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

Step 1	PLANNING Talk to a Planner regarding zoning and permitted uses.	Land Use Action? Land Use Fee Schedule	Land Use Action Approved	Go to Step 2
		Approved Potable Water Supply		
Step 2	SEPTIC Apply for a scientific evaluation of your soil	Lot Evaluation On-Site Program Fee Schedule	Soil approved for specific type of septic system	Go to Step 3a
	Step 3a & 3b must be filed for at the	e same time		
Step 3	a. Apply for a septic construction permit	Septic Permit On-Site Program Fee Schedule	Septic Permit Issued	Go to Step 3b
	b. Apply for building permit specific to your project(s)	Submit Plans for Review 2 sets of scaled drawings (3 sets-commercial) Plot Plan Building Program Fee Schedule	Plans Approved	Go to Step 4a & 4b
Step 4	ROADS a. Apply with Public Works for Road Access Permit (Public Works: 503-397-5090)	Permit Issued Road Access Permit Information	Road Access Approved Submit sign-off by Public Works or Talk to Public Works about posting a deposit prior to obtaining a building final. Submit copy of receipt to LDS	Go to Step 5
	b. FIRE DEPARTMENT If your driveway is over 150 feet, contact your local fire department to determine if your access is suitable for Fire Service equipment	Temporary Access Approved or Driveway Approved Submit sign-off by Fire Department		Go to Step 5
Step 5	BUILDING PERMIT ISSUANCE County to issue building permit	Building Permit Issued Building Program Fee Schedule	System Development Charges may apply. School Excise Tax may apply.	Go to Step 6
Step 6	ELECTRICAL PERMIT Apply for Electrical Permit. Electrical permit must be taken out by either the owner or the electrical contractor doing the work.	Electrical Permit Issued Building Program Fee Schedule	Note: These approvals may be required prior to Planning Sign-Off. Otherwise, needed prior to building permit issuance.	