Columbia County

Oregon

BUILDING PERMIT APPLICATION
Columbia County Land Development Services

230 Strand, St. Helens, OR 97051
PH: 503-397-1501 Inspection Request: 1-888-299-2821

Permits expire if work is not started within 180 days of issue or if work is suspended for 180 days

OFFICE USE ONLY

Permit No. 192-

Issue Date: By:

TYPE OF WORK

☐ New construction	☐ Demolition
☐ Addition/alteration/replacement	☐ Other:

CATEGORY OF CONSTRUCTION

☐ 1- and 2-family dwelling	☐ Commercial/industrial
☐ Accessory building	☐ Multi-family
☐ Master builder	☐ Other:

JOB SITE INFORMATION AND LOCATION

Job site address:

City/State/ZIP:

Suite/bldg./apt. no.: Project name:

Directions to job site:

Subdivision: Lot no.:

Tax map/parcel:

DESCRIPTION OF WORK

☐ PROPERTY OWNER

Name:

Address:

City/State/ZIP:

PH: E:

☐ APPLICANT

Business name:

Contact name:

Address:

City/State/ZIP:

PH: E:

☐ TENANT

☐ CONTACT PERSON

CONTRACTOR

Notice: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed.

Business name:

Address:

City/State/ZIP:

PH: E:

CCB License # *and/or* MDI License #.: **Signature of Owner and/or Contractor:**

REQUIRED DATA: ONE & TWO FAMILY DWELLING

Valuation of proposed work: $	
Number of bedrooms:	Number of bathrooms:
Total number of floors:	
New dwelling area:	square feet
Garage / Carport area:	square feet
Covered porch area:	square feet
Deck area:	square feet
Other structure area:	square feet
Pole Building area:	square feet

REQUIRED DATA: COMMERCIAL USE

Valuation:	
Existing Building Area:	square feet
New Building Area:	square feet
Number of Stories:	
Type of Construction:	
Existing Occupancy Groups:	
New Occupancy Groups:	

MANUFACTURED DWELLING PLACEMENT

Brand:	Model Year:
Size (Width & Length):	
Number of bedrooms:	Number of bathrooms:
HUD License #	

If placing a pre-owned structure, provide copy of ownership documents.

PERMIT FEES - OFFICE USE ONLY

Planning Release Fee	$
Existing Septic Record Review	$
Date:_____Plan Review	$
Additional Plan Review	$
Fire & Life Safety Review	$
Construction	$
Plumbing	$
Comcl. Plumbing Plan Review	$
Mechanical	$
Comcl. Mechanical Plan Review	$
Manufactured Dwelling	$
State Development Code	$
Rural Address Assignment	$
12% State Surcharge	$
SUBTOTAL	$
Transportation System SDC	$
Parks System SDC	$
5% SDC Administration	$
School Excise Tax	$
TOTAL DUE	$

REQUIRED INFORMATION TO OBTAIN A BUILDING PERMIT IS ON THE BACK OF THIS FORM

Road Access - OFFICE USE ONLY	Fire Department - OFFICE USE ONLY
Permit #	Fire Department:
Road Final Date:	Fire Approval Date:

PLANNING APPROVAL

Zoning:

Required Setbacks: Front: Side:

Side: Rear:

Sign: Date:

Conditions:

SUB-SURFACE SEWAGE APPROVAL

Septic Permit:

Sign: Date:

Conditions:

BUILDING APPROVAL

Valuation: $

Sign: Date:

Conditions:

Receipt #	**Ck#**	**___ Cash ___ Credit**
Receipt #	**Ck#**	**___ Cash ___ Credit**

Building Permit Checklist:

Step 1		Do you have a current Assessor's map and tax lot number of the property.	Col. Cty. Assessors Office:	503-397-2240
Step 2		Obtain Road Access Permit for Legal Access from your property onto an existing road.	Col. Cty. Road Department:	503-397-5090
Step 3		Draw a Site Plan for the proposed development. **These drawings are suitable for review by all agencies.**	See item 1 below for requirements	
Step 4		Obtain Approval from the Local Sewer District or Onsite Wastewater (Columbia County Sanitarian)	Col. County Land Dev. Svc.	503-397-1501
Step 5		Obtain Approval from Local Water District or Provide Proof of Adequate Water Supply (well, Community system, spring)	Varies on area	
Step 6		Obtain Approval from Local Fire Protection District	CRF&R	503-397-2990
Step 7		Obtain Approval from Land Use Planning	Col. County Land Dev. Svc.	503-397-1501

Plan Review Checklist: Required for plan review and compliance with OAR 918-020-0090		**YES**	**NO**	**N/A**
1	**Site Plan: (See attached site plan checklist and example):** Complete, accurate and legible site plan clearly identifying all distances from property lines, septic tanks and drain fields including repair drain field, farm and forest areas, fire-breaks, natural features (i.e. cliffs, streams, ravines, etc.) roads and driveways, easements, wells, underground utilities, etc. Drawn with clear dimensions - larger parcels use an inset for your proposal. Paper size to be no larger than 11" x 17".			
2	**Building Plans:** Two (2) complete sets of legible plans (items A-G below) drawn to scale showing conformance to applicable local and state building codes. Plan review cannot be completed if copyright violations are evident.			
A	**Foundation Plan and Cross Section:** Show footing and foundation dimensions, anchor bolts, any required hold downs, reinforcing steel, connection details, foundation vent size and location.			
B	**Floor Plans:** Show all dimensions, room identification, door and window sizes and locations, location of smoke/co detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks, all exterior landings, etc.			
C	**Cross Section and Details:** Show all framing member sizes and spacing (floor beams, headers, joists, sub-floor, wall construction, roof construction). More than on cross section may be required. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundations, stairs, fireplace construction, insulation, etc.			
D	**Elevation Views:** Provide elevations for new construction, minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than 4 feet at building envelope.			
E	**Wall Bracing (Prescriptive) and / or Lateral Analysis Plans:** Building plans mush show construction details and locations of all lateral brace panels and hold downs. For non-prescriptive path and analysis, provide specifications and calculations to engineering standards. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-reference between plan location and details.			
F	**Floor / Roof Framing:** Floor and roof framing plans are required for all floors / roof assemblies indicating member sizing, spacing, bearing locations, nailing and connection details. Show attic ventilation.			
G	**Basements and Retaining walls:** Basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and water proofing shall be provided. Engineered plans are required for any foundation or retaining wall exceeding 4 feet in height and for basement walls not complying with the prescriptive code requirements.			
3	**Beam Calculations:** Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam or joist carrying a non-uniform load.			
4	**Manufactured Floor Truss Design Details and Layout with minimum code floor loads are required for Plan review. Manufactured Roof Truss Design Details and Layout with correct Snow Load for your site are required for Plan review.**			
5	**Energy Code Compliance: New Construction:** Follow prescriptive envelope requirements of Ta. N1101.1(1) and one additional measure from Ta. N1101.1(2). **Additions:** A Large addition equal to or more than 600 sf in area shall comply with Ta. N1101.1(2). A Small addition less than 600 sf in area shall select one measure from Ta. N1101.1(2) or comply with Ta. N1101.3.			
6	**Engineer's Calculations:** When required or provided, (i.e. shear wall, roof truss, foundation and / or retaining walls exceeding 4 feet) Shall be stamped by an Oregon licensed Engineer or Architect and shall be shown to be applicable to the project under review by cross-reference to the applicable plan location.			
READ	**Moisture Control: *Prior to the installation of interior finishes*, by my initials, the owner, general contractor or authorized agent certifies that all moisture-sensitive wood framing members used in construction will have a moisture content of not more than 19% of the weight of dry wood framing members. ORSC R318.2**	**Initial Here:**		

Lead Paint: Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools build before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see you contractor's certification. Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

Permits: In order to avoid a permit expiration or additional fees, request an inspection showing construction progress at intervals not exceeding 180 days or request in writing an extension within 180 days of receipt of your permit or previous inspection. Written request must demonstrate just cause and will be granted depending on circumstances.

SUBCONTRACTOR INFORMATION - Required for Certificate of Occupancy

Electrical Contractor Company:	CCB No.:	Ph:
Mechanical Contractor Company:	CCB No.:	Ph:
Plumbing Contractor Company:	CCB No.:	Ph:

Statement of Fact: I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit and/or certificate of occupancy, regardless of how or when discovered. I acknowledge that work related to the Building Permit Application may be subject to regulations governing the handling, removal and/or disposal of asbestos and/or lead-based paint. If the work is subject to regulations governing asbestos and/or lead-based paint, I will comply with all such regulations.

Authorized Signature: _____ Date: _____

Columbia County

1854

Oregon

2021 ORSC Energy Efficiency Requirements

Must accompany Building Permit Application

Columbia County Land Development Services
230 Strand Street, St. Helens, OR 97051
PH: 503-397-1501 email: building@columbiacountyor.gov

RESIDENTIAL INFORMATION

Date:	Building permit number:	
Owner's name:		
Job address:		
City:	State:	ZIP:

INSTRUCTIONS

Select the type of construction. If the project is an addition, select the applicable addition type and enter the selected measures accordingly; print and sign your name. Submit this form with your permit application or your project will be placed on hold until the required information is provided.

☐ **New construction.** All conditioned spaces within residential buildings shall comply with Table N1101.1(1) and one additional measure from Table N1101.1(2).

☐ **Additions.** Additions to existing buildings or structures may be made without making the entire building or structure comply if the new additions comply with the requirements of this chapter. [See ORSC Section N1101.3]

- ☐ **Large additions.** Additions that are equal to or more than 600 square feet in area are required to select one measure from Table N1101.1(2).
  Enter the selected Table N1101.1(2) additional measure _____
- ☐ **Small additions.** Additions that are less than 600 square feet in area are required to select one measure from Table N1101.1(2) **or** select one measure from Table N1101.3.
  - ☐ Selected Table N1101.1(2) additional measure _____
  - ☐ Selected Table N1101.3 additional measure _____
- ☐ **Exception:** Additions that are less than 225 square feet in area are not required to comply with Table N1101.1(2) or Table N1101.3.

For reference Tables N1101.1(2) and N1101.3 are included in this form below.

Note: *Depending on the additional measure you have selected, there may be sub-options that you will have to specify. Check the appropriate box, if provided.*

Applicant's printed name:_____ Applicant's signature:_____

BCD Building Codes Division
Department of Consumer and Business Services

TABLE N1101.1(2) – ADDITIONAL MEASURES		
☐	1	**HIGH-EFFICIENCY HVAC SYSTEM[a]** a. Gas-fired furnace or boiler AFUE 94 percent, or b. Air-source heat pump HSPF 10.0/14.0 SEER cooling, or c. Ground-source heat pump COP 3.5 or Energy Star rated
☐	2	**HIGH-EFFICIENCY WATER HEATING SYSTEM** a. Natural gas/propane water heater with minimum UEF 0.90, or b. Electric heat pump water heater with minimum 2.0 COP, or c. Natural gas/propane tankless/instantaneous heater with minimum 0.80 UEF and Drain Water Heat Recovery Unit installed on minimum of one shower/tub-shower
☐	3	**WALL INSULATION UPGRADE** Exterior walls—U-0.045/R-21 conventional framing with R-5.0 continuous insulation
☐	4	**ADVANCED ENVELOPE** Windows—U-0.21 (Area weighted average), and Flat ceiling[b]—U-0.017/R-60, and Framed floors—U-0.026/R-38 or slab edge insulation to F-0.48 or less (R-10 for 48”; R-15 for 36” or R-5 fully insulated slab)
☐	5	**DUCTLESS HEAT PUMP** For dwelling units with all-electric heat, provide: Ductless heat pump of minimum HSPF 10 in primary zone replaces zonal electric heat sources, and programmable thermostat for all heaters in bedrooms
☐	6	**HIGH EFFICIENCY THERMAL ENVELOPE UA[c]** Proposed UA is 8 percent lower than the code UA
☐	7	**GLAZING AREA** Glazing area, measured as the total of framed openings is less than 12 percent of conditioned floor area
☐	8	**3 ACH AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION** Achieve a maximum of 3.0 ACH50 whole-house air leakage when third-party tested and provide a whole-house ventilation system including heat recovery with a minimum sensible heat recovery efficiency of not less than 66 percent.

For SI: 1 square foot = 0.093 m^2, 1 watt per square foot = 10.8 W/m^2.

a. Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.

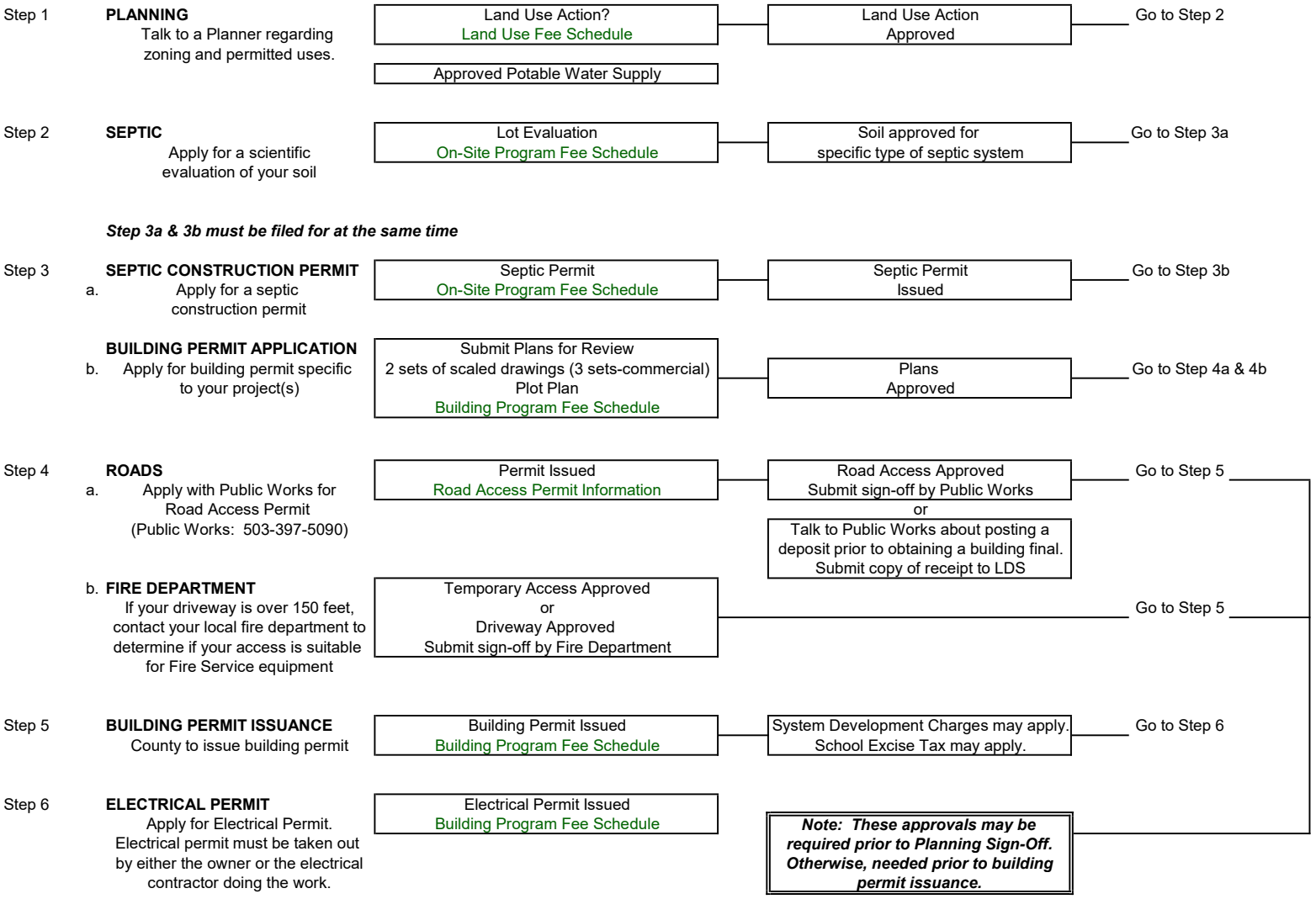
b. The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a *U*-factor no greater than U-0.026.

c. In accordance with Table N1104.1(1), the Proposed UA total of the Proposed Alternative Design shall be a minimum of 8 percent less than the Code UA total of the Standard Base Case.

TABLE N1101.3 – SMALL-ADDITION ADDITIONAL MEASURES (SELECT ONE)		
☐	1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
☐	2	Replace all existing single-pane wood or aluminum windows to the U-factor as specified in Table N1101.2
☐	3	Insulate the existing floor, crawl space, or basement wall systems as specified in Table N1101.2 and install 100 percent of permanently installed lighting fixtures as CFL, LED, or linear fluorescent, or a minimum efficacy of 40 lumens per watt as specified in Section N1107.2.
☐	4	Test the entire dwelling with a blower door and exhibit no more than 4.5 air changes per hour @ 50 Pascals.
☐	5	Seal and performance test the duct system.
☐	6	Replace existing 80-percent AFUE or less gas furnace with a 92-percent AFUE or greater system.
☐	7	Replace existing electric radiant space heaters with a ductless mini split system with a minimum HSPF of 10.0.
☐	8	Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 9.5.
☐	9	Replace existing water heater with a water heater meeting: Natural gas/propane water heater with minimum UEF 0.90, or Electric heat pump water heater with minimum 2.0 COP.

COLUMBIA COUNTY LAND DEVELOPMENT SERVICES -Courthouse - 230 Strand - St. Helens, OR 97051
Phone: (503) 397-1501 Fax: (503) 366-3902

STEPS TO FOLLOW FOR ACQUIRING PERMITS:



S:\FORMS\Permit Flow Chart.qpw Updated 3/8/22

Columbia County Land Development Services
Building Site Plan Checklist
This site plan will be used by all departments and must be accurate

RESIDENTIAL CHECKLIST

Accurate site plan, clearly identifying all distances from property lines, septic tanks and drainfields, farm and forest areas, large natural features (i.e. cliffs, streams, ravines, etc.) roads and driveways, easements, wells, underground utilities, etc. Drawn with clear dimensions-Larger parcels use an inset for proposal. Paper size to be no larger than 11" x 17".

- ❑ Property dimensions - accurately defined property lines with dimensions included
- ❑ North arrow
- ❑ All existing and proposed structures - labeled (including decks & porches, etc.)
- ❑ Distances from all property lines to existing and proposed buildings or structures
- ❑ Driveway length & width (proposed & existing)
- ❑ Roads (label existing & proposed) with right of way dimensions & their relationship to the driveway
- ❑ Easements - Utility, ingress/egress, septic, fire break (if applicable), etc.
- ❑ Location of water source (well, community system or municipal)
- ❑ Water features - wetlands, streams, ponds, creeks, etc.
- ❑ Fire buffer zones (applicable for forest zoned PF-80 properties only)
- ❑ Flood plain: yes ❑ no ❑ FPD permit # (if applicable) _____
- ❑ Septic system location, including tank, drainfield, and repair area
- ❑ Natural features - escarpments, ravines, steep slopes, or cut banks
- ❑ Distances from proposed structures to septic system components
- ❑ Distances between existing and proposed structures
- ❑ Topography - Direction and % of slope and elevations of contour lines (note on site plan if flat)
- ❑ Corner elevations of proposed structures clearly circled
- ❑ If known, any planned drain locations (rain drains, curtain drains, etc.)
- ❑ Other _____

COMMERCIAL CHECKLIST *IN ADDITION* TO THOSE LISTED ABOVE

- ❑ Site plans **must** be to scale *and* provide one copy on 11" x 17" in addition.
- ❑ Establish street grades & proposed finished grades (if more than a 4' change in elevation plan must show contour line at 2-ft intervals)
- ❑ Site plan shall be drawn in accordance with an accurate boundary line survey
- ❑ Site plan must show lot and building setback dimensions
- ❑ Show building footprint and building coverage area, percent of coverage
- ❑ Parking Plan
- ❑ Drainage plan
- ❑ Sign location
- ❑ Fire hydrants
- ❑ Other _____

Official Office Use Only

Permit # 192-_____
Project location_____
Planner_____
Permit Tech_____
Date_____

COLUMBIA COUNTY

ST. HELENS, OR 97051

HOW TO PREPARE YOUR SITE PLAN

The #1 reason for delays in approving permit applications is incomplete Site Plans. Please refer to checklist inside.

A site plan is needed to review your development proposal for zoning, addressing, sanitation, and building requirements. Producing a complete site plan will take a little time, but time spent now will speed up your application process later.

YOUR SITE PLAN MUST BE ON AN 11" X 17" SHEET OF PAPER.

(No blue print stock)

• Please, use the blank form provided in this guide •

Five Tips Before You Start

1. Talk to a Planner

Prior to submitting a development application, meet with a planner to discuss potential land use issues and required setbacks. Planners are available from 8:30 am to 5:00 pm Monday thru Friday, or you can call (503) 397-1501.

2. Check Your Records

To help you create your site plan, get a copy of the Assessor's tax map that shows your property configuration, as well as other sources of information such as aerial photos, deed and title records, an appraiser's report, or surveys.

3. Tools You Will Need

Before beginning, you will need an engineer's scale, for measuring distances, scaling your site plan and to serve as a straightedge. An engineer's scale can be purchased at an office supply store. Use a pencil or pen.

4. Draw to a Scale Divisible by 10

A uniform drawing scale is important to accurately display how various elements of your development proposal fit together.

- An example of a drawing scale is 1"=50'- in other words, every 50' on your property will equal 1" on your site plan. This will allow you to measure distances on your property and draw them proportionally on your site plan. You MUST use a Standard Engineer Scale—i.e. 1" = 10', 20', 30', 40', 50', 60' or 100'. See Option 1 and Option 2 inside this guide for samples of site plans with drawing scales.

5. Keep a Copy

Once your site plan drawings are complete, make a copy of them for your personal records.

- You can use the same site plan each time you apply for new development projects.

SITE PLAN CHECKLIST

FAILURE TO INCLUDE ALL INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR BUILDING PERMIT.

Your Site Plan will be reviewed for acceptance using the following requirements. This information is REQUIRED to process your permit application. Your attention to these details will keep your permit moving through the processing steps. Please verify that your site plan contains each of the elements listed below. Thank you for your cooperation.

CHECKLIST

General Information

1. ☐ Owner's name, address and phone number
2. ☐ Assessor's map and tax lot number
3. ☐ North arrow
4. ☐ Scale – Standard Engineer Scale (ie. 1" = 10', 20', 30', 40', 50', 60'
   1" = 100', 200', 300', 400')
5. ☐ Accurate shape and dimensions of parcel or development site
6. ☐ Lengths of **all** property lines
7. ☐ All natural features on the entire property *and/or within 150' of the development site even if the features are located on a neighboring property.*
   Natural features include: creeks, rivers, ponds, lakes, wetlands, ravines and slopes over 25%
8. ☐ Public and private roads or access easement locations – including road names
9. ☐ Driveway location and parking areas – including the distance from at least one property line to the intersection of the driveway and the road (apron area)
10. ☐ Indicate the distance between the existing or proposed driveway to the neighboring driveways

Proposed Structures

11. ☐ Distance of the proposed structure from the centerline of the road (right-of-way)
12. ☐ Distance of the proposed structure from two property lines (e.g. north/east, south/west)
13. ☐ Distance of the proposed structure from the septic system (tank, lines and replacement area)
14. ☐ Distance of the proposed structure from adjacent structures
15. ☐ Distance of the proposed structure from all natural features described in item 7, above

Existing Structures

16. ☐ Clearly label all structures on the property and indicate if structures are proposed or to be removed
    Structures include: all commercial and non-commercial buildings, dwellings, shops, barns, equine facilities, sheds, propane tanks, pump houses, etc.
17. ☐ Location and dimensions of all structures and distances of each to property lines

Septic Systems

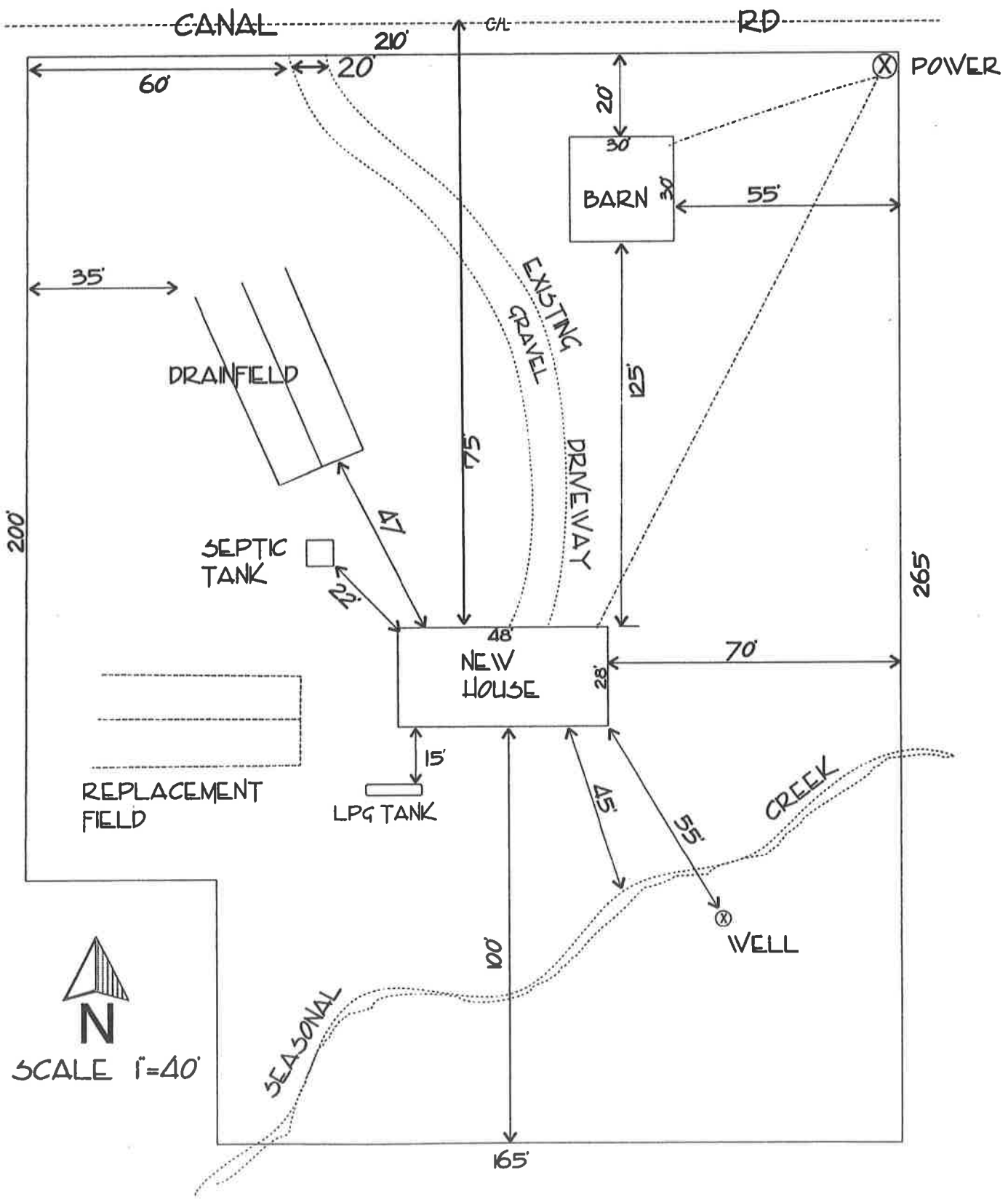
18. ☐ Location of septic tank, drop box, sewer line, drainfield and replacement drainfield
19. ☐ Distances of septic tank, drainfield and replacement drainfield from structures and property lines
20. ☐ Location of wells (or source of water) and distances to drainfield and dwellings

Permit # _____
Project Location _____
Planner _____
Permit Tech _____
Date _____

OPTION 1:

For most parcels of land, use the following sample. If you cannot fit your parcel on the 11"x 17" form provided using a maximum scale of 1"= 100' , use option 2 .

John Farmer (555)555-5555
12345 Canal Rd
6500-B0-00100



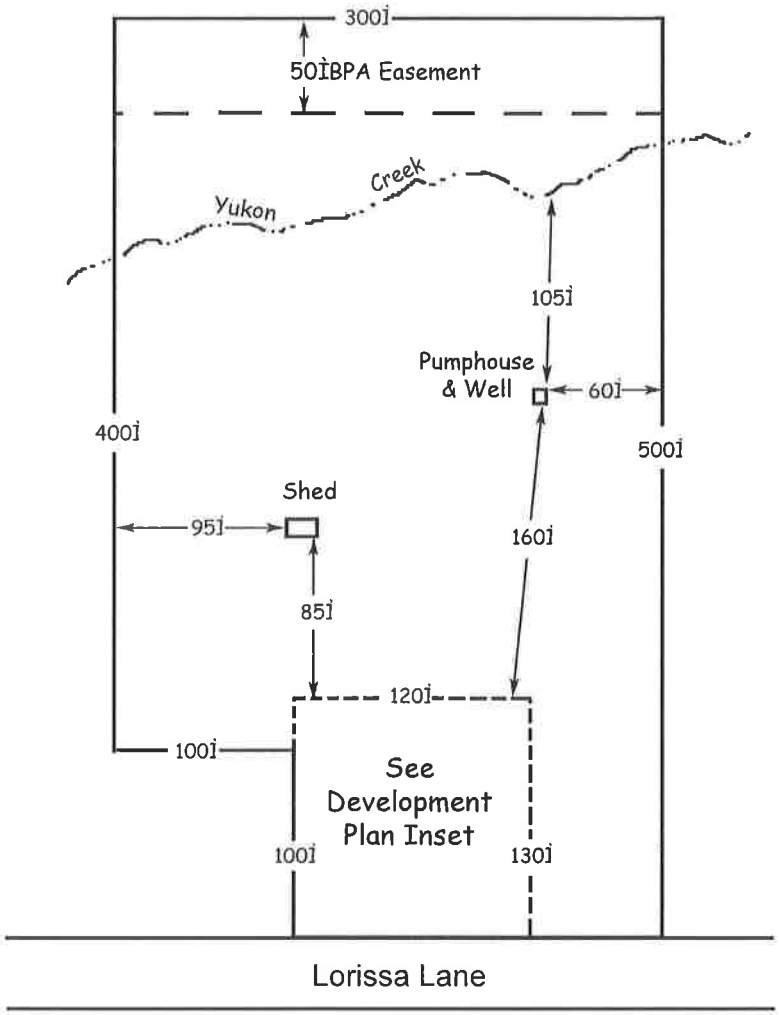
Option 2:

If you have a large property, you may submit a parcel plan showing an inset of your development area.

Site Plan

N

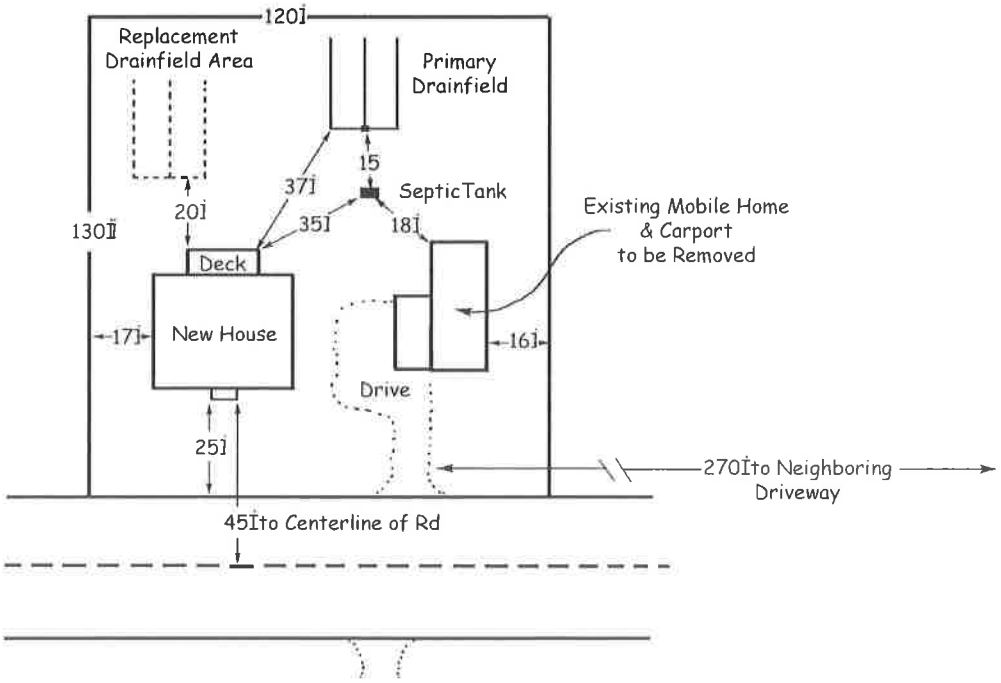
1" = 100'



Development Plan Inset

N

1" = 50'



Calculating Slope

The slope of property is used when applying code requirements. It will also help you determine foundation wall heights, fill and grade quantities and other information for your property. Slope is defined in several ways (degrees, rise/run, and percent). Accurately determining the slope of your property is key to getting the proper information on any requirements that may or may not apply to your project.

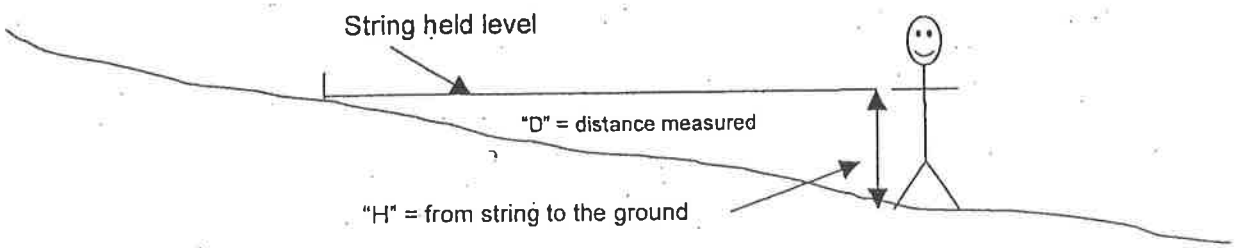
How to calculate the slope on your property.

First gather the items you will need:

- A tape measure: at least 50' if possible
- Some string, stakes and a hammer
- A string level
- A helper

Measuring Slope.

- Find the uphill spot where any development will occur on the property.
- Drive a stake in the ground to mark this spot, and measure downhill, across the slope 50' to 100'.
- Place a second stake at that location.
- Tie the string to the first stake and stretch it to the second stake.
- Have your helper place the string level on the string somewhere near the center.
- You will need to tighten and raise the string until the string is level.
- While holding the string in that position, have your helper measure the distance between the string and the ground at the location of your second stake.



Calculating Slope.

Convert your dimensions (H and D) to the same dimension (inches or feet).

Calculate the slope using the following formula: X 100 = slope in percent.

Use the chart on the back of this form to convert your calculated slope into degrees or rise / run.

SITE PLAN SUBMITTAL FORM

OWNER NAME:	Map and Taxlot #:	APPLICANT NAME:
PHONE # _____ ADDRESS: _____	_____	PHONE # _____ ADDRESS: _____
	Scale: _____	

NOTICE: The applicant is ultimately responsible for completing new work in accordance with this site plan once approved. Approval of construction inspections shall not be construed as approval of work not in accordance with this site plan. Work that deviates from this site plan shall be formally documented and approved through submission of a site plan amendment prior to commencing such work.

Indicate which direction is north with an arrow

SITE PLAN SUBMITTAL FORM

OWNER NAME:	Map and Taxlot #:	APPLICANT NAME:
PHONE # _____ ADDRESS: _____	_____	PHONE # _____ ADDRESS: _____
_____	Scale: _____	_____

NOTICE: The applicant is ultimately responsible for completing new work in accordance with this site plan once approved. Approval of construction inspections shall not be construed as approval of work not in accordance with this site plan. Work that deviates from this site plan shall be formally documented and approved through submission of a site plan amendment prior to commencing such work.

Indicate which direction is north with an arrow