



**City of Ashland Building Safety Division**

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: [Building@ashland.or.us](mailto:Building@ashland.or.us)

**Excavation Permit Submittal Form**

**GENERAL INFORMATION:**

|   |   |
|---|---|
| <b>Plan Review Fee</b>                        | \$90.00 per hour  |
| 50 cubic yards or less                        | No Fee  |
| 51 – 100 cubic yards                          | \$125.00  |
| 101-1,000 cubic yards                         | \$200.00  |
| 1,001 – 10,000 cubic yards                    | \$400.00  |
| 10,001 – 100,000 cubic yards                  | \$500.00 for the first 10,001 cubic yards + \$50.00 for each additional 10,000 cubic yards or fraction thereof. |
| Additional Plan Review required for revisions | \$90.00 per hour- 1/2-hour min  |
| <b>Permit Fees</b>                            |   |
| 50 cubic yards or less                        | No Fee  |
| 51-100 cubic yards                            | \$100.00  |
| 101-1,000 cubic yards                         | \$100.00 for the first 101 yards + \$35.00 for each additional 100 cubic yards or fraction thereof.             |

❖ **HOW DO I SUBMIT?**

Email your completed form, digital plans, and submittal checklist information to [Building@ashland.or.us](mailto:Building@ashland.or.us).

❖ **WHAT IS THE PROCESS?**

A Permit Technician will log in your project and forward it to the Plans Examiners in Building and Planning. They will review your project for compliance with building and land use codes and contact you if they have any questions. Once the review is complete, a Permit Technician will contact you for payment of the permit fees and your approved plans will be returned via email, along with your inspection card and copy of the permit.

**APPLICATION INFORMATION:**

|                                    |        |       |
|------------------------------------|--------|-------|
| Location:                          |        | Date: |
| # of cubic yards being moved:      |        |       |
| <b>APPLICANT INFORMATION:</b>      |        |       |
| Name:                              |        |       |
| Address:                           |        |       |
| City:                              | State: | ZIP:  |
| Phone:                             | Email: |       |
| <b>PROPERTY OWNER INFORMATION:</b> |        |       |
| Name:                              |        |       |
| Address:                           |        |       |
| City:                              | State: | ZIP:  |
| Phone:                             | Email: |       |

| CONTRACTOR INFORMATION:    |        |      |
|----------------------------|--------|------|
| Name:                      |        |      |
| Address:                   |        |      |
| City:                      | State: | ZIP: |
| Phone:                     | Email: |      |
| Ashland Business License # |        | CCB# |

**SUBMITTAL CHECKLIST:**

| YES | NO | N/A | GENERAL INFORMATION:  |
|-----|----|-----|---|
|     |    |     | PDF of Digital Plans - Submit to <a href="mailto:Building@ashland.or.us">Building@ashland.or.us</a><br><i>Plans must be drawn to scale, minimum 11x17 inches in size, and legible</i> |
|     |    |     | Design Professional, Architect and/or Engineer(s) name, phone, and Email  |
|     |    |     | Name, Address, Phone and Email of all owners and contractors (include license #s)   |
|     |    |     | Site plat for all utilities   |
|     |    |     | Storm, Sewer & Water (Public / Private)   |
|     |    |     | Electric, including location of transformers  |
|     |    |     | Soils Engineers / geo-tech report   |
|     |    |     | Elevation cuts, Fills and Yardage (approx. cu.yds.)   |
|     |    |     | Easements / Right of Way: Location / Tystem   |
|     |    |     | Roads: Public or Private  |
|     |    |     | Utilities under Roads / Driveways: Public or Private  |

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_