

PERMITS REQUIRING SITE PLAN APPROVAL / FLOODPLAIN DEVELOPMENT APPROVAL SHALL FOLLOW THIS PROCESS:

- SUBMIT A COMPLETED APPLICATION AND THE REQUIRED FEE ALONG WITH-
 - Five (5) sets of plans. Plans must include: site plan, floor plan, elevations, grading and drainage plan, sediment and erosion control plan and a landscape /planting plan (not required for single-family dwellings and duplexes); also include if applicable, a pre-construction elevation certificate (floodplain) and/or a geo-technical evaluation.
 - Plans will be circulated to the planning department; the public works department and the floodplain administrator.
 - Once approvals have been obtained, the City will contact the applicant to pick up three (3) sets of approved site plans to take to the Jackson County Building Department.
 - Applicant can now submit the approved site plans along with building (structural) plans to the Jackson County Building Department for approval.
 - Jackson County will notify the applicant when the permit is ready to issue.
 - Applicant will contact Jackson County to perform building inspections as required.
 - Applicant will contact the City of Shady Cove for any required floodplain inspections.
 - Applicant will contact Rogue Valley Sewer Services (RVSS) for any sewer inspections.

All permits for **plumbing** (including backflow devices), **mechanical** and **electrical** will also be issued by Jackson County.

Permits for plumbing, mechanical and electrical, if located in the floodplain, require **prior** approval from the City of Shady Cove floodplain manager.

** all permits in the special flood hazard area (SFHA) require approval by the Shady Cove Floodplain Administrator prior to issuance by Jackson County**

If you have any questions about our process, City of Shady Cove staff members are available 8:00-noon and 1-5 p.m. at 541-878-8204 or email: info@shadycove.net