



# Public Works Construction Permit

**City of Astoria – Engineering Division**  
1095 Duane Street, Astoria, OR 97103  
**Phone:** (503) 338-5173  
**Web:** [www.astoria.or.us](http://www.astoria.or.us)

<b>Permit Number:</b>	_____
<b>Date Submitted:</b>	_____
<b>Date Approved:</b>	_____
<b>Plan Review Fee:</b>	_____
<b>Const. Permit Fee:</b>	_____

## PROJECT INFORMATION

Project Name:
Street Name(s)/Location:
Description of Work:

## APPLICANT Send Correspondence to this Contact

Contact Name:	
Business Name:	
Address:	
City/State/ZIP:	
Phone:	Email:

## ENGINEER Send Correspondence to this Contact

Name:	Phone:
Business Name:	
Address:	
City/State/ZIP:	Email:
OR PE #:	Astoria Bus. License #:

## DESIGN EXCEPTION(S)

Does this plan submittal include a design exception(s) request? <input type="checkbox"/> Yes <input type="checkbox"/> No
Summary of design exception request(s):

*Design exception(s) request must address the requirements in the Design Standards Section 2.6.1 and be included with this form.*

## INFRASTRUCTURE CONSTRUCTION COST

Preliminary Construction Cost (Prepared by ENGINEER & attached):
<i>Note: The preliminary construction cost estimate must be prepared by the ENGINEER and attached to this permit. A public works plan review fee of 1% of the preliminary construction cost estimate (\$500 minimum) is required with the plan submittal. The construction cost used to calculate the required fee is associated with all improvements made in the public right-of-way or public improvements constructed in easements. This includes but is not limited to, road, curb, sidewalk, driveway, ADA ramps, grading, erosion control, storm drainage, sanitary sewer, water, street light, retaining structures, signage, and striping. A construction permit fee of 2% of the final construction cost estimate will be required prior to issuance of the construction permit. The estimated construction cost associated with the construction permit needs to include any scope changes associated with the plan review process</i>
<b>Applicant's Signature:</b> _____ <b>Date:</b> _____

<b>STAFF USE ONLY</b>	
<b>Completeness Review</b>	<input type="checkbox"/> 3 Full Size Plan Sets <input type="checkbox"/> Completed and Signed by PE <input type="checkbox"/> Current Design Standards Used <input type="checkbox"/> Preliminary Cost Estimate Provided <input type="checkbox"/> Design Exception(s) (if applicable) Provided
<b>Plan Review Routing</b>	<input type="checkbox"/> PW Operations <input type="checkbox"/> PW Engineering <input type="checkbox"/> AFD <input type="checkbox"/> Building/Planning
<b>Plan Review Submittal Log</b>	
1.	Date:
2.	Date:
3.	Date:
4.	Date:
5.	Date:
<b>Plan Review Response(s) Log</b>	
1.	Date:
2.	Date:
3.	Date:
4.	Date:
5.	Date:
<b>Design Exception(s) Review Log</b>	
1.	Date:
2.	Date:
3.	Date:
4.	Date:
5.	Date:
<b>Construction Cost Estimates and Fees</b>	
Preliminary Construction Cost Estimate:	Plan Review Fee (1% or \$500 min.):
Final Construction Cost Estimate:	Construction Permit Fee (2%):
<p><i>The preliminary construction cost estimate must be prepared by the ENGINEER and attached to this permit. A public works plan review fee of 1% of the preliminary construction cost estimate (\$500 minimum) is required with the plan submittal. The construction cost used to calculate the required fee is associated with all improvements made in the public right-of-way or public improvements constructed in easements. This includes but is not limited to road, curb, sidewalk, driveway, ADA ramps, grading, erosion control, storm drainage, sanitary sewer, water, street light, retaining structures, signage, and striping. A construction permit fee of 2% of the estimated construction cost will be required prior to commencing construction activity. The fee will be collected in lieu of the Right-of-Way Permit Fee of \$100 (Street-cut fees still apply). The final construction cost estimate associated with the construction permit must include any scope changes associated with the plan review process. If the \$500 minimum fee covers 3% of the final construction cost, no additional fee will be collected for the construction permit.</i></p>	
<b>Approvals and Performance Bond</b>	
Performance Bond Amount:	Date Submitted:
<p><i>The performance bond must be issued in the amount of the final construction cost estimate and be filed with this form.</i></p>	
<b>Public Works Operations Approval:</b>	<b>Date:</b>
<b>Public Works Engineering Approval:</b>	<b>Date:</b>