

**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

Note: if the homeowner plans to do their own work, we must have a signed Construction Responsibilities form completed and returned.

**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.

The City of Columbia City is using the State of Oregon's ePermitting system. When registered within the system you can schedule inspections and track permit status/progress and manage your permit records all online 24/7. Website is: <https://aca-oregon.accela.com/oregon/>.

**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. Lot coverage in R-3 zone is 70%.
- 6.** Plan check fee is determined by 75% of permit fee. The permit fee is based on the valuation of the total project. The plan check fee and City Planner Review fee of \$25.00 are due at the time the permit is submitted.

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 set of approved plans to kept on job site
- One copy of the application

**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 Floodplain requires a completed Floodplain Development Permit.

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

Inspections can be scheduled several ways; online, by calling IVR, texting IVR, or with an app you can download to your smartphone. For IVR or Text dial 888-299-2821. You will need the provided IVR tracking number and the inspection code for the inspection you wish to schedule.

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 OR THE CITY COULD ISSUE ORDINANCE VIOLATIONS.**