



City of Albany
PO Box 490
333 Broadalbin Street SW
Albany, OR 97321
541-917-7676

DATE OF APPLICATION: _____
PROJECT NAME: _____
PROJECT NO.: **SI-** _____
CITY REPRESENTATIVE: _____

PERMIT FOR PRIVATE CONSTRUCTION OF PUBLIC IMPROVEMENTS

PROJECT PERSONNEL / LOCATION

Applicant (Developer): _____
Address: _____ Phone: _____
Engineer: _____
Address: _____ Phone: _____
Contractor: _____
Address: _____ Phone: _____
Designated Contact Person: _____ Emergency 24-Hr. Phone: _____
Location of Work: _____
Description of Work: _____

CONDITIONS OF PERMIT

1. This permit is issued under authority of Chapters 12.45 and 15.06 of the Albany Municipal Code and all requirements in those chapters will apply. 15.06.060 (3) shall be replaced with the following: Submittal of Certificate of Insurance evidencing Commercial General Liability, Automobile Liability, Workers' Compensation and if applicable, Contractor's Pollution Insurance with the limits and requirements as listed in the City of Albany Standard Construction Specifications. Forms CG 20 10 & CG 2037 are required for the additional insured endorsement.
2. The approved drawings, special provisions, and the City of Albany Standard Construction Specifications (including warranties) are by this reference made a part of this permit.
3. This permit is effective for one year from the effective date listed below unless renewed.
4. A minimum 48 hours written notice of the preconstruction conference, led by the Applicant's Engineer, is required. Representatives of the Contractor, Applicant, Utilities, and the City will attend. Minutes of the preconstruction conference shall be forwarded to the City.
5. The Applicant agrees to provide the City with a detailed work schedule and a minimum 48 hours written notice of start of work.
6. The Applicant's Contractor is solely responsible for conditions of the jobsite, including safety of all persons and property during performance of the work, and after normal working hours, until the Public Improvement is accepted by the City. Safety provisions shall conform to OSHA and all other applicable regulatory agency requirements. Inspection of the work by City staff does not include review or approval of the Contractor's safety measures.
7. The Applicant's Engineer shall provide daily on-site inspection of construction, submitting written daily inspection reports, and shall ensure all work is completed in conformance with the plans and specifications.
8. The Applicant agrees to pay all testing costs.
9. There will be no connection to or use of the public improvement prior to acceptance of same by the City.
10. Upon project completion, all project as-built drawings shall be submitted to the City Representative in an electronic digital format and an exact replication of the final project drawings shall be submitted on white, acid free, Engineering Bond paper.
11. The applicant shall submit a copy of the approved 1200-C permit from the Oregon Department of Environmental Quality (DEQ) and the accompanying approved erosion and sediment control (ESC) plan. If discrepancies exist between the City approved ESC plans and those approved by DEQ then the more stringent requirements will be enforced. However, regardless of the approved best management practices (BMPs) the applicant will work with City representatives to modify BMPs as necessary to respond to conditions in the field and adequately protect the site.

PERMIT FEES (Attach Copy of Contract – If final cost of construction varies from contract, fees may be revised.)

Cost of Street:..... \$ _____

Cost of Storm Drain:..... \$ _____

Cost of Water:..... \$ _____

Cost of Sanitary Sewer:..... \$ _____

Cost of Post-Construction Stormwater Quality:..... \$ _____

Total Cost of Construction:..... \$ _____

a) Administration: \$100 Fixed Fee, **PLUS:**..... \$ _____

Plus 4% of Construction Cost From \$0 to \$25,000 \$ _____

Plus 3% of Construction Cost From \$25,000 to \$50,000..... \$ _____

Plus 2.5% of Construction Cost Above 50,000 \$ _____

b) TV Inspection = _____ Linear Feet @ _____ per L.F.:..... \$ _____

TOTAL FEE: \$ _____

PERMIT CHECKLIST

1. Drawing Approval Expiration Date: _____ Project No.: SI-_____
2. Payment of Fees
3. Contractor’s Certification of Insurance Showing the City as Additional Insured
4. Required Bonds
5. Traffic Plan Approved
6. Date of Preconstruction Conference: _____
7. Copy of approved DEQ 1200-C Permit with Erosion and Sediment Control Plan
8. Other: _____

THE UNDERSIGNED Property Owner, Engineer, and Contractor hereby agree to comply with all City Ordinances, and the terms and conditions of this permit, and further agree that all work will be performed in conformance with the approved plans and specifications.

PROPERTY

OWNER (Required): _____ BY: _____

ENGINEER: _____ BY: _____

CONTRACTOR: _____ BY: _____

PERMIT ISSUED BY: _____ EFFECTIVE DATE: _____

PROJECT ACCEPTANCE CHECKLIST

Date/Initial

- _____ 1. Written Certification from Applicant’s Engineer of Project Completion in Accordance with Drawings and Specifications
- _____ 2. All Testing Documentation
- _____ 3. Accurate, Reproducible Record Drawings Provided
- _____ 4. As-builts
- _____ 5. Proposed Easements/Rights-of-Way Documents Provided by the Applicant’s Engineer
- _____ 6. Two Year Warranty Guaranty for Trees and Plantings. One Year Warranty Guaranty for all other infrastructure.
- _____ 7. Copy of signed and executed O&M Agreement for private SWQ facilities
- _____ 8. Release of Liens and Claims Form Submitted
- _____ 9. Warranty Letter Sent
- _____ 10. Other: _____

ACCEPTANCE

City Acceptance of Project By: _____

Date of Acceptance and Start of Warranty for Street Trees & Plantings: _____

Date of Acceptance and Start of Warranty for Infrastructure: _____

EMAIL COMPLETED APPLICATION TO PW-PERMITS@CITYOFALBANY.NET