

Final Approval and Permit Process: Residential

In order to protect the public's safety, Washington County requires building permits for any new construction.

If your building project involves a Type II or a Type III land use (such as partition or a sub-division), you must first go through Part One of the Land Development process, getting your application approved.

This brochure, Part Two of an overview of Washington County's Current Planning process, details the steps a property owner or development applicant must follow after a Current Planning application has been approved, in order to obtain final approval, plat recordation and construction permits.

The typical sequence of events includes, in this order:

1. Grading Permit
2. Clean Water Services (CWS) Permits: Erosion Control; Storm and Sanitary Sewer
3. Facility Permit/Access-ROW Permit
4. Type I Final Approval
5. Plat Recorded
6. Building Permit

CWS is located at 2550 SW Hillsboro Highway (Highway 219), just south of Hillsboro past Jackson Bottom Wetlands; telephone 503-681-5100. Apply for the preliminary Grading Permit through our LUT Building Services Section, third floor of the PSB. You are then ready to begin meeting your conditions of approval.

Meeting Conditions of Approval

If your Notice of Decision mandates construction of new streets or improvement to existing county roads, a Facility Permit will be required prior to Final Approval, plat or partition recording and issuance of the first building permit. Engineering plans will be submitted and reviewed, a financial assurance provided with a Public Improvement Contract, and a deposit paid for engineering, inspection and administration fees prior to the Facility Permit being issued. The process of plan submittal, review, assurance and issuance of the Facility Permit can typically be accomplished within eight weeks. The improvements must be constructed within the time frame specified in the Public Improvement Contract or prior to occupancy of the first dwelling, whichever occurs first.

If new construction or improvement of a county road is not a condition of approval, an Access Permit, Utility Permit and/or Right-of-Way Permit may be required for driveway construction, utility connection or to perform repair activities in a county road.

Recording Final Plat

and street names must be approved and reserved through the County Surveyor's Office, Room 200. We recommend this be done early in the process. A boundary survey (subdivisions and condominiums only), showing any encroachments, must be submitted 30 days prior to submission of the plat.

The County Surveyor will review the plat. All recorded and proposed easements must be shown on it. The plat must provide for ownership and maintenance of all tracts, have legible surveyor and notary stamps, and agree with the required report from a title company. Field checks are done to verify monumentation (legal boundaries). Items needed prior to recording:

- ◆ Type I final approval
- ◆ CWS release re storm/sanitary sewer
- ◆ Consent affidavits
- ◆ Miscellaneous documents (CC&R's, maintenance agreements, etc.)

Building Permit Sequence

- 1 File permit application with plans, and pay plan review fee.
- 2 Plans undergo first review by Building Plans Reviewer and are referred to other departments if necessary
- 3 Plan Reviewer advises you of any corrections to be made.
- 4 You correct plans and resubmit (if corrections are necessary).
- 5 Plans undergo second review (additional reviews may be necessary if all corrections were not made as first requested by Plan Reviewer or if changes are made to the original plans).
- 6 Plans are approved and building permit is ready for issuance. You will be notified. Please do not call for continuous updates; each case is handled in proper order.
- 7 Pay remaining fees and pick up permit.
- 8 Start construction. Call for inspections at appropriate progress points.
- 9 Inspectors finalize project and occupancy is permitted.

Contacts

Building Services is open Monday - Friday from 8:00 a.m. to 5:00 p.m. (except holidays). Inspectors are available for questions from 8:00 a.m. to 8:30 a.m. in the morning and 3:30 p.m. to 4:00 p.m. in the evening.

Please call 503-846-8761 for Current Planning (zoning) information or 503-846-3470 for Building information or come in and visit us at the Public Services Building, 155 N. First Avenue, Hillsboro, Room 350.



Washington County
Department of Land Use & Transportation
155 North First Avenue
Hillsboro, OR 97124-3027
www.co.washington.or.us

The Land Development Process: Part Two

Final Approval and Permit Process: Residential



Washington County Department of
Land Use & Transportation

Obtaining Building Permits

There are two kinds of permits that you may need before doing work on a one- or two-family dwelling or accessory structure (including simple Type I procedures):

Development Placement Permits are required when a building permit is not needed (example: barns & small accessory structures), but where there are zoning concerns about how the site is used. **You will need a development permit to:**

pave a driveway or create a new parking area

add or enlarge a porch-cover or patio-cover or other roofed structure

make any improvement required by your land use approval which doesn't require a building permit

paint or otherwise change the exterior on a historic landmark

make any exterior alteration to a building, including site work such as the construction of a patio or deck

put up a shed or small accessory building, to make sure the location is approved

Clearing trees or landscaping may have special restrictions. To find out, please call 503-846-8761.

Building Permits are required when building safety might be affected. Permits are issued only to a licensed contractor or to an owner-builder. You need a building permit to construct, enlarge, alter, move or demolish any one- or two-family dwelling or related structure. **For example, a building permit is required to:**

build a retaining wall more than four feet high, or any retaining wall affected by the weight of a nearby driveway, structure, etc.

add a room

build a stairway

build a deck more than 30" high

move, remove or add walls

put up a fence more than six feet high

move more than 50 cubic yards of earth or any amount of cut/fill on sites affected by waterways or slope hazards

apply roofing when all of the old roofing is removed and new sheathing is installed

build, demolish or move a carport, garage or a shed more than 200 sq. ft. in area or over 10 feet tall.

cut new window/door openings or widen existing openings

add a fireplace, swimming pool, carport or patio cover

finish an attic, garage or basement to make additional living space

You do not need a permit to do minor repairs and maintenance on a one or two family dwelling. No permit is required to:

put up storm windows

install gutters and downspouts

put up shelving and cabinets

replace or repair roofing, where there is no replacement of sheathing (a maximum of three layers of roofing is allowed)

replace interior wall, floor or ceiling covering

replace doors or windows where the existing openings are not widened

replace or repair siding on a wall which is 3' or more from a property line

blow insulation into existing homes

install window awnings

paint buildings which are not historic landmarks

Except in a zone where a development permit may be required, **no permit is required to:**

build a fence less than six feet high

build a patio or deck which is not more than 30" above grade at any point

put up a prefabricated above-ground swimming pool

pave a walkway

Being exempt from a permit does not mean that you can do any work that would violate any law or ordinance. Code standards always need to be met. Before starting any project, please check with the zoning and building staff to see if there are any specific requirements of which you should be aware.

For more information on work that requires a permit, see our brochures:

- Do I Need an Electrical Permit?
- Do I Need A Mechanical Permit?
- Do I Need A Plumbing Permit?

How to Obtain a Building Permit

Complete a Building Permit application and a Plan Review Requirement checklist. These are available from LUT's Building Services section or may be down-loaded from our web page, www.co.washington.or.us.

Bring these forms along with three complete sets of your plans to the county. The plans must include the following (please see the Residential Plan Submittal checklist for details):

- ◆ Manufactured roof truss
- ◆ Foundation plan
- ◆ Roof plan
- ◆ Beam calculations
- ◆ Residential energy code
- ◆ Complete cross-sections
- ◆ Basement and retaining wall
- ◆ Lateral bracing and structural details
- ◆ Site plan
- ◆ Floor plan
- ◆ Building elevations
- ◆ Floor truss details
- ◆ Signature
- ◆ Soils report

The omission of any required items may result in delay of the plan review or return of the plan.

Issuance of Building Permit

When your plans have been reviewed, required corrections made and final approval obtained, your permit is ready to be issued. Building Services staff will contact you to pick up your permit. Please remember to pay the CWS septic or sewer fees and bring the permit receipt with you. You will also need the electrical, plumbing and mechanical permit forms signed by the person doing the work. These items are required to obtain the building permit.

Contractors must present evidence of a current contractor's license. Owner-builders must sign a form stating they will be doing their own work.

Time Limits

You must pick up your permit with 180 days from the date of application, or submit a written request for an extension before the 180th day. If this time span should lapse, your plan review fee will be forfeited. After your permit is issued, you have 180 days to start work on your project and to call for an inspection by Building Services. If you cannot meet this time frame, you can submit a written request for an extension before the 180th day.

Fees

Plan review and permit fees are based on the project valuation, that is the total value of all construction for which the permit is issued, as well as all finish work. This includes painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, paving, profit, overhead and any other permanent equipment. Fees are due when you file your building permit application. **If you will be using a septic system, please check with the County Health Department to start the process for your septic permit (503-846-8881).**

Inspections

An approved copy of your plans must be kept at the job site at all times. At each stage of construction please call Building Services for an inspection. Requests must be called in by midnight of the day before the inspection is needed. You will be given a form that lists all required inspections.

Inspections may be scheduled by Interactive Voice Response (IVR): call 503-846-3699.

Completion

After your project is complete and finalized by Building, Mechanical, Plumbing and Electrical Inspectors, and (where required) you have received your Certificate of Occupancy, you may occupy the building.

Changes

After the permit is issued, Building Services must approve any changes to your plans. Two sets of the proposed changes must be prepared and/or initiated by your architect, engineer or plan preparer. One set will be given to you for the job site and one retained for our files.