



FREQUENTLY ASKED QUESTIONS: PERMITS

1. Do I need a permit for a shed/chicken coop?

If it is smaller than 200 square feet and shorter than 12' tall, you do not need to apply for a permit, but you do need to comply with the standards in the development code. Setbacks are 20' in the front, 5' on the side and 10' in the rear. There needs to be a 5' space between buildings.. Also, no more than 40% of your lot can be covered with structures. If the structure will be larger than 200 square feet or taller than 12' tall, you will need to apply for a Building Permit.

2. How do I get a Mechanical or Plumbing Permit?

Often your plumber or mechanical installer will apply for this for you. If you need to apply for one, it is issued by the City of Halsey. The form and fee worksheets are available in City Hall or on the website at www.cityofhalsey.com/permits.htm. It is usually easier to have us calculate the fee for you, but often we can do that over the phone if you cannot make it into the office. The permit clerk is available from 8:00 am to noon and 1:00 pm to 3:00 pm. Inspections are done by the Linn County Planning and Building Department. You will need to call them at the number on the inspection checklist when the work is done, and they generally come do the inspection the next business day.

3. How do I get an Electrical Permit?

You will need to apply directly to Linn County Planning and Building to get an electrical permit. Their contact information is (541) 967-3816 or <http://www.co.linn.or.us/index.php?content=planning>

4. How do I apply for a Building Permit?

You can pick up a Building Permit Application packet at City Hall. You will need to submit it, along with 5 copies of your building plans. (Linn County keeps two copies, the City Planner keeps one, one stays on file at the City, and one is returned to you stamped "approved.") The permit clerk is available between 8:00 am to noon and from 1:00 to 3:00 pm. You can pick up or turn in the

application any time City Hall is open, but if you have questions, it is better if you call or come in during those hours.

5. How long will my Building Permit take?

Residential Building Permits are first reviewed by the City Planner. This may take about 3-4 weeks. They are then submitted to the Linn County Planning and Building Department for review and will probably take another 3-4 weeks. You can help to expedite this process by submitting a complete application with all the requested materials initially, and by being quick to respond to requests for clarification or for additional materials.

Commercial Building Permits require a Site Design Review form and a \$1,000 deposit. They are first reviewed by the City Planner. This may take about 3-4 weeks. They must then be reviewed by the Planning Commission, which also requires notification to nearby property owners and posting the meeting ahead of time. This process takes about 3 weeks. Then the plans are submitted to Linn County Planning and building for their review, for an additional 3-4 weeks.

6. What will my Building Permit Cost?

The cost of getting a Building Permit varies depending on the complexity of the project. All permitting fees will need to be paid before you can pick up the permit. Costs that will appear on the statement include: Permit Fee, City Planner's time, Water and Sewer Connection Permit fees, System Development Charges (SDCs), and Administrative Fees. There may also be fees charged for a notary or for recording a Waiver of Remonstrance with the County Clerk. City Staff can look at your project with you and explain which of these fees are fixed and which are variable. The permit clerk is available between 8:00 am to noon and from 1:00 to 3:00 pm.

7. What are SDCs?

System Development Charges help to defray the cost of additional services and fixtures being added to the Water and Sewer infrastructure. Water and Wastewater SDCs are calculated based on the number of fixtures in your building, and Stormwater SDCs are calculated based on the square footage of impervious surface being added to the lot. If you want to get an estimate of what these will be, please contact City staff for an appointment.

8. Do I need a permit for work on my driveway or on the City easements?

Yes. You need a Right of Way/Construction Permit. The application is available at City Hall, and the fee is \$25. You can download the application on the website as well, but you still need to come

have a conversation with City staff to make sure that the work you want to do complies with the Development Code. Also, the easements are City property, and work done on them must be approved ahead of time by the Public Works department and the City Administrator. It may need to be inspected afterward by the Public Works department.

9. Can I divide my lot? How do I apply for a Partition or a Lot Line Adjustment?

Land Use Planning permissions (Partition, Lot Line Adjustment, Subdivision, Variance, or Zoning changes) require an application and a \$1,000 deposit. They also generally require a surveyor and formal plans drawn by an engineer. You may submit a single review copy initially, but ultimately, you will need to submit 4 copies: two for the County, one for the City Planner, and one to remain on file at the City. The plan will be reviewed by the City Planner, which will take 3-4 weeks. Then it will go to the Planning Commission, which requires notification to be mailed to nearby property owners two weeks ahead of time, so expect that to take about 3 weeks as well. After being approved by the Planning Commission, it is sent to Linn County for approval and recording. This is often quite quick if all the preliminary work has been done correctly. More complex plans, and plans that involve multiple lots or owners or public utility easements may take longer to research.