

Final Approval and Permit Process: Commercial

In order to protect the public's safety, Washington County requires building permits for any commercial construction. If your building project involves a Type II or a Type III land use decision, you must first go through Part One of the Current Planning process, getting your application approved. This brochure, Part Two of an overview of Washington County's Current Planning process, details the steps a commercial 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.

For larger projects, as part of the county's commitment to service, we may request a pre-construction meeting with your design professionals and county staff. This Partnering Process has proven to be very useful and popular, heading off problems in advance.

It is also important to contact the county's Department of Health and Human Services (restaurant and swimming pool safety, etc.) and your local Fire District (hydrant access, sprinklers, fire alarms, etc.) to fulfill their requirements.

The typical sequence of events includes, in this order:

1. Grading Permit and Site Utilities
2. Erosion Control; Storm and Sanitary Sewers permits via Clean Water Services (CWS) inside the Urban Growth Boundary (UGB) and county Building Services in rural areas
3. Facility Permit/Access-ROW Permit
4. Type I Final Approval
5. Plat Recorded by Survey (If applicable)
6. Building Permits

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 conditions of land use approval.

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.

Building Permit Sequence

- 1 Submit an application for a Pre-Application meeting and meet with the Commercial Plans Examiners to discuss your project.
- 2 File permit application with plans, and pay plan review fee.
- 3 Plans undergo first review by Building Plans Reviewer, and are referred to other departments or the Building Engineers, if necessary.
- 4 Plan Reviewer advises you of any corrections to be made.
- 5 You correct plans and resubmit (if corrections are necessary).
- 6 Plans undergo second review (additional reviews may be necessary if all corrections were not made as first requested by Plan Reviewer or if changes were made to the original plans).
- 7 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.
- 8 Pay remaining fees and pick up permit.
- 9 Start construction. Call for inspections at appropriate progress points.
- 10 Inspectors finalize project and occupancy is permitted.

Building Services is open Monday - Friday from 8:00 a.m. to 5:00 p.m. (except holidays). Permit applications are accepted until 4:30 pm and staff are available for questions until 5 pm. 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.



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The Land Development Process: Part Two

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Washington County Department of
Land Use & Transportation

Recording Final Plat (if applicable)

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 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.)

Obtaining Building Permits

There are several kinds of permits that you may need before doing any commercial work, including simple Type I procedures and any change of occupancy. This is necessary in order to determine whether there are any fire or life safety concerns.

Development Placement Permits are required when a building permit is not needed (example: barns & small accessory structures), but where there are land use 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 commercial building, or to make a change in occupancy **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 150 cubic yards of earth or any amount of cut/fill on sites affected by waterways or slope hazards

build, demolish or move a car-port, garage or a shed more than 200 sq. ft. in area or over 10 ft. in height

cut new window/door openings or widen existing openings

do any roofing alterations

add a fireplace, swimming pool, carport or patio cover

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

There are a limited number of items that are exempt. Before starting any project, please check with the Current Planning and Building staff to see if there are any specific requirements of which you should be aware.

How to Obtain a Building Permit

Complete a Commercial Permit application and a Commercial Project/Tenant Improvement checklist. These are available from LUT's Building Services section or may be down-loaded from our web site, www.co.washington.or.us.

It is strongly recommended that you make an appointment for plan submittal with plan review staff. By contacting plan review staff prior to submittal, plan omissions are frequently discovered and the applicants informed, thus reducing incomplete submittals. Bring these forms along with three to five complete sets of your plans to the county. The plans must include the following (please see the checklist for details):

- ◆ Building plans, including a complete code summary on the plans and all deferred submittals clearly identified on the front page of the plans
- ◆ Sprinkler plans, including product listings and hydraulic calculations
- ◆ Plumbing plans
- ◆ Electrical plans
- ◆ Fire alarm plans, including product listings and voltage and battery drop calculations
- ◆ Engineering calculations
- ◆ Site utilities
- ◆ Energy calculations
- ◆ Soils report
- ◆ Grading plans

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

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 and labor costs. This includes painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, paving, profit, overhead and any other permanent equipment. Plan review fees are due when you file your building permit application. Permit fees are due when the permits are issued.

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 sewer and storm water fees and bring the permit receipt with you. You will also need the electrical, plumbing and mechanical permit forms signed by the person(s) 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. Architectural and engineering law requires that a registered design professional must stamp most commercial plans where the ground building area exceeds 4000 square feet or the height of the building exceeds 20 feet from the lowest floor to the highest interior overhead finish.

Time Limits

Typically you must pick up your permit within 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 will expire and your fees 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 may submit a written request for an extension before the 180th day. All permits expire after 24 months, unless extended by the Building Official.

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 all facility permit requirements from Current Planning have been completed, you will receive your Certificate of Occupancy and 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 initialed by your architect, engineer or plan preparer. One set will be given to you for the job site and one retained for our files.

Contacts

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.