



# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

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Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321  
Phone 541-967-3816, Fax 541-926-2060

## LINN COUNTY BUILDING PERMIT APPLICATION REQUIREMENTS

The following approvals must be obtained before a building permit can be issued.

(1) **LAND USE APPROVAL:**

- (A) If your building project is within a city, you must obtain land use approval from the city.
- (B) If your building project is within Linn County, and not within city limits, land use approval must be obtained from the Linn County Planning and Building Department.

**NOTE:** Some planning reviews or hearings may delay your project. You should begin this process well before you wish to start building. Talk to the city or county planner about your project for specific requirements.

(2) **SANITATION:**

- (A) If your property is served by a municipal sewer system, approval must be obtained from the municipality.
- (B) If a public system is not available, an on-site sewage disposal system may be used. For information regarding an existing or new disposal system, contact Environmental Health at (541) 967-3821 (Please contact this department regardless of type of proposed structure).

**NOTE:** Some delay may be experienced in obtaining sanitation approval. You should begin this process well before you wish to start building. Talk to a sanitarian about your project for specific requirements.

(3) **BUILDING PLAN REVIEW:**

- (A) Residential: Three complete sets of building and site (plot) plans along with a signed residential plan submittal checklist shall be submitted for review. This review can take up to ten working days after ***completed*** plans have been submitted.
- (B) Commercial: A pre-application meeting is required for all commercial or industrial building projects.
- (C) Please note Linn County uses 1,000 PSF soil bearing pressure and footings for conventional light frame construction and should accommodate the following widths: 1 story; 18", 2 story; 23", 3 story; 27".

# BUILDING AND DEVELOPMENT PERMIT APPLICATION WORKSHEET

Date: \_\_\_\_\_  
Permit #: HARR-\_\_\_\_\_

**Property Owner/Applicant Information:**

- A. Applicant(s) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (hm) \_\_\_\_\_ (work) \_\_\_\_\_  
Email \_\_\_\_\_
  
- B. Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (hm) \_\_\_\_\_ (work) \_\_\_\_\_
  
- C. Contractor Name \_\_\_\_\_ CCB# \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (hm) \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

**Property Information:**

Map Number: (Twp) 15S (Range) 04W (Section) \_\_\_\_\_ (TaxLot) \_\_\_\_\_

Site Address (if any): \_\_\_\_\_

**Permit Information:**

Please give a brief description of the proposed work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of work will be done?

\_\_\_\_\_ Structural \_\_\_\_\_ Plumbing \_\_\_\_\_ Mechanical \_\_\_\_\_ Electrical

\_\_\_\_\_ Homeowner  
\_\_\_\_\_ Electrical Contractor  
(Must obtain separate permit)

**Application Check List (for Building Department Staff only)**

Date Received: \_\_\_\_\_ Permit Number: HARR-\_\_\_\_\_

Accepted By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Floodplain: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_

Type of Permit: \_\_\_\_\_

**Application Check List (for Planning Staff Only)**

Map Number: 15S-04W-\_\_\_\_\_

Date Received: \_\_\_\_\_ Planning Permit #: HARR-\_\_\_\_\_

Accepted By: \_\_\_\_\_ Site Plan Complete: \_\_\_\_\_

Setbacks-Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Riparian \_\_\_\_\_  
Other \_\_\_\_\_

Zoning District: \_\_\_\_\_

Legal Lot: \_\_\_\_\_ Wetlands: \_\_\_\_\_ GeoHazard: \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Check List (for EHD Staff Only)**

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Septic Permit Number: \_\_\_\_\_ Site Plan Approved: \_\_\_\_\_

**Comments:** \_\_\_\_\_  
**City Services**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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[www.co.linn.or.us](http://www.co.linn.or.us)

## One & Two Family Dwelling Building Permit Application Checklist

Permit Number: HARR  
Map Number: 15S-04W-

**The following items are required for plan review and shall be used by Linn County to determine completeness of plans and compliance with OAR 918-020-0090(3)(a)(C) and (4).**

		Yes	No	N/A
1	<b>Three complete sets of legible plans</b> drawn to scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.			
2	<b>Site/Plot plan drawn to scale.</b> The plan must show: lot and building setback dimensions; property corner elevations (if there is more than 4-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building necessary to show compliance with OTFDC R105.3); location of easements and driveway, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazards areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage.			
3	<b>Foundation plan and Cross Section.</b> Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location, and soil type.			
4	<b>Floor plans.</b> Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
5	<b>Cross section(s) and details.</b> Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
6	<b>Elevation views.</b> 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-ft at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7	<b>Wall bracing (prescriptive path) and/or lateral analysis plans.</b> Building plans must show construction details and locations of lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			
8	<b>Floor/roof framing plans</b> (stick framed) are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9	<b>Basement and retaining wall</b> cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered plans are required for retaining walls exceeding 4' in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13, for "Engineer's calculations."			
10	<b>Beam calculations.</b> Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.			
11	<b>Manufactured floor/roof truss design details.</b> Provide floor/roof layouts with <b>gravity and uplift</b> reactions.			
12	<b>Energy Code Compliance.</b> Show base and additional option chosen.			
13	<b>Engineer's calculations</b> when required or provided, (i.e., shear wall, retaining walls exceeding 4') shall be stamped by an engineer or architect licensed in Oregon and shall be applicable to the project under review by cross-reference to the applicable plan location.			

### Linn County specific building requirements. (For office use only)

14	<b>Floodplain Elevation Certificate (Pre &amp; Post Construction)</b>			
15	<b>Geo Technical Report for Geo Hazard Areas</b>			
16				
17				
18				

**Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only.**



Attach sample plot plan (see sample plot plan on Planning and Building webpage)