

# City of Forest Grove

## Development Permitting Process Chart - Building Expansion

### **Pre-Application Meeting**

- Meeting between owner / developer and applicable City departments.
- Receive general comments, guidance on viability of project and next steps.



### **Environmental Review**

- Obtain Service Provider Letter from Clean Water Services.
- Submit application to Community Development for Oregon Department of Environmental Quality 1200-C permit.



### **Community Development Review**

- Submit 10 copies of formal, complete plans along with Service Provider Letter. Also submit applications and construction plans for all applicable permits.
  - Site Plan Review - Plans will be evaluated to ensure they comply with applicable land use laws and regulations. Approval may carry conditions.
  - Building Division Review - Building, Grading/Erosion Control, Mechanical, Demolition, and Plumbing Permits upon review and approval of plans.

### **Electrical Permitting**

- Permits issued by Washington County.



### **System Development Charges**

- SDCs that may apply include Transportation Development Tax, Stormwater, Water, Sanitary Sewer, and School Construction Excise Tax.
- Charges are due upon completion of Community Development review and before issuance of permits.
- Stormwater and Sanitary Sewer connection fees also charged; permits issued by Clean Water Services.

(More on opposite side)

August 2012

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### **Public Improvement Review (if applicable)**

- Original submitted plans used for review—should contain engineering specifications of public improvements.
- Requires up to 5% deposit and performance bond of 125% of project cost.



### **Final inspections**

- Once construction is complete, developer / property owner must call to arrange the following final inspections:
  - Public Improvements (performed by Engineering)
  - Electrical (performed by Washington County)
  - Building / Plumbing / Mechanical (performed by Building Division)
  - Site (performed by Planning Division)



*A place where businesses and families thrive.*

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