



City of McMinnville Engineering Submittal Application – valid from 7-1-2026 to 6-30-2027

231 NE 5th Street McMinnville Oregon 97128

<https://www.mcminnvilleoregon.gov/engineering>

General Instructions

Permit Type Applying for	Minimum sections required
Work in right-of-way	1,2,3,4,5,6,7
Early Grading	1,2,3,4,5,6,8
Erosion Control – for future use do not fill out	1,2,3,4,5,6,9
On-Site Development	1,2,3,4,5,6,10

1. Project Information (required)

Proposed Project Name:	
Detailed Description of Proposed Project:	
Project Address	
Affected parcel or tax lot	
Notes:	
Associated Land Use cases (if Applicable)	
Associated Building Permits (if Applicable)	

2. Property Owner Information (Required)

- For work exclusively in the right-of-way provide information of the affected or fronting property owner.
- Enter customer information if work is for a customer and is connecting to a private property

First and Last Name	
Mailing Address	
E-Mail	
Primary Phone	



3. Applicant Information (Required) – If PUC enter PUC information ☐ Check if same as owner

- PUC = Public Utility Company

First and Last Name	
Organization Name	
Mailing Address	
E-Mail	
Primary Phone	

4. Agent for Applicant Information (if Different from Owner)

- If signed by an agent, owner's written authorization must be attached.

First and Last Name	
Organization Name	
Mailing Address	
E-Mail	
Primary Phone	



5. Licensed Professional (if Applicable)

- Note for PUC's: If using subcontractor, enter subcontractor information.
- Please fill out tables for more than one licensed professional.
- Provide certificate of insurance for each professional see link for insurance requirements.
- If more space is needed print out more of this page

License Type		Business Name	
License Number		E-Mail	
First and Last Name		Emergency Phone	
Mailing Address			

License Type		Business Name	
License Number		E-Mail	
First and Last Name		Emergency Phone	
Mailing Address			

License Type		Business Name	
License Number		E-Mail	
First and Last Name		Emergency Phone	
Mailing Address			

6. General Information (Required) - check all that apply

☐ Work in right-of-way is included – complete section 7 below - Includes sidewalk and Driveways/Roadcuts, stormwater Drainage, Private utility work, Major Construction - Check if applying for annual blanket work in right-of-way permit
☐ Early Grading – Complete section 8 below
☐ Erosion control – Complete section 9 below
☐ On site development – Complete Section 10 below
☐ Construction Permit Agreement (CPA) - This is required when the work will be cutting into the asphalt in the street
☐ Other

Note: see Engineering Fees, Miscellaneous Fees section to select “Other”

7. Work in right-of-way specific information

Utility Permit – Plan review and permit	Fee is \$579.93	☐ Submit construction Plans ☐ Submit contractor/utility owner certificate of insurance ☐ Traffic Control Plan
Right-of-way Minor (50ft lot frontage and local street classification)	Fee is \$1,077.01 + the potential CPA fee	☐ Submit construction Plans ☐ Submit contractor certificate of insurance ☐ Traffic Control Plan ☐ Engineers estimate
Right-of-way Major (more than one lot frontage and/or higher than local street classification)	Fee is \$3,298.50 + CPA fee	☐ Submit construction Plans ☐ Submit contractor certificate of insurance ☐ Traffic Control Plan ☐ Engineers estimate

Temporary Street/ROW Use (For work requiring a traffic control plan that does not involve street or utility improvements. Ex: Tree trimming)	Fee is \$1,642.02	☐ Submit Traffic Control Plan
Sidewalk and Driveway Permit – Fee is calculated per 50 lineal feet of sidewalk and/or per number of driveways	Fee is \$828.47 per 50 feet and or per number of driveways	_____ number of driveways _____ length of sidewalk to be replaced
Construction Permit Agreement (CPA)	Fee is based on the Engineers Estimate Value = Less than \$100,000 fee is 5% \$100,000-\$500,000 fee is 3%	☐ Engineers estimate ☐ Submit certificate of insurance ☐ Bond Paperwork if necessary

Note – Sidewalk fee is eligible for a 75% reduction. See Engineering Fee Schedule

Note- Temporary Street/ROW Use fee is eligible for a 75% reduction. See Engineering Fee Schedule

Note – See Q and A for example CPA fee calculations

8. Early Grading (Optional)

Early Grading and Drainage Plan review	Fee is \$5,184.35	☐ Submit Erosion Control, Grading, and Drainage Plans ☐ Submit Preliminary Drainage Design
Early Grading and Drainage Permit – less than one acre	Fee is \$828.47	☐ Provide City with approved 1200C Permit or response from DEQ stating 1200C is not required.
Early Grading and Drainage Permit – more than one acre	Fee is \$1,628.83	☐ Provide City with approved 1200C Permit



9. Erosion Control Permit

Less than One Acre	Fee is \$900.57	For future use
More than One Acre	Fee is \$1,700.94	For future use
Simplified Single Family Residential	Fee is \$382.00	For future use

10. On-Site Development

On site plan review	Fee is based on size of project Adds 10,000sf or more of impervious area=\$5,973.82 Adds less than 10,000sf of impervious area=\$2,417.56	☐ Provide impervious site changes and civil plan set
On-site Development Permit – less than one acre	Fee is \$1,656.94	
On-site Development Permit – more than one acre	Fee is \$3,313.88	



Questions and Answers

1. How is the fee for a Construction Permit Agreement Calculated?

a. Example 1:

Engineers Estimate = \$80,000

$\$80,000 \times 115\% = \$92,000$

5% of \$92,000 = \$4,600 total fee

b. Example 2:

Engineers Estimate = \$400,000

$\$400,000 \times 115\% = \$460,000$

5% of the First \$100k = \$5,000

$\$460,000 - \$100,000 = \$360,000$ remaining

3% of the remaining \$360k = \$10,800

Total Fee = \$5,000 + \$10,800 = \$15,800