Residential Alteration & or Repair Permit Packet

Residential Alteration & or Repair

Notice

Permit Applications will only be accepted between the hours of 8:00 A.M. to 11:30 A.M.

Please be aware of the following:

- The permit application must be filled out in its entirety, please provide all information including valuation, all square footages, number of bedrooms & bathrooms, etc.
- **Contractor information must be included on trade permits. If not available, TBD should be indicated.**
- Mechanical application must include quantities.

- Please take note of the **SITE PLAN** requirements.
- **Planning Department must sign-off prior to submitting to the Building Department.**
- Please review & complete the Residential check list for the Building & Planning Department provided.

- Your permit **expires** if work isn't started within 180 days from the date of issuance.
- Your permit expires if work is suspended or abandoned for 180 days or more. If you can't work within a 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

- **Erosion Control** application is to be submitted with separate mitigation plan and included with Building permit submittals. Please contact Delynn Clark at (503) 675-3991 for more information.

- **If your lot includes any trees, please contact the Planning Department at (503) 635-0290**

Supporting Documents

Residential Alteration & or Repair

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