



BENTON COUNTY COMMUNITY DEVELOPMENT
BUILDING DIVISION
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BENTON COUNTY BUILDING PERMIT INFORMATION

In order to expedite a permit application, please read through this handout and have the required information ready to submit. The address is the information used on the majority of permits. If no address has been assigned yet, the legal description information (in the form of township, range, section and tax lot), the road name and town is used as the site address for permits. The following are various types of permits, and the general processes and approvals for obtaining and completing a permit application.

New in 2008 the State of Oregon has mandated that the Residential Code be 15 percent more efficient than the current code as of April 1, 2008. To achieve this, applicants are required to fill out a "Residential Energy Checklist" for all new and replacement dwellings as well as additions to dwellings that are 400 square feet or more or an increase of more than 30% is added to an existing dwelling. For more information, go on-line to the Oregon Department of Energy at www.oregon.gov/ENERGY/CONS/Codes/cdpub.shtml#Residential_Publications or the Oregon Building Codes, Chapter 11-Energy Efficiency at http://www2.iccsafe.org/states/oregon/08_Residential/08Res_Frameset.html

Also New for Benton County, applications for new dwellings submitted after July 1st, 2008 will be provided a Certificate of Occupancy upon completion of the final inspection. Applicants must supply this office with all the contractors and sub-contractors involved in the construction of the house.

PLOT PLAN REQUIREMENTS

Plot plans, also called site plans, are required for feasibility, septic, road approach and all structural applications. **See EACH permit application for the number of plot plans required with each application.** Maintain the plot plan on 8-½" x 11" paper with at least a ½ inch margins **separate** from the structural plans. The plot plan must show the property, in its entirety. If unable to keep a plot plan on a 8-½" x 11" sheet the plot plan may be submitted in two pages. The first page should show the property in whole with the region marked where the proposed work is located and the second page should show the details for all setbacks, septic tank and drainfield or septic approval area, etc. See **SAMPLE PLOT PLAN.** Include and **label** the following:

- 1.) Property owner name, mailing address and phone number and contractor name, address, and phone number,
- 2.) Site address or legal description of the property (township, range, section and tax lot) and road name,
- 3.) North directional,
- 4.) Scale,
- 5.) Driveway location, width, length and location of adjacent street(s),
- 6.) Septic tank, drainfield and repair area.
- 7.) Well location on this and/or adjacent properties,
- 8.) Any other structures on the property,
- 9.) Positions of all creeks, streams, ponds, springs or other drainageways,
- 10.) Approximate ground slope and direction of slope. Show grade changes of 10% or more in 5-foot incremental contour lines,
- 11.) Mark the proposed construction, and
- 12.) The distances from the **proposed** construction to each property line (front, sides and rear). **NOTE:** The front setback is determined by the driveway entrance, not the direction of the house.

SEPTIC SYSTEM FEASIBILITY STUDY

A Feasibility study would consist of digging test holes to show that a septic system would be feasible and what type of system is approved for that particular site. The final approval area will include where the future tank, drainfield and repair area may be located. No building or traffic may be permitted in this area otherwise another feasibility application may be required. This is a test only report and is not a permit for the septic system. This feasibility report is good for the life of the property, provided the approval area is not changed. Feasibility applications are received at this department for the **Environmental Health Division** and are available on-line, in our lobby or at the Environmental Health office at 530 NW 27th St, 541-766-6841.

- Complete **one (1)** Septic/Feasibility application. Provide map & tax lot information. The site location will be the road name & town. NOTE: The Department of Environmental Quality requires that this application be signed by the current owner. If the owner is not available, an Authorization Form or a signed letter of consent from the owner will be required allowing the application of the Septic/Feasibility by another party. See “BENTON COUNTY ON-SITE SEWAGE DISPOSAL APPLICATION PACKET”.
- Attach **one (1)** copy of a Plot Plan showing an outline of the property, the approximate location of the test areas, the proposed locations of the tank, driveway and proposed house. See SAMPLE PLOT PLAN.

Payment is required with this application. After review from the Planning Division, this application is forwarded to **Environmental Health** (541-766-6841) for processing at their office.

SEPTIC INSTALLATION PERMIT

Septic applications are received at this department for the **Environmental Health Division** and are available on-line, in our lobby or the Environmental Health office at 530 NW 27th St, 541-766-6841. Completion of the feasibility study report would indicate which type of septic system the property was approved for (Standard or Saprolite, Sand Filter, Capping Fill or Tile De-watering, ATT, etc.) and the designated approval area.

- Complete **one (1)** Septic/Feasibility application. Provide map & tax lot information. The site location will be the road name & town. NOTE: The Department of Environmental Quality requires that this application be signed by the current owner. If the owner is not available, an Authorization Form or a signed letter of consent from the owner will be required allowing the application of the Septic/Feasibility by another party. See “BENTON COUNTY ON-SITE SEWAGE DISPOSAL APPLICATION PACKET”.
- Attach **one (1)** copy of the plot plan for the property. See SAMPLE PLOT PLAN.

Payment is required with this application. After review from the Planning Division, this application is forwarded to **Environmental Health** for processing at their office. After installation of the septic system, the septic installer must provide Environmental Health with a copy of the “As Built” map indicating the final location of the tank and drainfields. NOTE: The Septic Installation permit is only good for one year.

The following are a few examples of other items that would require a septic/water application and permit:

- **Authorization Permit** – This permit is required when one dwelling is replaced by another dwelling using the existing septic system. This permit is also required when increasing the number of bedrooms in a dwelling.
- **Major Repair Permit** – This permit is required when drain fields are failing and need replacing.
- **Minor Repair Permit** – This permit is required when the septic tank has failed and needs replacing.
- **Alteration** – When altering an existing system.
- **Evaluation** – When an evaluation is required for an existing system for loan purposes or parcel divisions.
- **Water** – For Domestic Water supply or holding tank for low-yield wells.

This same form used for all the above applications. For more specifics regarding feasibility tests, septic installations, or the history of septic systems contact **Environmental Health at 541-766-6841**.

NEW SINGLE-FAMILY SITE-BUILT DWELLING PERMIT

To process a permit for a new single family site-built residence on property that has never had a dwelling before, the following items shall be submitted. Any incomplete or missing information may delay the processing of the application.

A separate Septic permit application with one plot plan is required for the Environmental Health Division and must be purchased along with or prior to submitting the plans for the house. If a septic application was previously applied for, provide the permit clerk with septic number for reference. See "SEPTIC PERMIT" information.

A Road Approach application with one plot plan is received for the **Public Works Department**. All new driveways must be inspected for approaches to public, county and accesses to private roads in Benton County. If a road approach application was previously applied for, provide the permit clerk with the permit number for reference. **NOTE:** All new accesses from state highways shall be submitted to the **Oregon Department Of Transportation (ODOT)**. These applications are available through our office and must be submitted directly to ODOT. **Provide approval from ODOT if site is off a state highway.** See "ROAD APPROACH" information.

- One (1)** Building Permit application form available on-line or in our lobby. Complete application. Include specifics such as number of bedrooms, bathrooms, floors, square footage areas (including all living, basement, covered porches, decks 30 inches or more above grade and attached garage areas, as applicable) and source of heat. See BUILDING APPLICATION form. Supply all contractors and/or sub-contractors for this project.
- Three (3)** copies of the house (building) plans are required. **NOTE:** In addition to the building plans, if engineering is submitted,
 - o **two (2)** copies of any engineering specifications are required
- One (1)** Residential Energy Checklist. Initial the energy path chosen for the dwelling.
- Three (3)** copies of the plot plan, separate on 8 ½" x 11". See SAMPLE PLOT PLAN.
- One (1)** copy of the well log (this may be obtained from the well driller or from the Oregon Water Resources Department),
 - o **one (1)** copy of the static pump test for water flow amount (taken within one year of the date of dwelling application) and
 - o **one (1)** copy of the laboratory analysis report test for e-coli, coliforms and nitrates (this test must be run within one year of the date of dwelling application).
- A fee for addressing the new residence will be collected at the time of application for review.

Payment for "Plans Review" is collected at the time the above items are submitted for review. These fees include: Development Review, Zoning Compliance, Environmental Health Review, Road Approach, Addressing and the Square Footage areas of the dwelling. This application is reviewed for approval by the following departments:

- 1.) Planning (for setbacks, zoning and local fire department for safety access)
- 2.) Environmental Health (septic review)
- 3.) Public Works (for road approach and water review) or ODOT, as applicable
- 4.) Building (for structural review)

Payment for "Permit Fees": After application review and all approvals are obtained, an address is assigned and the applicant will be notified that the permit is approved, ready for pickup and what the final cost of the permit will be. This cost will include all aspects of the structural, plumbing and mechanical fees shown on the building plans and their inspections.

PLEASE NOTE: This dwelling permit WILL NOT INCLUDE ELECTRICAL WORK. ALL ELECTRICAL PERMITS MUST BE OBTAINED SEPARATELY BY A LICENSED ELECTRICAL CONTRACTOR PERFORMING THE WORK. A homeowner may obtain this permit, if performing work on their primary residence, NOT on property that is for sale, rent or lease. ELECTRICAL PERMITS ARE NOT TRANSFERRABLE OR REFUNDABLE. See "ELECTRICAL PERMIT" information.

NEW MANUFACTURED DWELLING PLACEMENT PERMIT

To process a permit for a new manufactured home placement on property that has never had a dwelling before, the following items shall be submitted. Any incomplete or missing information may delay the processing of the application.

A separate Septic permit application with one plot plan is required for the Environmental Health Division and must be purchased along with or prior to submitting the application for the home. If a septic application was previously applied for, provide the permit clerk with the septic number for reference. See "SEPTIC PERMIT" information.

A Road Approach application with one plot plan is received for the **Public Works Department**. All new driveways must be inspected for approaches to public, county and accesses to private roads in Benton County. If a road approach application was previously applied for, provide the permit clerk with the permit number for reference. NOTE: All new accesses from all state highways shall be submitted to the **Oregon Department Of Transportation (ODOT)**. These applications are available through our office and must be submitted directly to ODOT. **Provide approval from ODOT if site is off a state highway**. See "ROAD APPROACH" information.

- One (1)** Building Permit application form available on-line or in our lobby. Complete application. Include the year of the manufactured home, the make, number of bedrooms, dimensions and if it is a single-, double- or triple-wide. See BUILDING APPLICATION form.
- Three (3)** copies of the floor plan of the manufactured home. If this is a used manufactured home and floor plans are not available, draw a floor plan. Show the dimensions of the manufactured home and the dimensions of the landings off each entrance, label all rooms and make copies so a total of 3 floor plans are submitted. See SAMPLE BUILDING PLANS for FLOOR PLAN REQUIREMENTS. 6' x 6' landings on all entrances are included with the placement costs. **NOTE:** A separate permit is required if the landing exceeds 6' x 6', if any portion of the grade from ground level to the landing is over 30" and/or is a covered deck or porch. A separate application for a deck may be submitted at the same time the placement permit is applied for. Follow the instructions for "ADDITION PERMITS" when applying for a deck or covered porch to a manufactured home.
- Three (3)** copies of the plot plan, separate on 8 ½" x 11". See SAMPLE PLOT PLAN.
- One (1)** copy of the well log (this may be obtained from the well driller or from the Oregon Water Resources Department),
 - o **one (1)** copy of the static pump test for water flow amount (taken within one year of the date of dwelling application) and
 - o **one (1)** copy of the laboratory analysis report test for e-coli, coliforms and nitrates (this test must be run within one year of the date of dwelling application).
- A fee for addressing the new residence will be collected at the time of application for review.

"Fees for Manufactured Dwellings" are collected at the time the above information is submitted. Fees include: Zoning Compliance, Development Review, Road Approach, Addressing, Plumbing and Placement costs (single-, double-, and triple-wide fees) and the inspections. This application is reviewed for approval by the following departments:

- 1.) Planning (for setbacks, zoning and local fire department safety access)
- 2.) Environmental Health (for septic review)
- 3.) Public Works (for road approach and water review) or ODOT, as applicable
- 4.) Building (for geo-technical review, as applicable)

After application review and all approvals are obtained, an address is assigned and the applicant will be notified that the application has been approved and the placement permit is ready for pickup.

PLEASE NOTE: This placement permit WILL NOT INCLUDE ELECTRICAL WORK. ALL ELECTRICAL PERMITS MUST BE OBTAINED SEPARATELY BY A LICENSED ELECTRICAL CONTRACTOR PERFORMING THE WORK. A homeowner may obtain this permit, if performing work on their primary residence, NOT on property that is for sale, rent or lease. ELECTRICAL PERMITS ARE NOT TRANSFERRABLE OR REFUNDABLE. See "ELECTRICAL PERMIT" information.

SINGLE-FAMILY SITE-BUILT REPLACEMENT DWELLING PERMIT

Similar items are required for replacement dwellings as for new dwellings. Dwelling replacements in some zones may require special approval from the Benton County Planning Division. Call 766-6819 and ask to speak with or come in to consult with a Planner. To process a permit for a site-built replacement dwelling, the following items shall be submitted. Any incomplete or missing information may delay the processing of the permit:

A separate Septic Authorization permit application with one plot plan is required for the Environmental Health Division and must be purchased along with or prior to submitting the plans for the house. If the septic authorization application was previously applied for, provide the permit clerk with the septic number for reference. See "SEPTIC PERMIT" information.

A separate Demolition application form with 2 plot plans attached showing the location of the old structure to be demolished is required for the determination of the old dwelling. See "DEMOLITION" information.

A Road Approach application for the **Public Works Department or ODOT** is not required at time of application however upon review of the application, if Public Works or ODOT determines that the driveway does not meet county or ODOT standards or there is no history of an approach, an application may be required. Any second access or new driveway will require a road approach application. See "ROAD APPROACH" information.

- One (1)** Building Permit application form available on-line or in our lobby. Complete application. Include specifics such as number of bedrooms, bathrooms, floors, square footage areas (including all living, basement, covered porches, decks 30 inches or more above grade and attached garage areas, as applicable) and source of heat. See "BUILDING APPLICATION" form. Supply all contractors and sub-contractors for this project.
- Three (3)** copies of the house (building) plans are required. NOTE: In addition to the building plans, if engineering is submitted,
 - o **two (2)** copies of the engineering specifications are required.
- One (1)** Residential Energy Checklist. Initial the energy path chosen for the dwelling.
- Three (3)** copies of the plot plan separate on 8-1/2" x 11". See "SAMPLE PLOT PLAN".

Payment for "Plans Review" is collected at the time the above items are submitted for review. These fees include: Zoning Compliance, Development Review, Environmental Health Review and the Square Footage areas of the dwelling. This application is reviewed for approval by the following departments:

- 1.) Planning (for setbacks, zoning and local fire department for safety access)
- 2.) Environmental Health (for septic review)
- 3.) Public Works or ODOT (for road approach review)
- 4.) Building (for structural review)

Payment for "Permit Fees": After application review and all approvals are obtained, the applicant will be notified that the permit is approved, ready for pickup and what the final amount due for the permit will be. This cost will include all aspects of the structural, plumbing and mechanical fees shown on the building plans and their inspections.

PLEASE NOTE: This dwelling permit WILL NOT INCLUDE ELECTRICAL WORK. ALL ELECTRICAL PERMITS MUST BE OBTAINED SEPARATELY BY A LICENSED ELECTRICAL CONTRACTOR PERFORMING THE WORK. A homeowner may obtain this permit, if performing work on their primary residence, NOT on property that is for sale, rent or lease. ELECTRICAL PERMITS ARE NOT TRANSFERRABLE OR REFUNDABLE. See "ELECTRICAL PERMIT" information.

MANUFACTURED HOME REPLACEMENT PERMIT

Similar items are required for replacement dwellings as for new dwellings. Dwelling replacements in some zones may require special approval from the Benton County Planning Division. Call 766-6819 and ask to speak with or come in to consult with a Planner. To process a manufactured home replacement permit, the following items shall be submitted. Any incomplete or missing information may delay the processing of the permit.

A separate Septic Authorization permit application with one plot plan is required for the Environmental Health Division and must be purchased along with or prior to submitting plans for the house. If the septic authorization application was previously applied for, provide the permit clerk with the septic number for reference. See "SEPTIC PERMIT" information.

A separate Demolition application form with 2 plot plans attached showing the location of the old structure to be demolished is required for the determination of the old dwelling. See "DEMOLITION PERMIT" information.

A Road Approach application for the **Public Works Department or ODOT** is not required at time of application however upon review of the application, if Public Works or ODOT determines that the driveway does not meet county or ODOT standards or there is no history of an approach, an application may be required. Any second access or new driveway will require a road approach application. See "ROAD APPROACH" information.

- One (1)** Building Permit application form available on-line or in our lobby. Complete application. Include the year of the manufactured home, the make, number of bedrooms, dimensions and if it is a single-, double- or triple-wide. See "BUILDING APPLICATION" form.
- Three (3)** copies of the floor plan of the manufactured home. If this is a used manufactured home and floor plans are not available, draw a floor plan. Show the dimensions of the manufactured home and the dimensions of the landings off each entrance, label all rooms and make copies so a total of 3 floor plans are submitted. SEE SAMPLE BUILDING PLANS for FLOOR PLAN REQUIREMENTS. 6' x 6' landings on all entrances are included with the placement costs. **NOTE:** A separate permit is required if a landing exceeds 6' x 6', if any portion of the grade from ground level to the landing is over 30" and/or is a covered porch or deck. A separate application for a deck may be submitted at the same time the placement permit is applied for. Follow the instructions for "ADDITION PERMIT" when applying for a deck or covered porch to a manufactured home.
- Three (3)** copies of the plot plan, separate on 8 ½" x 11". See "SAMPLE PLOT PLAN".

"Fees for Manufactured Dwellings" are collected at the time the above information is submitted. Fees include; Zoning Compliance, Development Review, Plumbing and Placement costs (single-, double-, and triple-wide fees) and the inspections. This application is reviewed for approval by the following departments:

- 1.) Planning (for setbacks, zoning and local fire department notification)
- 2.) Environmental Health (for septic review)
- 3.) Public Works or ODOT (for road approach review)
- 4.) Building (for geo-technical review, as applicable)

After application review and all approvals are obtained, the applicant will be notified that the permit has been approved and that the placement permit is ready for pickup.

PLEASE NOTE: This placement permit WILL NOT INCLUDE ELECTRICAL WORK. ALL ELECTRICAL PERMITS MUST BE OBTAINED SEPARATELY BY A LICENSED ELECTRICAL CONTRACTOR PERFORMING THE WORK. A homeowner may obtain this permit, if performing work on their primary residence, NOT on property that is for sale, rent or lease. ELECTRICAL PERMITS ARE NOT TRANSFERRABLE OR REFUNDABLE. See "ELECTRICAL PERMIT" information.

ACCESSORY PERMITS

An accessory building is any structure other than a dwelling. Permits are required for any structure over 200 square feet, 10 feet in height or within 6 feet of any other structure. Examples of an Accessory building would include a: detached garage, detached carport, barn, pole barn, shop, utility building, retaining wall, fence, etc. To process a permit for an Accessory Building, the following items must be submitted.

- One (1)** Building Permit application form available on-line or in our lobby. Complete the application. Include specifics such as number of floors, square footage areas and under "Work Description", state the use of the structure. See BUILDING APPLICATION form.
- Three (3)** copies of the building plans are required. See SAMPLE BUILDING PLANS. Plans must include:
 - elevations (side and end views of the structure),
 - floor plan Include dimensions, label and indicate the use of room(s). For multiple stories, provide a floor plan of each floor,
 - foundation detail,
 - framing detail (including door and window details),
 - truss detail and any other details for review of the structure.In addition to the building plans, if engineering is submitted,
 - o **two (2)** copies of the engineering specifications are required. NOTE: **All** pole-type structures require engineering.
- Three (3)** copies of the plot plan separate on 8-1/2" x 11". See Plot Plan Requirements.
- A Road Approach application for the **Public Works Department or ODOT** is not required, however upon review of the application, if Public Works or ODOT determines that the driveway does not meet their approach standards or there is no history of an approach, an application may be required. Any second access or new driveway will require a road approach application. See "ROAD APPROACH" information.

Payment for "Plans Review" is required at time of submission of plans and is based on the square footage of the structure, Zoning Compliance, Development Review and Environmental Health Review fees and is reviewed by:

- 1.) Planning (for setbacks, zoning and local fire department safety access)
- 2.) Environmental Health (for location of structure to septic tank, drainfield & repair area)
- 3.) Public Works or ODOT (for road approach review)
- 4.) Building (for structural review)

Payment for "Permit Fees": After application review and all approvals are obtained the applicant will be notified that the permit is ready for pickup and what the final cost of the permit will be, including the inspections. Any mechanical or plumbing work shown on the building plans will be included into the cost of this permit. Electrical work would require a separate permit. See "ELECTRICAL PERMIT" information.

AGRICULTURAL-EXEMPT BUILDING PERMITS

An Agricultural building means a structure located on a farm. Agricultural buildings used solely for farm activities are exempt from the building permit process although the structure must still be designed in accordance with acceptable engineering practices. Obtain an Agricultural Building Exemption Application on-line or in our lobby to determine if qualifications are met for Ag-exemption. Incomplete or missing information regarding the use of the structure may disqualify use of the structure for Ag-exempt purposes. If further information is needed, call 766-6819 and ask to speak or come in and consult with a Benton County Planner for more details regarding qualifications.

- One (1)** completed Agricultural Building Exemption Application. Indicate use or uses of the structure.
- Three (3)** copies of the proposed floor plan on 8-½” x 11” paper. Include:
 - dimensions, if a pole-type structure, the locations or frequency of posts,
 - door and window locations
 - and interior walls as applicable. Label the “use” of each room(s) or area. For multiple stories, provide a floor plan for each floor. See SAMPLE BUILDING PLANS for FLOOR PLAN REQUIREMENTS.
- Three (3)** copies of the plot plan on 8 ½” x 11”. See SAMPLE PLOT PLAN.

The application fee is collected at time of submission. This application is reviewed for approval by the following departments:

- 1.) Planning (for setbacks, zoning, local fire department safety access and farm-use verification)
- 2.) Public Works or ODOT (for road approach review)
- 3.) Building (for structural review and farm-use verification)

After review, the applicant will be notified of the determination. If approved, the Agricultural-exempt permit is issued and our file will be closed. If the qualifications are not met for agricultural exemption, the fee may be applied toward an accessory permit. See “ACCESSORY PERMIT” information.

IMPORTANT-PLEASE NOTE THE FOLLOWING:

- Any plumbing, mechanical and/or electrical work require the purchase of separate permits.
- If Public Works or ODOT determines the access is not to standard, an application may be required.
- If an agricultural building goes through a “change of use” or it has been determined that the structure is not being utilized as originally applied for, a standard permit application will be required along with full plans of the structure and inspections to show that the structure is in compliance with current building code.

DEMOLITION/DECOMMISSION PERMITS

A Demolition permit is required for all structures (including manufactured dwellings) to be destroyed, relocated, or decommissioned to be used for anything other than a dwelling. Demolition applications are available on-line or in our lobby. NOTE: DEQ is contacted for all structures to be demolished. For further information, call 503-378-8240, Extension 272.

- One (1)** completed a Demolition application. Indicate date the structure is to be demolished. Obtaining verification that property taxes are paid to date will assist in approval of the demolition permit.
- Two (2)** copies of the plot plan are required showing location of the building to be demolished. See Plot Plan Requirements.
 - o **NOTE:** If the property is in a resource zone, supply pictures of the existing home to be replaced verifying habitability (i.e., electrical, plumbing, heating, exterior views, etc.)

Demolition fees, if required, are collected at the time of application submission. This application is reviewed for approval by the following departments, as applicable:

- 1.) Planning for all demolitions and decommission applications (for taxes and historical verification)
- 2.) Building for decommssion applications (for use of structure after decommissioning)
- 3.) Environmental Health for decommission applications (if septic will be abandoned and filled)

Once the application has been reviewed and approved, the applicant is notified that the permit is ready for pickup.

IMPORTANT-PLEASE NOTE THE FOLLOWING:

- The decommissioning of a dwelling will require an additional fee for the cost of processing and recording a covenant stating that the decommissioned structure will never be used as a dwelling.
- A manufactured home to be decommissioned and used as an accessory structure will require a separate building permit and engineering to bring the structure up to building code.
- One (1) final inspection for this permit is required to verify that the building has been demolished, or removed from the site (and the area cleared of debris) or that the structure has been decommissioned.

INTERIOR REMODEL PERMITS

An interior remodel permit is required when changing the interior of an existing structure. Permits are required when: changing the use of an existing room or rooms (i.e. from attic space, unfinished basement or garage to living area), eliminating load bearing walls, adding doors or changing doorways, adding or changing the size of windows, re-roofing that requires replacement of sheathing, replacement of composition to ceramic tile, change of siding material (i.e. to stucco), or re-siding that requires structural replacing under the siding. Permits are not required for re-roofing tile only (replacing composition roofing tile with same type material), siding replacement (if same type siding material), interior or exterior painting.

- One (1)** Building Application form available on-line or in our lobby. Complete application form. Explain in detail the room(s) that will be changed.
 - Three (3)** Building Plans. Clearly indicate “Existing” floor plan and “Proposed” floor plan, and any plumbing changes (new and/or remodel).
 - o **NOTE:** An increase of the number of bedrooms will require an “Authorization Septic Permit” application and fee See Septic Permit information.
 - One (1)** Residential Energy Checklist. Initial the energy path chosen for the dwelling.
- Payment for “Plans Review for interior remodels are collected at the time of submission of plans and are based on the value of the job. An itemized list of materials to verify the value of the job would be beneficial. This application is reviewed for approval by the Building Division (for structural review).

Payment for “Permit Fees”: After application review and approval the applicant will be notified that the permit is ready and what the cost of the permit will be. Any plumbing and/or mechanical shown on the plans will be included into the cost of the permit. Electrical permits are issued separate from structural permits. See ELECTRICAL PERMIT information.

ADDITION PERMITS

An Addition permit is required when any new square footage is added to an existing structure. Examples would include; attached garage, attached carport, additional living area, decks and/or porches, etc.

- One (1)** Building Permit application form available on-line or in our lobby. Complete application. Describe specifically, the use of addition area. Include specifics such as existing number of bedrooms, bathrooms, floors, new square footage area and source of heat. See BUILDING APPLICATION form.
- Three (3)** copies of the building plans are required. Clearly indicate “existing” area and “addition” area, front and side elevation, foundation detail, floor plan layout, truss detail, height, length and width dimensions of the addition, structure details, materials used, plumbing and mechanical changes, etc. as applicable.
 - o NOTE: In addition to the building plans, if engineering is submitted, **two (2)** copies of the **engineering specifications** are required.
 - o NOTE: *An increase of the number of bedrooms will require an “Authorization Septic Permit” application and fee. See “SEPTIC PERMIT” information.
- Three (3)** copies of the plot plan separate on 8-1/2” x 11”. Include the existing structure and the location of where the “proposed addition” will be. Include the new setbacks. See “SAMPLE PLOT PLAN”.
- One (1)** Residential Energy Checklist, if applicable. Initial the energy path chosen for the dwelling.

Payment for “Plans Review” are calculated on the square footage of the addition, Zoning Compliance, Development review and Environmental Health review and are collected at the time of submission of the plans.

This application is reviewed for approval by the following departments:

- 1.) Planning (for setbacks, zoning and local fire department safety access)
- 2.) Environmental Health (for site location and *if bedroom numbers increase)
- 3.) Public Works or ODOT (for road approach review)
- 4.) Building (for structural review)

Payment for “Permit Fees”: After application review and approval, the applicant will be notified that the permit is ready for pickup and what the cost of the permit will be (plumbing and mechanical fees will be added as shown on plans). Electrical permits are issued separate from structural permits. See ELECTRICAL PERMIT information.

ROAD APPROACH PERMITS

Road Approach applications are received for the **Public Works Department**. A new Road Approach Application is required any time a new entrance onto a Public or County road is created, any private road connected to a public or county road, **or** (if during review of a structural permit) the current driveway access has been determined not to meet county standards or no history of an approach is found, a road approach application may be required. These applications are available from the Public Works Department or the permits clerk.

- One (1)** Road Approach application. Complete upper half of application. If no address is assigned, the name of the road will be the site location. The map and tax lot information is required. Include mailing address of the party responsible for completing construction of access.
- One (1)** copy of the of the plot plan indicating the entrance of the driveway and name of the road being accessed. Road Approach fees are collected at time of application. A road stake and directions on setting up the stake is given to the applicant. Call the inspection line at 766-6898 and with the assigned permit number request an “Initial Road Approach” inspection. After the initial inspection, the yellow copy of the application will be mailed to the applicant. This copy will indicate minimum standards for construction and which inspections, if any, are required to complete the driveway approach. Call the inspection line for any remaining inspections.

Additional Road Approach Inspections may include:

- Culvert Inspection (to be requested when the culvert is in place, not covered)
- Pre-Paving Inspection (to be requested when the forms are set and prior to paving)
- Final Inspection (to be requested to confirm completion of driveway)

For more information regarding county, public or private Road Approaches call **Public Works at 541-766-6821**.

NOTE: Accesses from all state highways shall be submitted to the **Oregon Department Of Transportation (ODOT)**. These applications are available through this office or ODOT and must be submitted directly to ODOT for processing.

10/14/08

ELECTRICAL PERMITS

Electrical applications are available on-line or in the lobby. All electrical permits are purchased separate from structural permits and are required to be obtained by the licensed electrical contractor performing the work. A homeowner may obtain and purchase this permit, if doing work on their primary residence, not on property that is for sale, rent or lease. AN ELECTRICAL PERMIT IS NOT TRANSFERRABLE OR REFUNDABLE.

- One (1)** Electrical permit application. Complete the site location, work description and owner name and telephone number. If no address has been assigned, the map & tax lot and road name is required. A map of the property, its vicinity and a mark of the site would be helpful.

Electrical fees are collected at the time the application is received and the permit issued upon payment.

Electrical inspections may include:

- Underground Electrical (for trenches)
- Electrical Rough In (for wiring)
- Electrical Service (for approval prior to power)
- Final Electrical (to assure all electrical work is completed)

Call for inspections as items are completed. Final electrical inspection should occur prior to final inspection on a structural permit. NOTE: An approval on underground, rough or service inspection does not necessarily indicate the permit is complete. A Final Inspection may be required to inspect any corrections or to assure that all electrical work is complete.

MECHANICAL PERMITS

Mechanical applications are available on-line or in our lobby. Mechanical work includes new or replacement installation on heating, cooling or ventilation systems including gas/*propane appliances and their connections, woodstoves, fireplaces, furnaces, heat pumps, air handlers, etc. Contractors or homeowners may obtain these permits.

NOTE: *Licensed propane installers are required to be listed on all propane tank installation permits. Piping for propane is required to be installed by a licensed propane installer or a journeyman plumber and must be listed on the application.

- One (1)** Mechanical permit application. Complete the site location, work description and owner name and telephone number.

Mechanical fees are collected at the time the application is received and the permit issued upon payment.

Mechanical inspections may include:

- Rough Mechanical
- Gas Pressure Test (as applicable)
- Final Mechanical

Call for inspections as items are completed. NOTE: An approval on the gas/propane pressure test does not necessarily indicate the permit is complete. A Final Inspection may be required to inspect any previous corrections or to assure that the installation of the appliance or mechanical work is complete.

NOTE: If plans have been submitted for a remodel, addition or accessory structure that included mechanical work, check the structural permit to verify that mechanical fees have not already been paid.

Electrical permits, if required, are issued separate from mechanical permits. See ELECTRICAL PERMIT information.

PLUMBING PERMITS

Plumbing applications are available on-line or in our lobby. Plumbing work includes new baths or kitchens, the addition of baths or kitchens, remodel of existing fixtures, replacement of water heaters, repair, alteration or replacement in an existing system, if piping exceeds 3 feet and for new piping installation for water, sewer or rain drains, etc.

- One (1)** Plumbing permit application. Complete the site location, work description and owner name and telephone number.

Plumbing fees are collected at the time the application is received and the permit issued upon payment.

Plumbing inspections may include:

- Rough Plumbing
- Final Plumbing

Call for inspections as items are completed. One to two inspections may be required to check installation of plumbing work being done. Other inspections may be required for verification of corrections previously noted.

NOTE: If plans have been submitted for a remodel, addition or accessory structure that included plumbing work, check structural permit to verify that plumbing fees have not already been paid.

Electrical permits, if required, are issued separate from plumbing permits. See ELECTRICAL PERMIT information.

SUMMARY

Once payment for the structural, mechanical, plumbing or electrical permit is made, it is issued on that date. Each individual permit whether mechanical, plumbing or electrical, once issued, is valid for 180 days from the date of issue. Call for inspections, specific to each permit, as the work is completed to ensure all that the project has been inspected and corrections, if any, are re-inspected and the permit and/or permits are closed and finalized properly. To arrange for an inspection, call the inspection line at 541-766-6898 the day before the inspection is to occur. Be prepared to provide the permit number, name, phone number, the address site (if difficult to locate, the directions to the site), the specific type of inspection to be performed and any additional comments.