



**CITY OF KLAMATH FALLS DEVELOPMENT SERVICES**

226 South Fifth Street, PO Box 237, Klamath Falls, OR 97601

Phone (541) 883-4950

**APPLICATION FOR A SITE CONSTRUCTION PERMIT**

<p><i>For City Use Only:</i></p> <p>APPLICATION NO.: SC - 00 _____ - _____ DATE: _____</p>
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**Work Site Address or Location:** \_\_\_\_\_

**Project Title/Name:** \_\_\_\_\_

*Please check primary contact person:*

**Property Owner**

Name & address:

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

\_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**Contractor** (Must meet requirements listed on page 2 and provide signatures on page 3.)

Name & address:

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

\_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

OR CCB License No.: \_\_\_\_\_

**Consultant**

Name & address:

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

\_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**Sub-Contractor(s)** (All subcontractors working on-site must be listed below and are required to maintain a valid City of Klamath Falls Business License.)

Sub-Contractor Name(s):	City of K-Falls Business License Number:
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1] \_\_\_\_\_

2] \_\_\_\_\_

3] \_\_\_\_\_

4] \_\_\_\_\_

Additional comments regarding this project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Please check below all items that apply:**

- Excavation (check those that pertain below):  
*Public Right-of-Way:*  Underground Utilities  Curbs  Streets and Alleys
- Curb Cut and Driveway
- New Sidewalks
- Curb/Sidewalk Replacement
- Water Service Connection - greater than 2" (requires City approved bypass)
- Private Fire Service
- Public Fire Hydrant Installation (refer to Section 7 of the Public Works Engineering Standards)
- Private Storm Water - on-site (refer to Section 4 of the Public Works Engineering Standards)
- Small Site Grading w/Erosion Prevention and Sediment Control (Refer to Section 3 of the Public Works Engineering Standards)
- Large Site Grading w/Erosion Prevention and Sediment Control
- Dedicated Infrastructure (e.g. Water, Sanitary, Storm, Geothermal, Streets, Street Lights and Traffic Signals)

A fee schedule for the above items is available at the City of Klamath Falls Development Services office or on our website: [www.klamathfalls.city](http://www.klamathfalls.city)

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**Please check below the City or County Planning approvals that apply to your project:**

- Tentative Plat Approval (Subdivision, Land Partition or Condominium)
- Development Permit
- Conditional Use Permit
- Residential Review Application Approval
- Other, describe: \_\_\_\_\_

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**Permit requirements:**

- Provide submittals for all City infrastructure supplies/parts/materials
- Submit either an engineer's or contractor's estimate for the construction of City infrastructure
- Active Oregon CCB License [applies to Contractor]
- Active City of Klamath Falls Business License [applies to Contractor and Sub-Contractors]
- Public Liability Insurance: [required for each project for work in the public right-of-way]
  - \$1,000,000 minimum per occurrence [applies to Contractor and Property Owner]
  - \$2,000,000 aggregate [applies to Contractor]
  - City of Klamath Falls, P.O. Box 237, Klamath Falls, OR 97601 shall be designated as **"Additional Insured"**; agent can mail Certificate of Liability to City or email it to: [Ray@klamathfalls.city](mailto:Ray@klamathfalls.city)
- Property Owner/Developer:\* (check one)
  - Surety Bond
  - Letter of Credit
  - Cashier's Check (120% of estimated cost of total project)Amount of Security: \_\_\_\_\_

\* Not required for sidewalk replacement or other related work performed within the public right-of-way

**Project Schedule:**

Tentative Project Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

Tentative Project Completion Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

Describe any plan you have regarding a seasonal down time or pre-planned interruption of work. (Example: anticipated stop date, precautions taken to secure the site, notification, erosion prevention, desirable start up date, etc.):

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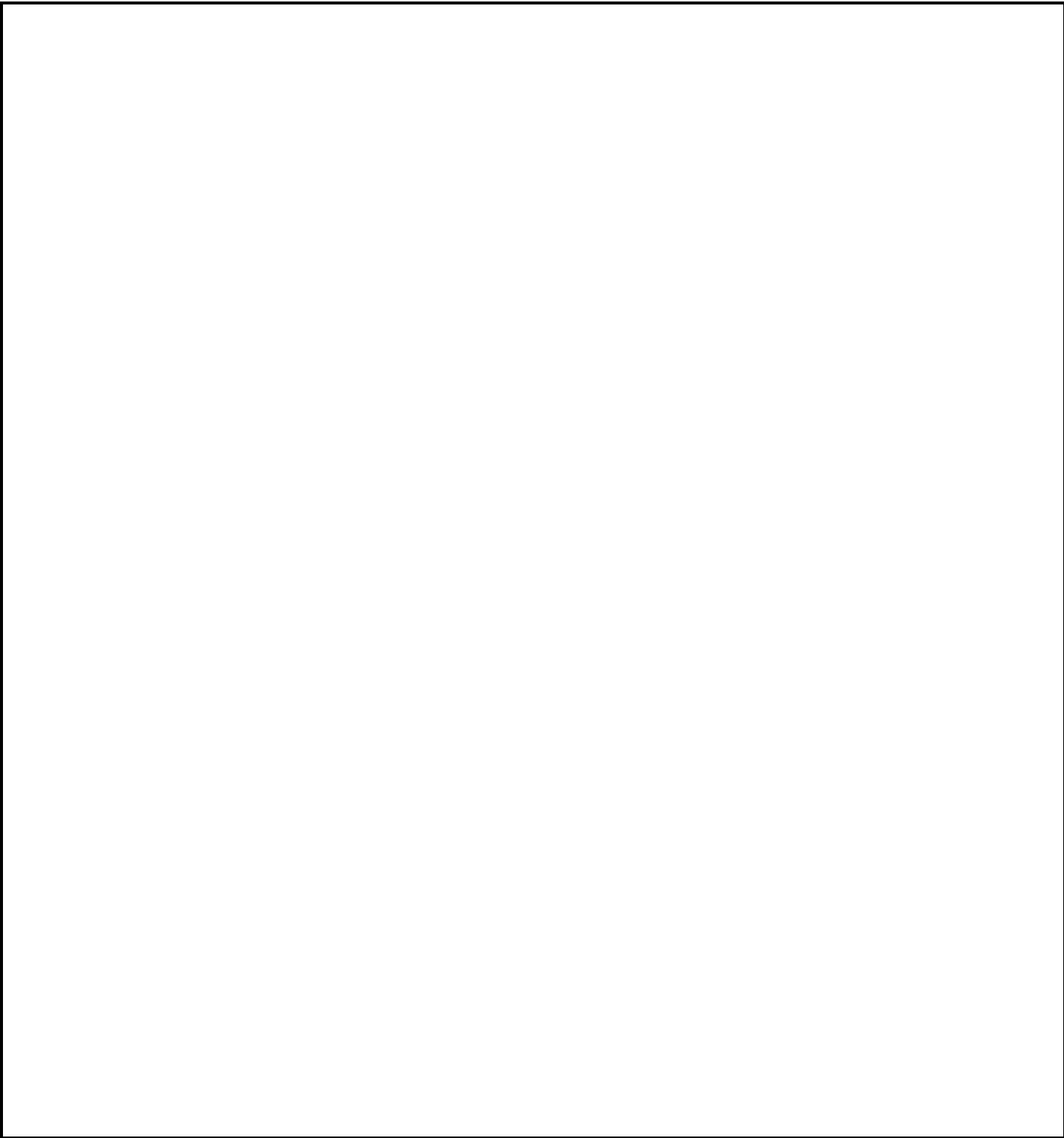
**Applicant/contractor shall be aware of the following:**

- Work shall not commence until a Site Construction Permit is issued and the developer or the developer’s representative holds a pre-construction meeting with all parties involved (i.e., contractors, consultants, utility companies and respective government agencies).
- A sketch sheet is provided for the applicant to use when their project does not require design/construction plans to be prepared by their consultant.
- Excavation work must comply with the requirements of Oregon Revised Statutes 757.542 to 757.562 (“Excavation Regulations”).
- Applicant/contractor is responsible for the interference, disturbance, removal and destruction of survey monuments. Those monuments shall be referenced and reestablished by an Oregon Registered Professional Land Surveyor. Refer to ORS 209.140, 209.150, 209.155 and 209.990.
- Applicant must check with the City Planning Department to determine if the sidewalk being constructed needs to conform to the pattern of the Downtown Redevelopment Area and for issues regarding tree placement and/or removal.
- The approved Site Construction Permit must be posted at the designated work site.
- Applicant/permittee shall be the responsible party regarding any violations of the Site Construction Permit.
- Applicant agrees to notify the City Engineering Inspector assigned to this project by **phoning the City Inspection Line at 541-851-2432** at least forty-eight (48) business hours prior to the time when the work as outlined shall be constructed. Failure of the applicant to notify City Engineering may (at their own expense) result in the applicant being required to expose any completed construction for proper inspection and to restore the same to design specifications.

**Hold Harmless Agreement:**

The applicant shall indemnify, defend and hold harmless the City, its officers and agents from any and all damages, costs or expenses in law or equity that may at any time arise because of damages to property or of personal injury and/or death, incurred by reason of or in the course of performing said work, which may be occasioned by any negligent act or omission to perform any or all of the work contemplated by the permit.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



1. List all Dimensions: Distance to Property lines, Curbs, Sidewalks.
2. Dimension ALL WORK.
3. List Nearest Manhole or Water Valve for Sewer and Water Connections.
4. Make Legible.
5. List Street Names.
6. North Arrow.

Drawn by:

Date:

Scale: