

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 to verify active license and/or registration of the contractor you are thinking of hiring. If you live in Oregon, call the Oregon Construction Contractors Board, (503) 378-4621,. If you live in Washington, call Washington Labor & Industries, (360) 902-5800.
2. Check with the Better Business Bureau in your area.
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. Verify that permits will be taken out and you will be given a copy of all inspections for your records.

Local Oregon Jurisdictions

	Permits	Planning
Banks	(503) 846-3470	(503) 324-5112
Beaverton	(503) 526-2403	(503) 526-2420
Canby	(503) 266-9404	(503) 266-7001
Clackamas County ...	(503) 742-4400	(503) 742-4500
Cornelius	(503) 357-3011	(503) 357-3011
Durham	(503) 639-6851	(503) 639-6851
Estacada	(503) 630-8274	(503) 353-4500
Fairview	(503) 674-6206	(503) 674-6206
Forest Grove	(503) 992-3229	(503) 992-3229
Gaston	(503) 846-3470	(503) 985-3340
Gresham	(503) 618-2845	(503) 618-2760
Happy Valley	(503) 783-3800	(503) 783-3800
Hillsboro	(503) 681-6145	(503) 681-6153
King City.....	(503) 639-4082	(503) 639-4082
Lake Oswego	(503) 635-0390	(503) 635-0270
Milwaukie	(503) 786-7613	(503) 786-7630
Molalla	(503) 829-7526	(503) 829-7526
North Plains	(503) 846-3470	(503) 647-5555
Oregon City.....	(503) 722-3789	(503) 722-3789
Portland.....	(503) 823-7310	(503) 823-7526
Sandy	(503) 668-0880	(503) 668-8609
Sherwood	(503) 625-4226	(503) 625-4202
Tigard.....	(503) 718-2439	(503) 718-2421
Troutdale.....	(503) 665-5175	(503) 674-7256
Tualatin	(503) 691-3044	(503) 691-3026
Washington County .	(503) 846-3470	(503) 846-8761
West Linn.....	(503) 656-4211	(503) 656-4211
Wilsonville.....	(503) 682-4960	(503) 682-4960
Wood Village	(503) 667-6211	(503) 667-6211

Local Washington Jurisdictions

Battle Ground	(360) 834-8861	(360) 342-5000
Camas.....	(360) 817-1568	(360) 817-1568
Clark County.....	(360) 397-2375	(360) 397-2375
LaCenter.....	(360) 263-8662	(360) 263-8662
Ridgefield.....	(360) 887-3908	(360) 887-3908
Vancouver	(360) 487-7800	(360) 487-7800
Washougal	(360) 835-8501	(360) 835-8501
Woodland.....	(360) 225-7299	(360) 225-7299

State Offices:

Oregon Building Codes.....	(800) 442-7457	
	or (503) 378-4133	
Oregon Construction Contractors Board	(503) 378-4621	
Washington Labor & Industries.....	(800) 547-8367	
	or (360) 902-5800	



ThinkPermit
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Do I need a structural permit?

One- and two-family dwellings



**For more information,
visit our Web site:
www.ThinkPermit.com**

*Brought to you by your Building Departments
in Oregon and Washington:
Clackamas, Clark, Multnomah and
Washington Counties*

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, demolish, or move 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 if over 4 feet from the bottom of the footing to the top of the wall or regardless of the wall height if the retaining wall will have a surcharge
- build a deck more than 30 inches above grade
- put up a fence more than 6 feet high
- move more than 50 cubic yards of earth or any amount of cut or fill on sites affected by waterways or slope hazards

This is provided as general information and may not be applicable to your local jurisdiction, please call the building department responsible for your area for specific information on permits and inspections or if you are unsure if you need a permit.

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 legal description of the property.
2. A description of the work proposed.
3. The owner’s name, address, and phone number.
4. If a contractor is doing the work, the contractor’s name, address, phone number, and state license number.
5. Four sets of plans for new construction of homes (three for remodeling) that 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.

Who must review my project?

An Oregon-certified plans examiner (In Washington, they will be Washington-certified) 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. You may also pay the structural permit fee at that time or when the permit is issued.

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 jurisdiction responsible for your area. **Do not mark the approved set.**