

CITY OF CORVALLIS PIPC PERMIT APPLICATION CHECK LIST

Items below must be submitted and accepted by the City prior to City issuance of the PIPC permit:

- A completed and signed *Application for Permit to Construct Public Improvements Under Private Contract*, including fully executed Special Permit Conditions.
- Seven (7) sets of plans to be stamped "Authorized for Construction of Public Improvements", and signed and dated by the City. Five (5) of the seven sets are retained by the City and two (2) are returned to the applicant. Additional plan sets required by the applicant need to be provided in addition to the seven (7) sets. **Note: Provide one 11" x 17" plan set for field use.**
- An electronic copy of the plan set (in a non-executable AutoCAD *or* a dxf file and a tif file) with reference to at least two Oregon North NAD 27 state plane coordinates. Questions on format or obtaining state plane coordinates should be addressed to the City's GIS group at (541)754-1742. Control information may be accessed at the City's website: <ftp://ftp.ci.corvallis.or.us/pw/engineering/Survey%20Data/Control/>
- Certificate of Insurance in the contractor's name, identifying the project name and permit number and naming the City of Corvallis as additional insured. **Note: If the project name and permit number are missing, the certificate can not be accepted.**
- Signed & Notarized Contractor's Indemnity Agreement.
- Signed & Notarized Stormwater Facilities Agreement, as applicable.
- Detailed Project Schedule
- Engineer of Record's Scope of Work
- Approved Erosion Prevention Sediment Control and/or Grading & Excavation Permits. These permits are processed through the City's Development Services Division at (541) 766-6929.
- Confirm That Applicable LUA Conditions of Approval Have Been Satisfied.
- Copy of tap cards for large meters (over 2 inches) and double detector check valve bypass meters. These cards are processed through the City's Development Services Division at (541) 766-6929.
- Other Agency Approvals. Attach copies of all permits issued by other governing agencies.
- Any required off-site easements.
- An itemized Bid Tab or a stamped, itemized Engineer's Estimate including itemized construction costs and engineering and surveying services as specified within the PIPC Permit Procedure Manual.
- Payment of PIPC permit fees.
- Approved and Finalized Project Security (check one):
 - Surety Bond No. _____
 - LOC/MIA: Acct No. _____
 - Deposit Check No. _____
 - Plat (For Subdivisions Only)
- PIPC Improvement Security Agreement (For Security Other Than Plat).
- Pre-construction conference. **Note: the pre-construction conference will not be scheduled until plans are authorized by the City and the permit items noted above have been submitted. Allow five (5) working days notice to the City prior to the preconstruction conference.**