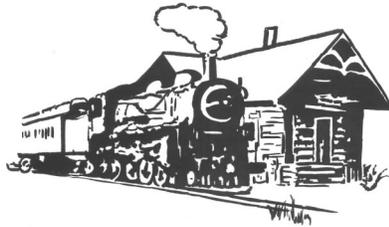


# CITY OF HALSEY

PO Box 10  
100 Halsey Street  
Halsey, OR 97348

Ph: (541) 369-2522  
Fax: (541) 369-2521  
[www.cityofhalsey.com](http://www.cityofhalsey.com)



## New Building/Structure Permit Information Packet



## SECTION R105 PERMITS

### **R105.1 Required.**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

### **R105.2 Work exempt from permit.**

Permits shall not be required for the following. Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

#### Building:

1. One-story detached accessory structures, provided the floor area does not exceed 200 square feet (18.58 m<sup>2</sup>).
2. Fences not over 6 feet (1829 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment accessory to a one or two-family dwelling.
9. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.

#### Electrical:

Repairs and maintenance: A permit shall not be required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

#### Gas:

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation appliances.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.

The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

#### **R105.2.1 Emergency repairs.**

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.



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## Permits: Frequently Asked Questions

### *When do I need a permit?*

Permits are required for any new construction or alterations and additions to existing buildings. This includes:

- Electrical
- Plumbing
- Mechanical
- Structural
- Manufactured home
- Accessory Dwellings
- Accessory Buildings over 200 ft sq or 10' tall
- Any work on the Right of Way

### *Why do I need a permit to do work on my own property?*

Permits are about safety. Oregon law requires you to obtain permits, even on your own property, to ensure that you meet minimum building standards for your own safety and for the safety of future property owners and occupants.

### *Who is responsible for obtaining permits?*

If the property owner is doing the work, he or she is responsible for acquiring all the permits. If you are hiring a contractor to complete the work, you need to confirm that he or she is obtaining the appropriate permits.

### *How do I apply for a permit?*

Electrical Permits: are issued directly by Linn County. You must apply to Linn County Planning & Building to obtain an electrical permit.

Mechanical/Plumbing Permits: are issued by the City of Halsey. You can apply for them in person at Halsey City Hall, or you can fax or mail in your application. Permits must be paid for before they can be picked up. Inspections are done by Linn County. Residential plumbing or mechanical permits can often be issued on the spot. Commercial plumbing or mechanical permits often need to be checked by Linn County before they can be issued.

Structural or Building Permits, including Manufactured Homes and Accessory Dwellings: are issued by the City of Halsey. An application packet can be picked up at City Hall. Residential permit applications will be reviewed first by City of Halsey staff to ensure compliance with the Halsey Development Code and then forwarded to Linn County for approval.

Commercial Building Permits: In addition to the Building Permit Application, Commercial Building Permits require a Site Design Review, which requires a \$1,000 deposit and review by the Planning Commission in addition to city staff and the county.

Accessory structures (sheds, greenhouses, chicken coops) smaller than 200 sq ft and less than 10' tall do not need a permit, but must comply with setbacks, maximum lot coverage, and other aspects of the Halsey Development Code. Accessory structures larger than 200 sq ft or taller than 10' must apply for a building permit.

Right of Way/Construction Permit: A Right of Way Permit is required for any work done on a Right of Way. It is issued by the City of Halsey. You can apply for one in person at City Hall.

### *Can I get a permit by mail or on-line?*

For help with applying for a permit remotely, contact Halsey City Hall. Most permit applications and supporting documentation can be faxed or emailed. Payments can be processed on line at [www.cityofhalsey.com](http://www.cityofhalsey.com). Permits can then be mailed to you, however, work cannot begin on the project until you have the permits in hand.

### *How long will it take to get my permit approved?*

It depends on the type of permit and the project. A residential Plumbing or Mechanical permit can often be issued immediately. A Right of Way permit can also often be issued the same day or within a day or two for a more complicated project. Commercial plumbing or mechanical projects get reviewed by Linn County before being issued. Typically, this takes three to ten days. Residential building permits are reviewed by the City and the County. The city has ten business days to review the application. If no additional materials or information are needed from the applicant, it is then sent to Linn County for review. Linn County can take two to three weeks. If the application is incomplete or if additional materials or information is needed from the applicant, the process can take longer. Permits that require a Site Design Review must also be reviewed by the Planning Commission, and there is a publication/notification requirement before that meeting.

### *What are Residential Setbacks?*

Setbacks are the amount of space you have to leave between a building and the edge of your property. In the residential zone (R-1) they are: front – 20', side – 5', street side – 15', rear – 10'

### *Why do I need a permit to replace a water heater?*

Oregon law requires plumbing permits for water heaters because of fire, electric shock, and explosion dangers.

### *Do I have to hire an architect or engineer to design my project and prepare the plans?*

Not usually. If your project requires extension of sewer or water services, you may need an engineer. If you are building a house, you will need house plans, and often the builder will have the needed drawings. For pre-fabricated accessory buildings, generally the company will have design drawings and specifications that can be submitted with the application. Projects vary. If you have questions about what materials to submit, please ask city staff.

### *Can I live on my lot in my RV while I'm building my house?*

No. The Halsey Development Code does not allow residence in an RV. There are RV parks in Harrisburg and Junction City.

### *I have a complicated project that may require some Variances. I need help understanding the code. How do I find out if my project is possible?*

Many questions can be answered by city staff. The permit clerk works Monday-Friday from 8:00 am to noon and 1:00 to 3:00. For complicated projects, it may be advisable to schedule a pre-planning conference. A pre-planning conference is a meeting with the City Planner to discuss the project. It can be great for figuring out what is and isn't possible under the Halsey Development Code, and if a Variance or a Conditional Use Permit would be required.

### *Can a permit be issued before the Plan Review is approved?*

No. All plans must be approved before permits are issued. Land use changes, Lot Line Adjustments, Partitions, Subdivision Applications, and Variances must also be complete before permits can be issued.

### *When does my permit expire?*

Your permit is good for 180 days. If you call for an inspection, you have an additional 180 days to do the work. Each time you call for inspection, you then have another 180 day period to complete the project. If your permit expires, you can request the permit be reinstated by Linn County within the first 90 days. There may be a reinstatement fee. If more than 90 days has passed after the expiration of the permit, it would be necessary to apply for a new permit.

#### **For additional information:**

##### **City of Halsey**

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##### **Linn County Planning & Building**

Room 114 Linn County Courthouse  
PO Box 100  
Albany, OR 97321  
Ph: (541) 967-3816  
Fax: (541) 926-2606  
<http://www.co.linn.or.us/index.php?content=planning>

*The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*

## WHAT TO BRING WHEN YOU TURN IN YOUR APPLICATION

Site Map – This map should provide details of the proposed property (an aerial view). The map should be drawn to scale and reflect any other structures on the lot. It must show distances between buildings on the lot, between buildings and property lines, and locations and widths of proposed accesses. Please see the attached example.

Building Plan – This plan should be a detail of the proposed building structure (5 copies.) Please see the attached examples.

The permit clerk works from 8:00 am – noon and from 1:00 -3:00 pm M-F. If you have questions, please bring in your application during those times, or leave a phone number where you can be reached the next business day.

**\*\* Turn all application materials in to Halsey City Hall \*\***

## THE APPROVAL PROCESS

Once the application and plans are received by the city, city staff will review the application for compliance with the Halsey Development Code. One copy of the plans is sent to the City Planner. Public Works also reviews the plans and determines location of utilities access and if an extension of service is required.

You may be contacted to provide additional information or clarification. City staff will use information from the plans, the City Planner, and Public Works to calculate Water & Sewer connection fees and SDCs.

Once the plans are approved by the City, they are forwarded to Linn County Planning & Building. (3 copies) The Building Official will review the plans for compliance with the Oregon Building Codes. He will also determine the permit fee based on the value of the project.

After the plans are approved by Linn County, they are returned to the city. City staff will provide a statement that includes the permit fee, the plan review costs, water and sewer connection fees, SDCs, and an administrative fee.

**\*\* Permits and Plans can only be issued after payment is made in full \*\***

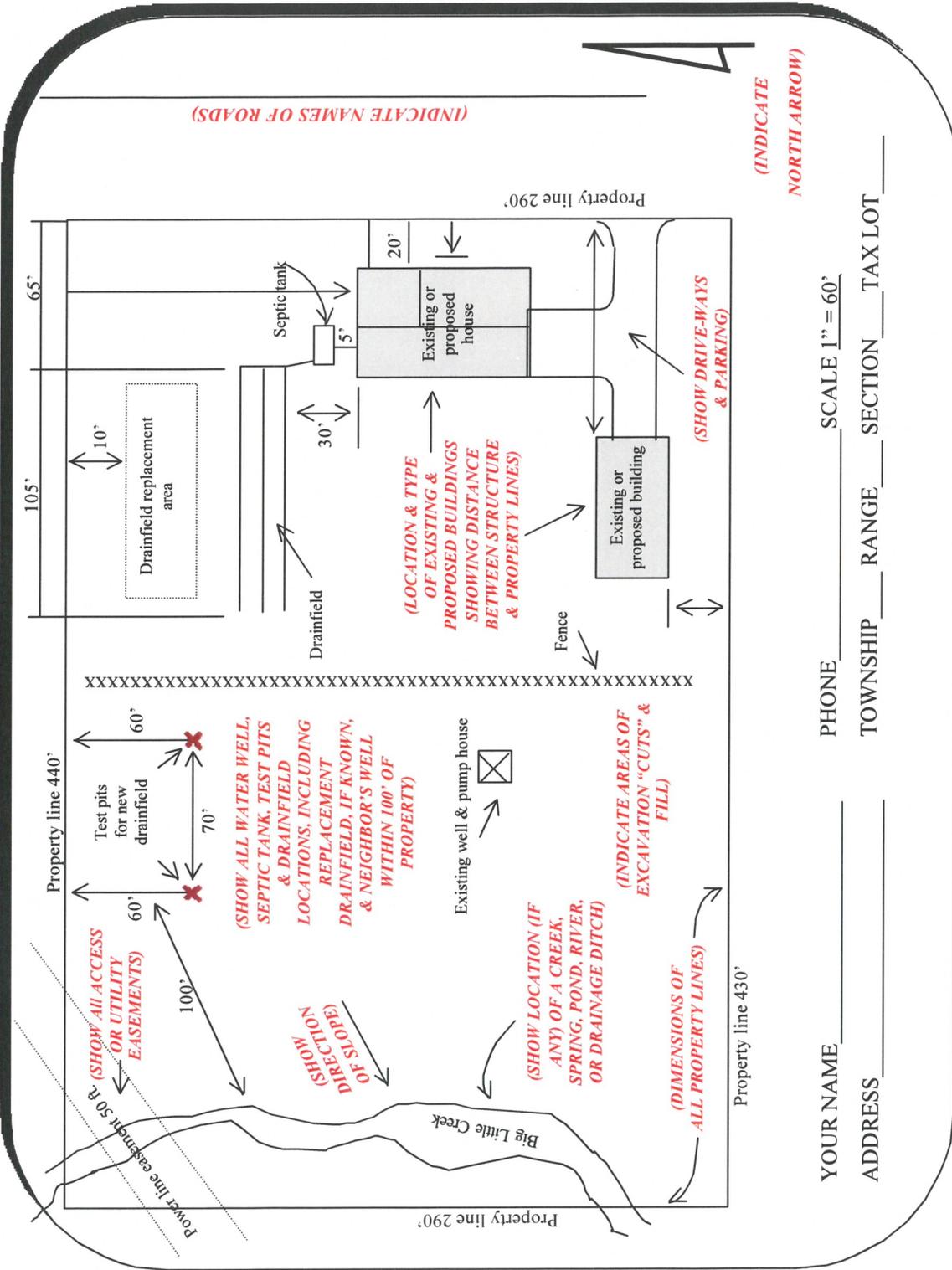
## NEED AN INSPECTION?

For inspections, call Linn County Planning & Building at (541) 967-3816. You will need to call the day before you would like the inspection done. Be ready to leave information on the message, including the permit number, address, phone, and type of inspection you need done.

## RATES & FEES

- Permit Fee: varies. Calculated by Linn County Building Official based on the value of the project
- Plan Review Fees: varies, depending on time needed for review. The City Planner costs \$75/hour. You can minimize plan review fees by turning in a complete application with well drawn or professionally drawn plans that is compliant with the Halsey Development Code. The HDC is available on line at [www.cityofhalsey.com](http://www.cityofhalsey.com), and city staff will also answer questions to help you submit a successful application.
- Water Connection Permit: The base rate for the Water Connection Permit is \$1,000. This includes installation of the meter and backflow, and Public Works inspection of your plumber's connection to the laterals. When you submit your permit application, Public Works will evaluate the nearest water and sewer services to your property, and estimate if there will be additional costs to bring water and sewer accesses to your property line. The property owner is responsible for those costs.
- Sewer Connection Permit: The base rate for connection to the sewer system is \$1500. Public Works will assess and estimate if there will be additional costs to bring the service to the property line.
- System Development Charges: SDCs go directly to capital improvements to the existing infrastructure. Water and Sewer SDCs are calculated based on the number of fixtures in the building. Storm Water SDCs are calculated based on the square footage of impermeable surface being added to the lot. (Roof, Driveway, Patio)
- Administrative Fee: The administrative fee is 25% of the non-city fees associated with the application. This covers staff time and expenses associated with processing the application.
- Depending on the project, there may be additional professional costs if an engineer is required to review the plans.

**NOTE: All plot plans must be drawn to scale**



(INDICATE NAMES OF ROADS)

(INDICATE NORTH ARROW)

YOUR NAME \_\_\_\_\_ PHONE \_\_\_\_\_ SCALE 1" = 60'  
 ADDRESS \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ SECTION \_\_\_\_\_ TAX LOT \_\_\_\_\_

11" x 17" OR 8 1/2" x 11" SHEET OF PAPER

**SAMPLE PLOT PLAN**

## BUILDING PLAN REQUIREMENTS

Plans shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show, in detail, that it will conform to the provisions of the code and all relevant laws, ordinances, rules and regulations Oregon State 1&2 Family Dwelling Specialty Code Section 106.1.1.

The plans you submit are required to match or exceed the level of detail and information presented in these samples.

Only plans drawn to the standards of the Oregon State Specialty Code will receive approval.

If you cannot produce drawings like the sample plans attached, it may save you time and additional expenses to have your plans drawn by a professional draftsman.

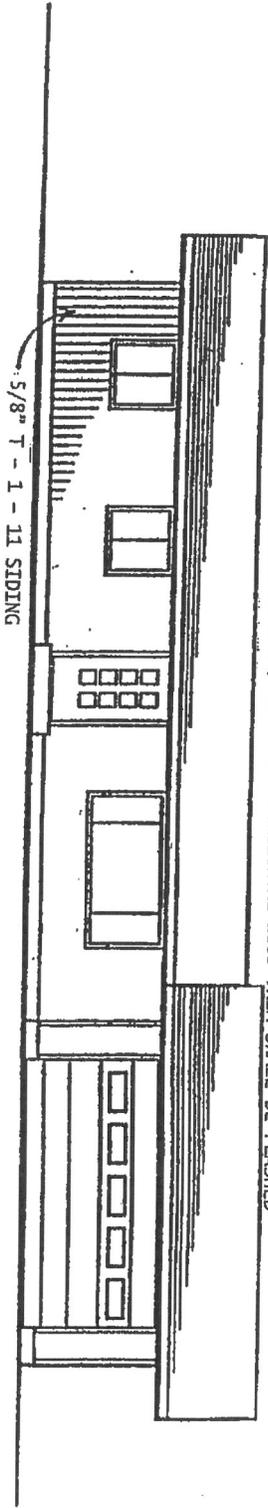
# SAMPLE ELEVATIONS

INDICATE SCALE \_\_\_\_\_  
DRAWN BY \_\_\_\_\_

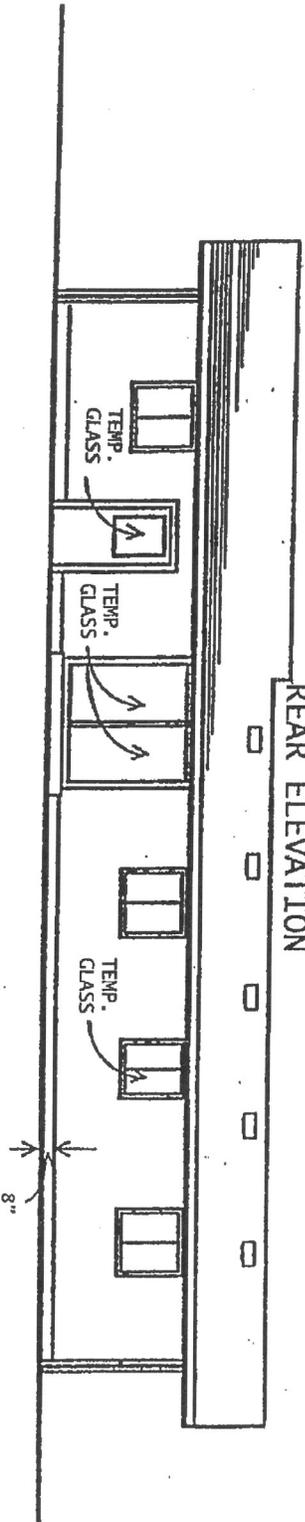
OWNER NAME(S) \_\_\_\_\_  
ADDRESS OR MAP & TAX LOT \_\_\_\_\_

## FRONT ELEVATION

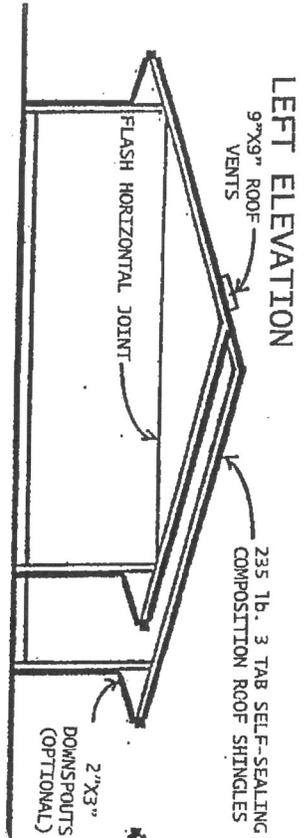
NOTE: ALL EXTERIOR WINDOWS, DOORS AND HORIZONTAL WOOD TRIM SHALL BE FLASHED



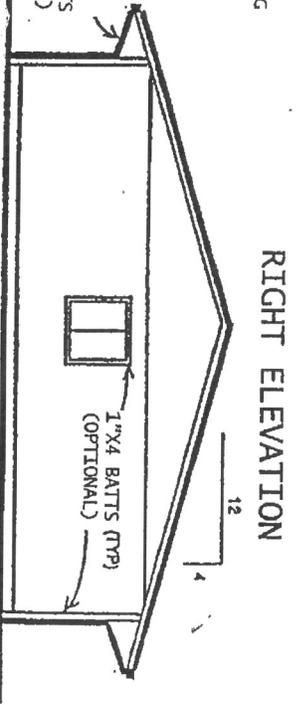
## REAR ELEVATION



## LEFT ELEVATION



## RIGHT ELEVATION

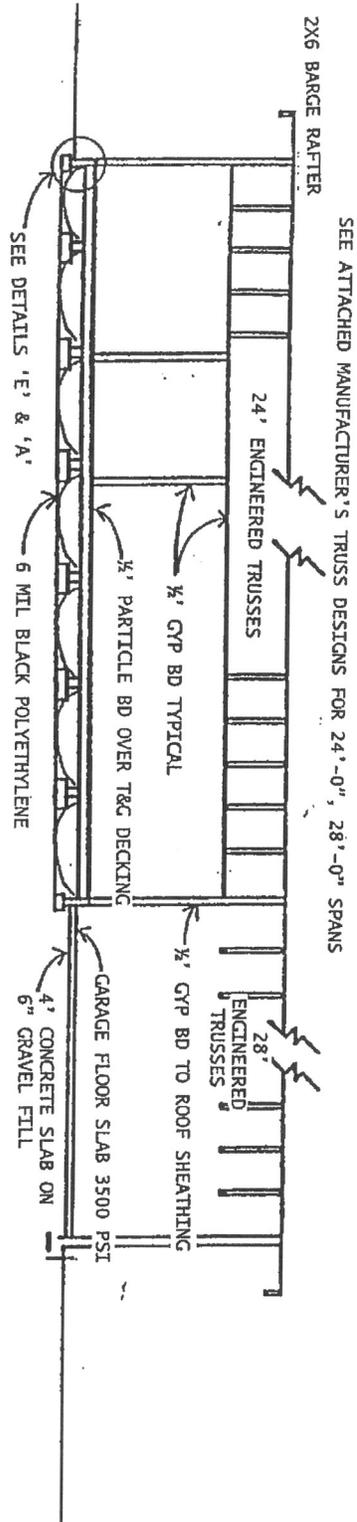


**SAMPLE SECTIONS (Framing)**

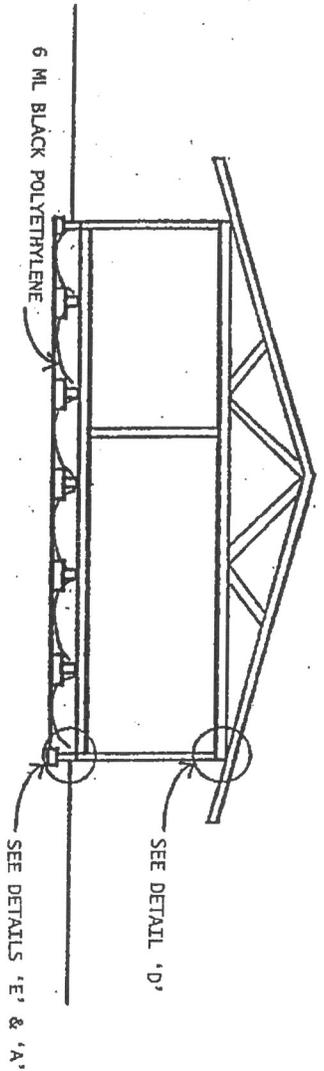
INDICATE SCALE \_\_\_\_\_  
DRAWN BY \_\_\_\_\_

OWNER NAME(S) \_\_\_\_\_  
ADDRESS OR MAP & TAX LOT \_\_\_\_\_

**SECTION A-A**



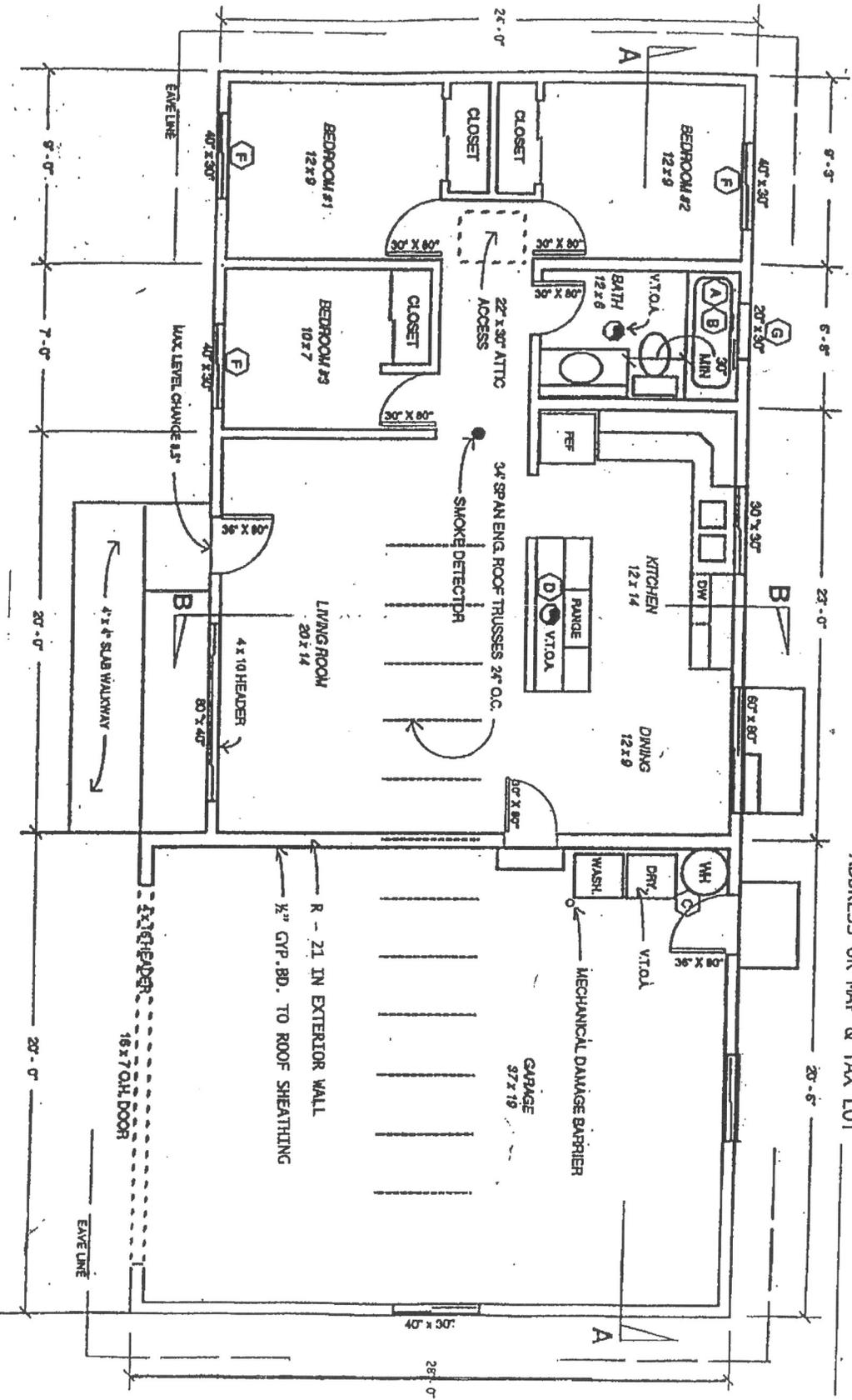
**SECTION B-B**



# SAMPLE FLOOR PLAN

INDICATE SCALE \_\_\_\_\_  
DRAWN BY \_\_\_\_\_

OWNER NAME(S) \_\_\_\_\_  
ADDRESS OR MAP & TAX LOT \_\_\_\_\_

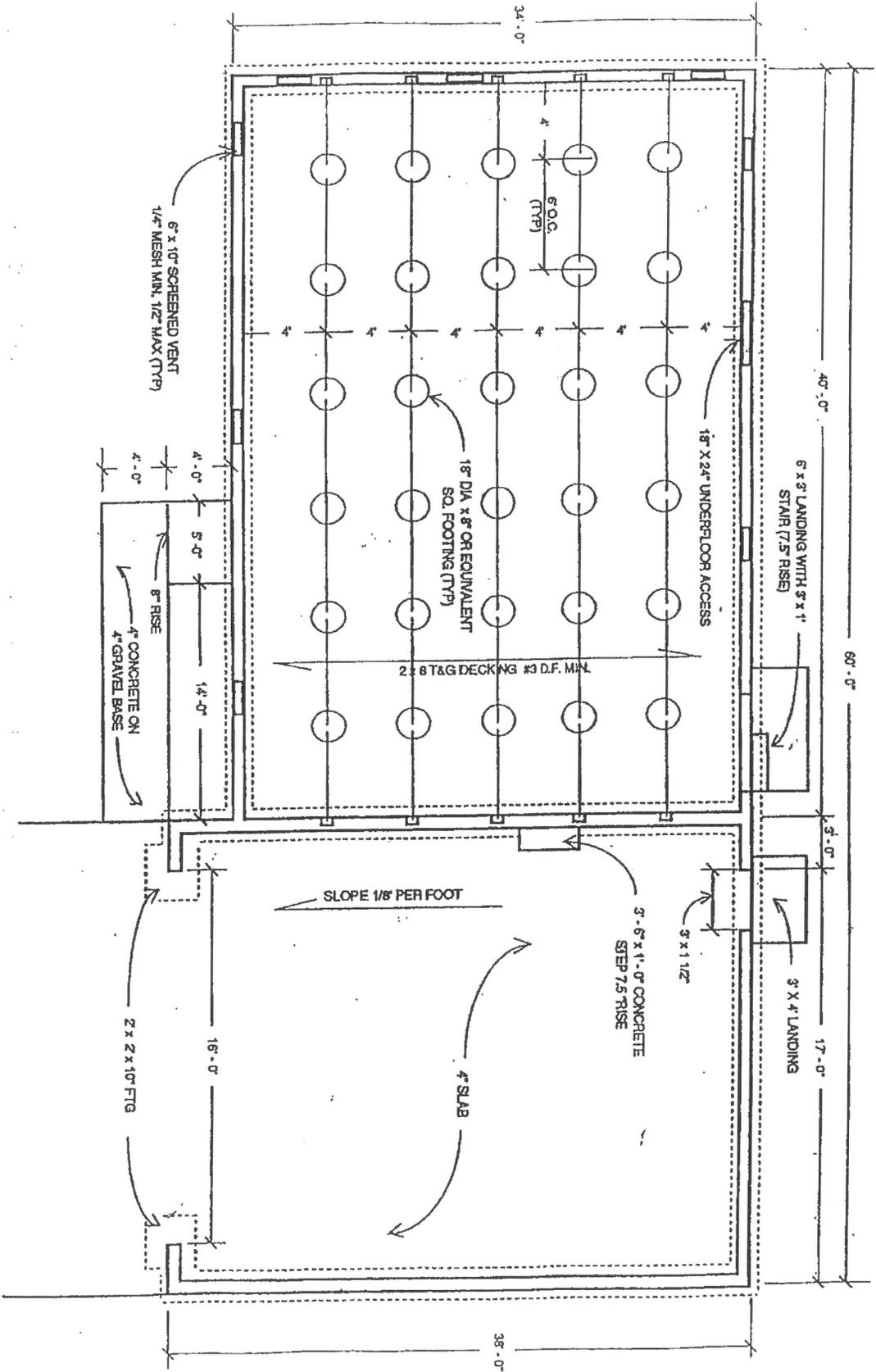


- NOTE: THIS IS A SAMPLE PLAN ONLY. MATERIALS AND DIMENSIONS WILL VARY.
1. PROVIDE TYPE AND LOCATION OF HEATING SYSTEM
  2. ATTIC ACCESS THROUGH A GARAGE FIREWALL REQUIRES A 5/8" THICK SOLID CORE ACCESS DOOR.
- A. 2.5 GPM SHOWER HEAD MAX.
  - B. ALL FIXTURE OPENINGS CAULKED, WALL BD JOINTS & EDGES SEALED WITH TILE ADHESIVE
  - C. PRESSURE RELIEF VALVE DRAINED TO FLOOR
  - D. V.T.O.A. - VENT TO OUTSIDE AIR
  - E. ALL WINDOWS DOUBLE-GLAZED
  - F. OPERABLE WINDOW WITH NET CLEAR OPENING AREA OF 5.7 SQ. FT. LEAST OPENING HEIGHT 22", LEAST OPENING WIDTH 20", MAXIMUM SILL HEIGHT 44"
  - G. SAFETY GLAZI

# SAMPLE FOUNDATION & FLOOR FRAMING PLAN

INDICATE SCALE \_\_\_\_\_  
 DRAWN BY \_\_\_\_\_

OWNER NAME(S) \_\_\_\_\_  
 ADDRESS OR MAP & TAX LOT \_\_\_\_\_

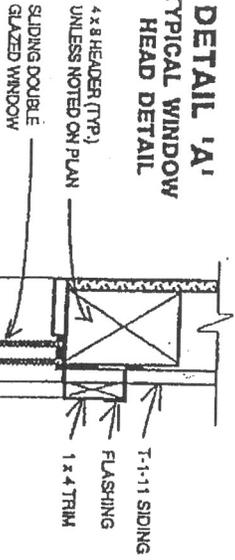


# SAMPLE DETAILS (Window, Roof, Floor/Foundation & Under-Floor)

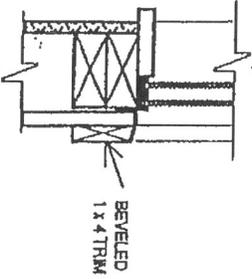
INDICATE SCALE \_\_\_\_\_  
 DRAWN BY \_\_\_\_\_

OWNER NAME(S) \_\_\_\_\_  
 ADDRESS OR MAP & TAX LOT \_\_\_\_\_

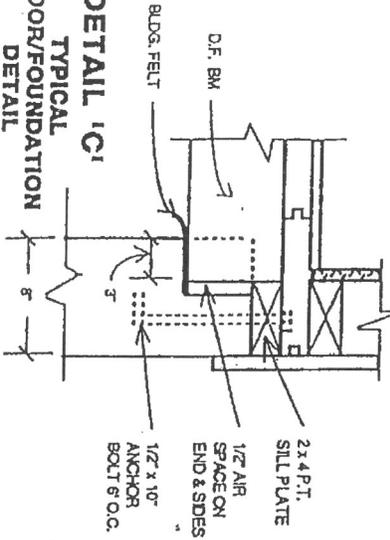
**DETAIL 'A'**  
 TYPICAL WINDOW  
 HEAD DETAIL



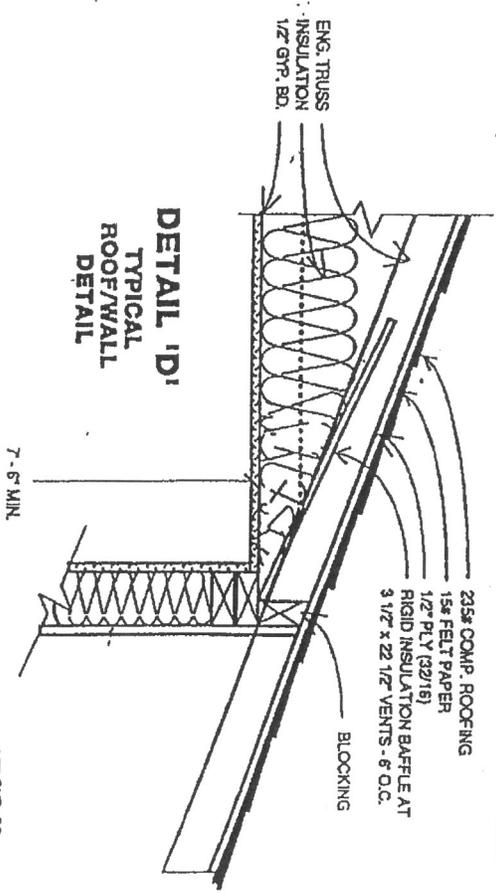
**DETAIL 'B'**  
 TYPICAL WINDOW  
 SILL DETAIL



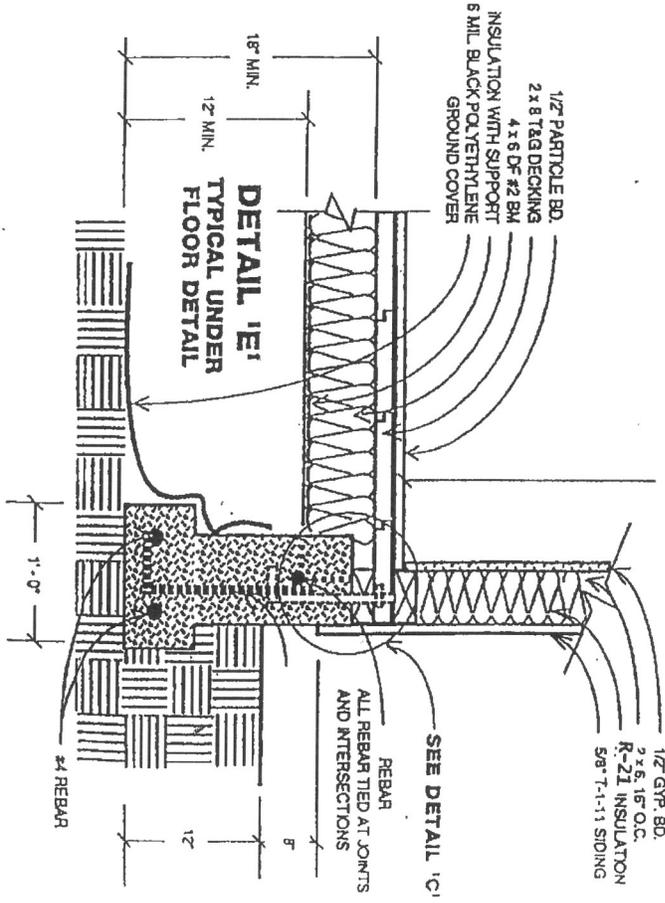
**DETAIL 'C'**  
 TYPICAL  
 FLOOR/FOUNDATION  
 DETAIL



**DETAIL 'D'**  
 TYPICAL  
 ROOF/WALL  
 DETAIL



**DETAIL 'E'**  
 TYPICAL UNDER  
 FLOOR DETAIL



## CONCRETE AND MASONRY FOUNDATION DETAILS

### CONVENTIONAL WOOD FRAME CONSTRUCTION

FOOTINGS:  
FOR ONE STORY W=12"

FOR TWO STORY W=15"

FOR THREE STORY W=18"

4-INCH BRICK VENEER OVER WOOD FRAME

FOOTINGS:  
FOR A ONE STORY W=15"

FOR A TWO STORY W=19"

FOR A THREE STORY W=23"

8-INCH SOLID OR FULLY GROUTED MASONRY

FOOTINGS:  
FOR A ONE STORY W=17"

FOR A TWO STORY W=23"

FOR A THREE STORY W=30"

FOOTING PROJECTIONS:  
"P" SHALL BE A MINIMUM 2"

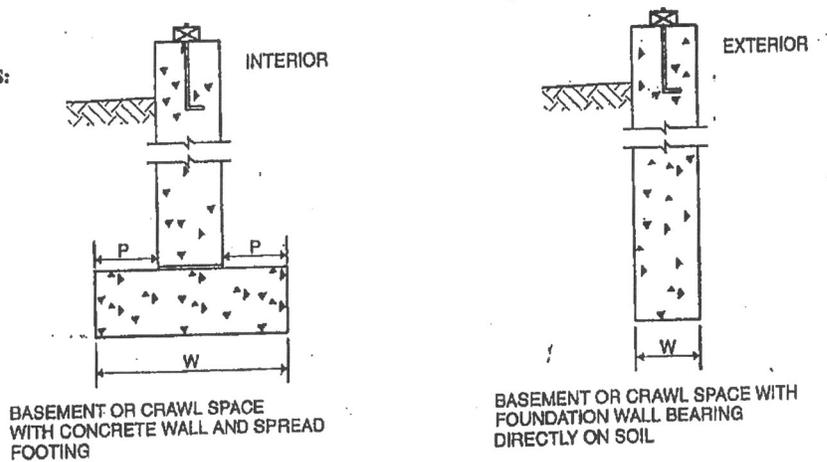
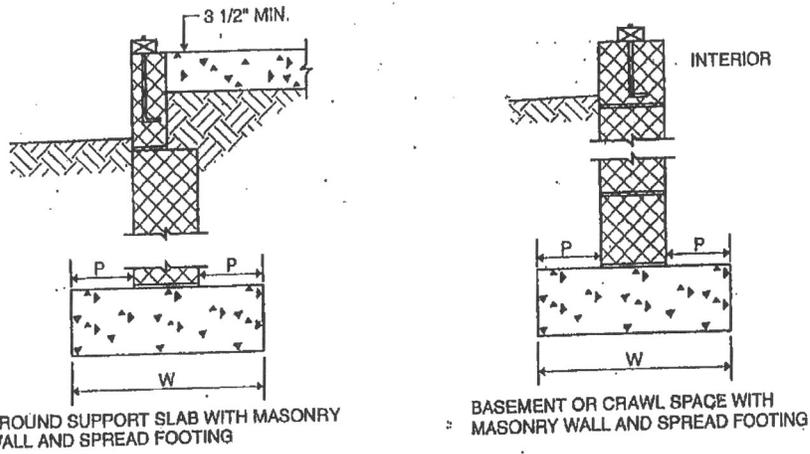
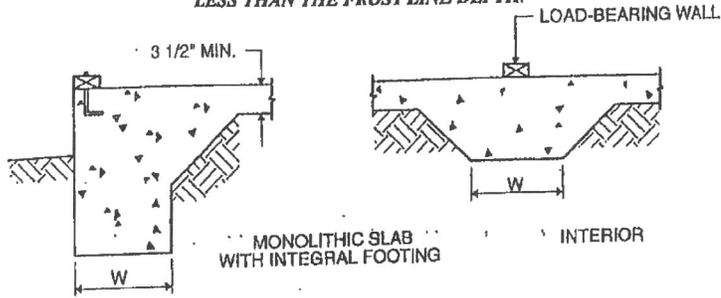
FOOTING THICKNESS:

6 INCHES SUPPORTING ONE STORY

7 INCHES SUPPORTING TWO STORIES

8 INCHES SUPPORTING THREE STORIES

*FOOTINGS SHALL BE SUPPORTED ON UNDISTURBED OR ENGINEERED FILL, FOUNDATIONS SHALL EXTEND NOT LESS THAN 12" BELOW THE FINISHED GRADE, IN NO CASE LESS THAN THE FROST LINE DEPTH.*



W = Footing width (see Section 403.1.1)  
P = Footing projection (see Section 403.1.1)

For SI: 1 inch = 25.4 mm.

## SYSTEM DEVELOPMENT CHARGES FAQ

### *What is a System Development Charge (SDC)?*

SDCs are a one-time fee imposed on new development and some types of redevelopment. The fee is intended to recover a fair share of the costs of existing and planned future improvements to the water, sewer, and storm water systems that provide capacity to serve new growth. Oregon law (ORS 223.297-223.314) defines SDCs and specifies how they shall be calculated, applied and accounted for by local government.

### *When is a SDC due?*

SDCs are calculated by city staff and the City Planner and are due at the time the permit is issued.

### *How are SDCs calculated?*

Water and Sewer SDCs are calculated based on the number of fixtures in the proposed development. The rates are:

Water System Development Charge	\$48.94/WSFU
Sewer/Wastewater System Development Charge	\$40.07 DFU
Storm Water System Development Charge	\$0.59/sq ft impervious surface

### ADDITIONAL REQUIRED INFORMATION

Square Footage of roof: \_\_\_\_\_

Square footage of Driveway: \_\_\_\_\_

Square footage of Sidewalk: \_\_\_\_\_

Square footage of Patio: \_\_\_\_\_

Underground Sprinkler System: Y/N (please circle one)

Whirlpool Bath or Combination Shower: Y/N How many? \_\_\_\_\_



**CITY OF HALSEY**  
PO Box 10, 100 West Halsey St., Halsey OR 97348

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FAX: (541) 369-2521

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NOTICE

July 1, 2015

Per Linn County's request, Backflow Devices need to be part of the plumbing inspection process. The Backflow Devices must be installed by a licensed plumber.

A handwritten signature in cursive script that reads "Ronda Fischer".

Ronda Fischer  
City Administrator

*The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*











**CITY OF HALSEY  
CONSTRUCTION PERMIT APPLICATION  
For Work in Public Right-of-Way**

**PERMIT NO.** \_\_\_\_\_ **RECEIPT NO.** \_\_\_\_\_ **FEE** \_\_\_\_\_

**Application is made to:** Construct Alter / Repair Curb Storm Drain Driveway Parking Lot  
Water Lateral Sanitary Sewer Lateral Sidewalk Fill / Excavation Other: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**Address** \_\_\_\_\_

**CONTRACTOR/BUILDER:** \_\_\_\_\_ **BLDR#** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**LEGAL: TWP:** \_\_\_\_\_ **RANGE:** \_\_\_\_\_ **SEC:** \_\_\_\_\_ **TAX LOT#** \_\_\_\_\_

**JOB ADDRESS/LOCATION:** \_\_\_\_\_

Attach Proof of Easements if Required.

Attach 100% Performance and Maintenance Bond if Required.

State of Oregon approval for water and sanitary sewer projects (Date): \_\_\_\_\_

Three sets of plans attached. Permit Fee - See Attached Fee Schedule (Base Fee \$25.00)

**Conditions of this Permit:**

1. Applicant agrees to comply with the above description of work, attached plans, and the regulations of Standard Specifications for Public Works Construction of the City of Halsey.
2. Applicant agrees to guarantee all materials and workmanship covered by this permit for a period of one year following acceptance of the improvements by the City.
3. Applicant agrees to indemnify and hold harmless the City, its officials, representatives and employees from any and all liability resulting from the applicant's negligent acts or performance of work under this permit.

**NOTICE:** After issuance of a permit, the contractor shall give the City and all local utility companies at least 48 hours notice before commencing work.

**Applicant:** \_\_\_\_\_ **Application Received (date & initial):** \_\_\_\_\_

***OFFICE USE ONLY:***

Plans Checked By Public Works Department: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date: \_\_\_\_\_  
(Initial) (Initial)

Permit Issued (Date): \_\_\_\_\_ Permit # \_\_\_\_\_ By: \_\_\_\_\_  
(Sign)

Actual Construction:

Started: \_\_\_\_\_ Completed: \_\_\_\_\_ Date Accepted: \_\_\_\_\_  
(Date & Initial) (Date & Initial) (Date & Initial)





# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

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Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321  
Phone 541-967-3816, Fax 541-926-2060

## LINN COUNTY BUILDING PERMIT APPLICATION REQUIREMENTS

The following approvals must be obtained before a building permit can be issued.

(1) **LAND USE APPROVAL:**

- (A) If your building project is within a city, you must obtain land use approval from the city.
- (B) If your building project is within Linn County, and not within city limits, land use approval must be obtained from the Linn County Planning and Building Department.

**NOTE:** Some planning reviews or hearings may delay your project. You should begin this process well before you wish to start building. Talk to the city or county planner about your project for specific requirements.

(2) **SANITATION:**

- (A) If your property is served by a municipal sewer system, approval must be obtained from the municipality.
- (B) If a public system is not available, an on-site sewage disposal system may be used. For information regarding an existing or new disposal system, contact Environmental Health at (541) 967-3821, or 1-800-304-7468. (Please contact this department regardless of type of proposed structure).

**NOTE:** Some delay may be experienced in obtaining sanitation approval. You should begin this process well before you wish to start building. Talk to a sanitarian about your project for specific requirements.

(3) **BUILDING PLAN REVIEW:**

- (A) Residential: Three complete sets of building and site (plot) plans along with a signed residential plan submittal checklist shall be submitted for review. This review can take up to ten working days after completed plans have been submitted.
- (B) Commercial: A pre-application meeting is required for all commercial or industrial building projects.
- (C) Please note Linn County uses 1,000 PSF soil bearing pressure and footings for conventional light frame construction and should accommodate the following widths: 1 story; 18", 2 story; 23", 3 story; 27".



# BUILDING AND DEVELOPMENT PERMIT APPLICATION WORKSHEET

Date: \_\_\_\_\_  
Permit #: \_\_\_\_\_

## Property Owner/Applicant Information:

Applicant(s) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (hm) \_\_\_\_\_ (work) \_\_\_\_\_  
Email \_\_\_\_\_

Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (hm) \_\_\_\_\_ (work) \_\_\_\_\_

Contractor Name \_\_\_\_\_ CCB# \_\_\_\_\_ Expiration: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (hm) \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

## Property Information:

Map Number: (Twp) \_\_\_\_\_ (Range) \_\_\_\_\_ (Section) \_\_\_\_\_ (TaxLot) \_\_\_\_\_

Site Address (if any): \_\_\_\_\_

## Permit Information:

Please give a brief description of the proposed work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of work will be done?

\_\_\_\_\_ Structural \_\_\_\_\_ Plumbing \_\_\_\_\_ Mechanical \_\_\_\_\_ Electrical

\_\_\_\_\_ Homeowner  
\_\_\_\_\_ Electrical Contactor  
**(Must obtain separate permit)**



**Application Check List (for Building Department Staff only)**

Date Received: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Floodplain: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_

Type of Permit: \_\_\_\_\_

**Application Check List (for Planning Staff Only)**

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

Date Received: \_\_\_\_\_ Planning Permit #: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Site Plan Complete: \_\_\_\_\_

Setbacks-Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Riparian \_\_\_\_\_  
Other \_\_\_\_\_

Zoning District: \_\_\_\_\_

Legal Lot: \_\_\_\_\_ Wetlands: \_\_\_\_\_ GeoHazard: \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Check List (for EHD Staff Only)**

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Septic Permit Number: \_\_\_\_\_ Site Plan Approved: \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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[www.co.linn.or.us](http://www.co.linn.or.us)

## One & Two Family Dwelling Building Permit Application Checklist

Permit Number: \_\_\_\_\_  
 Map Number: \_\_\_\_\_

The following items are required for plan review and shall be used by Linn County to determine completeness of plans and compliance with OAR 918-020-0090(3)(a)(C) and (4).

		Yes	No	N/A
1	<b>Three complete sets of legible plans</b> drawn to scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.			
2	<b>Site/Plot plan drawn to scale.</b> The plan must show; location of all easements, drainage facilities storm and septic (tank, drain field, and repair area are items required for EHD approval), adjacent grades, property lines, existing buildings/structures and the proposed building/structure.			
3	<b>Foundation plan and Cross Section.</b> Show footing and foundation dimensions, <b>point loads</b> , anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location, and soil type.			
4	<b>Floor plans.</b> Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
5	<b>Cross section(s) and details.</b> Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
6	<b>Elevation views.</b> Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than 4-ft at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7	<b>Wall bracing (prescriptive path) and/or lateral analysis plans.</b> Building plans must show construction details and locations of lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			
8	<b>Floor/roof framing plans</b> (stick framed) are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9	<b>Basement and retaining wall</b> cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered plans are required for retaining walls exceeding 4' in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13, for "Engineer's calculations."			
10	<b>Beam calculations.</b> Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.			
11	<b>Manufactured floor/roof truss design details.</b> Provide floor/roof layouts with <b>gravity and uplift</b> reactions.			
12	<b>Energy Code Compliance.</b> Show base and additional option chosen.			
13	<b>Engineer's calculations</b> when required or provided, (i.e., shear wall, retaining walls exceeding 4') shall be stamped by an engineer or architect licensed in Oregon and shall be applicable to the project under review by cross-reference to the applicable plan location.			

### Linn County specific building requirements. (For office use only)

14	<b>Floodplain Elevation Certificate (Pre &amp; Post Construction)</b>			
15	<b>Geo Technical Report for Geo Hazard Areas</b>			
16				
17				
18				

**Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only.**