



Community Development Department  
360 SW Avery Avenue  
Corvallis, OR 97333  
Phone (541) 766-6819  
Inspections 1-888-299-2821

## RESIDENTIAL STRUCTURAL CHANGE OF USE OR OCCUPANCY OR EXPANSION OF LIVING SPACE

This application is for the following (Check which one applies):

- Replacing a Dwelling – by converting the existing dwelling to an accessory structure (storage, shop, etc).
- Changing the use of a structure or portion of a structure (bedroom to a short-term rental)
- Changing the occupancy of a structure or portion of a structure (shop space to a bedroom)
- Changing both the use and occupancy of a structure or portion of a structure (barn to house)

NOTE: Structural alterations reviewed by the Commercial Code, including almost all home based businesses, **cannot** use this form. Please use the “Structural Permit” application for those alterations.

### REVIEWING DEPARTMENTS AND DIVISIONS

This application will be reviewed by the local fire department, the Community Development Department including both Planning and Building, the Environmental Health Division, the Public Works Department, and other applicable state or federal agencies. It is your responsibility to notify your insurance company of changes to your property.

### CHANGING THE USE/OCCUPANCY OF A DWELLING

- Converting a dwelling to another use with the intent to replace it with a new dwelling **will require an additional fee** for preparation, processing and recording of a **covenant**, which will be attached to the deed records for the property to certify that the structure will no longer be used as a dwelling, as defined in the Benton County Code, Chapter 51. The provisions for sleeping, cooking or sanitation will be required to be removed.
- To replace a dwelling in a resource zone (farm or forest zone), you will need to obtain zoning approval. For more details email [comdevinfo@co.benton.or.us](mailto:comdevinfo@co.benton.or.us) or call 541-766-6819 and ask to speak to a planner in our Planning Division.
- If connecting to a septic system or adding bedrooms, a septic permit will be required for the Environmental Health Division. For more information, call Environmental Health at 541-766-6841 for the type of septic permit needed.

### CHANGING A NON-CONFORMING STRUCTURE

- To replace a structure that has “**non-conforming setbacks**” or is devoted to a “**non-conforming use**” you will need to show that the building or use was legally established. Alteration or expansion of a non-conforming structure or use requires zoning approval. For more details email [comdevinfo@co.benton.or.us](mailto:comdevinfo@co.benton.or.us) or call 541-766-6819 and ask to speak to a planner in our Planning Division.

### CHANGING THE USE/OCCUPANCY OF A MANUFACTURED HOME

- Contact the Building Division at 541-766-6819 for questions and code requirements for converting a Manufactured home to another use or occupancy.

See next page for submission requirements.

**TO APPLY, SUBMIT THE FOLLOWING TO [PERMITCHECK@CO.BENTON.OR.US](mailto:PERMITCHECK@CO.BENTON.OR.US)**

- One (1) completed application.** Include the proposed use(s) of the structure.
  - One (1) site plan** on 8-1/2" X 11", drawn to scale. See **Site Plan Requirements** for an example site plan and checklist here: <https://www.co.benton.or.us/building/page/building-permit-process-application-forms>.
    - Label the structure to be converted and its distances to property lines.
    - Label the water source (well, spring, city, etc.), septic tank and drain field areas.
    - Label the driveway and all other structures on the property and their distances to property lines.
  - One (1) floor plans\***, drawn to scale. Floor plans need to show existing floor plan and proposed floor plan.
  - If structural changes are proposed to a manufactured home (if a site built home, check with Permit Technician before submission):**
    - **Two (2)** engineering calculations (at least one set must contain the original engineer's wet-stamp or a license verified electronic signature)
  - If starting a home occupation/home based business serving customers on-site:**
    - Building Official approval to review alterations under residential code instead of commercial code.
    - Water quality test performed within the past 12 months (showing levels of nitrates and coliform)
  - If converting a dwelling in a resource zone (farm or forest zones) with the intent to replace it:**
    - **Photographs** showing the intact roof, exterior walls, functioning electrical wiring, plumbing connected to a septic or sewer system and heat source.
    - **Evidence** of when the existing dwelling was established (built or placed on the property)
- \* **If plans are larger than 11"x17"**, you will need to submit two (3) paper sets for plans examination.

**AFTER SUBMISSION AND FEES**

Community Development Staff will review your application. If your application is deemed complete, you will be contacted by one of our staff for the initial payment to start your application through the review process. Keep in mind this is a portion of the total fee which will be due. The remaining amount will be calculated for the issuance of the permit, and will only include the structural portion of the work to be completed. Separate permits will need to be obtained for plumbing, mechanical and electrical work. See a Permit Technician for estimates of total cost and additional information about other permits. If your application is not complete, you will be contacted by our staff with what items are needed for a complete application.

*NOTE: Permit review fees may be waived if a new dwelling permit (for a replacement dwelling) is applied for at the same time as this permit. If a covenant is required, the preparation and recording fee will not be waived.*

**PERMIT ISSUANCE**

**When the permit is ready for issuance, you will be contacted for the remaining amount due.** Upon payment, the permit will be issued and you will receive an inspection packet that must be onsite available to the inspector at all times. The permit is good for 180 days from the date of issuance. Each time you request an inspection and receive a passing inspection result, your permit is automatically extended 180 days from that date. NOTE: No extension in timeline is granted unless the inspection receives an approved status. An extension may be requested in writing prior to permit expiration.

**INSPECTION REQUIREMENTS**

Call or text the word "schedule" to the **inspection line at 1-888-299-2821** at least 24 hours prior to your sought for inspection. The inspection will verify the changes to the structure and close the file. **You will need a 12-digit "IVR number" to text/call for inspection.** The IVR number for your permit is provided in the "Scheduling Inspections" section of your issued Building Permit. This IVR number can also be found by going to the Oregon E-Permitting website at <https://aca.oregon.accela.com/oregon/> and searching by permit number or by address. If you have difficulty finding the IVR number, please call our office. You are required to have your approved inspection packet onsite and available to the inspector at all times and failure to do so can result in a failed inspection.

# Change of Use, Occupancy or Expansion of Living Space Permit Application



DEPARTMENT USE ONLY	
Permit no.:	138-
Date:	

Jurisdiction name: **Benton County**

Address: **360 SW Avery Ave, Corvallis OR 97333**

Phone: **541-766-6819**

Inspection #: **541-766-6898** Web: [www.co.benton.or.us](http://www.co.benton.or.us)

This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

LOCAL GOVERNMENT APPROVAL		
Property is in or within 50 ft of Floodplain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Planning review required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Zoning of the property:		
Water quantity testing required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water quality testing required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Replacement dwelling in resource zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Habitability evidence included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Public Works review required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Environmental Health review required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CATEGORY OF CONSTRUCTION		
<i>FOR RESIDENTIAL USE ONLY</i>		
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City:	State:	ZIP:
Map and tax lot #:		
PROPERTY OWNER INFORMATION		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
E-mail:		
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.		
<b>Sign here:</b>		
CONTRACTOR INSTALLATION		
Business name:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
E-mail:		
CCB license no.:		
Print name:		
Signature:		
Benton County 02/03/2020		

FEE SCHEDULE	
1. Valuation information	
(a) Job description:	
.....	
.....	
.....	
<input type="checkbox"/> alteration/remodel	<input type="checkbox"/> addition
Existing Use/Occupancy:	
Proposed Use/Occupancy:	
# exist bedrooms:	# bedrooms to be converted:
Converting bedroom(s) to:	
# of new bedrooms:	# of bedrooms:
Square feet of project area:	
(b) Does proposed project include:	
(i) Accessory Dwelling Unit (ADU)	<input type="checkbox"/> Yes <input type="checkbox"/> No
(ii) Satellite bedroom/extended living space	<input type="checkbox"/> Yes <input type="checkbox"/> No
(iii) Overnight accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No
(iv) Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Structural changes occurring?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Occupancy change only?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Plan review only?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total valuation: \$</b>	<b>Minimum fee: \$</b>
2. Building fees	
(a) Permit fee (use valuation table):	\$
(b) Investigative fee:	\$
(c) Re-inspection (\$40.00 per hour): (number of hours x fee per hour)	\$
(d) Enter 12% surcharge (.12 x [2a+2b+2c]):	\$
<b>(e) Subtotal of fees above (2a through 2d):</b>	<b>\$</b>
3. Plan review fees	
(a) Plan review (same as permit fee [2a]):	\$
(b) Fire and life safety (40% x permit fee [2a]):	\$
	\$
4. Miscellaneous fees	
(a) Seismic fee, 1% (.01 x permit fee [2a]):	\$
<b>TOTAL fees and surcharges (2e+3c+4a):</b>	<b>\$</b>