

Engineering Division
MINOR GRADING & RETAINING WALL
(Under 1,000 Cubic Yards)
Permit/Application

City of Happy Valley
 16000 SE Misty Drive, Happy Valley, OR 97086
 Phone (503) 783-3800 Fax (503) 658-5214
 www.happyvalleyor.gov



OWNER/APPLICANT INFORMATION
Name:
Address:
City/State/ZIP:
Contact Name:
(24 hr.) Phone:
E-mail:
CONTRACTOR INFORMATION
Business Name:
Address:
City/State/zip:
Contact Name:
(24 hr.) Phone:
E-mail:
CCB#:
Happy Valley Business License #:

M. GRADING / RET. WALL PERMIT # _____

SITE INFORMATION
Address:
City/State/ZIP:
Nearest Cross Street:
Subdivision/Project Name:
Lot # or Tax Map/Parcel #:
TYPE OF WORK
<input type="checkbox"/> Grading (Cut or Fill) <input type="checkbox"/> Retaining Wall Const. <input type="checkbox"/> Paving/Gravel Placement <input type="checkbox"/> Other:
DESCRIPTION OF WORK
Estimate of Proposed Work
Retaining wall over 4 feet tall: <input type="checkbox"/> Yes <input type="checkbox"/> No (Walls over 4 feet in height require design and details to be stamped by a professional engineer.)
Estimated Start Date:
Estimated Completion Date:

ADDITIONAL SUBMITTAL INFORMATION
<p>Submit 2 sets of plans which include the following:</p> <ol style="list-style-type: none"> Scaled plot plan showing existing and proposed development, including buildings, roads, retaining walls, utilities, drainage ways and rivers. Contour lines showing elevation changes. Size of area to be affected with the grading. <p>Note: Private plumbing permit through the Building Division is required if drain pipe is proposed. Additional permits may be required through Water Environmental Services (WES) if improvements increase the impervious area more than 5000 SF.</p>

EXEMPTIONS FROM GRADING PERMIT
Exemption from Grading Permit if:
<input type="checkbox"/> Cut is less than 25 CY. <input type="checkbox"/> Fill < 1 foot AND placed on slope < 5:1. <input type="checkbox"/> Fill < 3 feet deep AND no intended to support structures.

ESTIMATED CONSTRUCTION VALUE
Grading Plan Review and Permit Fee: 10% of grading and retaining wall construction value. Minimum Permit Fee = \$150.00
Construction Value: \$
Grading Value: \$
Retaining Wall(s) Value: \$
TOTAL: \$

Signature of Owner/Applicant is required prior to issuance of this Permit.
 Signature page is found on page 2 following a "Comply with the "General Terms and Conditions" statement.

**MINOR GRADING AND RETAINING WALL PERMIT
GENERAL TERMS AND CONDITIONS**

1. Permit is valid for 180 days from date of issue or as specified in an attachment.
2. An Erosion/Sediment Control Permit is required as part of this permit.
3. Retaining wall shall be approved and signed by licensed engineer.
4. As used in this permit:
 - "Applicant" means person, agent, firm or corporation requesting temporary use/activity within the public right of way.
 - "Owner" is any person, agent, firm or corporation having a legal or equitable interest in the property which is being effected by the permitted activity.
 - "City" means the City of Happy Valley.
 - "Design Manual" means *The City of Happy Valley Engineering Design and Standard Details Manual*.
5. Construction hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. Saturday and Sunday. The following activities are **NOT allowed on Sunday**: site clearing, earth moving, installation or construction of underground utilities, paving of streets or sidewalks, foundation framing and pouring and structural framing.
6. Call 503.783.3800 FOR INSPECTIONS **48 hours in advance**. All trench backfill, subgrade proof rolls and pavement restoration shall be observed by the City Inspector.
7. This permit is issued by the City of Happy Valley subject to the City of Happy Valley Municipal Code, the City's *Engineering Design and Standard Details Manual*, the construction and these Terms and Conditions.
8. Excavators must pothole to located underground utility facilities. In addition, Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center if the work involves excavation. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at 503.232.1987.
9. The applicant shall give the City unconditional and absolute permission to enter the property described herein at any time to conduct inspections of any and all work being done and understands that if inspectors are refused access, the City may immediately revoke this Permit without any further notice and without any hearing per prior to revocation. The Applicant also understands that any refusal to allow entry or access under this Permit constitutes a violation of the City of Happy Valley Code.
10. The Applicant shall be responsible and liable for all accidents, environmental clean-up, damages or injuries to any person or property resulting from the construction, maintenance, repair, operation or use of a facility for which the Applicant may be legally liable. The Applicant shall indemnify and hold harmless City of Happy Valley, its city councilors and all officers, employees or agents against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which they or any of them may sustain by reasons of the acts, conduct or operation of the Applicant, his agents or employees in connection with the construction, maintenance, repair, operation or use of said facility.
11. The work area and approach roads shall be maintained in a clean condition, free from obstruction and hazards. The street shall be cleaned of all dirt and debris at the end of each workday, or more frequently if so determined by the City. The spreading of mud or debris upon any street is strictly prohibited and this violation shall be cause for immediate cancellation of the Permit. Clean up shall be at the Applicant's expense.
12. Upon completion of the work, disturbed landscaped areas shall be restored or replaced to equal or better than pre-construction conditions.
13. The Applicant shall maintain general liability insurance per Municipal Code Section 16.50.080.B.3. The City of Happy Valley shall be named as additional insured using the appropriate additional insured endorsement, which shall protect the City from any and all liability related to the construction or maintenance of the facility.
14. Mud or debris shall not be deposited upon any street during the construction activities. Any occurrence shall be cause for an immediate STOP WORK ORDER. Affected streets shall be cleaned of all dirt and debris at the end of each workday, or more frequently if so determined by the City. Clean up shall be at the Applicant's expense.
15. The Applicant shall obtain a City of Happy Valley Erosion Control Permit prior to or concurrently with this application.
16. Applicant shall submit a daily Inspection Report on a weekly basis to the City's Inspector.
17. The City inspector may, at his/her discretion, require tests and or reports from the Applicant to validate claims of material or construction adequacy/compliance. Such texts/reports shall be provided at the Applicant's expense.

I have read and will comply with the "General Terms and Conditions" as appear above. I understand that I am required to call the City for an inspection prior to any construction, grading or excavation with the exception of that work which is for erosion control purposes. I understand that no construction will start until erosion control measures are inspected and approved in accordance with the Erosion/Sediment Control Permit for this work by the City.

Owner/Applicant's Signature

Date

Printed Name

OFFICE USE ONLY

ESC Permit #: _____

Minor Grading No.: _____

10% Grading Cost	\$
10% Retaining Walls	\$
TOTAL PERMIT FEE (\$150 min)	
	\$

Issue Date: _____ Exp. Date: _____

Receipt No.: _____

Engineering Division Approval