



*Land of Cheese, Trees and Ocean Breeze*

Building (503) 842-3407  
Planning (503) 842-3408  
On-Site Sanitation (503) 842-3409  
FAX (503) 842-1819  
Toll Free 1 (800) 488-8280

## Building Permit Application Checklist

**YOUR APPLICATION CANNOT BE ACCEPTED WITHOUT ALL OF THE REQUIRED INFORMATION PROVIDED AT THE TIME OF SUBMITTAL FOR A BUILDING PERMIT**

- SPECIAL LAND USE APPROVALS** such as a Geologic Hazard Report, Beach and Dune Report, Topographical Survey, Administrative Review, Flood Hazard Certificate, zoning permit (cities), etc., if required by the Land Use Ordinance. **These special land use/zoning requirements shall be identified and submitted for review prior to making application for a Building Permit.**
- HOMEOWNERS DESIGN REVIEW BOARD LETTER**-if applicable.
- CITY ZONING PERMIT**- if applicable.
- FIRE DEPARTMENT LETTER**-from applicable fire department.
- SITE EVALUATION**- approval for new septic system shall be obtained prior to applying for a Construction Permit and/or Building Permit.
- SEWER DISTRICT LETTER**-confirming your hookup to its system (not older than 1 year); **OR AUTHORIZATION NOTICE**-allowing the continued use of an existing system; **OR CONSTRUCTION PERMIT**-if new or repair septic system is to be constructed, **Septic const permit or Authorization Notice must be approved prior to submittal of the Building Permit Application.**
- WATER LETTER**-(less than 1 year old) from applicable **WATER DISTRICT** confirming the availability of water **OR** Verification of water source from the **OREGON DEPT WATER RESOURCES DEPARTMENT** [(503) 842-2413 Ext. 119]
- ROAD APPROACH PERMIT**- from Tillamook County Public Works Department [(503) 842-3419] **OR** Oregon Department of Transportation [(503) 325-7222], depending on road access.
- SITE PLAN**-drawn to scale, 3 copies showing all of the information contained on the sample site plan (**see next page**). (**MAXIMUM SIZE PAPER 11" X 17"**).
- STRUCTURAL PLANS**- 2 complete and identical sets of Residential, or Commercial plans (**see reverse side of this page**) including details and specs for all proposed construction including storm water / erosion control.. Existing grade (*before excavation*) and finished grade (*after back fill*) shall be shown *Electronic copy of plans requested in addition to the paper sets.*  
**ALL SITES WITHIN 1500' OF LARGE BODIES OF WATER REQUIRE ENGINEERING ON LATERAL BRACING.**
- RESIDENTIAL ENERGY CHECKLIST**-Please identify heat source and insulation values shown in plans.
- MOISTURE CONTENT ACKNOWLEDGEMENT FORM**- Framing members shall not contain more than 19% moisture prior to insulation. 2008 ORSC R318.2.
- MANUFACTURED DWELLING OR RV PLACEMENT**-make, model, year and license number of home or RV, floor plan, proposed foundation, pier blocking and skirting plans.
- SCHOOL EXCISE TAX**-separate check made out to appropriate school district.
- SIGNATURE AND FEES**- FULL PAYMENT-of all filing fees is required at the time of submittal.

## SITE PLAN REQUIREMENTS

As part of your application for a building permit, you must submit a site plan of your proposed development. This plan must show all of the items listed below (where relevant).

### ITEMS WHICH MUST BE ON YOUR SITE PLAN:

- A. Property owner name.
- B. Township, Range, Section and Tax Lot number.
- C. Three (3) copies of Site Plan **DRAWN TO SCALE** with distances indicated;  
**Paper size - max. 11" x 17"**.
- D. Indicate North arrow, scale of drawing.
- E. Driveway location and location of all streets adjacent to property indicating access to a public way. (Road Approach Permit Number, if applicable)
- F. Location of **two parking spaces** (8' X 20' each).
- G. Proposed and existing structures.
- H. Location of any existing or proposed wells on this and **adjacent properties**.
- I. Location of the septic tank, drainfield, and drainfield replacement area.
- J. Percentage and direction of ground slope. A topographical survey may be required.
- K. Proposed setbacks from all property lines.
- L. Location of all creeks, streams, ponds, springs, or other drainage ways on or adjacent to property.
- M. Clearly indicate all easements and their uses that are on the property

Additional information may be required for the issuance of your permit. The locations of patio slabs, decks, walkways, water service or utility service lines, or soil test holes may be necessary in some cases. A road or driveway plan and profile may be required to ensure adequacy of access by emergency vehicles.

### SAMPLE SITE PLAN

