

## 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 more than four feet high
- Building a deck more than 30 inches above grade
- Put up a fence more than six feet high

### 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 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 roofing, if there is no replacement of sheathing (maximum of 3 layers of roofing allowed)
- 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 building permit does not mean that you can do any work that would violate any law or ordinance. Zoning Ordinance standards will need to be met even when a building permit is not required. A Zoning Permit may be required for some of the above referenced exemptions.**

### Where do I get a permit?

Homeowners and licensed contractors doing work in the City limits must apply for a permit at the Rockaway Beach City Hall. If you are not in the City limits, but you are in the City's Urban Growth Boundary (UGB), you will need to apply for a zoning permit in City Hall.

### What information will I need to get a permit?

- The address and legal description of the property.
- A description of the work proposed.
- The owner's name, address and phone number.
- If a contractor is doing the work, the contractor's name, address, phone number and state license number. Contractors doing work in the City limits will also need to purchase a City business license, if they don't already have one.
- Two sets of construction drawings, a site plan to scale and a current survey (one completed in the last 5 years). Elevation certificates, engineering, geological/hazard reports and soils studies maybe additional requirements depending on the location of the property.

### **Who needs to review my project ?**

An Oregon certified plans examiner will review your plans to ensure the proposed project meets the requirements of the current Code. The City contracts with the County for inspections. Generally inspections in the City and the UGB are done by Craig Wakefield, Certified Building Inspector and Certified Floodplain Manager. If you have questions concerning structural work, you may reach him at (503) 842-3407, extension 3.

### **Who gets the permit?**

As the owner of the one or two family dwelling you can hire a Construction Contractors Board (CCB) registered contractor or you can get the permit and do the work yourself. An immediate family member, a friend, neighbor, tenant or any other relative can legally work on your one or two family dwelling **only if the work is not for compensation**. Licensed contractors doing work in the City limits will need to purchase a City business license prior to beginning any projects.

### **How long does it take to get a permit?**

A plan review and approval generally takes up to 2 weeks. Time frames can change depending on the complexity of the project and the level of information submitted with your application. If all the components are not submitted at the time application is made, expect delays in the process.

When you submit your plans, you will be asked to pay the building permit fee and any associated fees.

When your plans have been reviewed, stamped "APPROVED" and signed by the Building Inspector and City Planner, one set will be returned to you to keep at the job site along with your permit card that should be prominently displayed on site.

### **When can work start?**

When your permit is issued and one set of your "APPROVED" plans returned, work can begin. The permit and plans must be available on the job site and available to the Inspector.

To revise or amend your plans from what was originally approved, you need to show the changes on 2 additional sets of plans and bring them back to City Hall for review and approval. **Do not mark the "APPROVED" set.**

### **Safety First:**

For the safety of you and your family – as well as those who may occupy the home in the future – and to avoid expensive mistakes, do not do any structural work that is beyond your skill level.