

City of Forest Grove

Development Permitting Process - Commercial / Industrial NEW CONSTRUCTION

Step Description	What is Submitted?	Submitted to Whom?	Fee Associated?	Paid to Whom?	What is Received Upon Completion?
Pre-Application Meeting	10 copies of preliminary site plan with sketch of proposal and land characteristics, including locations of sewer, water, storm drainage, roads, and adjacent land uses	Community Development	No	-	General comments, guidance on viability of project and next steps
Environmental Review	Service Provider Letter Pre-Screening Form	Clean Water Services	No	-	Service Provider Letter
	Stormwater Discharge Permit 1200-C Application (if site is over 1 acre)	Community Development	No	-	Signed 1200-C Permit Application
Site Plan Review	10 copies of formal, complete plans, along with Service Provider Letter	Community Development	Yes	City of Forest Grove	Land Use Approval
Building Division Review	Application for any of the following that apply: Building Permit; Grading / Erosion Control Permit; Mechanical Permit; Demolition Permit; Plumbing Permit. If applicable, 1200-C Permit must be obtained before issuance of permits.	Community Development (Routed to Building Division)	Yes	City of Forest Grove	Building Permit; Grading / Erosion Control Permit; Mechanical Permit; Demolition Permit; Plumbing Permit
Water Connection Permit	(Same 10 plans are used for review). Submit water connection permit application.	Engineering (through Community Development)	Yes	City of Forest Grove	Water Connection Permit
Electrical Permit	Electrical Permit Application	Washington County	Yes	Washington County	Electrical Permit
System Development Charges (multiple)	Transportation Development Tax; Stormwater SDC and connection permit application (3 sets of stormwater plans with engineer-prepared specifications, design of quantity/quality facilities if applicable); Sanitary Sewer SDC and connection permit application (3 sets of sanitary sewer plans with engineer-prepared specifications); Water SDC; School Construction Excise Tax. These fees are assessed during plan review process.	Community Development	Yes (Due upon receipt of Building Division permits)	City of Forest Grove	Record of payment, Sanitary Sewer Connection Permit, Stormwater Connection Permit

(More on opposite side)

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Stormwater Discharge Permit 1200-C (Skip if site is under 1 acre)	1200-C Permit Application and Land Use Compatibility Statement, <u>signed first by Community Development</u> . (Must first have stormwater connection permit).	Clean Water Services (routed to DEQ)	Yes	Clean Water Services	1200-C Permit
Public Improvement Review	(Same 10 plans are used for review - should contain engineering details of public improvements). Submit improvement permit application.	Engineering	Yes (Advance deposit up to 5% of construction cost, 125% performance bond)	City of Forest Grove	Permit to Construct Public Improvements
Public Improvements Closeout Inspection	Developer / Property Owner makes request for final inspection	Engineering	No	-	Improvements Accepted by City, Bond Release
Electrical Final Inspection	Developer / Property Owner makes request for final inspection	Washington County	No	-	Electrical Inspection Approval
Building, Plumbing, Mechanical, Site Final Inspections	Developer / Property Owner makes request for final inspection	Community Development	No	-	Certificate of Occupancy



A place where businesses and families thrive.

City of Forest Grove

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