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, including site plan, 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 return the building permit 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 by check, money order, or cash. Then the building permit and inspection cards are issued.**

CITY OF LYONS

PHONE: (503)859-2167
FAX: (503)859-5167
www.cityoflyons.org

449 5TH STREET
LYONS, OREGON 97358
cityoflyons@wavecable.com

Received By:_____
Date:_____

BUILDING PERMIT SITE PLAN REVIEW

Building Permit Number: _____ Type: _____

Property Legal:_____

Job Address:_____

Owner(s):_____

Address:_____ Phone: _____

Email: _____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 #556-2021. 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
Robert Wheeldon – Director
Steve Wills – Building Official

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

Residential Building Application

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. **FIRE AUTHORITY:**
   a) Prior to submitting for a permit, obtain approval from the local fire authority. Complete the Access & Water Supply worksheet and return the form signed and approved with your plan submitted.

5. **BUILDING PLAN REVIEW:**
   a) *Residential:* See Requirements and Submittals Checklist.

   b) *Commercial:* See Requirements and Submittals Checklist. A pre-application meeting may be required for commercial or industrial building projects. Contact the Linn County Building Official for this determination.

Residential Submittal Requirements & Checklist

Linn County Planning & Building Department
300 SW 4th Avenue (Physical) PO Box 100 (Mailing)
Albany, OR 97321 Albany, OR 97321

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

Use the following checklist to ensure all necessary information has been provided. ***Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied until all requirements are submitted.*** *Check each box or mark N/A.*

Forms required at submittal:
The following forms, documents, and plans are to be submitted when applicable for residential projects:

- ☐ Pre Construction Floodplain Elevation Certificate.
- ☐ Completed Residential Permit Application.
- ☐ Completed Residential Submittal Requirements Checklist (this form)
- ☐ Residential Energy Efficiency Checklist. https://www.co.linn.or.us
- ☐ Written permission from property owner.
- ☐ **APPROVED & SIGNED** Access & Water Supply Worksheet from the local fire department. (if applicable)*

To view Oregon codes online visit http://www.cbs.state.or.us/external/bcd/programs/online_codes.html

Structural Design Criteria

- *Snow Loads* (ORSC Table R301.2(1): 20 spf minimum roof snow load, 25 psf ground snow load (less than 4,000 ft. elevation).
- *Wind Loads* (ORSC R301.2.1): Ultimate wind speed – Risk Category (Cat.) I – 100 mph, Cat. II – 110 mph, Cat. III & IV – 115 mph, Normal wind speed Cat. I – 78 mph, Cat. II – 85 mph, Cat. III & IV – 90 mph, Exposure B or C.
- *Seismic* Design Category D1. Table R301.2(1), Note C.
- *Frost Protection* (ORSC 403.1.4.1) *Frost Depth:* (ORSC R301.2(1) 12 inches, *Frost Exposure:* Moderate.
- *Soiling Bearing Pressure* 1,000 PSF (an alternate PSF may be accepted per project with a site specific Geo Tech report. 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". (ORSC Table R403.1)

☐ *Site Plans – **Please provide three sets*** **(required for <u>*all*</u> projects including remodels):**

- ☐ Legible, including north arrow, and drawn to scale such as (1" = 20').
- ☐ Orientation of footprint matches floor plan, (i.e.garage left).
- ☐ Show all adjacent street names.
- ☐ Show all existing and proposed structures on site with distances from property lines and other 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 all building and garage entrances.
- ☐ 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.

☐ *Plans – **Please provide three sets*** **(required for <u>*all*</u> projects including remodels):**

**Provide two stamped sets from local fire department as applicable*
Plans must be legible, drawn to scale (minimum 1/4" = 1') and shall include the following:

☐ *Documents*

- ☐ 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 each truss to be used including a layout indicating the placement of each truss). Include engineered drag trusses and truss bracing details.
- ☐ Engineering and all related engineering. (2 sets)

☐ *Cover Sheet* – Building Information

- ☐ Code year being used.
- ☐ Energy path being utilized.
- ☐ Number of stories and total height in feet.
- ☐ Building square footage. (*per floor and total)*
- ☐ List work to be performed under this permit.
- ☐ List Design Professional, Architects, Structural Engineers, Owner, Developer, and any other Design Members. (If applicable)

☐ *Elevation Views*

- ☐ Provide elevations showing the building, grade, windows, building height, decks, and patios.

☐ *Foundation Plan*

- ☐ Foundation layout must match (roof, floor joist, truss) layouts.
- ☐ Identify foundation and stem wall dimensions.
- ☐ Identify all interior footings and transfer points for loads above, including sizes, and rebar.
- ☐ Anchor bolt locations.
- ☐ Identify type and location of all hold downs, and mechanical connections.
- ☐ Provide a schedule for all hold down connections and shearwall locations.
- ☐ Identify ventilation location and sizes. (Provide additional information for floodplain requirements as necessary.)

☐ *Floor Plan*

- ☐ Identify each room and/or area including dimensions.
- ☐ Identify emergency egress windows.
- ☐ Identify smoke and smoke/CO2 locations.
- ☐ Identify exhaust fan locations and CFM.
- ☐ Identify water, heater, furnace, plumbing fixtures, balconies, and decks.
- ☐ Provide wall bracing, (R602.10) and/or lateral analysis, related schedule indentifying all shearwalls types including calculations, connections, and locations. Alternativley, an engineered lateral analysis can be submited by a registered design professional. 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.
- ☐ Identify all landings/decks at all exits.
- ☐ Transfer all engineering to full scale drawings.
- ☐ Provide a legend that distinguishes walls, walls to be removed, and new walls, or a separate before and after floor plan. (Remodel)
- ☐ Beam calculations with all beams sized, identified, and cross-referenced on the plans.

☐ *Cross Section(s) and Details*

- ☐ Show all framing member sizes and spacing (studs, beams, joist, rafters), bearing locations, load transfers, and connections.

☐ *Framing Plan & Stair Details*

- ☐ Specify size, spacing, span, and wood species or metal guage for all stud walls.
- ☐ Indicate all wall, beam, floor, and roof connections.
- ☐ Include stair section showing rise, run, landings, headroom, handrail, and guardrail dimension.

☐ *Roof Framing*

- ☐ Provide plans for the roof assembly indicating member sizing, spacing, bearing locations, load transfers and connections.
- ☐ Provide attic ventilation calculations, including size and location of vents.

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

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)	or	Owner
_____		_____
Signature – Agent		Signature – Owner
_____		_____
Printed Name – Date		Printed Name – Date
_____		_____
Email		Email

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon – Director
Steve Wills – Building Official

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

Type of work		**Department Use Only**	
☐ New construction	☐ Addition/alteration	Permit #	Date received
☐ Demolition (Floodplain only)	☐ Other	Tax lot/Parcel #	
Category of Construction			
☐ 1 & 2 family dwelling	☐ Commercial/Industrial		
☐ Accessory building	☐ Multi-family		
☐ Other	☐ Manufacured Home		
Job Site Information and Location			
Job site address			
City/State/Zip			
Suite/bldg./apt. #	Project name		
Subdivision	Lot #		
Description of work _____			
Property Owner			
Name			
Address			
City/State/Zip			
Phone			
E-mail			
Contact Person			
Name			
Address		**Required Data: 1 & 2-Family Dwelling**	
City/State/Zip		Valuation; or	
Phone #1		Number of bedrooms	
Phone #2		Number of bathrooms	
Email		Total number of floors	
Contractor		New dwelling area	square feet
Business Name		Garage/carport area	square feet
Address		Covered porch area	square feet
City/State/Zip		Deck area	square feet
Phone	Fax	**Required Data: Commercial – Use Checklist**	
CCB License		Valuation; or	
Email		Existing building area	square feet
Signature		New building area	square feet
Permit Fees		Number of stories	
Permit fees are based on the value of the work performed. Indicate the value (round to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.		Type of construction	
		Occupancy groups	
		Existing	
		New	

Application Checklist (for Building Department Staff only)

Date received _____ Permit number _____

Accepted by _____

Floodplain _____ Flood zone _____

Type of permit _____

Application Checklist (for Planning Staff only)

Map number _____

Date received _____ Planning permit number _____

Accepted by _____ Site plan complete _____

Setbacks: Front _____ Rear _____ Side _____ Riparian _____ Other _____

Zoning District _____ Legal Lot _____ Wetlands _____ Geo-Hazard _____

Comments _____

Application Checklist (For EHD Staff only)

Date received _____ Reviewed by _____

Septic permit number _____ Site plan approved _____

Comments _____

Application Checklist (for Road Department Staff only)

Date received _____ Reviewed by _____

Road permit number _____

Comments _____

Application Checklist (for Fire Department Staff only)

Received by _____ Reviewed by _____

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) *Cannot be combined with measure 5*	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
Exterier 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.

*This form must be completed for residential structures when: (1) the roof area of the entire structure (including attached garage) will be greater than 3,600 square feet; (2) or the driveway access exceeds 150 feet; (3) or the slope of the access is greater than 10%.

Fire District Plan Review Verification

Department Use Only

Permit Number _____

Date _____

Residential Access and Water Supply Worksheet

Owner Information

Name _____

Mailing Address _____

Phone Number _____

Permit Information

Tax Lot Number _____

Lot or Address _____

Email _____

Fire Area – The aggregate floor area enclosed and bounded by fire walls, fire barriers, exterior walls, or horizontal assemblies of a building. Areas of the building not provided with surrounding walls shall be included in the fire area if such areas are included within the horizontal projection of the roof or floor next above.

New Construction

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

New Addition Area _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Number of stories above grade level _____

Water Supply

Building Construction Types (Circle One)

1. Fire Resistive
2. Non-Combustible
3. Ordinary (Masonry)
4. Heavy Timber
5. Wood Framed (Typical Residential Home)

Other buildings closer than 50 ft? Yes ☐ No ☐

(Including adjacent Properties)

Access

Number of buildings on access _____

Fire Access road width (12 ft. min.) _____ ft.

Length _____ Height _____

Grade _____ % (As measured at 25' increments)

Turn outs? Yes ☐ No ☐

Turn around within 50' of the building Yes ☐ No ☐

Turn around design:

Y ☐ T ☐ MOD T ☐ CULDESAC ☐

Is there a bridge or culvert within the access? Yes ☐ No ☐

Approval

FIRE DEPARTMENT APPROVAL

Homes greater than 3,000 square feet may require additional water supply calculations. If your home is greater than 3,000 square feet, please provide cubic volume of the structure here: _____ ft^3.

IF APPLICABLE, THIS FORM *MUST* BE SUBMITTED TO THE LOCAL FIRE DEPARTMENT PRIOR TO SUBMITTAL TO LINN COUNTY FOR PLAN REVIEW.

Revised 3/16/2021

Access and Water Supply Worksheet

This section is meant to serve as information for the completion of the worksheet.

The purpose of this worksheet is to provide the Building Official with a recommendation for access and water supply for the referenced project. The Fire Agency is acting as a consultant and does not have the authority to require any elements of the building permit. It is within the authority of the Building Official to accept or deny any or all elements of the recommendation.

When filling out this document, please be as complete with the information that is being requested as possible. The information provided on the reverse side will allow the local Fire Authority to review the project for adequate access and water supply needs. Each project is reviewed separately and is no way all-inclusive for any future projects. Future projects or phases not declared at this time will be evaluated at the time of application. Please consult your local authority (listed below) if you have any other questions.

All projects will receive a review and corresponding results for each project. If you opt for alternate methods and means for compliance, the Building Official will need to be consulted on the requirements of what will need to be provided for a proper review. If changes are made to the project after a review has been completed, another review will need to be conducted by the local Fire Authority.

Fire Agencies in Linn County use the local fire department as a guide for access and water supply. You can contact your local Fire District for a copy of the standard.

Instructions:

1. Include plot plan (See Linn County Building permit requirements.)
2. Show any adjacent buildings that are within 50' of the proposed project.
3. Show access for project. New driveways may require a permit. Include plan for approach off public road if applicable.
4. Fill out Access and Water Supply Worksheet.
5. Contact your local Fire Authority to complete documentation required for a building permit application.

Contact Information

Albany Fire Department (Millersburg)
PO Box 490
Albany, OR 97321
(541) 917-7728

Brownsville Fire Department
600 E. Blakely Ave.
Brownsville, OR 97327
(541) 466-5227

Halsey Fire Department
740 W. 2nd St.
Halsey, OR 97348
(541) 369-2419

Harrisburg Fire Department
500 Smith St.
Harrisburg, OR 97446
(541) 995-6412

Lebanon Fire Department
1050 W. Oak St. (Mailing)
550 S. Main St. (Physical)
Lebanon, OR 97355
(541) 451-1901
jbolen@lebanonfire.com

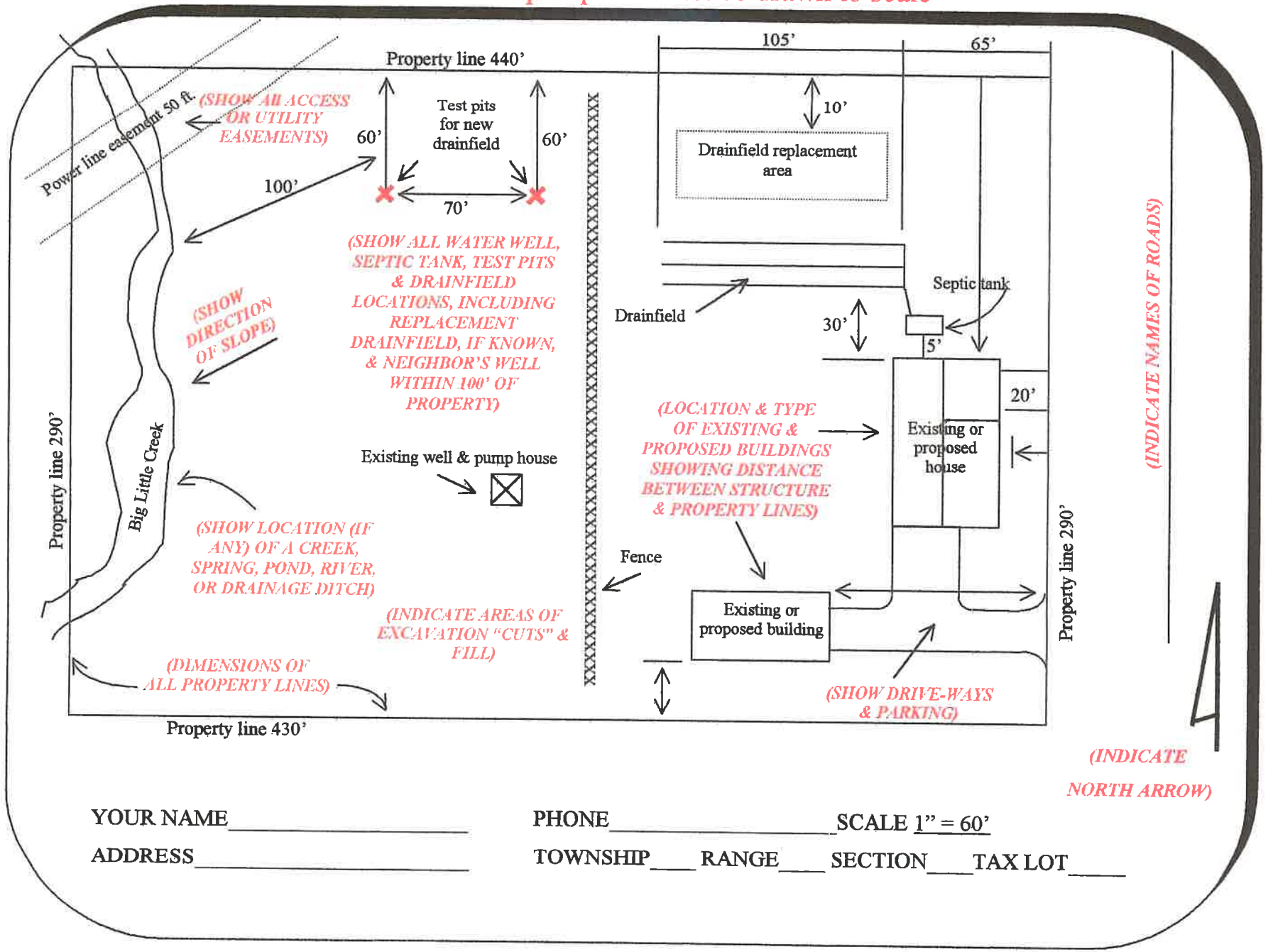
Lyons Fire Department
1114 Main St.
Lyons, OR 97358
(503) 859-2410

Mill City Fire Department
400 S. 1st Ave
Mill City, OR 97360
(503) 897-2390

Scio Fire Department
38975 SW 6th Ave
Scio, OR 97374
(503) 394-3000

Tangent Fire Department
32053 Birdfoot Dr.
Tangent, OR 97389
(541) 928-8722

NOTE: All plot plans must be drawn to scale



11" x 17" OR 8 ½" x 11" SHEET OF PAPER

YOUR NAME_____ PHONE_____ SCALE 1" = 60'

ADDRESS_____ TOWNSHIP____ RANGE____ SECTION____ TAX LOT_____

Rev. 2/05/01

SAMPLE PLOT PLAN

G:/applications/plotplan

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 ORS279A.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 most be provided.)

How much is the tax?

The tax may not exceed:

- $1.41 per square foot on residential construction;
- $.70 per square foot on non-residential construction. For non-residential construction only, the excise tax is limited to $35,200 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.kl2.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 $1.41 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 $.70 per square foot for all new or replacement nonresidential structures or additions. Nonresidential construction excise tax is limited to $35,200 per building permit or per structure, whichever is less.

Construction Excise Tax Calculation:

_____ Taxable square footage of construction.

_____ Times $1.41 per square foot for residential or $0.70 per square foot for nonresidential.

$_____ Equals total Construction Excise Tax due (maximum $35,200 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 quality 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

TO QUALIFY FOR THE BEACHIE CREEK FIRE EXCISE TAX EXEMPTION

The school Board passed a resolution providing exemption from the excise tax if the homeowner meets the following requirements:

1. The home is within the boundaries of the North Santiam School District.

2. The person requesting the permit owned the home at the time of the fire.

3. The person requesting the permit occupied the home at the time of the fire.

4. The home being replaced was burned in the September 2020 Beachie Creek fire.

If you meet all of these qualifications, please send me verification from your homeowner's insurance that contains:

Your name

The address of the home

Verification from your homeowner's insurance that the home was destroyed in the fire.

After I receive that verification, I will be able to provide you with a memo of North Santiam School district excise tax exclusion.

Thank you.

Jane Nofziger

North Santiam School District Business Director

Oregon
Kate Brown, Governor

Department of Revenue
955 Center St NE
Salem, OR 97301-2555
www.oregon.gov/dor

Issue: Indexing of School Construction Tax Limits
Statute Reference: ORS 320.170
Last Updated: 6/23/2021

Background

Passed in 2007, Senate Bill (SB) 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools, and religious facilities are exempt). SB 1036 defined and required revenues to be used for capital improvements. Construction taxes imposed by a school district must be collected by a local government, local service district, special government body, state agency, or state official that issues a permit for structural improvements regulated by the state building code. An intergovernmental agreement with local governments collecting the tax is required and collection expenses are limited to 4 percent of tax revenue. DCBS is allowed to establish an administration fee of .25 percent of tax revenue. School districts with construction tax revenue are required to develop long-term facility plans. Construction taxes may be used for repayment of capital improvement debt.

Tax Limit Calculations

SB 1036 set tax rate limits of $1 per square foot for residential use and $0.50 for nonresidential use, along with a $25,000 tax limit on nonresidential properties. Beginning in 2009, tax rates were indexed to inflation using the Engineering News-Record Construction Cost Index. As prescribed in statute, DOR is responsible for updating tax rate limits and notifying affected districts. To notify affected districts, DOR has partnered with the Department of Education, who receives updated limit calculations from DOR and notifies the affected districts.

Tax rate limits by fiscal year:

Fiscal Year	2015–16	2016–17	2017–18	2018–19	2019–20	2020–21	2021–22	2022–23
Residential*	1.20	1.23	1.26	1.30	1.35	1.39	1.41	1.45
Non-Residential*	0.60	0.61	0.63	0.65	0.67	0.69	0.70	0.72
Non-Residential Max	29,900	30,700	31,400	32,600	33,700	34,600	35,200	36,100

* Dollars per square foot