

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION

Tribal Planning Office (TPO) – 46411 Timíne Way, Pendleton, Oregon, 97801

Phone: 541-276-3099

APPLICANT’S NOTICE:

This permit application includes the land use/zoning and building inspection reviews.

The applicant is responsible for providing all information (including, but not limited to **site plans, architectural drawings, plans, and elevations**) necessary for the TPO to complete an analysis of the request. The applicant is responsible for obtaining any other necessary permits prior to final authorization of the application (e.g. water, septic system, roads). If a violation of the CTUIR Land Development Code exists on the property in question, the TPO may suspend review of the application until such violation(s) are fully resolved.

INSPECTIONS

It is also the responsibility of the applicant to ensure that any required inspections are completed. Failure to notify the TPO that construction has progressed to a point where inspection is required may necessitate the removal of certain parts of the construction at the owner’s expense. At a minimum, the following inspections are required for new construction:

1. **Footing / Foundation** -- when forms and re-bar are in place and prior to placement of concrete for footings. (Blocking for a manufactured home must be inspected prior to the installation of skirting.)
2. **Electrical** -- after rough-in, before covering, and final.
3. **Plumbing** -- after rough-in, before covering, and final.
4. **Mechanical** -- rough-in of piping, before covering, metal chimneys before concealment and final.
5. **Under Floor / Under Slab** -- after all inslab or under floor accessories or equipment is in place and before concrete or floor sheeting is in place.
6. **Framing** -- after all framing, bracing and blocking are in place, prior to concealing, and after all plumbing, mechanical, etc., are installed.
7. **Insulation** -- when insulation is in place with vapor barrier installed.
8. **Drywall / Lath**
9. **Final** -- when complete and prior to occupancy and/or use.

In addition to the above inspections, any plumbing or mechanical systems or materials, which would be concealed by framing, drywall, concrete, etc., must be inspected prior to cover. Failure to comply with above inspections will result in a STOP WORK ORDER-all construction will cease. STOP WORK ORDER will be in effect until inspections are in compliance.

FOR INSPECTION CALL 541-276-3099

24-HOUR NOTICE REQUIRED

Mon. thru Fri. -- 7:30 a.m. to Noon: 1 p.m. to 4:00 p.m. (Call in inspections by 3:30 p.m.)

When calling for an inspection, we must have the following information:

1. *Permit number;*
2. *Applicant / Owner(s) name;*
3. *Address of the job site;*
4. *Type of inspection requested; and*
5. *Day of the week you wish the inspection.*

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DEVELOPMENT/BUILDING PERMIT APPLICATION

Please Print

Section A -- General Information:

Applicant's Name: _____

Address: _____

E-mail: _____ Phone: _____

Lot Owner's Name: _____

Address: _____

E-mail: _____ Phone: _____

Contractor's Name: _____

Address: _____ Phone: _____

License and Bond Number: _____ E-mail: _____

Section B -- Property Information:

Site Address: _____ Section _____ Twnp _____ Rng _____

Tax Lot () or Allot. () #: _____ Acreage: _____

Legal Access: _____

Directions to Job Site: _____

Section C -- Description of Work and Inspections Requested:

Type of Work: New Home Addition Remodel Access. Building
 Electrical Plumbing Mechanical Mfg. Home Placement
 New Commercial Other (specify): _____

Occupancy: _____ Construction Type: _____ Total Sq. Ft: _____

Describe the Proposed Request: _____

Will there be any Ground Disturbance? Yes No

If yes, what are the vertical and horizontal dimensions of the ground disturbance?

Knowledge of previous ground disturbance? (if so, please describe)

Section D -- Manufactured Home Placement (if applicable):

Make: _____ Dimensions: _____
Year: _____ # of Bedrooms: _____ # of Bathrooms: _____
Is this replacing and existing Mobile/Manufactures Home? _____
Serial #: _____ HUD/State of Oregon Inspection #: _____
Valuation of Manufactured Home: _____
Manufactured Home Park Description (Name & Lot #): _____

Section E – Project Valuation:

Cost of materials and labor: \$ _____

Project valuation must be based on an engineer’s estimate or actual contract amount. Attach a copy of the contract for work, or engineers estimate. The most recent Building Valuation Data from the International Building Code may also be used by the TPO to calculate valuation. Permit fees are based on the valuation and are due at permit issuance.

Section F -- Plan Review:

The applicant is responsible for providing all the appropriate information (site plans, architectural drawings, plans, and elevations) necessary for review of this application. Most applications are reviewed within 30 days, however, some types of development may require additional time for plan review.

Section G – Acknowledgements (Initials Required):

_____ I understand that the permit issued based on this application will be considered null and void if the work authorized by the permit is not substantially completed prior to its expiration, unless a written request for an extension of the permit is received and approved by TPO.

_____ I have read, understand, and agree to comply with the inspection notice provisions included herein. I give the CTUIR Tribal Planning Office authorization to conduct the inspections necessary for evaluating compliance of this application and the activities contemplated by this application with Tribal laws.

_____ I certify that I have examined this application and represent that all information contained in it or otherwise submitted by me or my agent in relation to this permit application is true and correct to the best of my knowledge. I will comply with all applicable laws and ordinances governing the work referenced in this permit application, whether or not expressly specified herein, and any permit issued to me or my agent by the TPO. The issuance of a permit does not confer authority to violate any law regulating construction or the performance of construction on the Umatilla Indian Reservation.

By my signature below, I represent and affirm that I am either the owner(s) of the property upon which the activity proposed in this permit application will be performed or that I am duly authorized by the owner(s) to apply for and/or perform the activity proposed in this permit application. I understand and agree that the TPO may require proof of authorization or ownership prior to processing this application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Date: _____ Applicant: _____

SITE PLAN OF PROPERTY

SHOW DISTANCES BETWEEN PROPOSED STRUCTURE AND PROPERTY LINES, SEPTIC FACILITIES, WELLS AND ANY STREAMS OR OTHER NATURAL FEATURES. ALSO SHOW LOCATIONS OF UTILITY LINES.

DESCRIPTION OF PROPERTY AND ACREAGE: _____

ENLARGEMENT OF PROPOSED STRUCTURE
SHOW PROPOSED STRUCTURE AND UTILITY CONNECTIONS
ATTACH DETAILED BUILDING PLANS IF AVAILABLE

TRIBAL PLANNING OFFICE USE ONLY

Date Filed: _____ Received By: _____

PLAN REVIEW CHECKLIST

Land Use Standards (if applicable):

Land Use Zone: _____ Intended Use: _____ Map #: _____

Legal Lot of Record: Yes () No (); Within the Flood Hazard Sub district: Yes () No ()

Current Zoning Violation on Property: Yes () No (); if yes specify:

Findings:

Setbacks:	FRONT	BACK	SIDE LEFT	SIDE RIGHT
Required:	_____	_____	_____	_____
Actual:	_____	_____	_____	_____

Conditions (please specify conditions):

Reviewed and Approved By: _____ Date: _____

Other Permit Requirements:

All necessary permits shall be obtained with a sign-off, if required for your type of project, **before a permit will be issued.**

Water Resources: Permit # _____ Date Issued: _____

Approved By: _____

Septic System: Permit # _____ Date Issued: _____

Approved By: _____

Tribal Public Works: Permit # _____ Date Issued: _____

Approved By: _____

Road Access: Permit # _____ Date Issued: _____

Approved By: _____

TERO: Date Notified: _____

Cultural Resources: Approved By: _____ Approval Date: _____

Conditions:

PERMIT INFORMATION & VALUATION

Total Area: _____

Occupancy: _____ Construction: _____ Sq. Ft.: _____

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Valuation: _____ Building Permit Fee: _____

Plan Review Fee (includes zoning fee): \$ _____
Building Permit Fee: \$ _____
Plumbing Permit Fee: \$ _____
Mechanical Permit Fee: \$ _____
Electrical Permit Fee: \$ _____
Violation Fee: \$ _____
Surcharge: \$ _____

TOTAL: \$ _____

Development Permit Approved By: _____ Date: _____

Date Paid: _____

Check # / PO #: _____

Paid By: _____

Received By: _____