

**CITY OF COLUMBIA CITY
BUILDING PERMIT PROCEDURE AND INFORMATION SHEET**

The **general contractor or owner** is to provide the Building Department with the following information for himself and all subcontractors:

- Contractor's Board License Number
- City Business License Number
- Journeyman Plumbing License Number

Columbia County issues Electrical Permits

Columbia City utilizes holding (septic tanks) for some of the sewer system. Check with City Hall or Public Works regarding your project.

For most of Columbia City, the setbacks are 20 feet from the front property line; 8 feet from each side property line unless it's a street side, then it is 10 feet; and 8 feet from the back property line. Some newer changes to the Development Code have made allowances for properties adjacent to 80' right of ways. Check your specific zone for exact requirements.

Requirements submitted with the application:

1. Tax Lot Number
2. A contractor's or owner's signature
3. Site/Plot Plan - **2 copies 8½" x 11" drawn to scale with elevations at lot corners including (must be readable):**
 - North arrow
 - Scale
 - Street names
 - Plans must reflect actual building dimensions
 - Finished grading plan showing drainage and discharge for site
 - Finished floor elevations (all levels, actual topographical)
 - Garage finished floor elevation (actual topographical)
 - Corner lot elevations (actual topographical)
 - Driveway corner elevations
 - Zoning setbacks (front, side, and rear)
 - Location of all public and private easements
 - Location, termination, and all invert elevations of all drainage piping (sanitary and storm) showing all elevations necessary to show positive gravity flow to the approved drainage device
 - Location of septic tank (if required, check with the City)
 - Residential driveways, sidewalks and wheelchair ramps will be shown on site plans and will be in accordance with Columbia City standards (see attachments). Multiple driveways on individual parcels shall be approved by the City. Right-of-way excavation permits are required for sidewalk and driveways. This permit has been attached to this packet for completion prior to work being done in the right-of-way.
 - Show all erosion control devices proposed for the site
 - Show location of existing facilities and new or relocated structures
4. Structural Plans – **2 sets including (must be readable):**
 - Floor plan(s)
 - Floor framing
 - Truss joists (engineering, details and layouts)
 - Roof framing plan (all hips and valley supports indicated and detailed)
 - Roof trusses (engineering, details and layouts)
 - Cross sections (a minimum of two at mid-point of each direction)
 - Exterior elevation (all views shall be shown)

- Basement wall, foundation and retaining wall sections (two copies of an engineered design when walls exceed specifications of CABO)
 - Beam engineering calculations (two copies of engineering calculations for beam exceeding 10 feet in length or any beam that supports a point load)
 - Identify the energy code path
 - Wall bracing
 - Indicate property slope directions
- 5.** Demonstration of compliance with lot coverage restrictions. Buildings, portable storage structures and paving shall not occupy more than 50% of the lot or parcel.
- 6.** Plan check fee determined by 65% of valuation of total project and City Planner Review fee of \$25.00.

The application and plans are forwarded to City of St. Helens Building Department and Columbia City Planner for review. When they are returned to City Hall, the administrative assistant will call the contractor/owner with a total permit amount.

The contractor/owner will receive:

- A receipt for payment
- One copy of the application
- Orange hard permit for posting
- Pink hard card for address identification posting
- One set of approved plans to kept on job site

NOTE: All building sites containing slopes of 15% or greater shall include a topographic map and will be submitted to the City Engineer for a determination of slope hazard areas (costs paid separately by contractor/owner). If the City Engineer determines that a slope hazard exists, or if the slope is 20% or greater, other requirements for this process include:

- An engineering geologic study
- A stabilization program
- A vegetative cover maintenance plan
- A storm water diversion plat

NOTE: Building in the Flood Plain requires a completed Flood Plain Development Permit.

CONSTRUCTION HOURS: City ordinance prohibits construction activities between the hours of 6:00 p.m. and 7:00 a.m.

WHEN CALLING FOR INSPECTIONS, PLEASE PROVIDE THE FOLLOWING:

(Without the proper information, inspections will NOT be scheduled.)

- | | |
|---|------------------------|
| ▪ Permit # | ▪ Owner |
| ▪ Job Address | ▪ Contractor |
| ▪ Type of inspection | ▪ Contact phone number |
| ▪ Date and time inspection is requested | |
| ▪ Be sure to leave any specific information about inspection, ie. call prior, meet on job site, key location, concrete pour time. | |

Call St. Helens 24-Hour Message Line at (503) 366-8234 for all inspections. Please have your inspection request in **no later than 4:00 p.m.** on the day prior to the inspection. Anything received after that time will be completed the next regular inspection day.

Our Building Inspectors and Building Official work for City of St. Helens and are available Monday-Friday at 503-397-6272.

NOTE: A DRIVEWAY INSPECTION IS REQUIRED BEFORE CONCRETE IS POURED. FRONT SETBACK LANDSCAPING MUST BE INSTALLED PRIOR TO ISSUING CERTIFICATE OF OCCUPANCY.