

**CITY OF CASCADE LOCKS**  
**RESIDENTIAL BUILDING PERMIT PROCESS**

The process starts with the City of Cascade Locks then actual permitting is done through Hood River County Building Department.

1. Hood River County Building Permit Application is turned into City of Cascade Locks for Fire Department, Public Works, and Planning approval. The plans must dictate the requirements of Chapter 8-6.101 Standards for single family dwellings in the Community Development Code.
2. A copy of a site plan is required of the entire property with dimensions of boundaries, lot square footage and north arrow. The location of new dwelling needs to be indicated.
3. Extensions of City utilities, adjustments, or modifications of City streets, sidewalks, driveways, or utilities must comply with the City of Cascade Locks' Public Works Design Standards. A Type A Permit will be completed (with plans) prior to issuance of the Type A permit for driveway, curbs, sidewalk, etc. All work and inspections must be coordinated with Public works and Electric Department Foremen.
4. System Development Charges (SDC's) must be paid when picking up approved application from the City. SDC fees will be charged with any increased usage of a capital improvement. Connection charges will be charged with installation of a water meter.
5. All utility work estimates must be paid in advance of work being done by the utility.
6. After plans are approved and fees are paid to the City the Hood River County Building permit application can be taken by the applicant to the Hood River County Building Department for actual permitting.

Hood River County Building Permit Application

City of Cascade Locks Public Works Type A Permit

Public Works Design Standards ([www.cascade-locks.or.us/Department/Planning and Zoning/ PWDS](http://www.cascade-locks.or.us/Department/Planning%20and%20Zoning/PWDS)).

SDC Fee Resolutions

Fee Schedule

Example of water, sewer, SDC, plan review fees estimate worksheet

Community Development Code Section 8-6.101



## Building Permit Application Info. Packet

COMMUNITY DEVELOPMENT

601 STATE STREET HOOD RIVER, OR 97031

~~MICHAEL BENEDIOT, DIRECTOR~~  
541-387-6840 Fax: 541-387-6873  
Email: plan.dept@co.hood-river.or.us

MARK VAN VOAST, BUILDING OFFICIAL  
541-386-1306 Fax: 541-387-6878  
Email: building@co.hood-river.or.us

- ◆ Please read the provided information and fill out the application(s) pages as complete as possible to ensure that your permit can be reviewed in a timely manner.
- ◆ Contact the Planning Department to confirm the zoning and setbacks for the area of proposed construction. You may have to apply for a Conditional Use permit, Scenic Area permit or Land Use permit in order to comply with the Hood River County Zoning requirements. If a new residence is proposed outside of the City Sewer service, a Land Use Compatibility Statement form must be completed. You can request this form from the Planning Department or the Environmental Health Department.
- ◆ You can obtain a physical address at the Planning and Building Services Department for the proposed construction. The address will be temporary until the post office verifies the address. (The City of Cascade Locks assigns addresses within their city limits.)
- ◆ An accurate site plan must be provided (see attached specification) to obtain applicable required approvals from the service districts in your area. Original signatures are required from the various service districts you may need to contact. If you have any questions regarding the applications procedures please contact the Planning and Building Services Department at one of the numbers listed above.

### Utility Notification



Call First  
It's The  
Law

The Oregon Utility Notification Center (ONCE) is the Oregon state agency that administers Oregon's excavation laws. Anyone proposing to dig is required by law to call 48 hours before excavating. For more information check out [www.digsafelyoregon.com](http://www.digsafelyoregon.com).

**Call: 811**

### Hazardous Materials

When remodeling the proper removal of hazardous materials is essential, whether residential or commercial. Questions regarding asbestos, underground fuel tanks, hazardous waste, water quality, used woodstoves, or dust problems should be directed to the Department of Environmental Quality (DEQ).

Department of Environmental Quality  
300 SE Reed Market Rd  
Bend, OR 97702

Phone: 541-388-6146 Ext. 226  
Fax: 541-388-8283  
1-800-452-4011

| Architect/Designer | Permit Calculations            |
|--------------------|--------------------------------|
| Name:              | Number of Bedrooms/Baths       |
| Address:           | Total Number of Floors         |
| City/State/Zip:    | New Building Area (sq. ft.)    |
| Phone/Fax/email:   | Garage/Carport Area (sq. ft.)  |
| Engineer           | Covered Porch Area (sq. ft.)   |
| Name:              | Deck Area (sq. ft.)            |
| Address:           | Unfinished basement (sq. ft.)  |
| City/State/Zip:    | Other Structure Area (sq. ft.) |
| Phone/Fax/email:   | Sprinklered (sq. ft.)          |

### MINIMUM REQUIREMENTS FOR STRUCTURAL BUILDING PERMIT SUBMITTAL

PLEASE NOTE THAT APPLICATIONS LACKING ANY REQUIRED ITEM WILL NOT BE CONSIDERED COMPLETE AND WILL NOT BE ACCEPTED WITHOUT AUTHORIZATION FROM THE PLANS EXAMINER.

- Three complete sets of construction drawings and two sets of calculations.  
Documents must be neatly organized and stapled  
No original pencil or ink drawings - Submit prints/copies only.
- Drawing sets must include:  
Site Plan, Floor Plans, Roof Plan, Foundation Plan, Building Section/Wall Sections, Elevations (4), and method of energy code compliance.
- If your permit is for a remodel or addition, you must include floor plans of existing areas / demolition, and new plans and elevations. Show all proposed new openings.
- A site plan - must be drawn to scale (see attached site plan example).
- Floor Plans must be drawn to scale (1/8"=1'-0" Min.)
- Square footages must be shown for each story, and for garage, decks and porches and rooms must be labeled.
- Plans must show locations of roof and foundation vents.
- Plans must show plumbing fixture layout and HVAC type and location.
- Plans must show all window and door openings and specify sizes.
- All structural information must be shown on the plans - including all trusses, beams, headers, rafters, joists, footings and posts. Include wall bracing information. If prescriptive, specify whether **continuously sheathed or segmental**.
- If the design does not comply with prescriptive codes or exemptions for engineering, then documents must be provided by an Oregon licensed design professional. Calculations, when required or provided, shall be stamped by the design professional and shall be shown to be applicable to the project under review.
- Truss and I-Joist engineering data must be provided.
- All structural information must be incorporated into the drawing set - This includes all beams, rafters, headers, joists, footings, and posts. If your plans are engineered, all architectural drawings shall be consistent with the engineer's information.
- Commercial structures requiring the services of a licensed design professional (see ORS 671.030) shall be provided with a Fire and Life Safety Summary.
- Separate applications are required for mechanical, plumbing and electrical work.** Submit a mechanical permit application with your building permit application. Plumbing and electrical applications are accepted and processed in The Dalles.

If you need assistance, contact the Building Department at 541-386-1306.



PLANNING & BUILDING SERVICES  
601 STATE STREET HOOD RIVER, OR 97031  
Phone: (541) 386-1306 Fax: (541) 387-6878  
**INSPECTION LINE: (541) 308-0646**

## INSPECTION DESCRIPTIONS

**These are descriptions of inspections that may be required on your project during construction. Refer to you plan review or permit info.**

**Permit locator card must be posted in a visible location. Approved plans and the issued permit must be on site at time of all inspections.**

FOOTINGS All forms & steel reinforcement must be in place prior to inspection. Property lines must be clearly identified so the inspector can verify setbacks requirements.

FOUNDATIONS (STEM-WALLS) All forms, steel reinforcement, hold down anchors and foundation vents must be in place prior to inspection.

CONCRETE SLAB Inspection is required for all structural slabs and slabs that include structural footings. Inspections are required for slabs poured in habitable space to verify the placement of required vapor barrier and insulation. Inspections are also required on garage slabs when a post is required to protect appliances from impact.

POST & BEAM Inspection is required after the floor system is constructed but prior to sheathing. Under floor mechanical and plumbing approvals are also generally required at this time.

ROOF SHEATHING Inspection of nailing prior to covering with felt and shingles or other roof covering.

WALL SHEATHING Inspection of all exterior wall sheathing and seismic anchors is required prior to siding or cover.

MECHANICAL ROUGH-IN This inspection is required after all ducts, vents, exhausts and gas piping have been installed. This inspection can be requested with the framing inspection providing the electrical and plumbing have been approved for cover by the State Building Codes Division.

FRAMING Inspection is required after all framing is complete and all mechanical, plumbing and electrical systems have been approved for cover.

INSULATION All insulation and vapor barriers need to be in place. Window and doors should be installed and the labels should be available.

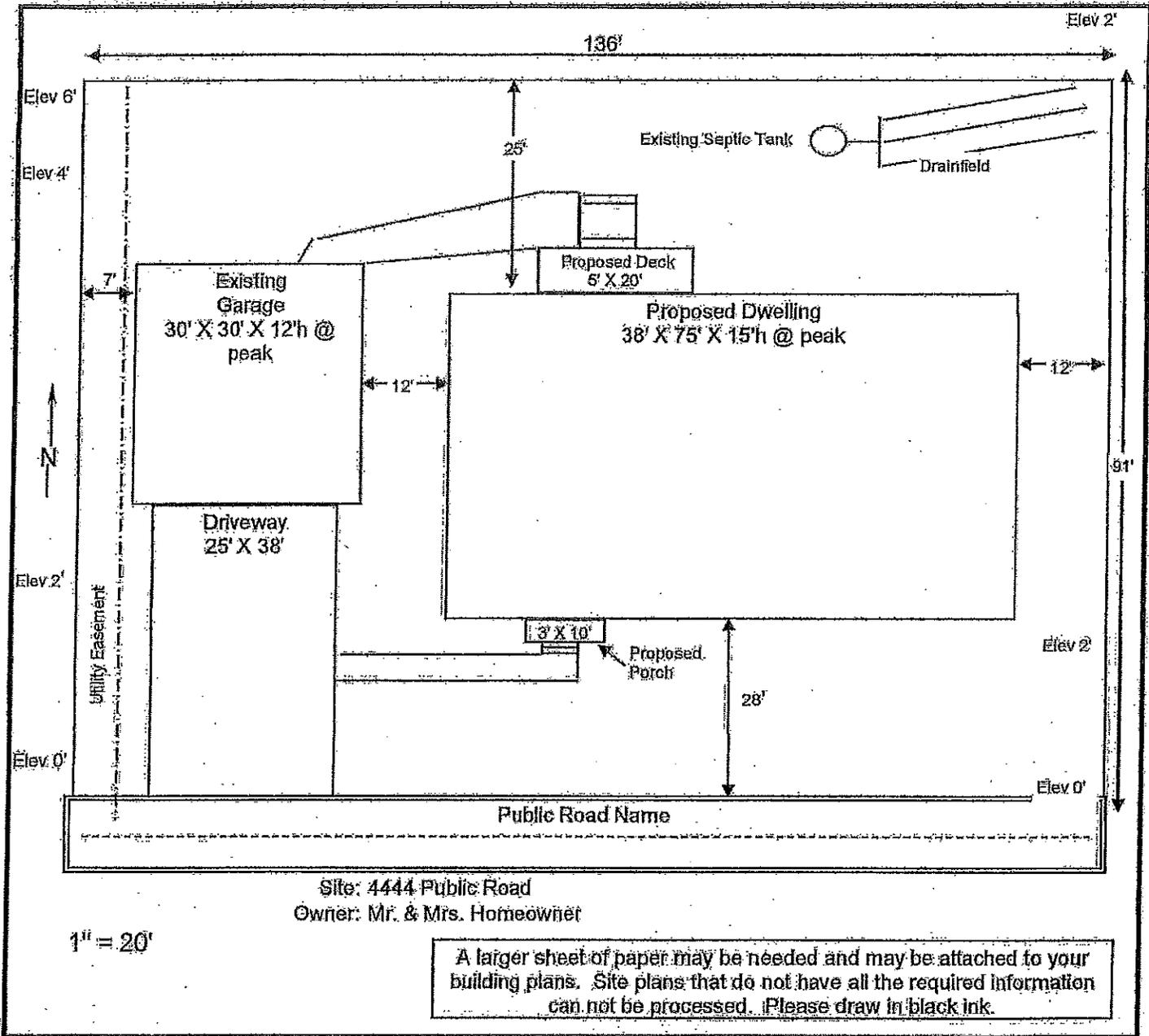
SHEETROCK/FIREWALL To be made after all lathing and/or sheetrocking, interior and exterior is in place, but before any plastering is applied or before wallboard joints and fasteners are taped and finished. Firewall inspections are required for area separations, such as changing a garage to living space, living unit separations, etc.

FINAL STRUCTURAL/MECHANICAL/PLUMBING/ELECTRICAL After building is completed and prior to occupancy structure must comply with safety codes (smoke detectors, handrails, guardrails, house numbers labeled, final grade finished, etc.) and final mechanical completed and operational. The State Building Codes must have approved the electrical & plumbing finals prior to this inspection and applicant is to notify the appropriate fire district for approval of access.



**PLANNING & BUILDING SERVICES**  
601 STATE STREET HOOD RIVER, OR 97031

**SITE PLAN EXAMPLE**



**INDICATE ON SKETCH**

- North arrow
- Indicate scale (1"=20' or better)
- Size & location of all existing & proposed buildings
- Address of existing buildings
- Domestic water supply within 100 ft.
- Bodies of water within 200ft. & geographic features
- Property lines with exact dimensions & lot size
- Distance between buildings & property lines
- Adjacent roads (include names) and access roads

- Sewage drainfield
- Show parking, circulation & fire turnaround
- Existing or proposed fencing & vegetative buffers
- Property corner grade elevations, contour lines at 2' intervals
- Additions - show proposed addition in dotted lines
- All easements (access, utility, irrigation, etc.)
- Driveways
- Porches/decks/carports/accessory buildings

# BUILDING PERMIT APPLICATION



**HOOD RIVER COUNTY  
COMMUNITY  
DEVELOPMENT**  
601 State Street  
Hood River, OR 97031

**JOHN ROBERTS, DIRECTOR**  
PHONE 541-387-6840  
FAX 541-387-6873  
plan.dept@co.hood-river.or.us

**MARK VAN VOAST, BUILDING  
OFFICIAL**  
PHONE 541-386-1306  
FAX 541-387-6878  
building@co.hood-river.or.us

Inspection Line: (541) 308-0646

| PLANNING            |  |
|---------------------|--|
| L.U.P. No.:         |  |
| Ref. CUP/NSA/Etc. # |  |
| Date received:      |  |
| Date issued:        |  |
| BUILDING            |  |
| Permit No.:         |  |
| Date received:      |  |
| Date issued:        |  |
| Ref. mech permit #  |  |

|  |  |   |                                 |
|--|--|---|---------------------------------|
| <b>Type of Permit</b>  |  | <b>Water Supply:</b>  | <b>Waste:</b>                   |
| <input type="checkbox"/> Single Family Dwelling  | <input type="checkbox"/> Multi-Family Dwelling | Public <input type="checkbox"/>   | Septic <input type="checkbox"/> |
| <input type="checkbox"/> Commercial/Industrial   | <input type="checkbox"/> Accessory Building    | Well <input type="checkbox"/>   | Sewer <input type="checkbox"/>  |
| <input type="checkbox"/> Addition/alteration/repair  | <input type="checkbox"/> Reroof                | <b>Zone/Setbacks</b>  |                                 |
| <input type="checkbox"/> Sprinkler System  |  | Zone:   |                                 |
| <input type="checkbox"/> Sign  |  | Front:  |                                 |
| <input type="checkbox"/> Other   |  | Int. Side:  |                                 |
| <b>Note: Separate applications must be made for mechanical, electrical, &amp; plumbing permits.</b>  |  | Ext. Side:  |                                 |
| <b>Job Site Information</b>  |  | Rear:   |                                 |
| Township:  | Range:   | Section:  | Tax Lot:                        |
| Job Address:   |  | City:   |                                 |
| Description of work:   |  | Height:   |                                 |
| Special Conditions on Site:  |  | Other:  |                                 |
| <b>Applicant:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Other  |  | <b>Valuation of Work - for addn/alt/repair, sprinklers, signs, and "other" - incl. equip., mtrls, labor, &amp; overhead and profit.</b> |                                 |
| <b>SIGNATURE REQUIRED</b>  |  | \$  |                                 |
| Owner Name:  |  | <b>Sq. Footage - See back of form to enter s.f. for new bldgs.</b>  |                                 |
| <b>SIGNATURE REQUIRED</b>  |  | <b>Fees (Fees are an estimate until plans appvd)</b>  |                                 |
| Mailing Address:   |  | Pd / date   |                                 |
| City:  | State:   | Land-Use Permit Fee \$  |                                 |
| Phone:   | Fax/email:                                     | Plan Check \$   |                                 |
| <b>Contractor</b>  |  | Structural \$   |                                 |
| Company:   | Contact Name:                                  | Fire/Life/Safety \$   |                                 |
| Address:   |  | 12% Surcharge \$  |                                 |
| City:  | State:   | New Address \$  |                                 |
| Phone:   | Fax/email:                                     | Park & Rec SDC  |                                 |
| CCB No:  | Expires:                                       | C.E.T. for Schools \$   |                                 |
| <b>Notice: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under provisions of ORS 701.</b>  |  | Transportation SDC \$   |                                 |
| I acknowledge that work related to this Building Permit Application may be subject to regulations governing the handling, removal and/or disposal of asbestos and/or lead-based paint. If the work is subject to regulations governing asbestos and/or lead-based paint, I will comply with all such regulations. _____ (initials) |  | Other \$  |                                 |
| This application expires if a permit is not obtained within 180 days after filing (accepted as complete), or if the work authorized by the permit is suspended or abandoned for a period of 180 days.  |  | <b>TOTAL \$</b>   |                                 |
|  |  | <b>TOTAL PAID \$ ( )</b>  |                                 |
|  |  | Pd by   |                                 |
|  |  | <b>BALANCE DUE * \$</b>   |                                 |
|  |  | * Refer also to mechanical permit application   |                                 |

| Required Approvals                           | Signature | Date | Remarks |
|--|-----------|------|---------|
| <input type="checkbox"/> City UGA            |           |      |         |
| <input type="checkbox"/> Fire Dept.          |           |      |         |
| <input type="checkbox"/> Public Works        |           |      |         |
| <input type="checkbox"/> Sanitation          |           |      |         |
| <input type="checkbox"/> Water District      |           |      |         |
| <input type="checkbox"/> Irrigation District |           |      |         |
| <input type="checkbox"/> Planning Dept.      |           |      |         |

# HOOD RIVER COUNTY ESTIMATED FEE SUMMARY

Effective 10/2008

Estimate for new dwelling on vacant ground in Hood River County (excluding City of Hood River)  
 Based on Living area of 2,000 s.f., garage of 480 s.f., and covered porch of 50 s.f.  
 Calculated valuation = \$200,850

| PERMITS   |                                     | Plan Review  | Permit/     | State Surcharge | Total  |
|---|-------------------------------------|--|-------------|-----------------|--|
| HRC Planning Dept.  | HRC Land Use Review                 | \$* 456.00   | N/A         | N/A             | \$ 456.00  |
|   | or<br>Cascade Locks Land Use Review | \$* 100.00   | N/A         | N/A             | \$ 100.00  |
| * Stated fee is for land use review for a building permit only. Does not include any prior administrative action. |                                     |  |             |                 |  |
| HRC Building Dept.  | Structural Permit                   | \$ 1,559.35  | \$ 1,013.58 | \$ 187.12       | \$ 2,760.05  |
|   | Mechanical Permit*                  | \$ 0.00  | \$ 78.50    | \$ 9.42         | \$ *87.92  |
|   |                                     |  |             |                 | * Varies based on equip. installed                               |
|   | New Address Fee                     |  |             |                 | \$ 30.00   |
| Mid Col. Bldg Codes   | Electrical Permit                   |  |             |                 | \$ 161.00  |
|   | Plumbing Permit                     | * Varies based on equip. installed   |             |                 | \$ *280.00   |
| <b>SYSTEM DEVELOPMENT CHARGES</b>   |                                     |  |             |                 | <b>Total</b>   |
| Construction Exclae Tax (for Schools)   |                                     | \$1 / s.f. of living area  |             |                 | \$ 2,000.00  |
| Transportation System Development Charge  |                                     | Does not apply w/ city limits of Cascade Locks                                 |             |                 | \$ 1,311.00  |
| Parks Department System Development   |                                     | Does not apply w/ city limits of Cascade Locks                                 |             |                 | \$ 1,947.00  |
| Cascade Locks Public Works System   |                                     |  |             |                 | \$ 4,000.00  |
| <b>AGENCIES</b>   |                                     |  |             |                 | <b>Total</b>   |
| Water   | Crystal Springs                     |  |             |                 | *\$ 3,591.00   |
|   | Ice Fountain                        |  |             |                 | \$ 3,600.00  |
|   | Odell Water                         |  |             |                 | \$ 450.00  |
|   | Parkdale Water                      | No information provided.   |             |                 | \$   |
|   | Oak Grove Water Cooperative         |  |             |                 | \$ 1,500.00  |
|   | City of Cascade Locks               |  |             |                 | \$ 30.00   |
|   |                                     |  |             |                 | * plus labor & materials   |
| Irrigation  | Farmer's Irrigation                 |  |             |                 | *\$ 250+/-   |
|   | East Fork Irrigation                | Varies - Owner bears cost to hook up. Must have water rights.                  |             |                 |  |
|   | Dee Irrigation                      | Varies - Owner bears cost to hook up. Must have water rights.                  |             |                 |  |
|   | Middle Fork Irrigation              | Varies - Owner bears cost to hook up. Must have water rights.                  |             |                 |  |
|   | Mt. Hood Irrigation                 | No information provided.   |             |                 |  |
|   |                                     |  |             |                 | * plus labor & materials   |
| Sanitary  | HRC Env. Health (Septic)            | * Additional \$405.00 for "Review" when required. Typ. fee is for permit only. |             |                 | *\$ 405.00   |
|   | Odell Sanitary                      |  |             |                 | \$ 3,984.00  |
|   | Parkdale Sanitary                   |  |             |                 | \$ 3,000.00  |
| Fire Dept.  | Odell Rural Fire Department         |  |             |                 | *\$ 200.00   |
|   | Pine Grove Fire Department          | No Fees at this time   |             |                 |  |
|   | Parkdale Rural Fire Department      |  |             |                 | *\$ 200.00   |
|   | Westside Rural Fire Department      |  |             |                 | *\$ 200.00   |
|   |                                     |  |             |                 | (*0.10 / s.f. of new dwelling)                                   |
| Electrical  | Hood River Electric Coop.           |  |             |                 | \$ 5.00  |
|   | Pacific Power                       |  |             |                 | \$ 80.00   |
|   | City of Cascade Locks               |  |             |                 | \$ 450.00  |
| These are totals based on information rec'd as of 10/30/08  |                                     |  |             |                 | <b>Total Average Estimate for Hood River County \$ 14,023.72</b> |
|   |                                     |  |             |                 | <b>Total Avg. Estimate for City of Cascade Locks \$ 9,898.97</b> |

## Required Approvals From Service Districts

- ◆ The applicant is required to obtain these sign-off's on the permit application prior submitting the application to Planning and Building Services.
- ☑ If property is located in the City of Cascade Locks, approvals are needed from the City of Cascade Locks. (City Manager, City Public Works and City Fire Department signatures required)

City of Cascade Locks 374-8484  
140 SE Wa Na Pa/Cascade Locks, OR 97014  
Cascade Locks Fire Department 374-8510

- ☑ The Environmental Health Department (Sanitation) sign off is required for all new dwellings, additions of bedrooms, bathrooms, kitchens, and lands outside of a sewer district. The Environmental Health Department will issue a site inspection permit with instructions to comply with the drainfield site evaluation. The Environmental Health Department also requires that new water sources, such as wells and springs be tested for water quality. If the proposed structure will have food service, a signature of approval is required.

Hood River County Environmental Health Department 387-6885  
1109 June Street, Hood River, OR 97031

- ☑ Fire Department sign offs are required for all new dwellings and whenever access to a dwelling is changed. The Fire protection District will sign the building permit application and pre-drawn site plan indicating that the building site and roadway are adequate for fire truck access. Check with your fire department for all requirements. The site plan drawing is required on site with the approved building plans. **Prior to occupancy, a final inspection may be required from the appropriate fire district.**

Fire Districts: West Side 386-5551  
Odell 354-1648  
Parkdale 352-6092 or 352-6166  
Pine Grove 386-2900

- ☑ All new dwellings and structures to be built in the Urban Growth Area are required to obtain a signature from the City of Hood River Public Works, fees for water, sewer, and Parks & Recreation will be required at this stage. Please contact the City for their fee schedule for these services.

City of Hood River Public Works 386-2383  
918 18th Street, Hood River, OR 97031

- The County Public Works Department requires a driveway permit if the driveway access is off of a County road. If the property requires utilities such as gas, water, electrical, etc. an underground installation permit will be required. Permits may require a performance bond, unless work is completed by a licensed contractor. Additional requirements may be assessed at the time of submitting your application.

Hood River County Public Works 386-2616  
918 18th Street, Hood River, OR 97031

If a new driveway has access onto a state highway, a permit will be required from the State Highway Division. If you have any questions you can call the Oregon Department of Transportation (ODOT) in Troutdale at 503-665-4006 or fax 503-655-5419.

- All applications for building permits require signatures from the water and sewer districts, and irrigation districts with the exception of interior remodels.

Sewer Districts Odell Sanitary District 354-1138  
Parkdale Sanitary District 352-7131  
Hood River City Sewer 386-2383

Water Districts: Ice Fountain Water District 386-4299  
Crystal Springs Water District 354-1818  
Odell Water District 354-1885 or 354-1393  
Parkdale Water District 352-5577  
Hood River City Water 386-2383  
Oak Grove Water Co. 386-3358  
Aldridge Ditch & Water 354-1002

Irrigation Districts East Fork Irrigation 354-1185  
Farmers Irrigation 386-3115  
Middle Fork Irrigation 352-6468  
Mt. Hood Irrigation 352-7620  
Dee Irrigation 354-3248

For Collins, Alder & Carson Hill call Aldridge for water and irrigation. For other areas of Dee call the City of Hood River for water and Dee Irrigation.

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- Electrical & plumbing permits are issued by Mid-Columbia Building Codes Services located at 312 Court Street, Ste. 415, The Dalles, OR 97058, 541-298-4461.
- 

- ◆ When all required signatures are obtained, bring the original application and 3 copies of the construction plans (see attached checklist) to the Hood River County Planning & Building Services Department at 601 State Street, Hood River, OR 97031 (2nd floor).
-

**City of Cascade Locks**  
**Type A Construction Permit**  
(Public Works involving/serving less than 1/2 acre of property, or a single residential or business parcel)

Permit No. \_\_\_\_\_

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_  
(Please Print)

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

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

Application is made to: Construct \_\_\_\_\_ Alter \_\_\_\_\_

\_\_\_\_\_ Curb \_\_\_\_\_ Roof/Storm Drain \_\_\_\_\_ Driveway

\_\_\_\_\_ Sidewalk \_\_\_\_\_ Parking Lot \_\_\_\_\_ Other

Location of Work:

Address \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Description of the Work: \_\_\_\_\_

\_\_\_\_\_

Easements required?: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Obtained? Yes \_\_\_\_\_ No \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Approval from outside agency(s) required?: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Agency: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Proposed work schedule: Begin: \_\_\_\_\_ Complete: \_\_\_\_\_

\_\_\_\_\_ Plans cleared by local, public and private utilities.

\_\_\_\_\_ ONE set of plans attached and ONE PDF version emailed.

Project Sketch:

**Conditions of Permit # \_\_\_\_\_:**

For construction involving any excavation work, Oregon Law requires the permittee to locate all underground facilities before start of excavation and take measures to protect the facilities during construction. The telephone number for the Oregon Notification Center is 1-503-232-1987.

Applicant agrees to comply with the above description of work, attached plans, and the regulations of Cascade Locks Public Works Design and Construction Standards.

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

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

I have read and agree to the permit conditions as listed above.

Applicant: \_\_\_\_\_  
(Signature)

----- Office Use Only -----

Date Application Received: \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Plans checked By: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Permit Issued: \_\_\_\_\_ 20\_\_\_\_ by: \_\_\_\_\_

Number of Permit Inspections/Consultations \_\_\_\_\_

Additional Permit Inspections/Consultations @ \$30.00 \_\_\_\_\_

Paid: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Date Construction Completed: \_\_\_\_\_, 20\_\_\_\_

Date Work Accepted \_\_\_\_\_, 20\_\_\_\_ By \_\_\_\_\_

PUBLIC WORK DESIGN GUIDELINES CAN BE FOUND ON WEBSITE AT  
[www.cascade-locks.or.us](http://www.cascade-locks.or.us)

**RESOLUTION NO. 1027**

**A RESOLUTION ESTABLISHING CONNECTION CHARGES AND INCREASING SYSTEM DEVELOPMENT CHARGES FOR THE MUNICIPAL WATER SYSTEM; AND REPEALING RESOLUTION NO. 952.**

**WHEREAS**, due to general cost increases and the need to replace and expand facilities to obtain, store, treat, transmit, and distribute water; and

**WHEREAS**, the Council did authorize Raymond J. Bartlett, Economic & Financial Analysis, to analyze the construction costs for supplying water in Cascade Locks and to recommend a System Development Charge (SDC); and

**THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:**

**SECTION 1. Connection and Systems Development Charges for Water by Meter Size and by Number of Housing Units.**

| Meter Size<br>(inches of diameter)     | Connection Charge              |           | Systems<br>Development<br>Charge | Total                          |           |
|--|--------------------------------|-----------|----------------------------------|--------------------------------|-----------|
|  | Displacement<br>or<br>Compound | Turbine   |                                  | Displacement<br>or<br>Compound | Turbine   |
| 3/4"                                   | \$ 724                         | NA        | \$ 922                           | \$ 1,646                       | NA        |
| 1"                                     | \$ 819                         | NA        | \$ 1,537                         | \$ 2,356                       | NA        |
| 1 1/2"                                 | \$ 1,045                       | NA        | \$ 3,074                         | \$ 4,119                       | NA        |
| 2"                                     | \$ 1,790                       | NA        | \$ 4,918                         | \$ 6,708                       | NA        |
| 3"                                     | \$ 4,339                       | \$ 3,312  | \$ 10,758                        | \$ 15,097                      | \$ 14,070 |
| 4"                                     | \$ 5,237                       | \$ 4,529  | \$ 18,442                        | \$ 23,379                      | \$ 22,971 |
| 6"                                     | \$ 7,863                       | \$ 6,059  | \$ 38,420                        | \$ 46,283                      | \$ 44,479 |
| 8"                                     | NA                             | \$ 7,952  | \$ 55,324                        |                                | \$ 63,276 |
| 8" Fire                                | NA                             | \$ 15,194 | Exempt                           | NA                             | \$ 15,194 |
| Single-Family Residence, or meter size |                                |           |                                  | \$ 1,578                       |           |
| Multi-Family Residence, per residence  |                                |           |                                  | See Note*                      |           |

Note: The SDC for multi-family equals the greater of the number of residential units x \$ 922 x 80%, or the meter size SDC, whichever is greater. The connection charge is based on the size meter installed.

Source: Raymond J. Bartlett, Economic & Financial Analysis (Exhibit A to this Resolution No. 866).

**SECTION 2. Automatic Annual Increases to Water System Development Charge.** Effective January 1, 2003, and on every January 1 of each succeeding year these System Development Charges will be increased by the rate of inflation for Construction as reported in the Engineering News Record, published by the McGraw-Hill Companies, as the Construction Cost Index (1967=1) for the period October 1 of the preceding year to October 1 of the current year.

**SECTION 3. Repeal of Prior Resolutions.** Resolution No. 953 is hereby repealed.

**SECTION 4. Effective Date.** This Resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**SECTION 5. Expiration.** This resolution shall remain in effect until repealed by the City Council.

**ADOPTED** by the City Council this **13th** day of **September**, 2004.

**APPROVED** by the Mayor this **13th** day of **September**, 2004.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

**RESOLUTION NO. 1249**

**A RESOLUTION ESTABLISHING SYSTEM DEVELOPMENT CHARGES AND CONNECTION FEE FOR THE MUNICIPAL SEWER SYSTEM; AND REPEALING RESOLUTION NO. 1069.**

**WHEREAS**, due to general cost increases and the need to replace and expand facilities to collect, treat, and dispose of the City's sewerage/wastewater; and

**WHEREAS**, an analysis was prepared by Raymond J. Bartlett, Economic & Financial Analysis to analyze the wastewater financing plan, and recommend sewer rates and System Development Charges (SDC) for the sewer system in Cascade Locks; and

**WHEREAS**, the connection fee must be applied to maintain operating expenses;

**THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:**

**SECTION 1. Systems Development Charges for Sewer by Meter Size.**

| <b>Meter Size<br/>(inches of<br/>diameter)</b> | <b>Safe Maximum<br/>Operating<br/>Capacity (gpm)</b> | <b>Equivalent<br/>Number of 3/4"<br/>meters</b> | <b>SDC<br/>Reimbursement<br/>Fee</b> |
|--|--|---|--------------------------------------|
| 3/4"   | 30   | 1   | \$1,513                              |
| 1"   | 50   | 1.67  | \$2,519                              |
| 1 1/2"   | 100  | 3.33  | \$5,023                              |
| 2"   | 160  | 5.33  | \$8,038                              |
| 3"   | 350  | 11.67   | \$17,588                             |
| 4"   | 600  | 20  | \$30,154                             |
| 6"   | 1250   | 41.67   | \$62,825                             |
| 8"   | 1800   | 60  | \$90,475                             |
| <b>Multiple Family</b>                         |  |   | <b>\$1,210</b>                       |

Source of Equivalencies: American Water Works Association (AWWA) numbers AWWA C702-86 for meters under 3-inches in diameter and AWWA C701-88 for Turbine meters 3-inches and larger in diameter. These publications set the American National Standard for cold-water meter safe maximum operating capacities.

Source: Raymond J. Bartlett, Economic & Financial Analysis.

**SECTION 2. Automatic Annual Increases to Sewer System Development Charge.**

Effective January 1, 2003 ~~2007~~, and on every January 1 of each succeeding year these System Development Charges will be increased by the rate of inflation for Construction as reported in the Engineering News Record, published by the McGraw-Hill Companies, as the Construction Cost Index (1967=1) for the period October 1 of the preceding year to October 1 of the current year.

**SECTION 3. Connection Charges.** All persons desiring or required to connect to City sewer system shall, when applying for sewer connection, pay a connection fee of **\$1500.00** plus actual cost of materials and labor.

**SECTION 4. Repeal of Prior Resolutions.** Resolution No. **1069** is hereby repealed.

**SECTION 5. Effective Date.** This Resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**SECTION 6. Expiration.** This resolution shall remain in effect until repealed by the City Council.

**ADOPTED** by the City Council this **10th** day of **September**, 2012.

**APPROVED** by the Mayor this **10th** day of **September**, 2012.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

**RESOLUTION NO. 1070**

**A RESOLUTION ESTABLISHING SYSTEM DEVELOPMENT CHARGES FOR MUNICIPAL PARKS, PER ORDINANCE NO. 330.**

**WHEREAS**, due to general cost increases and the need to replace and expand the City's Parks facilities; and

**WHEREAS**, the Council did authorize Raymond J. Bartlett, Economic & Financial Analysis to analyze the Parks Capital Improvements Plan list, and recommend System Development Charges (SDC) for Parks in Cascade Locks; and

**THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:**

**SECTION 1. Systems Development Charges for Parks.** The sum of the reimbursement fee (\$0.00 per housing unit) and the improvement fee (\$534 per housing unit), equals the total Parks System Development Charge of \$534 per housing unit, which is hereby adopted by the City Council. The Parks SDC will be applied only to residential developments.

**SECTION 2. Effective Date.** This Resolution shall become effective upon adoption by the City Council and approval by the Mayor.

**SECTION 3. Expiration.** This resolution shall remain in effect until repealed by the City Council.

**ADOPTED** by the City Council this **13th** day of **February**, 2006.

**APPROVED** by the Mayor this **13th** day of **February**, 2006.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

# Fee Schedule

8/27/07

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs above and beyond the basic fees.

If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the application necessary, plus 20% of the other basic fees involved.

## For All Developments:

|  |                       |  |
|--|-----------------------|--|
| Pre-Application Conference   | \$250                 |  |
| Site Plan Review   | \$625                 |  |
| <i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i> |                       |  |
| Public Work Type A Permit  | \$250                 |  |
| <i>Plan review &amp; inspection by Public Works</i>                  |                       |  |
| Zoning/Building Review Plan  |                       |  |
| A. Accessory Structure, minor review                                 | \$50                  |  |
| B. House or Mobile Home  | \$100                 |  |
| C. Multi-Family Dwellings  | \$100 + \$25 per unit |  |
| D. Commercial, Industrial, Other Projects                            | \$200                 |  |

## Additional Fees for Multi-Family Developments:

|   |         |  |
|---|---------|--|
| Planned Unit Development  | \$1,400 |  |
| <i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i> |         |  |
| Subdivision   | \$1,200 |  |
| <i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i> |         |  |
| Public Work Type B Permit   | \$500   |  |
| <i>Plan review &amp; inspection by Public Works</i>                   |         |  |

## Other Possible Charges:

|   |                        |  |
|---|------------------------|--|
| Conditional Use   | \$625                  |  |
| <i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i>                                  |                        |  |
| Lot Line Adjustment   | \$125                  |  |
| Variance  | \$450                  |  |
| <i>Staff time &amp; 4 hours planning consultant</i>   |                        |  |
| Partitions  | \$500                  |  |
| <i>Staff time, 4 hours planning consultant &amp; 1 hour engineer</i>                                  |                        |  |
| Signs   | \$75 + \$2 per sq foot |  |
| Temporary Permit  | \$300                  |  |
| <i>A temporary permit will not be allowed until a building permit is purchased through the County</i> |                        |  |

## Appeal Process:

|  |       |  |
|--|-------|--|
| Appeal   | \$450 |  |
| Administrative Review                              | \$75  |  |
| <i>Staff time &amp; 1 hour planning consultant</i> |       |  |

## Miscellaneous Fees:

|  |         |  |
|--|---------|--|
| Amendment to Urban Growth Boundary                                   | \$1,000 |  |
| <i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i> |         |  |
| Comprehensive Plan Amendment   | \$1,000 |  |
| <i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i> |         |  |
| Wetland/Riparian Permit  | \$400   |  |
| <i>Staff time &amp; 4 hours planning consultant</i>                  |         |  |
| Right of Way Permit  | \$50    |  |
| <i>Plan review &amp; inspection by Public Works</i>                  |         |  |
| Vacations  | \$600   |  |
| <i>Staff time &amp; 4 hours planning consultant</i>                  |         |  |
| Annexation   | \$1,000 |  |
| <i>Staff, 8 hours planning consultant &amp; 1 hour engineer</i>      |         |  |
| Zone Change  | \$625   |  |
| <i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i> |         |  |

# Name of Job

Listed below is the estimated cost for connection and installation of the water service as well as the sewer service. The actual cost of installation may be more or less than the estimate. If the installation is more, you will be invoiced for the difference. If the estimate is less you will receive a refund for the difference. There are additional fees for connection of utility services and can be paid at the time of account setup.

*Example*

City of cascade Locks

## Water Connection: 3/4" Water Meter

|              |                                  | Unit Cost | Qty  | Extended Price     |
|--------------|----------------------------------|-----------|------|--------------------|
| 02-305-40251 | <b>System Development Charge</b> | 922.00    | 1 \$ | 922.00             |
| 21-305-43700 | <b>Connection Charge</b>         | 724.00    | 1 \$ | 724.00             |
| 21-305-43701 | Water Meter/Materials            | 288.00    | 1 \$ | 288.00             |
|              | Equipment                        |           | \$   | -                  |
|              | Labor                            | 34.10     | 1 \$ | 34.10              |
| 21-305-43701 | Administrative Overhead          | 28.80     | 1 \$ | 28.80              |
|              | <b>Total Water</b>               |           |      | <b>\$ 1,996.90</b> |

## Sewer Connection:

|              |                                    |          |      |                    |
|--------------|------------------------------------|----------|------|--------------------|
| 31-305-43800 | <b>Connection Charge</b>           | 1,500.00 | 1 \$ | 1,500.00           |
| 02-305-40252 | <b>System Development Charge</b>   | 1,513.00 | 1 \$ | 1,513.00           |
| 31-305-43701 | <u>Materials</u>                   |          |      |                    |
|              | Tapping Saddle                     | 139.60   | \$   | -                  |
|              | 4" pvc pipe                        | 1.33     | \$   | -                  |
|              | 4" wye                             | 20.97    | \$   | -                  |
|              | 4"x 45deg. ell                     | 12.18    | \$   | -                  |
|              | 4" Turney plug                     | 16.80    | \$   | -                  |
|              | Sand (per yard)                    | 11.25    | \$   | -                  |
|              | Controlled Density Fill (per yard) | 52.50    | \$   | -                  |
|              | Asphalt (per ton)                  | 68.40    | \$   | -                  |
|              | Administrative Overhead            |          |      |                    |
| 31-305-43701 | <b>Total Materials</b>             |          |      | <b>\$ 3,013.00</b> |
|              | <u>Equipment per hour</u>          |          |      |                    |
|              | Backhoe w/ operator                | 71.80    | \$   | -                  |
|              | Dump Truck                         | 57.57    | \$   | -                  |
|              | Asphalt Saw                        | 30.00    | \$   | -                  |
|              | Bobcat                             | 57.57    | \$   | -                  |
| 31-305-43701 | <b>Total Equipment</b>             |          |      | <b>\$ -</b>        |
|              | <u>Labor per hour</u>              |          |      |                    |
|              | Supervisor                         | 34.10    | 1 \$ | 34.10              |
|              | Utility 1                          | 33.22    | \$   | -                  |
|              | Utility 2                          | 33.86    | \$   | -                  |
| 31-305-43701 | <b>Total Labor</b>                 |          |      | <b>\$ 34.10</b>    |
|              | <b>Total Sewer</b>                 |          |      | <b>\$ 3,047.10</b> |

## Parks (residential only)

|              |                                  |        |      |                  |
|--------------|----------------------------------|--------|------|------------------|
| 02-305-40250 | <b>System Development Charge</b> | 534.00 | 1 \$ | 534.00           |
|              | <b>Total Parks</b>               |        |      | <b>\$ 534.00</b> |

## Development Permits

|              |  |        |      |                    |
|--------------|--|--------|------|--------------------|
| 03-305-40030 | PW Type A Permit                       | 250.00 | 1 \$ | 250.00             |
| 03-305-40030 | PW Type B Permit                       | 500.00 | \$   | -                  |
| 01-301-43431 | Building Permit Review Fee (res or co) | 100.00 | 1 \$ | 100.00             |
|              | <b>Total Other</b>                     |        |      | <b>\$ 350.00</b>   |
|              | <b>Grand Total</b>                     |        |      | <b>\$ 5,928.00</b> |



**Chapter 8-6.101**

**STANDARDS FOR SINGLE FAMILY DWELLINGS**

**Sections**

8-6.101.010 Purpose

**8-6.101.010 Purpose**

The following standards will be applied to all single family dwellings, whether modular or manufactured homes, or site-built homes, to be constructed or located in any zone in order to provide visual relief along the front of the home:

**Sections**

8-6.101.020 Single Family Design Standards

**8-6.101.020 Single Family Design Standards**

All single family homes, whether modular or manufactured homes, or site-built homes, shall utilize at least two of the following design features on the front side of the home:

- A. Dormers;
- B. Gables;
- C. Recessed entries;
- D. Covered porch entries;
- E. Cupolas;
- F. Pillars or posts;
- G. Bay or bow windows;
- H. Eaves (minimum 6" projection);
- I. Off-sets on building face or roof (minimum 16")