

CITY OF LYONS BUILDING PERMIT PROCESS

- 1. The applicant must own the property or the applicant must have a letter from the owner giving permission to file the application for a building permit.**

- 2. Applicant must have septic approval from Linn County Environmental Health.**

- 3. Applicant applies in person at Lyons City Hall with the application, 3 sets of building plans, 3 site plans, and complete construction information. The site plan must be drawn to scale and city staff must approve the site plan.**

- 4. The City will mail or hand-deliver the application to Linn County Planning & Building Department for their review and approval.**

- 5. After Linn County approves the plans they will assess fees then the building permit is returned to Lyons City Hall.**

- 6. The City will notify the applicant or property owner when the permit is received in our office. The applicant/property owner comes in and pays the fees then the building permit and inspection cards are issued.**



CITY OF LYONS

PHONE: (503)859-2167
FAX: (503)859-5167

449 5TH STREET
LYONS, OREGON 97358

Received By: _____

Date: _____

BUILDING PERMIT SITE PLAN REVIEW

Building Permit Number: _____ Type: _____

Property Legal: _____

Job Address: _____

Owner: _____

Address: _____ Telephone: _____

Zone: _____ Lot Size: _____

I agree to build according to the submitted plans and specifications, the laws of the State of Oregon and Linn County and the Lyons Zoning and Subdivision Codes. These fees are charged in accordance with and authorized by Resolution #282. I understand that this permit expires 180 days after the date of approval, but may be extended for an additional 180 days.

I have read this application in its entirety and certify that the stated information is true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT / REPRESENTATIVE _____

Review Fee: \$25.00

Other Fees: _____

Total: _____

Local Zoning and Subdivision Codes as required by the City of Lyons, applicable to the attached plans and application, have been approved by the Local Planning Official.

Staff: _____ Date: _____

LINN COUNTY PLANNING AND BUILDING DEPARTMENT



Requirements and Submittal for Residential Homes

Linn County 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 the 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 the 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. ROADS AUTHORITY:

- a) Prior to submitting for a permit obtain approval from one of the following: Linn County Road Department at (541) 967-3919, Oregon Department of Transportation at (503) 986-3435, or your local municipality.

4. BUILDING PLAN REVIEW:

- a) *Residential:* See Requirements and Submittals Checklist. 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 stories – 23", 3 stories – 27". This review can take up to ten working days after **completed** plans have been submitted.
- b) *Commercial:* See Requirements and submittals checklist. A pre-application meeting may be required for all commercial or industrial building projects. Contact Linn County Building Department for this determination.



Residential Submittal Requirements & Checklist

Linn County Planning & Building Department
300 SW 4th Avenue
Albany, OR 97321

Phone (541) 967-3816
Fax (541) 926-2060
<http://www.co.linn.or.us>

Check each box to verify requirements are met.

1. General

- Plan orientation as landscape for reading left to right.
- All Plans to follow prescribed naming conventions
- Each sheet to be uploaded online should be a separate file
- Supporting document files shall be uploaded online as multi-page file.
- File Types shall be .PDF
- Reserve space for City stamps.
- A completed permit application and this checklist must be uploaded with submittal.

2. Site Plan

- Legible, including North arrow and drawn to scale (such as 1" = 20').
- Orientation of footprint matches floor plan (i.e. garage left).
- Property line locations and existing easements with dimensions.
- Show location of existing and proposed utilities (water, sewer, power, gas, phone, and cable/broadband) with dimensions to property line and surrounding items. Note above grade items including cabinets, vaults, pedestals, and poles.
- Show all adjacent street names.
- Show outline of existing and proposed structures with distances to property lines and between structures; setbacks shall be identified with written dimensions and drawn to scale. Include any cantilevers and eaves.
- Indicate height of all structures inclusive of roof ridgelines. (from finished grade)
- Show building and garage entrances; driveway and accesses from the street. Indicate driveway material (concrete, etc.). Include catch basins/cross pipes/drywells and any sidewalks adjacent to property.
- Indicate elevation at property corners.
- For slopes greater than 10% show contours.
- For lots with 4 ft. or more elevation change across the building footprint, show existing and proposed elevations at the building corners.
- Show site drainage using arrows to indicate direction of flow; show methods and locations for onsite drainage detention. Show gutters with downspout locations if applicable.

3. Plans

- Plans must be legible, drawn to scale (minimum 1/4" = 1') and shall include the following:
 - Residential Energy Checklist. <https://www.co.linn.or.us>
 - Foundation plan showing all structural elements, including hold-down locations.
 - Elevations accurately representing building site and grading (one for each side of building showing existing and finished grades) with dimensions from finished grade to peak of highest point on roof. For sloped lots, provide dimensions at each corner and mid-point for all four elevations.
 - Typical cross sections for the living space and garage space.

- Lateral bracing design for ORSC R602.10 or engineered design.
- Any engineering provided must contain a current engineer signed stamp and design criteria. All items from the engineering packet must be included on all appropriate plan sheets.
- Detailed floor plans with square footage, including location of heat source and water heater as well as type (gas or electric). Indicate emergency egress windows with required dimensions and sill heights for bedrooms and basements.
- Floor framing (if using an engineered system, a layout will be required from the manufacturer, including the size, type, and spacing of all floor joists, as well as the size and type for all supporting beam and cross-reference design calculations). All floor-framing sheets, details, and beams must match.
- Roof framing (if using roof trusses, provide engineered details of all trusses to be used including a layout indicating the placement of each truss). Include engineered drag trusses and truss bracing details.
- Beam calculations with all beams sized, identified, and cross-referenced on the plans.

4. Special Circumstances – Demolition

- A separate Demolition Application must be submitted if you wish to demo prior to approved project/permit.

5. Access and Water Source

- Footprint does not exceed 3,600 square feet; or
- Provide 4th copy for fire department review.

6. Structural Design Criteria

Earthquake Loads (seismic) - Table R301.2 (1) as being in seismic zone D1

Wind Loads - Design wind speed is 120 miles per hour; see section R301.2.1.3 for additional design information.

- Most areas of Linn County can be classified as wind exposure category B with 3 second wind gusts; however, some areas may meet the criteria for exposure C. The design professional is responsible for justifying the exposure selected for the specific area of construction.

Soils and Foundation

- Soil bearing pressure - 1,000 pounds per square foot (psf), unless justified by a soils report. A lessor bearing pressure may be required in specific locations.
- The frost depth is 12 inches.

Live Loads - Roof snow load in Linn County is 25 PSF. (Call if the elevation is above 700 feet.)

Rainfall - Design is based on two inches per hour.

By signing, I acknowledge that all information contained in this checklist is true to the best of my knowledge.

Agent/Builder (I certify that I sign this application personally on my own behalf and as agent for the landowner)

Signature – Agent

Printed Name

Date

Email

or Owner

Signature – Owner

Printed Name

Date

Email

LINN COUNTY PLANNING AND BUILDING DEPARTMENT



Building Permit Application

Linn County Planning and Building
 PO Box 100; Albany, OR 97322
 Phone (541) 967-3816
 Fax (541) 926-2060
 www.co.linn.or.us

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LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Notice

For Homeowner Installations:

This installation is being made on residential or farm property owned by me or a member of my family, and is exempt from licensing requirements under ORS 701.010.

Signature

Date

Manufactured Homes Fees

Manufactured Home Installation	\$	<input type="text"/>	
State Surcharge 12%	\$	<input type="text"/>	
State Service Charge	\$	<input type="text"/>	
Date <input type="text"/>	\$	<input type="text"/>	Total

Please Note: All plan review fees are collected at the time of permit issuance. If the application is expired or voided prior to permit issuance, all remaining plan review fees will be due. I have read and understand these terms.

Initial

*****This application is valid for 180 days*****

Application Checklist (for Building Department Staff only)

Date received	<input type="text"/>	Permit number	<input type="text"/>
Accepted by	<input type="text"/>	Reviewed by	<input type="text"/>
Floodplain	<input type="text"/>	Flood zone	<input type="text"/>
Date application deemed complete	<input type="text"/>	Type of permit	<input type="text"/>

Application Checklist (for Planning Staff only)

Map number	<input type="text"/>	Zoning	<input type="text"/>
Date received	<input type="text"/>	Planning permit number	<input type="text"/>
Accepted by	<input type="text"/>	Site plan complete	<input type="text"/>
Setbacks	Front <input type="text"/>	Rear <input type="text"/>	Side <input type="text"/>
		Riparian <input type="text"/>	Other <input type="text"/>
Zoning District	<input type="text"/>	Legal Lot	<input type="text"/>
		Wetlands	<input type="text"/>
		Geo-Hazard	<input type="text"/>

Comments

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Application Checklist (for EHD Staff only)

Date received Received by

Septic permit number Site plan approved

Comments

Application Checklist (for Road Department staff only)

Date received Reviewed by

Road permit number

Comments

Choose one from each section
Energy Efficiency
TABLE N1101.1(2)
ADDITIONAL MEASURES

Envelope Enhancement Measures (Select one)	1.	High Efficiency Walls Exterior walls – U-0.045/R-21 cavity insulation + R-5 continuous.	R-5 = Rigid insulation over sheathing
	2.	Upgraded Features Exterior walls – U-0.057/R-23 intermediate or R-21 advanced, Framed floors – U-0.026/R-38, and Windows – U-0.28 (average UA)	Intermediate & Advanced requirements noted below High efficiency windows
	3.	Upgraded Features Exterior Walls – U-0.055/R-23 intermediate or R-21 advanced. Flat Ceiling (e) – U-0.017/R-60, and Framed Floors – U-0.026/R-38	Intermediate & Advanced requirements noted below 50% max. vaulted area per footnote
	4.	Super Insulated Windows and Attic OR Framed Floors Windows – U-022 (Triple Pane Low-e, and Flat Ceiling (e) – U-0.017/R-60 or Framed Floors – U-0.026/R-38	Super high efficiency windows See note 'e' if more than 50% of floor area vaulted
	5.	Air Sealing Home and Ducts Mandatory air sealing of all wall coverings at top plate and air sealing checklist (f), and Mechanical whole-building ventilation system with rates meeting M1503 or ASHRAE 62.2, and All ducts and air handlers contained within building envelope (d) or All ducts sealed with mastic (b).	Requires caulking at floor to wall and wall to ceiling joints
	6.	High Efficiency Thermal Envelope UA(g) Proposed UA is 8% lower than the code UA	Calculator required. Recommended BCD thermal calculator.
Conservation Measure (Select one)	A	High Efficiency HVAC System (a) Gas-fired furnace or boiler AFUE 94%, or Air source heat pump HSPF 9.5/15.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy Star rated	
	B	Ducted HVAC Systems within Conditioned Space All ducts and air handlers contained within building envelope (d) <i>Cannot be combined with measure 5</i>	Cadets and radiant floor heat meet this requirement
	C	Ductless Heat Pump Ductless heat pump HSPF 10.0 in primary zone of dwelling	Heat loss calculation required is no backup heat (cadets, gas fire place heater, etc. Mechanical contractor will provide calculations
	D	High Efficiency Water Heater Natural gas/propane water heater with UEP 0.85 OR Electric heat pump water heater Tier 1 Northern Climate Specification Product	

For S1: 1 square foot = 0.093 m², 1 watt per square foot = 10.8 W/ m².

a.	Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
b.	All duct joints and seams sealed with listed mastic; tape is only allowed at appliance or equipment connections (for service and replacement). Meet sealing criteria of Performance Tested Comfort Systems program administered by the Bonneville Power Administration (BPA).
c.	Residential water heaters less than 55 gallon storage volume.
d.	A total of 5% of all HVAC system's ductwork shall be permitted to be located outside of the conditioned space. Ducts located outside the conditional space shall have insulation installed as required in this code.
e.	The maximum vaulted ceiling surface area shall not be greater than 50% of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026. U-0.026 = R-38 with advanced framing (raised heel truss)
f.	Continuous air barrier. Additional requirement for sealing of all interior vertical wall covering to top plate framing. Sealing with foam gasket, caulk or other approved sealant listed for sealing wall covering material to structural material. (example: gypsum board to wood stud framing).
g.	Table N1104.1 (1) Standard base case design, Code UA shall be at least 8% less than the Proposed UA. Buildings with fenestration less than 15% of the total vertical wall area may adjust the Code UA to have 15% of the wall area as fenestration.

Intermediate Framing = Studs 16" O.C., R-23 insulation, insulated corners and intersections, rigid insulation R-4 or greater in voids over 1".
(see N1104.5.2 for full requirements)

Advanced Framing = Studs 24" O.C., R-21 insulation, insulated corners and intersections, rigid insulation R-4 or greater in voids over 1".
(see N1104.5.1 for full requirements)

Minimum required values per code (Partial list for ref. only. See Table N1101.1(1) for full list and requirements)

Walls – R-21

Flat Ceilings – R-49

Vaulted Ceilings – R-30, R-38 with raised truss heels if over 50% floor area vaulted.

Floors – R-30

Slabs – R-15 perimeter + R-10 throughout if heated

Windows – U.30

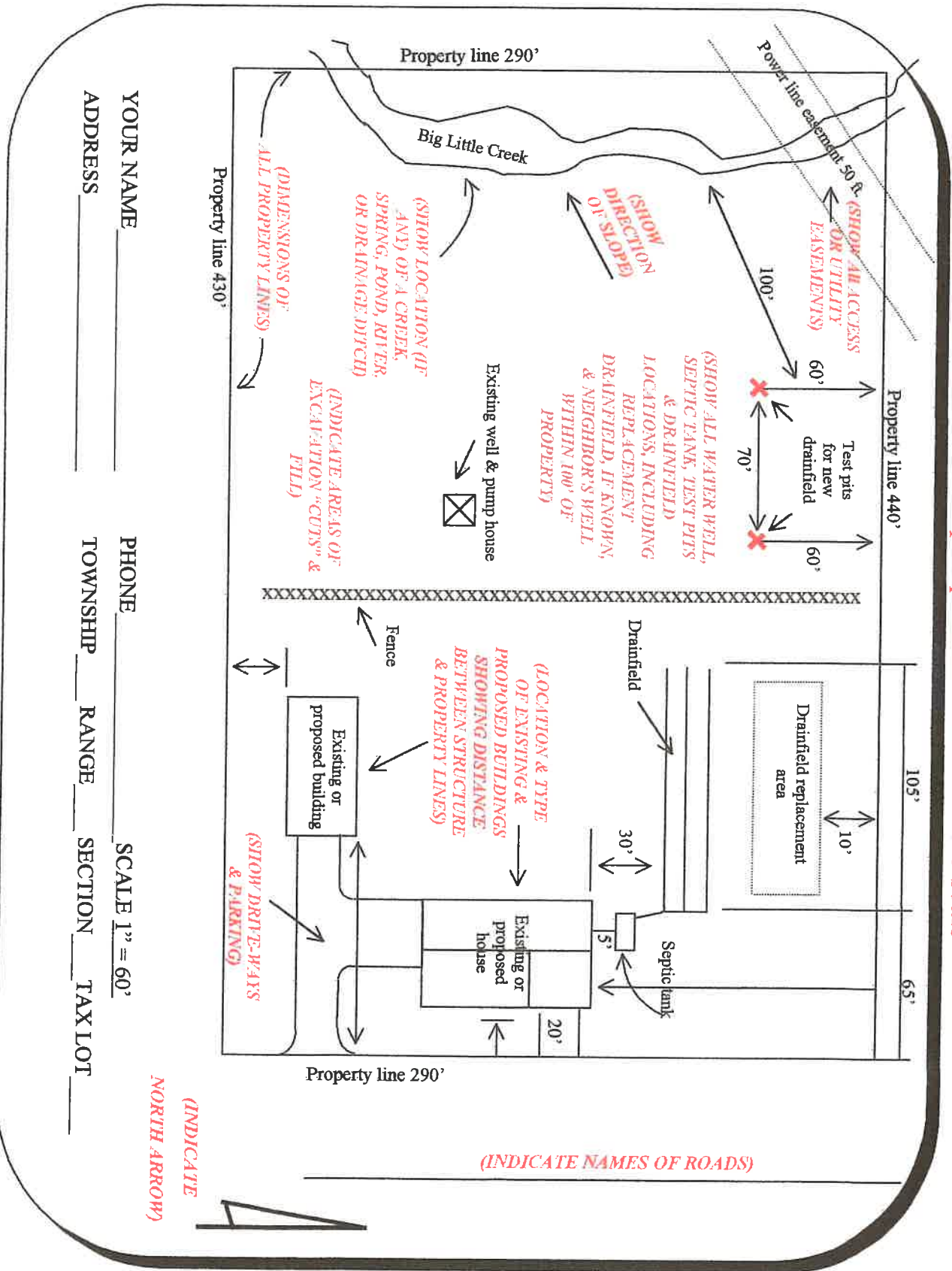
Exterior Doors – U.20, U.40 if glazed

NOTE

Info added to this sheet is for convenience/reference only and does not reflect all energy code requirements. See 2017 ORSC Chapter 11 for complete code requirements.

NOTE: All plot plans must be drawn to scale

11" x 17" OR 8 1/2" x 11" SHEET OF PAPER



YOUR NAME _____
 ADDRESS _____

PHONE _____ TOWNSHIP _____ RANGE _____ SECTION _____ TAX LOT _____
 SCALE 1" = 60'

SAMPLE PLOT PLAN

North Santiam School District Construction Excise Tax

What is the Construction Excise Tax for the North Santiam School District?

The Oregon Legislature passed SB 1036, a law that provides a financial tool to help school districts pay for capital improvements, expanded facilities, and equipment needed as a result of community growth. The law authorizes a school district, in cooperation with cities and counties, to tax new residential and non-residential development. Specifically, the tax applies to improvements to real property that result in a new structure or additional square footage to an existing structure.

What does the tax pay for?

The excise tax revenue would be used for capital improvements such as acquisition of land, the construction, reconstruction or improvement of school facilities; acquisition or installation of equipment, furnishings, or other tangible property; related architectural, engineering expenses, legal expenses or similar costs related to capital improvements. The excise revenue would allow the district to purchase and prepare sites for future school facilities and/or to help defray the cost of new school facilities.

Who has to pay and when?

The tax is required to be paid by the developer or property owner who is developing property in the North Santiam School District 29J at the time when he or she wishes to have a permit issued by the City or County. A permit will not be issued unless the tax is paid or unless an approved exemption is submitted on the Exemption Form.

Who is exempt from paying the tax?

The following are exempt from the Construction Excise Tax:

1. Private school improvements;
2. Public improvements as defined in ORS 279A.010;
3. Residential housing that is guaranteed to be affordable (under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80% of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction for residential house);
4. Public or private hospital improvements;
5. Improvements to religious facilities primarily used for worship or education associated with worship;
6. Agricultural buildings as defined by ORS 455.315 (2)(a).
7. The square footage of a residential structure that is equal to or less than the square footage of the residential structure being removed. The structure being removed has to have been currently occupied to qualify for the exemption. (Supporting information confirming the square footage of both residential structures must be provided.)

How much is the tax?

The tax may not exceed:

- \$1.35 per square foot on residential construction;
- \$.67 per square foot on non-residential construction. For non-residential construction only, the excise tax is limited to \$33,700 per building permit.

Whom can I contact for more information?

If you have additional questions, you may contact the North Santiam School District business manager at (503)769-4187 or by emailing jnofziger@nsantiam.k12.or.us

North Santiam School District
Construction Excise Tax Calculation Form

Building Permit Applicant:

Name (Printed): _____

Address: _____

Phone Number: _____

Construction Address: _____

See *Exemptions Form* for exceptions to this tax.

Construction Category:

- Residential.** Construction excise tax of \$1.35 per square foot of living space in new or replacement structures intended for residential use, including:
1. All new or relocated single or multiple unit housing, including manufactured housing units.
 2. Conversion of an existing non-residential structure to a residential structure.
 3. Addition of living space to an existing residential structure.
- Nonresidential.** Construction excise tax of \$.67 per square foot for all new or replacement nonresidential structures or additions. Nonresidential construction excise tax is limited to \$33,700 per building permit or per structure, whichever is less.

Construction Excise Tax Calculation:

Taxable square footage of construction.

Times \$1.35 per square foot for residential or \$0.67 per square foot for nonresidential.

\$ _____ Equals total Construction Excise Tax due (maximum \$33,700 for nonresidential).

_____ Deduction of Qualifying Exemption if application

_____ Adjusted Total Construction Excise Tax

Jurisdiction Issuing Building Permit: _____ Permit No. _____

For questions on this tax, please contact North Santiam School District Business Director, Jane Nofziger, (503) 769-4187.

**Construction Excise Tax Exemption Application Form
For North Santiam School District 29J**

APPLICANTS NAME: _____

PERMIT No. _____

Address: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Exemption Description (check applicable exemption):

- 1. Private School Improvements.
- 2. Public Improvements as defined in ORS 279A.010.
- 3. Residential housing that is guaranteed to be affordable, under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80% of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction of the residential housing.
- 4. Public or Private hospital improvements.
- 5. Improvements to religious facilities primarily used for worship or education associated with worship.
- 6. Agricultural buildings as defined in ORS 455.315(2)(a).
- 7. The square footage of a replacement structure to a formerly existing residential structure which is equal to or less than the amount of square footage in the removed structure. (Attach supporting documentation). The original structure must be in a condition that is able to be occupied. For example, an old structure that is not in adequate condition to be occupied, will not meet the conditions of the exclusion. The structure being removed has to have been currently occupied to qualify for the exemption.

Application for any of the above exemptions provides consent for the District to audit the applicant's records to verify the legal status and compliance with the exemption prerequisites.

I do hereby certify that by signing I am verifying eligibility for the above Exemption to the Construction Excise Tax.

Date

Applicant

APPROVAL OF EXEMPTION BY SCHOOL DISTRICT

Name of District Representative

Signature

Date