Building Permit Application Workflow

1. The customer must apply for a structural (STR record) or dwelling (DWL record for a stick-built home or MD record for a manufactured home) permit through Oregon e-Permitting.
2. The Zoning Clearance Review by the Planning Division is the first step. The Planning Technician will check to make sure all forms are submitted for the Zoning Clearance Review. Applicants must pay the nonrefundable Zoning Clearance Intake Fee.
3. Complete applications will be sent to the Planners to review for conformance to the applicable land use and zoning regulations. Incomplete applications will be withdrawn within 30 days.
4. Approved site plans and construction plans are stamped by the Planning Division and then given back to the Planning Technician to invoice the Planning Review Fee (Planner Review Fee (-) minus the Planning Intake Fee).
5. Permit is then moved to the Onsite Waste Management Division for the second review process. It is recommended to complete the applicable Septic Permit application at the same time as turning in your Zoning Clearance application for concurrent review.
6. If the Environmental Health Specialists approve the proposed building plans, the permit moves from the Onsite Division to the Building Division for the third and final review process.
7. Once in the Building Division, the Building Permit Plan Review process begins. Construction plans are reviewed digitally through Blue Beam Software. Please provide unlocked PDF Plans to Oregon e-Permitting to help expedite the review process.
8. Building Permit is signed off by the Building Division and then given to a Building Permit Technician for fee processing and issuance. Customer is called/emailed for permit to be paid for Onsite & Building Division Plan Review Fees & School Excise Tax Fee.
9. Upon receipt of payment, the permit will be issued, and notification will be emailed to the applicant and/or contractors on record. The Approved Plans will be available to access online through Oregon e-Permitting.