

City of Stevenson Building Permit Process Overview for Customers

Updated January 28, 2016

Application for Improvement: An *Application for Improvement* is submitted by the applicant for various permits including Building Permits, Plumbing Permits, Mechanical Permits, Roofing Permits, Fill & Grade Permits, Sign Permits, Land Use Permits, etc. A complete “Application for Improvement” and two copies of a completed Site Plan are to be included with all Applications (except for minor mechanical or plumbing permits). Additional items are required to be submitted with applications for one and two family dwellings and multi-family dwellings / commercial buildings (see separate *Submittal Checklists* for those items). Environmental submittals required for certain planning-related applications will be addressed on a case by case basis by the Planning Director.

Building Permit process overview: Front office staff will receive the *Application for Improvement*, log it in, and give it to the Building Inspector. The Building Inspector will review the application, perform plan reviews (when applicable), determine Building Department inspection requirements, prepare an *Inspection Requirements Checklist* for your specific job, calculate building permit fees, and give the application to Planning and Public Works Directors for their reviews. After all reviews are complete, you will be invited to pick up your permit at the front counter and pay the associated fees.

Land Use Permits are issued for approval of structures that are exempt from Building Permit requirements yet subject to land use and development provisions, such as fences less than 7 feet high, retaining walls less than 4 feet high, signs, certain small decks, and certain small buildings/sheds (less than 120 sf for residential applications or less than 200 sf for nonresidential applications). Land Use Permits are reviewed and issued by the Planning Director following the same general process as the Building Permit process described above.

Roofing permits for reroofs may be issued without the normal review process except:

1. Two standard requirements from Public Works will be included on the roofing permit.
2. Overlays require review by the Building Inspector.
3. Reroofs in the Commercial Recreation (CR) zone require review by the Planning Director.

Timeline: We expect to issue permits for reroofs immediately (subject to the above requirements), and most other routine building permits in one week or less. If we run into an issue with your application we will contact you to communicate the issue and the expected timeline. Certain types of applications, for example, require state-mandated review processes that will be communicated to you when applicable.

Inspections: Inspections required by a Building Permit, Plumbing Permit, Mechanical Permit, Roofing Permit, or Fill & Grade permit will be performed by the Building Inspector. Inspections required by other permits (such as a Land Use Permit) will be performed by the person who issued that permit.