



PERMIT APPLICATION PROCESS

PLANNING/ZONING

It is the responsibility of the person requesting a permit to check with the Community Development Department regarding the setbacks, maximum building height, lot coverage and zoning restrictions of the property, and insure that the proposed use is allowed in the particular zone. It is the applicant's responsibility to obtain all necessary approvals from the Planning Division before a building permit may be issued.

ENVIRONMENTAL HEALTH

The Environmental Health Division determines the suitability of land for on-site sewage disposal. This decision is based on Oregon Department of Environmental Quality Rules. These rules follow accepted Public Health principles and provide for environmental protection.

Property located within 300' of a sewer district requires a plumbing permit for the sewer hookup and a sewer agreement from the agency.

A septic site evaluation must be approved prior to obtaining a septic construction permit on property requiring on-site sewage disposal. Test pits in the proposed disposal area are required prior to application for the applicant's site evaluation. A form supplied by the Environmental Health Division must be completed and a vicinity map attached.

Not all property can be used for on-site sewage disposal. Approval is dependent on specific native site conditions, including soil type and depth, topography, setbacks and water table.

Once the site evaluation is approved, you may apply for a septic construction permit. This permit may be applied for before, or at the same time as the building permit. The applicant must provide four (4) plot plans.

Depending on your building project, a review of your existing septic system may be required. Appropriate fees will be charged.

BUILDING

The applicant must submit two (2) sets of scaled building plans, (with truss engineering details if applicable) along with four (4) plot plans at the time of application. A plans review fee will be charged at the time of application. The amount of the fee is based upon the value of your project. The building permit fee and any adjustment to the plans review fee will be collected when your permit procedure is completed.

SUPPLEMENTAL PERMITS

Supplemental permits are described as electrical, plumbing and mechanical. These permits will be issued and paid for at the time the building permit is issued.

INSPECTION REQUESTS

Once a permit is issued you must request inspections of the project at several stages. The inspection request telephone number is (541) 317-3174.

To schedule an inspection, the following information is required:

1. The permit number
2. The address where the inspection is to be performed
3. The contractor's name if not the owner
4. What type of inspection needed
5. The date that the work will be ready for inspection
6. The contact person's phone number
7. The contact person's name

Inspections that need to be requested:

1. Footing/Setbacks: After forms for the footings are in place and before any concrete is placed
2. Stemwall: In some cases, after forms for the foundation are in place and before concrete is placed (a stemwall inspection is not always required)
3. Underslab or Underfloor Plumbing: After all underslab or underfloor plumbing is installed and before any concrete or subflooring is placed
4. Underfloor Framing: After all in-slab or underfloor building service equipment, conduit, piping accessories are in place and before any concrete or subflooring is placed

5. Rough Electrical: After all electrical wires, boxes and equipment are in place and before covering or concealment, prior to framing inspection.
6. Plumbing Topout: After all plumbing is installed and before concealment or cover, prior to framing inspection
7. Mechanical Rough: After ducts are installed and before concealment or cover, prior to framing inspection
8. Framing: After all pipes, ducts, framing, firestopping, and bracing are in place and after plumbing, mechanical and electrical are ready for inspection, prior to insulation being installed
9. Insulation: After insulation is in place in all walls, floors or ceilings and before any concealment or cover. Exception: Underfloor or attic insulation that will be visible at time of final inspection can be installed at any time prior to final inspection
10. Wallboard: When noted on approved plans or required for specific applications
11. Final: After the structure is completed and prior to occupancy.

Final inspections for Electrical, Plumbing, Mechanical and Building are required.