



# Phased Permit (Building) Application

Community Development Department -  
Building Division  
305 Main Street, Klamath Falls OR 97601 Phone:  
(541) 883-5121 #1 Fax (541) 885-3644  
Web: www.klamathcounty.org

Please Print Legibly

To apply online go to:  
[https://aca.oregon.accela.com/  
oregon/](https://aca.oregon.accela.com/oregon/)

1. **Job Site Information & Location (where the work is taking place) Project**  
Name: \_\_\_\_\_ Job Site  
Address: \_\_\_\_\_
2. **Property Owner:** \_\_\_\_\_  
Owner Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
3. **Contact Person (receive application correspondence)**  
Name of Person: \_\_\_\_\_  
Full Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
4. **Registered Design Professional:** \_\_\_\_\_  
Full Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
5. **Contractor Information (person/co performing the work)**  
 Same as Applicant  
Name of Contractor: \_\_\_\_\_  
Full Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
6. **Reason For Request of Phased Permitting:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. **Timelines For Submittals of Each Phase of the Project:** \_\_\_\_\_

Office Use Only
Permit #:

CATEGORY OF CONSTRUCTION
<input type="checkbox"/> Commercial/Multi-Family <span style="float: right;"><input type="checkbox"/> One and Two Family</span>
TYPE OF WORK
<input type="checkbox"/> Accessory Structure <span style="float: right;"><input type="checkbox"/> Change of Use/Occupancy</span>
<input type="checkbox"/> Addition <span style="float: right;"><input type="checkbox"/> New</span>
<input type="checkbox"/> Alteration <span style="float: right;"><input type="checkbox"/> Interior</span> <span style="float: right;"><input type="checkbox"/> Repair</span>
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.  <b>Project Valuation:</b> _____
FEE INFORMATION
Phased permitting fees are in addition to standard permit fees. All structures— \$250 each phase plus 10% of the total building permit fee not to exceed \$1,500.00 for each phase.
NOTICE
<b>SUMMARY OF PHASED PERMITTING:</b> The purpose of Phase Permitting is to provide an additional level of service to our customers. Phase Permitting if granted, will shorten the review time for first review ( <b>not approval</b> ) in half the normal review time.
<b>PROCESS FOR PHASED PERMITTING:</b> A completed application must be submitted a minimum of one week prior to submittal of plans for review.  Once the application is received, staff will contact all of the departments required to review the project and verify each department has the resources to meet the review timelines. If all departments have the resources, the phase permitting application will be approved.  As an option, Klamath County may employ a third party provider to meet the timelines. The cost for the third party provider is a full burden cost.
<b>PHASED APPROVAL:</b> The building official is authorized to issue a permit for the construction of foundations 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 shall 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 107.3.3)

ACKNOWLEDGEMENTS	
I have read and agree to comply with the terms and conditions of this agreement:	
Signature of Registered design professional in responsible charge (RDPIRC): _____ Print Name: _____ Date: _____	Contractor Signature: _____ Print Name: _____ Date: _____
Approved by Klamath County By: _____ Date: _____	Comments:

**PHASED WORKSHEET (MUST BE FILLED OUT)**

PHASE NAME (i.e. foundation, shell)	PHASE NUMBER (i.e. #1, #2)	SCOPE OF WORK (SUMMARY)	VALUATION OF THIS PHASE ONLY	ESTIMATED SUBMITTAL DATE
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

**PLEASE FILL IN TOTAL PROJECT VALUATION OF ALL PHASES BELOW**

PROJECT NAME	TOTAL NUMBER OF PHASES		TOTAL OF ALL PHASES MUST BE EQUAL TO ENTIRE PROJECT VALUATION	
			\$	

**PLEASE PLACE TOTAL OF ENTIRE PROJECT VALUATION ON FRONT PAGE IN REQUIRED DATA (PROJECT VALUATION)**