



# Josephine County, Oregon

Community Development – Planning Division

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## Obtaining a Certificate of Occupancy/Completion (Rural Residential, Farm, Commercial, Serpentine Zones)

**After the final inspection** of your new dwelling or manufactured home and prior to receiving a Certificate of Occupancy from the Josephine County Building Safety Department, the Planning Office must verify that the approved fire safety plan has been implemented. **This is accomplished by a self-certification Fire Safety Checklist completed by the property owner. Photographs of the site showing compliance with Chapter 19.76 vegetation modification standards within the primary and secondary fire safety zones**

**If you were required to have an engineered erosion control plan prior to issuance of your Development Permit, you must submit a statement from the engineer of record stating the erosion control plan was implemented as approved.**

Once the Planning Office receives your completed fire safety plan checklist, we advise the Building Safety Department who will issue your Certificate of Completion. You may contact Building Safety at (541) 474-5405 to find out when your Certificate of Completion will be available (*please allow for processing time before you contact their office*).

If you replaced an existing residence with a new residence, you must contact the Ordinance Administrator at (541-474-5425) to confirm the removal or conversion of the original residence which must be removed within 90 days of occupancy as stated on the Development Permit.



## Wildfire and Emergency Safety Standards Checklist for Other Zones

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

Property Owner: \_\_\_\_\_

Assessor's Map Number: TWN \_\_\_\_\_, RNG \_\_\_\_\_, SEC \_\_\_\_\_, QQ \_\_\_\_\_, TAX LOT(S) \_\_\_\_\_

Situs Address: \_\_\_\_\_

**DIRECTIONS:** This checklist guides you through the various elements of a wildfire safety plan. The list summarizes each requirement and provides a place where you can initial items as you complete them.

### **TYPE OF DWELLING:**

- \_\_\_\_\_ New dwelling or structures to unimproved land shall self-certify with all of the applicable standards of Chapter 19.76 of the Josephine County Code (JCC). (*Initial all safety standards*)
- \_\_\_\_\_ Relocated or Replacement Dwelling shall demonstrate compliance with the standards of construction, fire protection service, and vegetation mitigation only. (*Initial safety standards item numbers 2 and 23-35*)
- \_\_\_\_\_ Improvements to the habitable space in an existing dwelling shall comply with the standards of construction, with the exception of roofing materials (*Initial safety standards item numbers 25 through 28 and 34 & 35*)

### **ACCESS**

1. \_\_\_\_\_ Driveway development that disturbs areas with slopes at or above 15% or in granitic soils must have an approved erosion control plan prepared by a registered engineer **before** disturbance.
2. \_\_\_\_\_ The driveway must be developed to within 50' of all habitable structures and 150' of non-habitable structures.
3. \_\_\_\_\_ The driveway must be at least 12' wide in straight sections and at least 14' wide in all curves that have a centerline radius at any point less than 150'.
4. \_\_\_\_\_ Driveway curves must have a minimum curve radius of 48'.
5. \_\_\_\_\_ The driveway approach has an inner radius of 20' or more in both directions.

6. \_\_\_ No portion of the driveway can have grades that exceed 15%, except where grades increase to 18% for intervals of not more than 100', and there are no more than three 100' sections in excess of 15% per 1,000' of driveway.
7. \_\_\_ All driveway curves do not exceed 15% when the centerline radius is less than 150'.
8. \_\_\_ All changes in driveway grade do not exceed 1% in 3'.
9. \_\_\_ The driveway over the entire length and width must be clear and maintained and kept clear of obstructions for a minimum vertical distance of 13.5'.
10. \_\_\_ Vegetation shall be modified 2 feet back from both edges of the driveway along the entire length consistent with the requirements for secondary safety zones, plus the vegetation in these areas cannot exceed 6" in height.
11. \_\_\_ For portions of the driveway with slopes below 15%, these areas shall be constructed with a base course of 6"- 8" of pit run rock, and a leveling course of 2" - 3" of 3/4" minus angular gravel, and compacted by proof-rolling the rocked and graveled courses with a fully loaded 10 cubic yard dump truck or other vehicle with equivalent weight; **or** constructed to different standards when a registered engineer certifies the surface, as built, will support 50,000 pounds, provide adequate drainage and traction and prevent significant degradation or deterioration as a result of rain or freezing and thawing.
12. \_\_\_ For portions of the driveway with slopes 15% or greater, these areas shall be constructed to standards specified by a registered engineer, and the engineer certifies the driveway, as built, will support 50,000, pounds, provide adequate drainage and traction and prevent significant degradation or deterioration as a result of rain or freezing and thawing.
13. \_\_\_ If the driveway involves transitions from dirt, rock or gravel to a hardened surface (e.g., concrete or asphalt), the hardened surface must extend 25' beyond the changes in slope at both ends (to minimize dig outs and other deterioration of the surface).
14. \_\_\_ Driveway structures or fills and culverts crossing live streams, ravines, gullies, irrigation ditches and similar features must have the same width as the width required for the driveway at that location.
15. \_\_\_ All bridges must be certified by a registered engineer as capable of supporting at least 50,000 pounds of weight.
16. \_\_\_ All culverts shall have a minimum of 12" in diameter and carry an American Association of State Highway and Transportation Officials (AASHTO) HS-20 Load rating.
17. \_\_\_ If the driveway leads to a water source that will be used for fire suppression, the driveway must terminate in a turnaround that has: (1) a surface that is consistent with

the surface requirements for the driveway at the location; (2) a minimum inner radius of 27'; and (3) a minimum outer radius of 42'.

18. \_\_\_\_\_ Driveways that exceed 600' in length must have vehicle turnouts immediately adjacent to the driveway that are 12' wide by 25' long at a maximum interval of every 400', and be surfaced with the same surface as the driveway at that location.
19. \_\_\_\_\_ If gates are used, the gate must be set back at least 30' from a public road or highway and have a clear opening of at least 12' on straight stretches or 14' on curves.
20. \_\_\_\_\_ The driveway must be maintained to the foregoing standards for approval to assure continued protection for you and your family, your land and structures, and the workers who respond to emergency situations.

### **SIGNS**

21. \_\_\_\_\_ Directional signs and address signs must have numbers and letters made of light reflective material that are at least 3 inches high, and are permanently posted at driveway entrances and intersections; the location of any water sources used for fire suppression shall also be clearly signed to direct emergency vehicles.

### **SLOPES**

22. \_\_\_\_\_ The dwelling site shall not be located on slopes that exceed 40% (and soils and vegetation shall not be disturbed) unless development at such a location has been authorized pursuant to Modification of Standards procedures contained in Chapter 19.76.090 of the JCC.
23. \_\_\_\_\_ No soil shall be disturbed or vegetation removed in areas where slopes are at or above 15%, or involve granitic soils (soil information is readily available from the Planning Division or the Josephine County Soil and Water Conservation District, at 541-474-6840, or the Illinois Valley Soil and Water Conservation District, at 541-592-3731).

### **CONSTRUCTION MATERIALS**

24. \_\_\_\_\_ Roofing materials must carry a Fire Rating Class A or B.
25. \_\_\_\_\_ Chimneys and stovepipes must be capped with a spark arrester.
26. \_\_\_\_\_ Areas under porches, decks and balconies 3' or less above the ground must be enclosed with 1/4" or smaller, non-combustible, corrosion resistant metal mesh.
27. \_\_\_\_\_ Areas under decks, porches, etc. greater than 3' above the ground must be free of combustible materials
28. \_\_\_\_\_ Attic openings, soffit vents, foundation louvers and vents and other direct openings in outside walls, overhangs and roofs shall not be larger than 144 square inches and shall be covered with 1/4" noncombustible, corrosion resistant metal mesh.

### **FIRE SAFETY ZONES (FUEL BREAKS)**

29. \_\_\_\_\_ A primary fire safety zone must be in place for a distance of 50' in all directions from structures as measured along the ground from the farthest extension of the structure, to include attached carports, decks and eaves.
30. \_\_\_\_\_ Ground cover in the primary safety zone must consist of asphalt, bare soil, concrete, rock or other nonflammable material; and/or dead grass cut to 4" or less; and/or leaves, needles, twigs and other similar flammable materials (provided such materials are at least 4' away from structures); and/or low growing vegetation species such as green grass, ivy, succulents and other similar species in a green condition and substantially free of dead plant material; and/or single specimens or isolated groupings of native trees and shrubs, or fire resistant ornamental trees, shrubs and other plants, and the trees and shrubs are all in a green condition and substantially free of dead plant material and pruned and maintained so that crowns are separated by a distance of 15' and limbs below 8' in height are removed (live fruit trees are exempt from crown separation distances and limb height above the ground).
31. \_\_\_\_\_ Vegetation must be pruned and maintained so that no limbs touch a structure, or overhang a roof or are within 15' of a chimney or stovepipe.
32. \_\_\_\_\_ Open firewood storage is at least 30' from all structures.
33. \_\_\_\_\_ A secondary fire safety zone must be in place around the primary fire safety zones for an additional 50' in all directions. On sites on which the slope abutting any structure exceeds 20%, the secondary fire safety zones must extend an additional 50' in all directions. Trees within the secondary safety zone must be pruned and maintained so that a distance of 15' separates trunks and any branches below 8' in height are removed. Live fruit trees are not required to meet these spacing and limbing requirements. Under the remaining trees, small trees, brush, dead vegetation and other debris must be removed.

### **FIRE SERVICE PROTECTION**

34. \_\_\_\_\_ If the property is located within a fire district, indicate which one:  
\_\_\_\_\_ Applegate \_\_\_\_\_ Illinois Valley \_\_\_\_\_ Williams \_\_\_\_\_ Wolf Creek
35. \_\_\_\_\_ If the property is outside a fire district, then the application must include a copy of the Fire Service Contract or a verification statement from:  
\_\_\_\_\_ County Fire Department \_\_\_\_\_ Rural Metro Fire

### **MODIFICATION OF STANDARDS**

If you are unable to achieve certain standards listed above, there is a process to obtain a modification. Not all standards can be modified by the Wildfire and Emergency Standards Review Committee. This requires a separate application and fee. Here is a list of the standards that can be modified:

- Site development and construction standards (§19.76.030)
- On-site fire protection plan (§19.76.060.C)
- Vegetation mitigation (§19.76.080)
- Certain driveway standards (§19.76.040)

By completing this checklist, I am (we are) indicating the standards have been completed.

\_\_\_\_\_  
*Owner's Signature*

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

\_\_\_\_\_  
*2<sup>nd</sup> Owner's Signature (if applicable)*

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

\_\_\_\_\_  
*3<sup>rd</sup> Owner's Signature (if applicable)*

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

\_\_\_\_\_  
*4<sup>th</sup> Owner's Signature (if applicable)*

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



Community Development  
Planning Division  
700 NW Dimmick Street Suite C  
Grants Pass OR 97526  
541-474-5421  
Fax: 541-474-5422  
Email: [planning@co.josephine.or.us](mailto:planning@co.josephine.or.us)

## Chapter 19.76 Certification of Fire Protection Service

Name: \_\_\_\_\_

Assessor Map Number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*I certify that the above property is being provided fire protection services by:*

\_\_\_\_\_

*Fire district or Fire service provider*

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

Fire Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_