

Site Development Permit Checklist

Project Stage	City Requirements	Completed	By
SDP Preparation & Approval	Applicant downloads SDP packet from City website: cityofmosier.com/permits and reviews all requirements.		
	Applicant fills out all forms including Cost Recovery, Utility Hookup, SDC payment agreements and Wasco County permit app and submits complete application & supporting docs with application fee to City - colleen.coleman@cityofmosier.com ; including:		
	Site Plan & Standard Details drawings . See SDP packet for required contents.		
	Building elevation and floor plan drawings .		
	Building height calculation worksheet .		
	City Manager sends complete packet with all drawings to City Engineer and City Planner to review.		
	City Engineer and City Planner review packet and contacts Applicant with required revisions .		
	Applicant revises and resubmits requested changes with Wasco County bldg permit application filled out to City engineer/planner.		
	City Engineer and City Planner submit approval letter and final drawings with applicant's Wasco County bldg permit to City Manager		
	Applicant pays SDC fees to City .		
	City Engineer stamps drawings and signs Wasco County Bldg Permit Application and resubmits to Applicant		
Applicant applies for building permit at Wasco County Building Codes.			
Construction	Applicant requests water/sewer service inspection after work is done but before backfilling.		
	City engineer performs inspection and approves work.		
	Applicant requests stormwater inspection after work is done but before backfilling.		
	City engineer performs inspection and approves work.		
	Applicant requests final inspection when project is complete .		
	Check that water/sewer service are complete.		
	Confirm driveway has been constructed.		
	Confirm stormwater control is complete.		
	Confirm slopes/soils are stabilized.		
	Confirm outdoor lighting meets City Code.		
	Confirm roadway is restored/clean.		
City issues Certificate of Compliance letter & notifies County.			
Applicant requests final inspection from County for Certificate of Occupancy .			