

City of Forest Grove

Development Permitting Process - Commercial / Industrial TENANT IMPROVEMENTS (no expansion)

Step Description	What is Submitted?	Submitted to Whom?	Fee Associated?	Paid to Whom?	What is Received Upon Completion?
Pre-Application Meeting	10 copies of detailed construction plans	Community Development	No	-	General comments, guidance on viability of project and next steps
Building Division Review	Application for any that apply: Building Permit; Mechanical Permit; Demolition Permit; Plumbing Permit. For buildings of more than 4,000 sq. ft. and/or average height of more than 20 ft., certified architect and/or engineer must approve plans. Building Division reviews for any use/occupancy changes, routes to Planning Division for review if applicable.	Community Development (routed to Building Division, routed to Planning Division if applicable)	Yes	City of Forest Grove	Building Permit; Mechanical Permit; Demolition Permit; Plumbing Permit (Land Use Approval if applicable)
Electrical Permit	Electrical Permit Application	Washington County	Yes	Washington County	Electrical Permit
System Development Charges (if applicable)	Transportation Development Tax; Water SDC; Sanitary Sewer SDC; School Construction Excise Tax assessed during review process.	Community Development	Yes	City of Forest Grove	Record of payment
Electrical Final Inspection	Property Owner makes request for final inspection	Washington County	No	-	Electrical Inspection Approval
Building, Plumbing, Mechanical Final Inspections	Property Owner makes request for final inspection	Building Division	No	-	Building Inspection Approval



A place where businesses and families thrive.

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