

How do I get an inspection?

Any work done under a permit must be inspected by a certified inspector.

You may call the inspection request line at the building department in your area within 24 hours of completion of any phase of the project. A minimum of 24 hours' notice is usually required for inspections.

When you call, you will be asked for the permit number, homeowner's name, project address, type of inspection needed, and date on which inspection is desired. **Be prepared to furnish *detailed* directions to the job site.**

Unless all of the work is outside and accessible, an adult needs to be at the site to provide access for the inspector.

Things to do

Be an informed consumer when buying a product or contracting a service:

1. Call the Building Codes Division or the Construction Contractors Board to verify active license and/or registration.
2. Call the Better Business Bureau.
3. Talk to other consumers.
4. Compare prices.
5. Ask for references and contact them.
6. Be sure you have a written contract and read it carefully before signing.

County offices

Baker County	(541) 523-0535
Benton County	(541) 766-6819
Clackamas County	(503) 353-4739
Clatsop County	(503) 861-7140
Columbia County	(503) 397-1501
Coos County	(541) 396-2148
Crook County	(541) 447-3211
Curry County	(541) 247-7011
Deschutes County	(541) 388-6575
Douglas County	(541) 440-4284
Gilliam County	(541) 298-4461
Grant County	(541) 575-1519
Harney County	(541) 573-6356
Hood River County	(541) 386-1306
Jackson County	(541) 776-6900
Jefferson County	(541) 475-4462
Josephine County	(541) 474-5405
Klamath County	(541) 883-4209
Lake County	(541) 947-6032
Lane County	(541) 682-6796
Lincoln County	(541) 265-4192
Linn County	(541) 967-3816
Malheur County	(541) 889-7422
Marion County	(503) 588-5033
Morrow County	(541) 481-9252
Multnomah County	(503) 988-3674
Polk County	(503) 623-9237
Sherman County	(541) 298-4461
Tillamook County	(503) 842-3408
Umatilla County	(541) 276-7814
Union County	(541) 963-1014
Wallowa County	(541) 426-6227
Wasco County	(541) 298-4461
Washington County	(503) 846-3470
Wheeler County	(541) 298-4461
Yamhill County	(503) 434-7516

State of Oregon offices

Salem Building Codes	(800) 442-7457	or (503) 378-4133
Structural Program Chief	(503) 378-4472	
Construction Contractors Board	(503) 378-4621	
Better Business Bureau	(503) 226-3981	
Attorney General's Consumer Hotline:		
Portland	(503) 229-5576	
Salem	(503) 378-4320	
Toll-free	(877) 877-9392	

BCD mission statement

"Working with Oregonians to ensure safe building construction while promoting a positive business climate."

**For more information,
visit our Web sites:**

**www.permitsprotect.info
www.bcd.oregon.gov**



Do I need a structural permit?



One- and two-family dwellings

Safety first

For your safety, your family's safety, and the safety of future occupants — and to avoid expensive mistakes — **do not do any structural work that is beyond your skill level.**

When do I need a building (structural) permit?

A permit is **required** to construct, enlarge, alter, move, or demolish any one- or two-family dwelling or related structure. For example:

- Add a room
- Build, move, or in some cases demolish a carport, garage, or shed of more than 200 square feet
- Finish an attic, garage, or basement to make additional living space
- Cut a new window or door opening, or widen existing openings
- Move, remove, or add walls
- Apply roofing when all of the old roofing is removed and new sheathing is installed
- Build a stairway
- Build a retaining wall more than four feet high
- Build a deck more than 30 inches above grade
- Put up a fence more than six feet high

If you are not sure you need a permit, call the building department responsible for your area.

What can I do without a permit?

You **do not need** a permit to do the following minor repairs and maintenance on a one- or two-family dwelling:

- Paint buildings that are not historic landmarks

- Blow insulation into existing homes
- Put up storm windows
- Install window awnings not more than 54 inches deep (and not in a design zone) that are supported by an exterior wall and do not project beyond the property line
- Replace interior wall, floor, or ceiling covering, such as wallboard or sheet vinyl
- Put up shelving and cabinets
- Install gutters and downspouts (a plumbing permit may still be required for stormwater disposal)
- Replace or repair siding on a wall that is three feet or more from a property line
- Replace or repair as much as two layers of roofing, if there is no replacement of sheathing
- Replace doors or windows if the existing openings aren't widened
- Build a fence up to 6 feet high
- Pave a walkway
- Build a patio or deck that is not more than 30 inches above grade

Being exempt from a permit does not mean that you can do work that would violate any law or ordinance. Code standards must be met, even when a permit is not required.

Where do I get a permit?

Homeowners must apply for a permit at the building department that has jurisdiction over their city or county. To find your jurisdiction, call your nearest city hall and ask what building jurisdiction you should contact for your permit. Be sure to mention your address and the type of work you are planning.

What information will I need to get a permit?

1. The address and for some building departments a legal description of the property.
2. A description of the work proposed.
3. The owner's name, address, fax number, e-mail address, and phone number.
4. If a contractor is doing the work, the contractor's name, address, phone number, and state license number.
5. More than one set of plans for new construction or remodeling of homes. Check with your building department to find out the exact number of copies required. The plans must clearly show all work on the building and where the building sits on the property. Typical plans include a site plan, floor plans, and cross sections showing construction details.
6. Three sets of plans for large commercial construction (anything more than 4,000 square feet or 20 feet in height) and/or A, E, and I occupancies. For all other commercial projects, submit two sets of plans.

Who must review my project?

An Oregon-certified plans examiner will review your plans to ensure the proposed project meets the requirements of the One-and Two-Family Dwelling Specialty Code. If additional information or changes are necessary, you will be contacted by phone or mail and asked to furnish the information.

Who gets the permit?

As the owner of a one- or two-family dwelling, you can hire a contractor registered by the Construction Contractors Board or you can get the permit and do the work yourself. An immediate family member, a friend, neighbor, tenant, or other relative can legally work on your one- or two-family dwelling **only if the work is not for compensation.**

How long does it take to get a permit?

A plan review generally takes up to two weeks for one- and two-family dwellings. Time frames can change, depending on the complexity of the project and the completeness of the information you submit with your application.

When you submit your plans, you will be asked to pay the plan review fee.

When your plans have been reviewed, stamped **“approved,”** and signed, one set will be returned to you with your permit.

When can work start?

When your permit has been issued and one set of your **approved** plans returned, work can begin. The permit and plans must be on the job site and available to the inspector.

To change your plans from what was originally approved, you must show the changes on two additional sets of plans and take them to the Building Codes Division field office or the building department responsible for your area. **Do not mark the approved set. If there are changes to the plans after they have been issued, additional fees may apply.**