

# Public Works Permit Application

[Version August-2017]

City of Mosier  
208 Washington Street, PO Box 456  
Mosier Oregon 97040  
(541) 478-3505

Date Received	Date Issued
Received By	Issued By
Bond Required? <input type="checkbox"/> No <input type="checkbox"/> Yes (attach)	Fee Due \$

**Inspection requests: Phone: (541) 478-3505**

Job address/location:	Subdivision:	Lot no.:
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Describe Work (attach sketch/plans):

**Owner Name:**

Address:	City:	State:	Zip:
Phone no.:	e-mail:		

**Contractor name:**

Address:	City:	State:	Zip:
Phone no.:	e-mail:		

CCB license no.:

Street \$		Water \$ (including a 3/4" meter)		
Boring <input type="checkbox"/>	Driveway Approach <input type="checkbox"/>	Connection / Lateral <input type="checkbox"/>	Pipe Type	Size
Curb/Gutter <input type="checkbox"/>	ADA Ramp <input type="checkbox"/>	Main Line <input type="checkbox"/>	Pipe Type	Size
Street Cut* <input type="checkbox"/>	Traffic Control <input type="checkbox"/>	Fire Hydrant <input type="checkbox"/>	Type	Size
Sidewalk <input type="checkbox"/>	Other Right-of-Way <input type="checkbox"/>	Meter <input type="checkbox"/>	Type	Size

<p><i>Notes on Fees: The fees shown are for inspection by City staff and review of plans/sketches etc. Actual fees may be higher for complex or large projects. In this event the applicant must enter into a cost recovery agreement with the City. Applicant is responsible for all construction costs.</i></p>	<b>Storm Sewer \$</b>		
	Connection / Lateral <input type="checkbox"/>	Pipe Type:	Size
	Main Line <input type="checkbox"/>	Pipe Type:	Size
	<b>Sanitary Sewer \$</b>		
	Connection / Lateral <input type="checkbox"/>	Pipe Type:	Size
	Main Line <input type="checkbox"/>	Pipe Type:	Size

**PLANS/SKETCH REQUIRED -THE APPLICANT SHALL SUBMIT PLANS/SKETCHES WITH ENOUGH INFORMATION TO DETERMINE THE SCOPE OF WORK. APPLICATIONS THAT DO NOT INCLUDE PLANS OR SKETCHES WILL BE DEEMED INCOMPLETE.**

A performance bond covering all costs of the construction may be required, as determined by the City Engineer. All changes to the approved plans shall be submitted to the City for review and approval. A copy of the approved permit and plans must be on the job site and available upon request by any City representative.

**APPLICANT'S DECLARATIONS:** I have examined this application and certify that all information herein is true and correct. I further certify that all work I perform will be in accordance with City of Mosier Ordinances, Public Works Standards and the laws of the State of Oregon. I shall hold the safety of the public and workers paramount at all times and shall observe all applicable OSHA rules. I commit to

perform responsibly, to protect public and private property throughout, and to protect storm drainage systems and natural water bodies from intrusion of sediments and other deleterious materials or discharges from the worksite. I agree to indemnify and hold harmless the City of Mosier, its officers, agents and employees for any and all loss, damage, cost and expense, including expenses of litigation and attorney fees, resulting in whole or in part from my actions or negligence in the performance of activities related to this permit. I understand that System Development Charges (SDC's) may be applicable and must be paid prior to the issuance of a permit and that SDC's are in addition to any other required fees.

Applicant Signature:

Print name:

Public Works Approval By:

Date:

Permit expires:

**SUPPLEMENTAL CONDITIONS AND REQUIREMENTS ATTACHED**

# BASIC PUBLIC WORKS PERMIT REQUIREMENTS

**ATTENTION:** Oregon Law requires you to follow rules adopted by the Oregon utility notification center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center (Note: The telephone number for the Oregon Utility Notification Center is (503) 232-1987 or "811").

## **Activities requiring a Public Works Permit prior to commencing construction include, but are not limited to:**

- Pavement cuts, window cuts, street borings, trenching or other work affecting City-owned streets.
- New connections to the City's public water system, storm sewer system or sanitary sewer system.
- Modifications to a water meter or water service assembly or to a water service lateral between the main and meter.
- Modifications to a sanitary sewer or storm sewer lateral within the public right-of-way
- Construction of driveway approaches, curbs, gutters, sidewalks, ramps and water meter assemblies within the public ROW.
- All other construction activity that may disturb a City right-of-way or the City's public infrastructure.
- Any work in a City right-of-way that will disrupt motor vehicle, pedestrian, or bicycle traffic.

**NOTE** that work occurring in a County or State controlled right-of-way and not involving any City facilities or infrastructure does not require a Public Works Permit from the City, but will require a permit from the County or State, respectively.

## **Basic Permit Requirements – Street cuts/Paving (additional requirements may apply; see supplemental conditions attached)**

- Street cut restoration, including windows, trenches and other work disturbing pavements, must be inspected and approved by the City Engineer. Request inspections at least 5 business days in advance.
- Request an inspection upon completion of backfill and road base preparation, prior to placing any asphalt. All pavement placed in the public right-of-way without a backfill/base approval from the City will be subject to removal and reconstruction.
- Request a final inspection upon completion of all paving, sealing and cleanup.
- Exploratory window cuts and potholes less than 1 sf area may be repaired with "EZ Street" pavement patch or approved equal, sand-sealed across entire surface and all edges/joints. Backfill and roadway base preparation shall be in accordance with the City's street cut repair standards.

## **Basic Inspections Required for Utility Connections (additional requirements may apply, see supplemental conditions attached)**

- Request an inspection at least 5 business days in advance.
- All connections to existing public infrastructure, including the entire lateral within the right-of-way, must be inspected and approved by City personnel before backfilling. Failure to do so will result in having to re-excavate to expose the connection and/or lateral, including removal and replacement of concrete driveway approaches, curbs, gutters, sidewalks and water meter boxes/vaults, if necessary.
- Installation and/or modification of water meter boxes and water service assemblies/vaults, including backflow prevention devices and fire sprinkler assemblies where applicable, must be inspected and approved by City personnel prior to receiving final approval of this permit. Backflow prevention devices must be additionally inspected and tested by a Certified Backflow Inspector, provided by permittee.

## **Basic Process for New Domestic Water and Sewer Services (additional requirements may apply, see supplemental conditions attached)**

- The City provides the applicant for a new water service with the water meter. The cost for the meter varies depending on its size. The public works permit fee includes the cost for a ¾" meter. The permit fee will be higher for larger meters.
- The applicant/contractor is responsible for the cost of all other water service materials and construction. The City does not install water services.
- The applicant/contractor is responsible for all costs associated with materials and installation for a new sewer service. The City does not install sewer services.