



## 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
- Signs
- 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 prefabricated 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:**

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Halsey, OR 97348

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**Linn County Planning & Building**

Room 114 Linn County Courthouse

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Albany, OR 97321

Ph: (541) 967-3816

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<http://www.co.linn.or.us/index.php?content=planning>

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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).