



RESIDENTIAL 1 & 2 FAMILY 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

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

Job Site Address: _____
Lot Number: _____ Subdivision: _____

Property Owner:

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone #: _____

Owner/Builder? Yes No

Owner Installation:

This installation is being made on property that I own which is not intended for sale, lease, rent, or exchange according to ORS 447, 449, 670, and 701. I own, reside in, or will reside in the completed structure.

Owner Signature: _____

Applicant / Contact Information: (Permit owner)

Name of Applicant: _____
Mailing Address: _____
City/State/Zip: _____
Phone #: _____
E-mail: _____

General Contractor Information: (if different from applicant)

General Contractor _____
Mailing Address: _____
City/State/Zip: _____
Phone #: _____
Oregon CCB # _____

NSFR Contractor Information (required)

Plumbing: _____
CCB # _____ Phone # _____
PB # _____
Mechanical: _____
CCB # _____ Phone # _____
Electrical: _____
CCB # _____ Phone # _____
EL # _____

LICENSING: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701.

Office Use Only
Permit #:

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex
TYPE OF WORK	
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> New
<input type="checkbox"/> Addition	<input type="checkbox"/> Repair
<input type="checkbox"/> Alteration	
REQUIRED DATA (Information required may vary by project)	
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. See Construction Valuation Table in Fee schedule for new construction minimum valuation.	
Valuation: _____	
Type of Construction: VB	
Number of bedrooms:	
Number of bathrooms:	
First Floor, square feet:	
Second Floor, square feet:	
Basement, square feet:	
Garage/Carport, square feet: <input type="checkbox"/> Right <input type="checkbox"/> Left	
Unfinished space/other, square feet:	
Project Description: _____ _____	
NOTICE: 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.	

Applicant Signature: _____

Print Name: _____ Date: _____

Office Use Only
Permit Technician Checklist for NSFR applications:
<input type="checkbox"/> Plot Plan
<input type="checkbox"/> Design Checklist
<input type="checkbox"/> 3 Sets of plans
<input type="checkbox"/> Residential Checklist
<input type="checkbox"/> Moisture Content Form
<input type="checkbox"/> High Efficiency Lighting Form

DESIGN CHECKLIST - NEW HOME

The design standards for single-family homes are intended to create pedestrian-friendly, sociable, safe and attractive neighborhoods through human-scale design. These standards emphasize the functional relationship between the home and the street. Compatibility standards protect the architectural character of existing neighborhoods. These design standards are adaptable to many different architectural styles.

These standards apply to all new houses, manufactured homes, duplexes, and attached houses on individual lots in all zones that allow single-family housing. They do not apply to existing structures, new additions on existing structures, or manufactured home parks. Development on flag lots or on lots that slope up or down from the street with an average slope of 20 percent or more is exempt from these standards.

Attachments required:

- Plot plan showing the proposed home on the subject property.
- Scale drawing of the front elevation of the home.

Front Door Orientation

- At least one main entrance of the home is located within eight feet of the longest street-facing wall of the dwelling unit (excluding the garage), AND

Distance from main entrance to longest street-facing façade = _____ feet

Either:

- Faces the street; OR
- Is at an angle of up to 45 degrees from the street; OR
- Opens onto a porch that meets all of the following standards:
 - ◆ The porch is at least 25 square feet in area; *Dimensions: _____x_____ Area = _____ s.f.*
 - ◆ The porch has at least one entrance facing the street; AND
 - ◆ The porch has a roof that is:
 - No more than 12 feet above the floor of the porch; and *Porch roof height = _____ feet*
 - At least 30 percent solid. This standard may be met by having 30 percent of the porch area covered with a solid roof, or by having the entire area covered with a trellis or other open material if no more than 70 percent of the area of the material is open.
Porch roof coverage = _____ % solid

Street-Facing Windows

- At least 15 percent of the area of each façade that faces a street lot line must be windows and/or main entrance doors.

Windows in garage doors do not count toward meeting this standard, but windows in garage walls do count toward meeting this standard.

To count toward meeting this standard, a door must be at the main entrance and facing a street lot line. For a corner lot, only one side of the home must meet this standard.

The area of the street-facing façade is determined by adding the square footage of surface area of each section of wall visible from that perspective. For buildings with more than one wall along one façade (for example, rooms jutting out from the main building or a building where each floor is set back from the floor below), all of the walls are included in the total area. The total area does not include any roof area.