



BENTON COUNTY
BUILDING PERMIT INFORMATION
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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 to the property, the **site location** will be described by: 1.) Map and tax lot, 2.) Road name and 3.) Town. The following are various types of permits, and the general processes and approvals for obtaining and completing a permit application.

RESIDENTIAL ENERGY CHECKLIST

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. This checklist is required at time of submission of plans. 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

CERTIFICATE OF OCCUPANCY

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. A form will be included with the issued permit package and must be returned to Benton County prior to framing.

CONSTRUCTION SCHOOL EXCISE TAX

Effective September 1, 2009 the Benton County Building Division will be collecting a school construction excise tax for a few schools in the Benton County area. The rate will be \$1.00 per square foot for residential permits and .50 cents per square foot for commercial permits. The excise tax will be collected at time of permit issuance. For more information contact: Greater Albany Public School District at 541-967-4505, Corvallis School District at 541-757-5877 or Monroe School District at 541-847-6292.

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 for 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 whole property. 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 distances to all property lines, other structures, driveway length & width, septic tank and drainfield and/or septic approval areas, etc. For complete information on plot plans see SAMPLE PLOT PLAN. Any missing information will delay the application process.

SEPTIC SYSTEM FEASIBILITY STUDY

Feasibility 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, Corvallis**. For more information call Environmental Health at **541-766-6841**.

A Feasibility study consists of digging test holes to show that a septic system could 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.

TO APPLY

- Complete **one (1)** Septic/Feasibility application. Provide map & tax lot information. The site location will be described by: 1.) Map and tax lot, 2.) Road name and 3.) 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)** 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, Corvallis**. For more information on septic applications call Environmental Health at **541-766-6841**. Completion of the feasibility study report will show 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.

TO APPLY

- 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 showing the final location of the tank and drainfields. NOTE: The Septic Installation permit is only good for one year.

OTHER ITEMS REQUIRING 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 will delay the application process.

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 BENTON COUNTY ON-SITE SEWAGE DISPOSAL APPLICATION PACKET 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 or private roads accessing state highways shall be submitted to the Oregon Department Of Transportation (ODOT). These applications are available on-line or through our office and must be submitted directly to ODOT. Provide approval to the permit clerk from ODOT, if site is off a state highway. See ROAD APPROACH information.

TO APPLY

- One (1)** Structural Permit application form available on-line or in our lobby. Complete application. Provide the permit clerk with the following specific information: square footage areas (include living, basement, covered porches, decks 30 inches or more above grade and attached garage areas, as applicable), number of floors, bedrooms, bathrooms, and source of heat (electric, gas or propane). See STRUCTURAL PERMIT APPLICATION form. If possible, supply all contractors and/or sub-contractors for this project.
- Three (3)** house (building) plans are required. See SAMPLE PLANS. **NOTE:** In addition to the building plans, if engineering is submitted,
 - o **two (2)** engineering specifications are required. At least one set must have the original wet-stamp from the engineer.
- One (1)** Residential Energy Checklist. Initial the energy path chosen for the dwelling.
- Three (3)** plot plans, separate from the building plans, on 8-1/2" 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).

Payment for "Plans Review" is collected at the time the above items are submitted for review. These fees include: Development Review, Zoning Compliance, Road Approach, Addressing and the Building Review (based on square footage areas). This application is reviewed for approval by the following departments:

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

Payment for "Permit Fees and Construction School Excise Tax": 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 the cost of the permit will be. This fee will include all aspects of the structural, plumbing and mechanical fees shown on the building plans and their inspections. As applicable, the applicant will also be notified of the amount due for the construction school excise tax based on square footage.

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 will delay the application process.

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 BENTON COUNTY ON-SITE SEWAGE DISPOSAL APPLICATION PACKET 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 or private roads off 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 to the permit clerk from ODOT if site is off a state highway. See ROAD APPROACH information.

TO APPLY

- One (1)** Manufactured Dwelling Placement Permit application form available on-line or in our lobby. Complete application. Provide to the permit clerk the year of the manufactured home, the make, number of bedrooms, dimensions and square footage. See MANUFACTURED DWELLING/RECREATIONAL-PARK TRAILER PLACEMENT PERMIT APPLICATION form.
- Three (3)** floor plans 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, 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 PERMIT when applying for a deck or covered porch to a manufactured home.
- Three (3)** plot plans, separate from the floor plans, on 8-1/2" 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).

“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 and the inspections. This application is reviewed for approval by the following departments:

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

Permit “Notification and Construction School Excise Tax”: 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. As applicable, the applicant will also be notified of the amount due for the construction school excise tax based on square footage.

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 541-766-6819 and ask to speak or come in to consult with a planner. To process an application for a site-built replacement dwelling permit, the following items shall be submitted. Any incomplete or missing information will delay the application process.

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 BENTON COUNTY ON-SITE SEWAGE DISPOSAL APPLICATION PACKET information.

A separate Demolition or Decommission 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 or DECOMMISSION” 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.

TO APPLY

- One (1)** Structural Permit application form available on-line or in our lobby. Complete application. Provide the permit clerk with the following specific information: square footage areas (include living, basement, covered porches, decks 30 inches or more above grade and attached garage areas, as applicable), number of floors, bedrooms, bathrooms, and source of heat (electrical, gas or propane). See STRUCTURAL PERMIT APPLICATION form. If possible, supply all contractors and/or sub-contractors for this project.
- Three (3)** house (building) plans are required. NOTE: In addition to the building plans, if engineering is submitted,
 - o **two (2)** sets of the engineering specifications are required. At least one set must have the original wet-stamp from the engineer.
- One (1)** Residential Energy Checklist. Initial the energy path chosen for the dwelling.
- Three (3)** plot plans, separate from the building plans, on 8-½” 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, Building Review (based on the square footage areas). This application is reviewed for approval by the following departments:

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

Payment for “Permit Fees and Construction School Excise Tax”: After application review and all approvals are obtained, the applicant will be notified that the permit is approved, ready for pickup and what the cost for the permit will be. This fee will include all aspects of the structural, plumbing and mechanical fees shown on the building plans and their inspections. As applicable, the applicant will also be notified of the amount due for the construction school excise tax based on square footage.

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 541-766-6819 and ask to speak with or come in to consult with a Planner. To process an application for a manufactured home replacement permit, the following items shall be submitted. Any incomplete or missing information will delay the application process.

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 BENTON COUNTY ON-SITE SEWAGE DISPOSAL APPLICATION PACKET information.

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

TO APPLY

- One (1)** Manufactured Dwelling Placement Permit application form available on-line or in our lobby. Complete application. Provide to the permit clerk the year of the manufactured home, the make, number of bedrooms, dimensions and square footage. See MANUFACTURED DWELLING/RECREATIONAL-PARK TRAILER PLACEMENT PERMIT APPLICATION form.
- Three (3)** floor plans 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 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)** plot plans, separate from the floor plans, on 8-1/2" 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 and the inspections. This application is reviewed for approval by the following departments:

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

Permit "Notification and Construction School Excise Tax": After application review and all approvals are obtained the applicant will be notified that the application has been approved and the placement permit is ready for pickup. As applicable, the applicant will also be notified of the amount due for the construction school excise tax based on square footage.

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 PERMIT

An accessory building is any structure other than a dwelling. Permits are required for any structure over 200 square feet, 10 feet in height. Although a permit is not required for this small a structure, call 541-766-6819 or come in and ask to speak with a planner regarding setback requirements. Examples of an accessory building would include a: detached garage, detached carport, barn, pole barn, shop, utility building, retaining wall, fences over 6 feet in height, etc.

TO APPLY

To process a permit for an Accessory Building, the following items must be submitted.

- One (1)** Structural 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 STRUCTURAL PERMIT APPLICATION form.
- Three (3)** building plans are required. See SAMPLE BUILDING PLANS. Plans must include:
 - elevations (side and end views of the structure),
 - floor plan including all dimensions, label all room(s). For multiple stories, provide a floor plan for each floor,
 - foundation detail,
 - framing detail (including door and window details),
 - truss detail and any other details to assist in the review of the plans.In addition to the building plans, if engineering is submitted,
 - o **two (2)** engineering specifications are required. At lease one set must have the original wet-stamp from the engineer. **NOTE: All pole-type structures will require engineering.**
- Three (3)** plot plans, separate from the building plans, on 8-1/2” x 11”. See SAMPLE PLOT PLAN.

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 collected at the time the above items are submitted for review. These fees include: Zoning Compliance, Development Review, Environmental Health Review and Building Review (based on square footage). This application is reviewed for approval by the following departments:

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

Payment for “Permit Fees and Construction School Excise Tax”: After application review and all approvals are obtained, the applicant will be notified that the permit is approved, ready for pickup and what the cost for the permit will be. This fee will include the aspects of the structural permit and inspections. Any plumbing and mechanical fees shown on the plans will also be included in this permit fee. As applicable, the applicant will also be notified of the amount due for the construction school excise tax based on square footage.

PLEASE NOTE: This 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.

AGRICULTURAL-EXEMPT BUILDING APPLICATION

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. For further information, call 541-766-6819 and ask to speak or come in and consult with a Benton County planner for more details regarding qualifications.

TO APPLY

- One (1)** completed Agricultural Building Exemption Application signed by the property owner. Describe the use(s) of the building, the number of floors, the square footage(s), label the use of each room (as applicable) and the use(s) of the property. See AGRICULTURAL BUILDING EXEMPTION APPLICATION.
- Three (3)** proposed floor plan(s) on 8-1/2" x 11" paper. Include:
 - dimensions of the structure. If a pole building, show the frequency of the posts,
 - door and window locations, as applicable,
 - and interior walls, as applicable. Label the use of each room(s) or area. For multiple stories, provide a floor plan for each floor, the stair location and the use of each room as applicable. See SAMPLE BUILDING PLANS for FLOOR PLAN REQUIREMENTS.
- Three (3)** plot plans on 8-1/2" 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 notification for 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 to the applicant/owner 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 will require the purchase of separate permits.
- If Public Works or ODOT determines the access is not to standard, a separate approach application may be required from either Public Works or ODOT.
- 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. See ACCESSORY PERMIT.

DEMOLITION PERMIT

A Demolition permit is required for all structures (including manufactured dwellings) to be destroyed, removed or relocated from property. Demolition applications are available on-line or in our lobby. NOTE: The Department of Environmental Quality is contacted for all structures to be demolished. For further information, call DEQ at 503-378-5086 or 800-349-7677.

TO APPLY

- One (1)** Demolition completed application. Indicate date the structure is to be demolished. In the case of manufactured homes, obtaining verification that property taxes are paid to date. This will assist in approval of the demolition permit.
- Two (2)** plot plans are required. Label the building to be demolished or removed. See SAMPLE PLOT PLAN.
 - o **NOTE:** If the demolition is for a dwelling and the property is in a resource zone, attach pictures of the existing home to be replaced to verify habitability (i.e., electrical, plumbing, heating, exterior views, etc.) For more information contact a planner at 541-766-6819.

Demolition fees, if required, are collected at the time of application submission. This application is reviewed for approval by the Planning Division (for taxes and historical verification). After application review and approval, the applicant is notified that the permit is ready for pickup. Once the permit is issued, the demolition or removal may begin.

IMPORTANT-PLEASE NOTE THE FOLLOWING:

INSPECTIONS – One (1) final inspection for this permit is required to verify that the building has been demolished, or removed from the site (the area cleared of debris) and to close this file. Call the inspection line at **541-766-6898**.

DECOMMISSION PERMIT

A Decommission permit is required for all dwellings that will remain on the property and be converted to an accessory structure. Decommission applications are available on-line or in our lobby.

TO APPLY

- One (1)** Decommission completed application. Indicate what the structure will be used for after decommissioning. In the case of manufactured homes, obtaining verification that property taxes are paid to date. This will assist in approval of the decommission permit.
- Two (2)** plot plans are required. Label the dwelling to be decommissioned. See SAMPLE PLOT PLAN.
 - o **NOTE:** If the dwelling is in a resource zone, attach pictures of the existing home to be replaced to verify habitability (i.e., electrical, plumbing, heating, exterior views, etc.) For more information contact a planner at 541-766-6819.

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

- 1.) Planning Division (for taxes and historical verification).
- 2.) Building Division (for the use of structure after decommissioning).
- 3.) Environmental Health (for the use of the septic system or if septic system will be abandoned and filled).

After application review and approval, the applicant is notified that the permit is ready for pickup.

IMPORTANT-PLEASE NOTE THE FOLLOWING:

- **COVENANT & FEES** – 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.
- **ENGINEERED PLANS & PERMIT APPLICATION.** A manufactured home to be decommissioned and used as an accessory structure will require a separate building permit application and engineering to bring the structure up to building code. See INTERIOR REMODEL PERMITS.
- **INSPECTION** – One (1) final inspection for this permit is required to verify that the dwelling has been decommissioned and to close this file. Call the inspection line at **541-766-6898**.

ADDITION PERMIT

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, enlarging existing rooms, decks and/or porches, etc. **NOTE:** An increase of the number of bedrooms will require a separate ***septic authorization application**, plot plan and fee. See BENTON COUNTY ON-SITE SEWAGE DISPOSAL APPLICATION PACKET information.

TO APPLY

- One (1)** Structural Permit Application form available on-line or in our lobby. Complete application. Describe specifically, the use of addition area. If possible, attach an additional page describing the proposed project. Include specifics such as existing number of bedrooms, bathrooms, floors, new square footage area and source of heat. See STRUCTURAL APPLICATION form.
- Three (3)** building plans are required. Clearly label “existing” area and “addition” area, front and side elevation, foundation detail, framing detail, floor plan layout, truss detail, exterior height, length and width dimensions of the addition, door and window dimensions, plumbing and mechanical changes, etc. as applicable. Include and label all interior room changes. See SAMPLE BUILDING PLANS.
 - **NOTE: two (2) engineering specifications** are required. At least one of the engineering specifications must include an original wet-stamp from the engineer.
 - **NOTE:** An increase in the number of bedrooms will require a separate *septic authorization application, plot plan and fee.
- Three (3)** plot plans, separate from building plans, on 8-½” x 11”. Include the existing structure and label the location of the “proposed addition”. Include the new setbacks. See “SAMPLE PLOT PLAN”.
- One (1)** Residential Energy Checklist, as applicable. Initial the energy path chosen for the addition.

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 Building Review (based on square footage). This application is reviewed for approval by the following departments:

- 1.) Planning (for setbacks, zoning and local fire department notification for emergency access)
- 2.) Environmental Health (for site location of the addition and/or *septic authorization, as applicable)
- 3.) Public Works or ODOT notification (for road approach review)
- 4.) Building (for structural review)

Payment for “Permit Fees and Construction School Excise Tax”: After application review and all approvals are obtained, the applicant will be notified that the permit is approved, ready for pickup and what the cost for the permit will be. This fee will include the aspects of the structural permit and inspections. Any plumbing and mechanical fees shown on the plans will also be included in this permit fee. As applicable, the applicant will also be notified of the amount due for the construction school excise tax based on square footage.

PLEASE NOTE: This 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.

INTERIOR REMODEL PERMIT

An interior remodel permit is required when altering 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 converting garage to living area), or 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. Any increase in the number of bedrooms will require a separate ***septic authorization application**, plot plan and fee. See BENTON COUNTY ON-SITE SEWAGE DISPOSAL APPLICATION PACKET and SAMPLE PLOT PLAN. 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.

TO APPLY

- One (1)** Structural Permit Application form available on-line or in our lobby. Complete application form. Explain in detail the square footage involved and the room(s) that will be changed. If possible, attach an addition page describing the proposed project. See STRUCTURAL PERMIT APPLICATION.
- Three (3)** Building Plans. Clearly label “Existing” floor plan and “Proposed” floor plan, and any plumbing changes (new and/or remodel). Include framing details. Label door or window dimensions. See SAMPLE BUILDING PLANS for minimum requirements.
 - o NOTE: If engineering is submitted with the project, supply **two (2)** engineering specifications. At least one set will require the original engineer’s wet stamp.
 - o NOTE: An increase in the number of bedrooms will require a separate *septic authorization application, plot plan and fee.
- One (1)** Residential Energy Checklist (as applicable). Initial the energy path chosen for the remodeled area.

Payment for “Plans Review” for interior remodels, the review fee is collected at the time application and plans are submitted and is 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) and/or *Environmental Health Division (as applicable).

Payment for “Permit Fees and Construction School Excise Tax”: After application review and all approvals are obtained, the applicant will be notified that the permit is approved, ready for pickup and what the cost for the permit will be. This fee will include the aspects of the structural permit and inspections. Any plumbing and mechanical fees shown on the plans will also be included in this permit fee. As applicable, the applicant will also be notified of the amount due for the construction school excise tax based on square footage.

PLEASE NOTE: This 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.

MECHANICAL PERMITS

Mechanical applications are available on-line or in our lobby. Mechanical work includes new or replacement installation of heating, cooling or ventilation systems including gas/*propane appliances and their connections, wood, pellet or gas stoves, 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 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. A homeowner may not do propane installations.

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

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

Mechanical inspections, as applicable to your project, may include:

- Underfloor mechanical
- Rough mechanical
- Gas pressure test / gas lines
- Final mechanical

Call for inspection(s) as items are completed. NOTE: An approval on the gas/propane pressure test does not mean the permit is complete. A final mechanical inspection may be required to inspect any previous corrections or to verify 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, owner name and phone number.

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

Plumbing inspections, as applicable to your project, may include:

- Underground plumbing
- Underfloor plumbing
- Rough plumbing (top out)
- Final plumbing

Call for inspection(s) 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.

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 the property has no address, the **site location** will be described by: 1.) Map and tax lot, 2.) Road name and 3.) Town. Attach a map of the property, its vicinity and mark the worksite.

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 inspection(s) as items are completed. Final electrical inspection should occur before or the same day as the final inspection on the building permit. NOTE: An approval on underground, rough or service inspection does not mean the permit is complete. A final electrical inspection may be required to inspect any previous corrections or to verify that all electrical work is complete.

ROAD APPROACH PERMITS

Road Approach applications are received for the **Benton County 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 building permits clerk. For more information regarding county, public or private road approaches call **Public Works at 541-766-6821**.

- One (1)** Road Approach application. Complete upper half of application to the signature line only. 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 are given to the applicant. Call the inspection line at 766-6898 and with your assigned permit number and request an "Initial Road Approach" inspection. After the initial inspection by the Public Works personnel, the yellow copy of the application will be mailed to the applicant. This copy will indicate the minimum standards for construction and what additional inspections, if any, are required to complete the driveway approach. Call the inspection line at 766-6898 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)

New approaches from all state highways (including provide roads to state highways) are obtained from the **Oregon Department of Transportation (ODOT)**. ODOT is also notified for review of all building applications. Approach applications are available and are submitted through ODOT for processing. If ODOT is unable to find a history of an permit for your approach, they may require an application be submitted to them. For more information for accesses off state highways call ODOT at 541-757-4166 or go on-line at:

http://www.oregon.gov/ODOT/HWY/ACCESSMGT/docs/ODOT_Approach_App_0808_fillable.pdf

SUMMARY

Application for permits must be applied for by a valid licensed contractor. Homeowners may apply for permits if the property is the homeowner's main residence. If the property is for sale, rent or lease, permit work must be completed by a licensed contractor. If a homeowner is applying for permits on their own residence, the property is required to be in the homeowners name. Special circumstances may allow the application be made by another party for which a letter, signed by the current owner will be required to be submitted with the application and plans. In cases where a potential buyer wishes to apply for permits before purchasing the property, the same written consent from the current owner is still required at application but by the time of permit issuance, the transfer of name(s) to the new property owner(s) will be verified on the property and required before permit release. The buyer will take the risk that if a sale does not go through, the fees for the review of the plans are **non-refundable**. Issued permits are **NOT TRANSFERABLE**.

Permits are issued and valid for 180 days upon payment. Each permit, purchased individually, will have its own 180 timing period. Dwelling, remodel or addition permits may not only contain the building portion and inspections but may also include a combination of plumbing and mechanical as shown on the plans as well as their inspections. Electrical work, as required, are under a separate permit and by a licensed electrical contractor or homeowner if the location is their primary address (not on property that is for sale, rent or lease).

Call for inspections, specific to each permit, as the work is completed to make sure the project has been inspected and corrections, if any, are re-inspected and the permit(s) are final and properly. To arrange for an inspection, call the **inspection line at 541-766-6898** the day before you wish the inspection to occur. When calling the inspection line be prepared to provide the permit number, name, phone number, address site (if there is no address or if the site is difficult to locate, give directions to the site), and lastly, the specific type of inspection to be performed. Any additional comments may be added at the end of your call. NOTE: Be aware of any background noise since this may hinder scheduling your inspection.