



# COMMERCIAL BUILDING PERMIT APPLICATION

Community Development ~ Building Division  
 333 Broadalbin ST SW / Albany, OR 97321  
 (541) 917-7553 Fax (541) 917-7598

Applications may be obtained online at:

[www.cityofalbany.net/comdev/building/permits.php](http://www.cityofalbany.net/comdev/building/permits.php)

**Job Site Information & Location: (Where the work is taking place)**

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

Business Name: \_\_\_\_\_

**Property Owner:**

Owner Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Applicant / Contact Information: (Permit owner)**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contractor Information:**

Name of Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Oregon CCB # \_\_\_\_\_

**Project Description:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Miscellaneous Forms / Requests
<input type="checkbox"/> Public Works Plumbing Plan Review Checklist
<input type="checkbox"/> Deferred Submittal
<input type="checkbox"/> Phased Project
<input type="checkbox"/> Expedited Services

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only
Permit #:

See reverse side for plan review requirements

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family
TYPE OF WORK	
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Change of Use/Occupancy* <small>*(fee not based on valuation)</small>
<input type="checkbox"/> Addition	<input type="checkbox"/> New
<input type="checkbox"/> Alteration/ Repair	
REQUIRED DATA	
Building permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application. Permit fees will be calculated using valuation table (see fee schedule), or stated value, whichever is greater.	
<b>Valuation:</b> _____	
Type of Construction:	
Occupancy Groups:	
Existing:	
New:	
Number of Stories:	
Existing Bldg Area, sq ft:	
New Bldg Area, sq ft:	
Finished, square feet:	
Unfinished, square feet:	
Type of Mfg/Storage:	
NOTICE	
<b>LICENSING:</b> All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed.	
<b>ASSOCIATED PERMITS:</b> All commercial building permits that will require associated plumbing, mechanical, electrical, fire sprinkler and/or fire alarm permits are applied for <b>separately</b> . Please submit these applications early in the plan review process to avoid unnecessary delays and/or deferred submittal charges.	
<b>NOTICE:</b> PERMITS BECOME VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.	

THE FOLLOWING ITEMS ARE REQUIRED IN ORDER TO BEGIN PLAN REVIEW (Additional information may be requested during review)	YES	NO	N/A OR DEFERRED SUBMITTAL
<b>DOCUMENTS REQUIRED:</b>			
Five copies of all drawings including Plot Plan and appropriate Civil, Architectural, Structural, Mechanical, and Plumbing drawings and details. Depending on size of project, a sixth copy may be required for 3 <sup>rd</sup> party structural review.			
Two complete sets of any calculations, supporting documents, cut sheets, energy code compliance forms, or other information. Depending on size of project, a third copy of calculations may be required for 3 <sup>rd</sup> party structural review.			
Hazardous Materials Inventory Statement including quantities, Fire Code Classification, and details of open or closed use or storage. See <b>Oregon Structural Specialty Code Tables 307.1(1) and (2)</b>			
High piled combustible materials storage details: Piles, pallets, racks, shelves, bins etc. where the top of the storage is greater than 12' in height or storage of high-hazard commodities is greater than 6' in height.			
<b>ENGINEERING REQUIRED:</b>			
Except for structures listed as exempt in <b>OSSC 106</b> , drawings must be stamped with an Oregon licensed engineer's or architect's stamp that contains the expiration date and signature. A Structural Engineer's registration is required for all significant structures. See <b>ORS 672.107</b>			
<b>PLANS REQUIRED:</b>			
Plot Plans drawn to scale including North arrow, all property lines, setbacks, all public and or private easements, names of adjacent streets, layout of existing and proposed structures, location of all existing and proposed utilities, contours, drainage piping, flood plain, wetlands locations, and tree removal.			
North, South, East, and West Exterior Elevations, Building Interior Elevations and Sections.			
Fire Department required access travel aisles showing turning radius. Location of private and nearest public fire hydrants. Location of Fire Department connections.			
Erosion and Sediment Control Plans (Contact Public Works).			
Landscaping and Irrigation Plans.			
Foundation Plan.			
Floor Plans (Existing and New) with rooms identified.			
Ceiling Roof Framing Plans or truss layout (provide truss engineering).			
Windows, Doors, Headers, Footing, Shear Wall Schedules.			
Stairs, ramps, landings, guardrail details.			
Structural members, insulation, sheathing, roofing, bracing, gutters, etc.			
Plumbing layout and fixture count (existing and new), medical gas layout.			
HVAC and exhaust layout.			
Gas piping plan (Show developed length and BTU's).			
Exit signs, exit lighting and emergency lighting.			
Details showing compliance to make the building accessible and usable by persons with disabilities.			
Parking for use of persons with disabilities.			
SEPARATE PERMITS are required for fill permits, signs, fire sprinklers/fire suppression systems, electrical work, alarms, and smoke detection. Boiler and Elevator Permits are required to be obtained from the State of Oregon. Various operating permits are required from the Albany Fire Department. State Licensing review and permits may be required to be obtained from the State Fire Marshal's office. Local health review and inspections are required from Linn County Health Department for food service operations.			
REQUESTED DEFERRED SUBMITTALS (Additional fees will apply)			