOTICE REQUIRED FOR ALL INSPECTIONS