

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
Planning Office – 46411 Timine Way, Pendleton, Oregon, 97801 -- 541/429-7523  
**DEVELOPMENT/BUILDING INSPECTION:**  
**APPLICANT’S NOTICE:**

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

The applicant is responsible for providing all the appropriate information (**site plans, architectural drawings, plans, and elevations**) necessary for the Planning Office to complete an analysis of the request. The applicant shall be responsible for obtaining all other necessary permits prior to final authorization of the application (i.e. water, septic system, roads). If a violation of the Tribal Land Development Code exists on the property, in question, the plan check review may be stopped until all violations are alleviated.

Also, it is the responsibility of the applicant to ensure that the required inspections are made. Failure to notify this office 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 is required to 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 541/429-7523**  
**24-HOUR NOTICE REQUIRED**

*Mon. thru Fri. -- 7:30 a.m. to Noon: 1 p.m. to 4:00 p.m.*

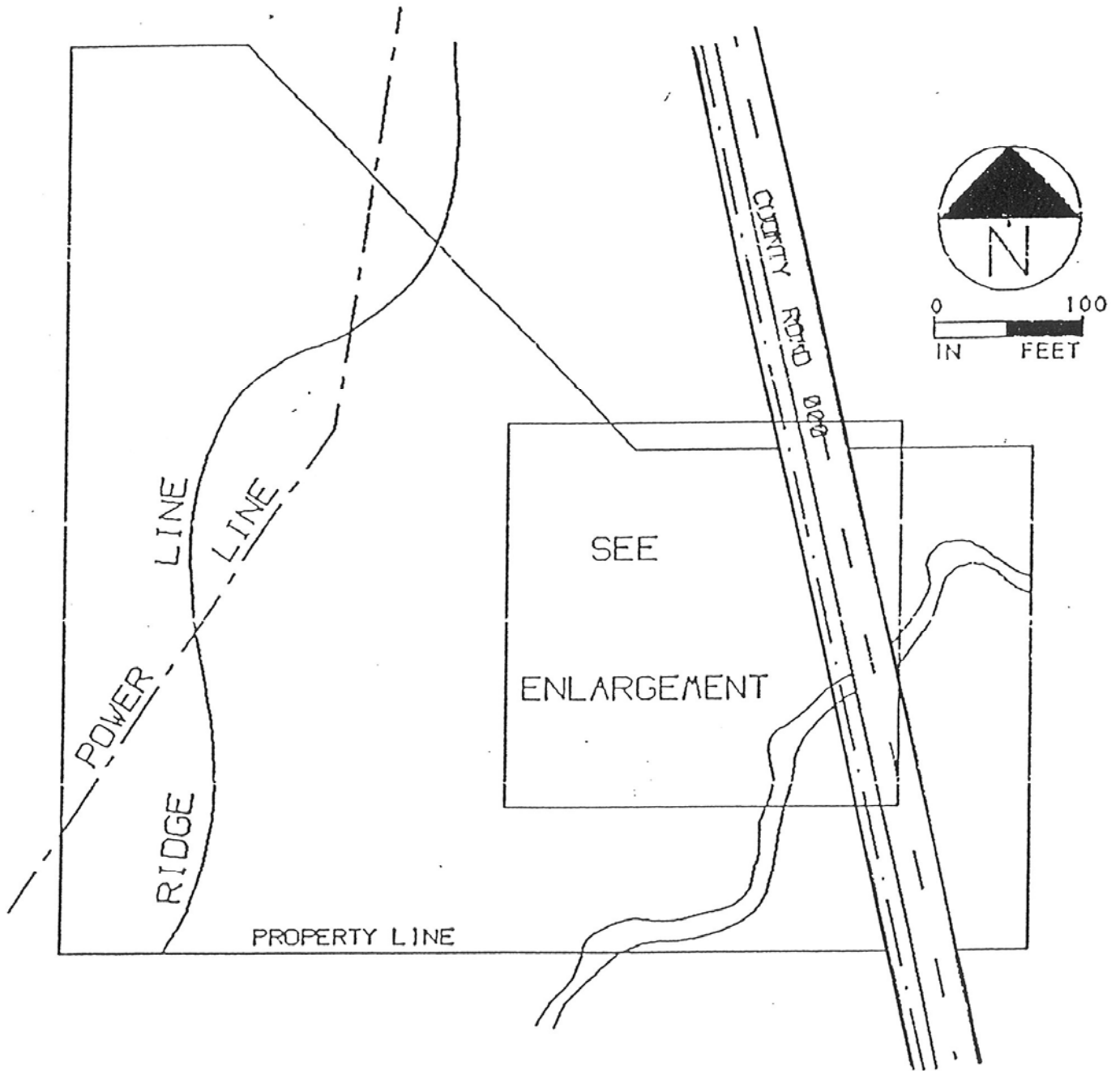
**When calling for an inspection, we must have the following information:**

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.*

**Permit # \_\_\_\_\_**

**EXAMPLE SITE PLAN**

NOTE: PLEASE INCLUDE ON SITE PLAN YOUR NAME, ADDRESS, TAX LOT OR ALLOTMENT NO., LEGAL

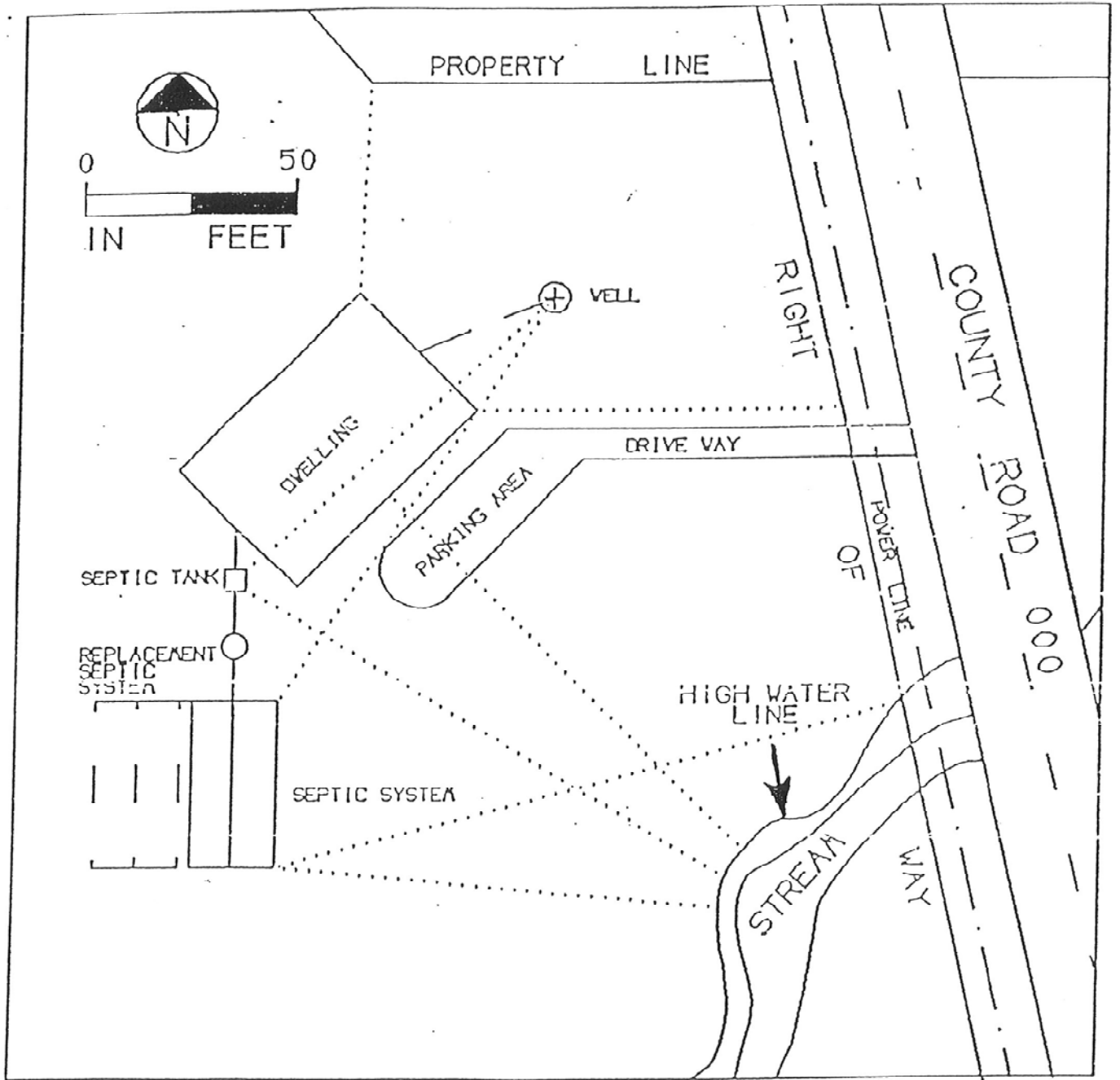


DESCRIPTION OF PROPERTY AND PROPERTY ACREAGE.

Permit # \_\_\_\_\_

# ENLARGEMENT MAP

NOTE: DOTTED LINES REPRESENT REQUIRED SEPARATION DISTANCES; CHECK CODE REQUIREMENTS FOR SPECIFICATIONS.



Permit # \_\_\_\_\_

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
Planning Office – 46411 Timine Way, Pendleton, Oregon, 97801 -- 541/429-7523

**DEVELOPMENT/BUILDING PERMIT APPLICATION**

Please Print

**Section A -- General Information:**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Lot Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
# of Allotment Owners: \_\_\_\_\_ Signed BIA Lease: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
License and Bond Number \_\_\_\_\_

**Section B -- Property Information:**

Description: \_\_\_\_\_, Section \_\_\_\_\_, Twnp \_\_\_\_\_ Rng \_\_\_\_\_  
Tax Lot ( ) or Allot. ( ) #: \_\_\_\_\_ Acreage: \_\_\_\_\_  
Subdivision/Partition: Yes ( ) No ( ) If yes, indicate the name of the subdivision/partition and the specific Lot and Block #: \_\_\_\_\_  
Planned Unit Development: Yes ( ) No ( ) If yes, indicate the specific name and parcel # \_\_\_\_\_

URHA Project #: \_\_\_\_\_ URHA Unit #: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Legal Access: \_\_\_\_\_  
Directions to Job Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section C -- Description of Work and Inspections Requested:**

Type of Work: ( ) New Construction ( ) Addition ( ) Remodel ( ) Access. Building  
( ) Electrical ( ) Plumbing ( ) Mechanical ( ) Mobile Home Placement  
( ) Pre Fab ( ) Other (specify): \_\_\_\_\_

Occupancy: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Total Sq. Ft: \_\_\_\_\_  
Describe the Proposed Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permit #** \_\_\_\_\_

**Section D -- Mobile 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 Mobile Home: \_\_\_\_\_  
Mobile Home park Description (Name & Lot #): \_\_\_\_\_  
\_\_\_\_\_

**Section E -- Plan Review Section:**

The applicant is responsible for providing all the appropriate information (site plans, architectural drawings, plans, and elevations) necessary for the Building Inspector to complete an analysis of the request. **The CTUIR reserves the right for a plan review period in order to evaluate and determine the inspection fees.**

**Section F -- Note:**

This permit will be considered null and void by limitation if the work authorized by the permit is not commenced or is stopped for a period of 180 days, unless a written request for an extension of the permit is received and approved by the building inspector prior to the expiration. At a minimum, an inspection should be requested at least once every 180 days to insure the validity of the permit.

I hereby certify that I understand that by signing this permit application, I am giving the CTUIR Tribal Planning Office the authorization to conduct the necessary inspections needed for evaluating compliance of this application with Tribal laws.

I certify that I have examined this permit and state that the information contained in it and submitted by me or my agent to compile said permit is true and correct. In addition, I have read and understand the NOTICE provisions included herein and agree to comply with same. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any laws regulating construction or the performance of construction on the Umatilla Indian Reservation.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!**

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_  
Agent: \_\_\_\_\_

I am the (Circle One): Owner/owner's authorized representative (If authorized representative, attach letter signed by owner)

**Permit #** \_\_\_\_\_

**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 Use:* 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:* Permit # \_\_\_\_\_ Date Issued: \_\_\_\_\_

Approved By: \_\_\_\_\_

*Cultural Resources:* Permit # \_\_\_\_\_ Date Issued: \_\_\_\_\_

Approved By: \_\_\_\_\_

**PERMIT INFORMATION & VALUATION**

Permit # \_\_\_\_\_

Total Area: \_\_\_\_\_

Occupancy: \_\_\_\_\_ Construction: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Occupancy: \_\_\_\_\_ Construction: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Valuation: \_\_\_\_\_ Building Permit Fee: \_\_\_\_\_

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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: \_\_\_\_\_

**Permit #** \_\_\_\_\_