



**APPLICATION FOR PHASED SUBMITTAL**

Building Division  
 Community Development Center  
 231 NE 5<sup>th</sup> Street, McMinnville, OR 97128  
 (503) 434-7314 ♦ Fax (503) 474-4955

Applications may be obtained online at:  
[www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us)

**1. Job Site Location:**

Address: \_\_\_\_\_

**2. Property Owner:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

**3. Applicant:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**4. Architect/Engineer:**

Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**5. Contractor Information**

Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

Office Use Only	
Permit No.:	
Date Received:	

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Multi-Family
Phase Description:	
REQUIRED DATA	
Valuation for the entire project is needed to figure the phased permitting fee. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for your entire project.	
Entire Project Valuation: _____	
Phase Valuation: _____	
FEE INFORMATION	
Phased permitting fees are in addition to standard permit fees. There is a \$250 application fee per phase, plus permit fee is 10% of the total building permit value fee (based on project valuation listed above), not to exceed \$1,500 per phase prior to final submittal (total of these not to exceed \$1,750). The plan review fee for these early phases is computed based on the valuation of the phase.	
NOTICE	
<b>SUMMARY OF PHASED PERMITTING:</b> The purpose of phased permitting is to provide an additional level of service to our customers in compliance with OSSC Section 106.	
<b>PHASED APPROVAL:</b> The Building Official is authorized to issue a permit for the construction of foundation or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure must proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted. (OSSC 106.3.3)	

ACKNOWLEDGEMENTS	
<b>I have read and agree to comply with the terms and conditions of this agreement.</b>	
Architect/Engineer Signature: _____	Contractor Signature: _____
Print Name: _____ Date: _____	Print Name: _____ Date: _____
<b>Approved by the City of McMinnville, Building Division.</b>	
By: _____ Date: _____	Comments: