

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. If applicable, the applicant must have septic approval from Linn County Environmental Health. <https://www.linncountyhealth.org/services/water-systems/septic/application/>
3. A Driveway Approach Permit application must be applied for at the same time if a new driveway is needed or if the current driveway needs altered. The Driveway Approach permit will be forwarded to the City Engineer for approval of the proposed driveway approach construction plan. The fee needs to be paid at the time of submission. Pay by check payable to City of Lyons. For property accessing a Linn County Road you will need a permit from the Linn County Roads Department. <https://www.linncountyor.gov/roads/page/right-way-encroachment-access-utility-etc-0> If accessing an ODOT highway you will need a permit from them. <https://www.oregon.gov/odot/maintenance/pages/permits.aspx>
4. The North Santiam School District Construction Excise Tax fee will be assessed, and the fee paid at the time of permit application submission. Pay by check payable to City of Lyons.
5. The applicant applies in person at Lyons City Hall or Linn County Accela: <https://aca-oregon.accela.com/oregon/Default.aspx>
6. When submitting at Lyons City hall include the application, please include 3 sets of building plans, a site plan, and complete construction information. The site plan must be drawn to scale, and city staff must approve the site plan.
7. The City will forward the application to Linn County Planning & Building Department for their review and approval.
8. After Linn County approves the plans, they will determine building permit fees. After the fee is paid the building permit will be issued.
9. Building Permits may be paid by any method and issued at the Linn County Planning & Building office – located at 315 SW 4th St, First Floor, Albany. If paying by credit/debit card, building permits may be issued at Lyons City Hall.
10. To request an inspection, go to the Oregon ePermitting website: <https://aca-oregon.accela.com/OREGON/Welcome.aspx>