

COMMERCIAL/INDUSTRIAL PERMIT SUBMITTAL INFORMATION

BUILDING AND MECHANICAL PERMIT APPLICATION

Submit building and mechanical application forms, commercial/ industrial checklist, special inspection agreement and matrix, three (3) sets of plans and specifications including engineering, ICBO reports and U.L. listings to the City. Plumbing and Electrical permits are issued by Clackamas County, (503)353-4400.

FIRE AND LIFE SAFETY REVIEW

Submit plans for Fire and Life Safety Review directly to Clackamas County, (503) 353-4400. See OSSSC section 106.3.5 for occupancies to be reviewed by the County. County approved plans are to be picked up at the County and delivered to the City by the applicant.

GRADING PERMITS

See 2004 OSSC appendix chapter J for submittal requirements; engineered plans showing amounts in cubic yards, soils engineering report, engineering geology report, liquefaction study (unconsolidated sandy alluvium), etc.. The grading permit plan review time frame is the same as a building permit.

DEFERRED SUBMITTALS

Deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official prior to the issue of the permit. Any items not submitted for review prior to the issuance of the building permit shall be governed by OSSSC Section 106.3.4.2 and listed on the plans, allow three weeks for review. The deferred submittal processing fee is 100 percent of a building permit fee calculated for the valuation of the particular deferred portion of the project, with a set minimum fee of \$250.00. Submit the valuation for each deferred item with the list.

PHASED OR PARTIAL PERMITS

Submit the Tri-County phased permit matrix with the application. The phasing fee is \$250.00 plus 10% of the total project building permit fee not to exceed \$1,500.00 for each phase in addition to the regular permit fees.

FIRE SPRINKLER and ALARM SYSTEMS

For submittal requirements see NFPA 13. Clackamas County Fire and Life Safety review required. Installation inspected by the Canby building department, observation of tests by Fire Marshal, Canby Fire Department, (503) 266-5851.

RACK STORAGE:

Submit plans, engineering and fire sprinkler plans if necessary.

Building Department, City of Canby

170 NW 2nd Ave.
Canby, OR 97013
(503)266-9404
Fax:(503)266-1574