

WHAT YOU NEED TO DO TO OBTAIN A BUILDING PERMIT

- 1) Identify your property location and the land use zone in which it lies.
- 2) Find out if your property is in a flood zone. You may contact City Hall staff for this information. Many times staff can assist you with this determination; however, for the most accurate determination it is best to contact a licensed surveyor to define the flood zone. If your property is in a Special Flood Hazard Area (SFHA), City Hall has a handout addressing what your building plans may need to include.
- 3) All new construction that increases the structural area toward any lot line will require a current survey or find and flag performed by a licensed surveyor. The survey or find and flag must be one that has been completed within the last 5 years. Additionally if your property is in a SFHA you will need a licensed surveyor to complete a pre-construction elevation certificate on the required FEMA form. If your property requires an elevation certificate due to the SFHA, you will be required to provide a post construction elevation certificate, completed by a licensed surveyor, to City Hall prior to approval for occupancy. If you plan on developing an ocean front property, your surveyor will also need to provide ocean front averaging to define how far to the westerly property line you may build your structure. See Rockaway Beach Zoning Ordinance (RBZO) Section 5.060(1)(b). For names and telephone numbers of surveyors in the area that have current City business licenses you may contact City Hall at (503) 355-2291.
- 4) When you or your contractor makes application for a building permit you will be required to provide the above information, detailed in #3 if applicable, a site plan to scale, and 2 sets of construction drawings. If your property is impacted by the Hazard Overlay Zone (HO), i.e., steep slope, compressible soils, active foredunes or conditionally stable foredunes, you will need to provide a site investigation report. See RBZO, Section 3.104, Site Investigation Reports Required. Tillamook County is currently designated as 110-mph basic wind speed area, which requires engineering. This is especially important in those areas that extend inland from the shore less than 1500 feet.
- 5) When building a new structure it is most likely that you will need to make application for an access/driveway permit. This permit allows you to perform work in public rights-of-way. Work in the right-of-way must be done to City standards. You must have an approved permit prior to beginning work in the right-of-way and you must call for a final inspection and approval of any work performed in the right-of-way once that work has been completed. You will be required to provide drawings at the time of application.
- 6) If you provide all the necessary information at the time of application for your building permit, expect no less than a 2 week waiting period for approval. Do not begin work on your project until you have your approved building permit in hand.
- 7) If your property is located outside the City limits, but in the Urban Growth Boundary (UGB), you will make application for your building permit through the Tillamook County Community Development Department. Before you can make application at Tillamook County you will need to purchase a Zoning Permit from the City. For the purposes of making application for a Zoning Permit you will need to provide a current survey, a site plan, elevations of the structure indicating overall height of the structure and any site investigation reports that may be required if the property is in an HO Zone.

WHEN BUILDING PERMITS ARE NOT REQUIRED

- 1) Building permits are not required for storage sheds less than 200 square feet or a height of no more than 10 feet from finished grade to its highest point. A Zoning Permit is required for any size of storage shed. Refer to #7 above.
- 2) No building permit is needed for retaining walls less than 4 feet in height including the footing. A retaining wall, including the footing, must be on your property. A Zoning Permit is required for a retaining wall. Any retaining wall over 4 feet in height will require a building permit and engineering.
- 3) No building permit is needed to replace siding.

4) No building permit is needed to replace windows and doors unless they are being replaced by a larger or smaller window or door.

5) No building permit is needed for new roofing. However, new roofing can not be installed without first removing existing roof coverings where any of the following conditions occur:

Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing. (Replacing any sheathing becomes structural and needs a building permit.)

Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.

Where the existing roof has two or more applications or any type of roof covering.

PLACEMENT PERMITS

Manufactured homes are allowed throughout the City and the UGB. Standards for Manufactured homes can be found in RBZO, Section 4.091. Manufactured dwellings and recreational vehicles are allowed in the Residential Manufactured Dwelling (RMD) Zone only. Manufactured Dwelling Siting Criteria can be found in RBZO, Section 4.095, and Recreational Vehicle Siting Criteria can be found in Section 4.100. Manufactured homes, manufactured dwellings and recreational vehicles all require Placement Permits.

Manufactured homes are required to have a carport or a garage. Application for a building permit for the carport or garage must be made at the time application is made for the placement permit.

Manufactured dwellings and recreational vehicles are required to have a storage space of at least 96 square feet in size. Application for a zoning permit for the storage shed must be made at the time application is made for the placement permit.

No manufactured home, manufactured dwelling or recreational vehicle shall be placed on any lot until water and sewer service has been applied for and the proper hookups made.

If you have further questions regarding purchasing building, zoning, access permits, or placement permits, please contact Rockaway Beach City Hall at (503) 355-2291, Monday through Friday, 8:00 a.m. to 5:00 p.m.