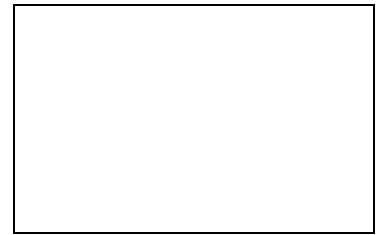


# CITY / COUNTY

**Structural (Building) Permit Application**  
Crook County Building Department  
300 NE Third Street Prineville, OR 97754  
PH: (541) 447-3211 FAX: (541) 416-2139



## OFFICE USE ONLY BELOW THIS LINE

County Planning Approval #: \_\_\_\_\_ Road Approach Approval #: \_\_\_\_\_

Septic Permit or Authorization Approval #: \_\_\_\_\_ Zone: \_\_\_\_\_

Set Backs: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_ Site Map attached ( ) Yes ( ) No \_\_\_\_\_

Flood Zone: ( ) Yes ( ) No Certificate Req. ( ) Yes ( ) No Address Issued ( ) Yes ( ) No \_\_\_\_\_

City Planning Approval #: \_\_\_\_\_ Date: \_\_\_\_\_ Planners Sig.: \_\_\_\_\_

Hold for Additional Fees: SDC's ( ) Yes ( ) No Park & Rec Fees Required ( ) Yes ( ) No

### Site Information (To be completed by applicant)

Job Site Address: \_\_\_\_\_ in City \_\_\_\_\_ in County \_\_\_\_\_

Is there a reflective "Green Fire Marker" with your address posted at the entrance to the driveway? Yes \_\_\_\_\_ No \_\_\_\_\_

Tax Map # \_\_\_\_\_ Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Owner \_\_\_\_\_ Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**If owner installation: This construction or installation is being made on property that I own which is not intended for sale, lease, rent or**

**exchange.** Signature \_\_\_\_\_ Date \_\_\_\_\_

Detailed Description of Improvement: \_\_\_\_\_

### CONTRACTOR INFORMATION (To be completed by applicant)

General Contractor \_\_\_\_\_ CCB# \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

### PROPOSED CONSTRUCTION TYPE (To be completed by applicant)

\_\_\_ **New Construction**

\_\_\_ **Addition To Existing**

\_\_\_ Detached Garage SQ.FT. \_\_\_\_\_

\_\_\_ Carport SQ.FT. \_\_\_\_\_

\_\_\_ Stick Frame Shop SQ.FT. \_\_\_\_\_

\_\_\_ Pole Building SQ.FT. \_\_\_\_\_

Number of Stories \_\_\_\_\_ Building Height in Feet \_\_\_\_\_

\_\_\_ 1<sup>st</sup> floor SQ.FT. \_\_\_\_\_

\_\_\_ 2<sup>nd</sup> floor SQ.FT. \_\_\_\_\_

\_\_\_ Finished Attic SQ.FT. \_\_\_\_\_ Finished \_\_\_ Yes \_\_\_ No \_\_\_ Existing Building Area SQ.FT. \_\_\_\_\_

\_\_\_ Mezzanine SQ.FT. \_\_\_\_\_

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I certify that I have the authority to make the foregoing application. That the application is correct, and that the construction shall conform to the regulations in the Building Code, the County Code and all other codes and regulations or private building restrictions, if any which may be imposed on the above property by deed. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that the Building Official reserves the right to enter the construction premises at will during reasonable working hours. Furthermore I understand that should I decide to withdraw my application prior to issuance of a permit I will be charged at a minimum the plan review fee and any applicable administrative fees.

Applicants Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Phone # to call when permit is ready \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_

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**Staff Checklist**

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**APPLICANT WILL NEED TO SUBMIT THE FOLLOWING REQUIRED ITEMS WITH THE BUILDING APPLICATION**

- Planning approval for proposed structure.
- Verification of an approved road approach access and or permit.
- Completed application, "2" detailed Site Maps as approved by the Planning Division showing property lines, existing & proposed buildings with distance to property lines and other structures, well, water and sewer lines, location of septic and drain field area, any easements or roadways.
- Verification of a **Septic Construction** Permit or an **Authorization** to Connect to Existing Septic System (purchased within the prior 12 months).
- Two complete, legible and detailed sets of building plans (8 1/2 x 11 minimum) together with the two sets structural calculations, two sets truss calculations with layout and the lateral analysis (prescriptive or engineered).
- Completed: (1) MOISTURE CONTENT ACKNOWLEDGMENT FORM, (2) ENERGY EFFICIENCY FORM, (3) AUTHORIZATION FORM, (if required when an agent and not the owner are picking up the permit and approved plans). (4) NOTE: all calculations, engineered sheets / details must be wet signed by the engineer or design professional of record.
- Completed Subcontractor list PLUS signature of owner or supervising electrician on the Electrical Permit Application Form.