



Building Permit Application

City of Wood Village

23335 NE Halsey St., Wood Village OR 97060

Permit Specialist and Inspection Requests

Phone: 503.489.6861 or 503.489.6859 Fax: 503.669.8723

E-mail: city@woodvillageor.gov

Application No.	Permit No.
Date Received	Date Issued
Received By	Issued By
Receipt No.	Receipt No.

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/Zip: Wood Village, Oregon 97060	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
CONTRACTOR	
Business name:	
Contractor Contact:	Contact Phone:
Address:	
City/State/Zip:	
Phone:	Fax:
CCB License No.:	
City or Metro License No.:	
Authorized Signature:	
Print name:	Date:

REQUIRED DATA: 1- AND 2-FAMILY DWELLING	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and profit for the work indicated on this application.	
Valuation \$	
Number of bedrooms:	
Number of bathrooms:	
Total number of floors:	
New dwelling area:	sq.ft.
Garage/carport area:	sq.ft.
Covered porch area:	sq.ft.
Deck area:	sq.ft.
Other structure area:	sq.ft.
REQUIRED DATA: COMMERCIAL-USE CHECKLIST	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor overhead, and profit for the work indicated on this application.	
Valuation \$	
Existing building area:	sq.ft.
New building area:	sq.ft.
Number of stories:	
Type of construction:	
Occupancy groups:	Existing: New:
Code edition:	
Sprinkler system:	
NOTICE	
All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed. If the applicant is exempt from licensing, the following reasons apply: _____	
Excise Tax	
Reynolds Excise Tax:	
Metro Excise Tax:	
Building Permit Fees*	
Building Permit Fee	\$
12% State Surcharge Fee	\$
65% Plan Review Fee	\$
40% Fire & Life Plan Review Fee	\$
	\$
Total Due	\$

This permit application expires if a permit is not obtained within 180-days after it has been accepted as complete. Permits are non-transferable and expire 180-days from issuance or last inspection.

* Fee methodology set by the International Code Council (ICC)

I hereby certify I have read and examined this permit application. All provisions of laws and ordinances governing the work described herein will be complied with, whether specified herein or not. Permits are non-transferable and expire 180-days of acceptance or 180-days from issuance or last inspection.

**CITY OF WOOD VILLAGE
PERMIT FEE REFUND POLICY**

- Plan Review fees will not be refunded after any Plan Review has been performed.
- If no Plan Review work has been done, the refundable amount will be the fee collected, minus an Administrative Fee equal to 30% of the total Plan Review Fee.
- Where no construction or work has occurred in conjunction with an issued permit, the refundable amount will be the fee collected, minus the State Surcharge, and 30% of the total Permit Fee to cover Administrative Costs.
- Once construction has occurred on the site, Building Permit Fees are nonrefundable.
- If a refund request is made more than six months after the fee was collected, no Plan Review or Building Permit Fee refunds will be given.
- You have 60 days to address requests for corrections for plan review submittals. After 60 days your application will become void and you will need to reapply and pay new fees.

FEES FOR PENDING APPLICATION:		FEES FOR ISSUED PERMITS:	
Pending Application No.		Permit No.	
Date Received		Date Issued	
Receipt No.		Receipt No.	
Permit Fee		Permit Fee	
12% Surcharge		12% Surcharge	
Plan Review		Plan Review	
Fire/Life/Safety		Fire/Life/Safety	
Subtotal		Subtotal	
Metro Excise Tax		Metro Excise Tax	
Reynolds Excise Tax		Reynolds Excise Tax	
Water SDC		Water SDC	
Sewer SDC		Sewer SDC	
Parks SDC		Parks SDC	
Total Application Cost		Total Permit Cost	