

Type B Public Work Permit Step by Step

1. Applicant to request a Pre-Design meeting.
 - a. At least five days prior to the design meeting the applicant provides staff with copies of maps and drawings of improvements.
 - b. The design meeting is attended by the applicant and City officials.
2. Type B Public Work Permit submitted by applicant
 - a. The fee for a Type B Public Work Permit is \$500 and needs to be paid at the time of submittal.
 - b. The applicant shall provide ONE paper copy and ONE PDF version of the construction plans with the application.
3. Application is reviewed for completeness.
 - a. The City will give the applicant a list of any revisions and the marked construction plans.
 - b. Once revisions have been made, the applicant shall provide the drawings for review and approval to all involved utility service companies within the City and to other affected regulatory agencies, such as but not limited to: Hood River County Public Works, Oregon Health Department and Department of Environmental Quality.
4. Applicant submits revised construction plans.
 - a. The applicant shall submit to the City ONE paper copy and ONE PDF version of the revised construction plans along with all necessary utility and regulatory agencies permits and a completed Section V of the Permit Application.
5. The City issues a Type B Public Work permit to the applicant.

Construction Phase

6. Applicant begins construction of Public Work.
7. Applicant shall provide an engineer to perform full inspection services but the applicant shall notify City Staff of the following activities:
 - a. Forms
 - b. Concrete Pours
 - c. Asphalt Testing
 - d. Seals and Joints
 - e. Pressure Testing
 - f. Any other as directed by the City Representative
8. The Public Works Superintendent will send a City Representative to witness the development activity if warranted.
9. Upon completion of construction the applicant or his or her engineer shall submit ONE complete set of black line "as built" drawings.

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10. The City will notify the applicant if the drawings are approved.
11. To request City ownership of Public Work the applicant shall submit the following material:
 - a. A letter formally requesting the City takes ownership of improvements.
 - b. ONE paper copy and ONE PDF version of complete black line "as built" drawings to the City. His or her submittal shall also include copies of reports of tests on water and sewer line leakage, etc.
 - c. A copy of a non-lien affidavit certifying that all bills in connection with the work have been paid in full.
 - d. Information proving satisfactory provisions in the form of recorded plats or easements ensuring the City's access to the Public Works Facility for purposes of operation and maintenance.
12. If approved, the applicant will receive a letter from the City formally accepting City ownership of the improvements.



CASCADE
LOCKS

CITY OF CASCADE LOCKS
TYPE B CONSTRUCTION PERMIT

Construction involving/serving more than 1/2 acre of property or multiple residential or business parcels.

Permit No. _____ Date _____

Applicant _____

Mailing Address _____

Application is made to: Construct _____ Alter _____

_____ Curb/Gutter _____ Roof/Storm Drain _____ Driveway _____ Apron

_____ Parking Lot _____ Sidewalk _____ Sewer _____ Water Main

_____ Other

Description of work: _____

Total Estimated Construction Cost for items listed above: _____

Location of Construction Work:

Assessors' Map and Tax Lot _____ Physical Address _____

Easements Required? Yes _____ No _____ If yes, obtained? Yes _____ No _____

Engineer: _____ Email: _____

Address: _____ Phone: _____

Contractor: _____ Email: _____

Address: _____ Phone: _____

Approval from outside agency(s) Yes _____ No _____

Agency: _____ Date Approved: _____

Proposed Work Schedule: Begin _____ Complete _____

Plans cleared by local, public and private utilities

Two sets of plans attached

Attach 100% Performance and Payment Bond & Certificate of Insurance: Public Liability Coverages \$ _____

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 1-800-332-2344 or 811.

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

Applicant agrees to schedule inspections with authorized personnel by calling City Hall after forming, after base rock, and depth of concrete or asphalt.

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 for 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____

Plans checked by: _____ Date: _____

Approved Not Approved

Permit Issued: _____, 20____ by: _____

Date Construction Completed: _____, 20____

Date Work Accepted by Public Works or City Engineer _____, 20____

Applicant must also sign a Development or Improvement Agreement.