



125 SW "E" Street
Madras, OR 97741
541-475-2344
www.ci.madras.or.us

BUILDING PERMIT APPLICATION

Complete the following form **after** consulting with the Community Development Department and Public Works Department to determine development criteria prior to application for a building permit.

Upon approval from the City of Madras, the applicant is to submit this form to Jefferson County Community Development Department. **Jefferson County will not issue building permits within the City of Madras without approval from the City.**

Please check the types of Permits requested:

Structural Electrical Plumbing Mechanical

City Building Permit No.: _____ (To be completed by City)

Subject Property Information:

Map & Tax Lot: _____ Situs Address: _____

Provide a description of the proposed Improvements below:

Applicant Name: _____ Date: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Property Owner Name: _____ Date: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

General Contractor Name: _____
Address: _____ City: _____ State: _____
Phone : _____ Email: _____
License Number: _____

Plumbing Contractor Name: _____
Address: _____ City: _____ State: _____
Phone: _____ Email: _____
License Number: _____

Mechanical Contractor Name: _____
Address: _____ City: _____ State: _____
Phone: _____ Email: _____
License Number: _____

Electrical Contractor Name: _____
Address: _____ City: _____ State: _____
Phone: _____ Email: _____
License Number: _____

Include the following attachments with your application:

- Plot Plan (See Page 3 for checklist of Plot Plan criteria)
- Landscaping Plan (See Page 4 for checklist of Landscaping Plan criteria)
- Sewer Inspection and Connection Permit
- Water Inspection and Connection Permit
- Public Right of Way Permit with proof of insurance from the contractor working in ROW, listing the City as additional insured
- System Development Charge Deferral Application (if desired; contact City of Madras Finance Department for additional information)

Notes:

1. *Incomplete applications and plans that do not conform to City standards will cause a delay the application's review by the City of Madras.*
2. *Jefferson County issues building permits and it is the responsibility of the applicant to determine what, if any, permits are required and to acquire the necessary permits before any construction begins.*
3. *See Page 4 for Plot Plan and Landscaping Plan Requirements.*

Applicant's Signature: _____ Date: _____

I, as the applicant and/or property owner, have signed this application consenting to the proposed improvements on the identified property(ies). As such, I have examined all statements, information and all attached documents contained herein, and to the best of my knowledge and belief, find them to be true, correct, and accurate. I authorize the City of Madras staff to enter the property for inspection of the proposed improvements for this application and all other associated construction permits.

Community Development Department Conditions of Approval

(To be completed prior to obtaining Certificate of Occupancy)

Community Development Department Approval: _____
Signature Date

Public Works Department Conditions of Approval

(To be completed prior to obtaining Certificate of Occupancy)

Public Works Department Approval: _____
Signature Date

City Permit Status

- Approved
- Approved with Conditions
- Denied

Date

PLOT PLAN REQUIREMENTS:

- Title the map "Plot Plan"
- The map shall be drawn on white paper which is either 8 ½ x 11 or 11 x 17 inches in size.
- Include Township, Range, Section and Tax Lot number of the subject property(ies) on the Plan.
- Label north arrow.
- Include a scale in one-inch intervals (1" = 20').
- Label the property lines with dimensions.
- Label adjacent public/private streets, public sidewalk, and driveway.
- Include and label grading contours, any proposed cut and fill slopes with depths of cuts and fills, and label the slope of driveway.
- Label dimensions of the sidewalk and driveway.
- Label the proposed sewer and water connections to site from the public utility, and identify the size of the water meter required. (Water service will either be Deschutes Valley Water District or City of Madras.)
- Label any proposed fences, screens, and retaining walls on the property with dimensions and proposed materials.
- Label distances between property lines and buildings, i.e. setbacks (**Setbacks in residential zones are 12 feet from a public right-of-way [excluding alleys] and 5 feet from side and rear property lines**).
- Label location, size, and dimensions of existing and proposed buildings, including distinction between dwelling and attached garage.
- Label dimensions of any proposed decks, exterior stairs, and onsite walks to calculate area.

LANDSCAPING PLAN REQUIREMENTS:

- 15% of the property shall be landscaped with a combination of trees, shrubs, grasses and other ground cover.
- Identify the area (in square feet) of all landscaped areas and the area (in square feet) of the subject property.
- Identify the location, type, size and quantity of trees, shrubs, grasses and other landscaping materials.
- Street trees shall be planted in landscaping strip in accordance with the [City's Urban Forestry Plan](#).
- Provide an automated Irrigation Plan for all landscaped areas and the Planter Strip and note on the Plan: **"All landscaped areas will be irrigated with an automatic irrigation system."** Xeriscape (drought-tolerant) landscaping is allowed but requires Community Development Department approval.

CITY OF MADRAS CONTACT INFORMATION:

Staff	Department	Phone	Email
Nicholas Snead, Director	Community Development	541-475-2344	nsnead@cityofmadras.us
Morgan Greenwood, Associate Planner	Community Development	541-475-2344	mgreenwood@cityofmadras.us
Jeff Hurd, Director	Public Works	541-475-2344	jhurd@cityofmadras.us
Michele Quinn, Office Coordinator	Public Works	541-475-2344	mquinn@cityofmadras.us
Kristal Hughes, Director	Finance	541-475-2344	khughes@cityofmadras.us
Connie Hemenway, Accounting Technician	Finance	541-475-2344	chemenway@cityofmadras.us
Nelly Barrera, Customer Accounting Clerk	Finance	541-475-2344	nbarrera@cityofmadras.us

Madras Police Station/City Hall
125 SW E Street
Madras, OR, 97741
PH: 541-475-2344
FAX: 541-475-7061
www.ci.madras.or.us



SEWER CONNECTION AND INSPECTION PERMIT

DATE: _____ ACCOUNT # _____

PERMIT FEE: **\$175.00** _____ RECEIPT #: _____ NUMBER OF EDU'S _____

SINGLE FAMILY RESIDENCE DUPLEX TRIPLEX APARTMENT BLDG. COMMERCIAL

APPLICANT: _____ PHONE #: _____

ADDRESS: _____
City State Zip

OWNER'S NAME: _____ PHONE #: _____

ADDRESS: _____
City State Zip

MAP #: _____ TAX LOT #: _____

SERVICE LOCATION/ADDRESS: _____

ESTIMATED TURN ON DATE: _____ (All new sewer connections are plugged until customer notifies the City to begin services)

By signing this application, I fully understand that I am responsible for payment of services to this address. If my sewer service is utilized without billing in place I will be liable for back dated charges or measured usage.

Customer Signature Date

CONTRACTOR PEFORMING INSTALLATION

CONTRACTOR: _____ CCB #: _____ EXP: _____

ADDRESS: _____
City State Zip

CITY OF MADRAS BUISNESS LISCENSE NUMBER: _____

OFFICE USE ONLY

APPROVAL IS HEREBY GRANTED TO MAKE CONNECTION TO THE CITY SEWER SYSTEM AND CONNECTION HAS BEEN COMPLETED IN CONFORMANCE WITH THE CITY OF MADRAS STANDARDS AND SPECIFICATIONS.

APPROVED BY: _____ DATE: _____
Utility Dept. Supervisor or Designee

CONNECTION TO CITY SEWER MUST BE SUPERVISED AND INSPECTED BY CITY PERSONNEL. FOR AN INSPECTION, PLEASE CALL 541-475-7259 48 HRS IN ADVANCE TO SCHEDULE AN INSPECTION.



City of Madras, 125 SW E Street, Madras, OR 97741. Tel. (541) 475-2344 Fax (541) 475-1038

WATER CONNECTION AND INSPECTION PERMIT

DATE: _____ ACCOUNT # _____

PERMIT FEE: \$125.00 RECEIPT #: _____

3/4" SERVICE 1" SERVICE 1 1/2" SERVICE 2" SERVICE _____ SERVICE

APPLICANT: _____ PHONE #: _____

ADDRESS: _____

City State Zip

OWNER'S NAME: _____ PHONE #: _____

City State Zip

ADDRESS: _____

MAP #: _____ TAX LOT #: _____

SERVICE LOCATION ADDRESS: _____

CONTRACTOR PERFORMING INSTALLATION

CONTRACTOR: _____ CCB #: _____ EXP: _____

ADDRESS: _____

City State Zip

CITY OF MADRAS BUSINESS LICENSE NUMBER: _____

OFFICE USE ONLY

APPROVAL IS HEREBY GRANTED TO MAKE CONNECTION TO THE CITY WATER SYSTEM IN CONFORMANCE WITH THE CITY OF MADRAS STANDARDS AND SPECIFICATIONS.

APPROVED BY: _____ DATE: _____

Utility Dept. Supervisor or Designee

CONNECTION HAS BEEN COMPLETED IN CONFORMANCE WITH CITY OF MADRAS REGULATIONS AND STANDARDS.

APPROVED BY: _____ DATE: _____

Utility Dept. Supervisor or Designee

CONNECTION TO CITY WATER MUST BE SUPERVISED AND INSPECTED BY CITY PERSONNEL. FOR AN INSPECTION, PLEASE CALL 541-475-7259 48 HRS IN ADVANCE TO SCHEDULE AN INSPECTION.



Right of Way Construction & Use Permit Requirements checklist

Right of Way Permits will be deemed incomplete and will not be reviewed or approved without the following attachments.

- Insurance Certificate (see insurance requirements have changed please review)
- Proof of Business License (see business license requirement)
- Proof of payment
- Site Plan showing proposed work (see submittal requirements for work in the Public Right-of-Way)
- Traffic Control Plan (see submittal requirements for work in the Public Right-of-Way)

CITY OF MADRAS
RIGHT-OF-WAY CONSTRUCTION & USE PERMIT
125 SW "E" Street, Madras, Oregon 97741 Telephone (541)475-2622 – Fax (541) 475-1038

Permit type (may include multiple types, please provide detail in the description field below).

Utilities

- Waterline*
- Sewerline*
- Storm
- Fire Line
- Franchise Utility

New Improvement

- Sidewalk
- Curb
- Handicap Access
- Driveway Access

Repairs/Replacement

- Sidewalk
- Curb
- Handicap Access
- Driveway Access

May require additional permitting (i.e. sewer permit, water permit) call 541-475-2622 to verify

1. All forms shall be inspected prior to pour, please call for inspection 48 hrs. before 541-475-2622
2. Curb shall be poured separate from the sidewalk and/or driveway apron NO MONOLITHIC POURS
3. Non-Remonstrance Agreement for Sidewalks only
4. Contact Oregon Utility Notification Center (1-800-332-2344 or 811) before you dig
5. Contact Oregon Department of Transportation when working within State ROW

Miscellaneous

Roadway or Pedestrian Encroachment (Closure and/or Reroute)

Other: _____

Description and location of work being performed:

If project is to serve a new development, provide development name: _____

Proposed work start date: _____ Proposed completion date: _____

Will work require a lane closure? Yes No

Field Contact Name: _____ (must be available at all times)

Cell Number: _____ Email: _____

Closure Times: _____ AM PM to _____ AM PM

Approved Times are 7:00 AM – 6:00 PM

Applicant Name: _____ Phone: _____

Address: _____

Contractor: _____ Phone: _____

Address: _____

Application Date: _____ Name of person picking up permit: _____

INSURANCE REQUIREMENTS:

Contractor/Franchisees shall provide and maintain, the following minimum levels of insurance: (a) general liability insurance for all losses or claims arising out of or related to Contractor’s performance of its obligations under this Agreement (including, without limitation, damages as a result of death or injury to any person or destruction or damage to any property) with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (b) comprehensive automobile liability insurance for all owned, non-owned, and hired vehicles that are or may be used by Contractor in connection with Contractor’s performance of the Services with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (c) errors and omissions insurance with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; and (d) workers’ compensation insurance in form and amount sufficient to satisfy the requirements of applicable Oregon law.

As evidence of the insurance coverage required by this permit, the Permittee shall furnish a certificate of insurance to the City prior to issuance of the Right-of-Way Construction and Use Permit. The City of Madras, its officers, agents, and employees shall be named as an additional insured on such certificate. The certificate of insurance shall be accompanied by a copy of the additional insured endorsement.

Franchisees that have a current Certificate of Insurance on file at the Madras City Hall will not be required to provide proof of insurance with each permit application.

BUSINESS LICENSE REQUIREMENT:

Except as otherwise exempted under section 4 of Ordinance No. 849, no person may establish, maintain, operate, engage, conduct, and/or carry on any business within the City of Madras without first applying for and obtaining a business license.

NOTE: NO WORK SHALL COMMENCE UNTIL APPLICANT HAS RECEIVED A VALID SIGNED PERMIT.

Notify Public Works Department at 541-475-2622 and Oregon Utility Notification Center at 1-800-322-2344 or 811 before commencing work

This approval is requested pursuant to City Ordinance No. 477. Neither party to this permit is relieved of the responsibility or liability for injury or damage by its intentional conduct. Applicant will hold harmless and will indemnify the City, its agents, officers, and employees against any and all claims, demands, loss, injury, damage actions, or costs of actions whatsoever which they or any of them may sustain by reason of the acts, omissions or other negligence of applicant, its agents, or employees in connection with the construction, maintenance, repair, operations, or use of said facility.

Specifications for, and placement of, all facilities shall be to City of Madras standards and shall conform to any specifications attached to and made a part of this permit.

Permittee/Applicant hereby acknowledges that they have read and understand these requirements.

_____/_____
Signature of Applicant Permittee / Date

OFFICE USE ONLY

Comments: _____

Fee Received YES Franchise YES NO

Approved: _____ Date: _____

See next page for submittal requirements, application deemed incomplete if submittal requirements are not met.

Submittal Requirements for Work in the Public Right-of-Way

- ✓ Complete Right-of-way Construction and Use Permit Application.
 - ✓ Vicinity map showing nearest cross street(s)
 - ✓ Site plan showing proposed work – legible, accurate, and drawn to scale (1" = 20') which shall include the following:
 - ✓ North arrow
 - ✓ Location of property lines abutting the area of proposed work
 - ✓ Location and name of streets, alleys and walkways in the area of and adjacent to the proposed work
 - ✓ Location of all driveways on the subject property and nearest driveway on adjacent properties
 - ✓ Location of on street parking spaces, accessible parking spaces must be marked as such
 - ✓ Location of known utilities and drainage facilities in the work area
 - ✓ Dimensions from known utilities identified through current locate to property lines and area of work
 - ✓ Dimensions of proposed work, distance between driveways and property lines, property line for curb
 - ✓ Location and type of all traffic control devices and street lights adjacent to the proposed work
-

Additional submittal requirements for traffic closures

- ✓ Show proposed traffic control devices including; sign types/legends and device types/spacing within delineated work area
 - ✓ Traffic control plan in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) or utilize ODOT Standard Detail Drawings where applicable.
 - ✓ Show limits of work zone, existing lane configuration, distance to all intersections within 500 linear feet and existing traffic control devices.
 - ✓ Show proposed traffic control devices including, sign types/legends and device types/spacing
-

Additional submittal requirements for walkway and bike lane closures

- ✓ Pedestrians should be provided with a safe, convenient travel path that replicates as nearly as possible the most desirable characteristics of sidewalks, footpaths or bike lanes.
- ✓ Plan, Drawing or declaration depicting how pedestrian and bicyclist movement through or around the work site will be managed. Refer to Manual on Uniform Traffic Control Devices (MUTCD) or utilize ODOT Standard Detail Drawings where applicable.
- ✓ If a pedestrian walkway structure is to be constructed, provide detailed drawings to scale with dimensions, including:
 - ✓ Elevation
 - ✓ Cross-section
 - ✓ Walkway slope elevations
 - ✓ Bracing and framing details

CITY OF MADRAS – SYSTEM DEVELOPMENT CHARGE DEFERRAL AND WAIVER APPLICATION

125 SW E Street, Madras, Oregon 97741

Telephone 541-475-2344

<https://www.ci.madras.or.us/>

APPLICANT INFORMATION	
Applicant Name (including DBA):	Telephone No.: 541 408-3718
Applicant Mailing Address:	
CCB License No.:	Email:
DEVELOPMENT INFORMATION	
Property Address of Proposed Development:	Type of Development: <input checked="" type="checkbox"/> Single-Family Residential <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Other Multi-Family
Property Owner (if different than Applicant):	Number of Units to be Constructed on the Property:
Owner Address (if different than Applicant):	Legal Description:
SDC DEFERRAL AND WAIVER REQUESTS	
Defer Payment of System Development Charges ("SDC(s)") Applicable to the Property: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Type(s) of SDC Waiver(s) Requested: <input checked="" type="checkbox"/> Single-Family, Duplex, and/or Triplex Initial 25% Waiver <input type="checkbox"/> Single-Family, Duplex, and/or Triplex Conditional 25% Waiver for Unit Sold (Valued) at \$240,000.00 or Less <input type="checkbox"/> Multi-Family 75% Waiver	
ADDITIONAL INFORMATION	
By signing below, the undersigned Applicant (or authorized agent) hereby declares under penalty of perjury as follows: (a) all information contained in this application is true, accurate, and complete; (b) Applicant agrees to pay all applicable SDCs in accordance with the City of Madras System Development Charge Ordinance; (c) Applicant will enter into the applicable City of Madras SDC waiver and/or deferral agreement and pay the prescribed processing fees to City contemporaneously with submission of this application; (d) Applicant is not in default (and has not defaulted) under any SDC waiver and/or deferral agreement with City; and (e) Applicant will promptly submit all documentation and/or information City deems necessary or appropriate to process this application and Applicant's SDC waiver and/or deferral request(s) herein.	
Applicant Signature:	Date:
<i>NOTE: This application will not be deemed complete unless and until Applicant delivers the following to City: (a) the processing fees; and (b) a copy of a title report, preliminary title report, or lot book report for the Property, or such other documentation and/or evidence City deems necessary or appropriate to determine ownership of the Property. An incomplete application will be returned to Applicant.</i>	
FOR CITY USE ONLY	
<i>Please sign below, indicate approval or state why you disapprove, and provide any additional comments.</i>	
Community Development Department	
Approve Request: Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
Signature:	Date:
Finance Department	
Processing Fees Received: Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt No.:
Approve Request: Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
Agreement Executed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Agreement:
Signature:	Date:

