



BUILDING PERMIT CHECKLIST

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BEFORE APPLYING FOR PERMIT

- Contact the City of Detroit prior to beginning the permitting process
- Obtain access permit (if you are pursuing new development on a property)
- Submit and receive approval from the City for Land Use Compatibility Statement (LUCS) form
- Determine if DDC 3.7 (sensitive lands, including flood hazard, riparian corridors, wetlands and slope hazards) applies to your property. If so, you may need to submit additional reports/plans
- If applicable, obtain floodplain development permit
- Discuss the building code requirements and setbacks that are relevant to your property with your contactor/architect/engineer
- Submit septic system plans to Marion County and receive approval (see Marion County flowchart)

APPLYING FOR BUILDING PERMIT

- Submit plans to the City of Detroit, including:
 - Two complete sets of legible plans showing conformance to applicable local/state building codes
 - Three complete sets of site/plot plans drawn to scale
 - Foundation plan and cross section
 - Floor plan
 - Cross sections and details
 - Three sets of elevation views
 - Wall bracing (prescriptive path) and/or lateral analysis plans
 - Floor and roof framing plans
 - Basement and retaining wall cross sections and details
 - Beam calculations
 - Manufactured floor/roof truss layouts with reactions
 - Energy code compliance
 - Engineer's calculations (where required or provided)
- Submit Marion Co. Structural Building Permit Application to the City of Detroit
- Pay the City of Detroit Zoning Review fee. Additional fees will be collected when the permit is issued for review by Marion County

RECEIVING BUILDING PERMIT & CONSTRUCTION

- Receive building permit and plan approval following city and county review
- Begin construction. Call for inspections from Marion County throughout the construction process
- Complete final inspection upon conclusion of construction
- Receive Certificate of Final Occupancy



SEPTIC PERMIT PROCESS

Marion County Building Inspection

(503) 588-5147 | building@co.marion.or.us

1

APPLY FOR PERMIT

- Contact Building Inspection to start gathering information about your septic system and to find out what kind of permit is required.
- If your property has historic property lines showing on a tax lot map (such as dotted lines) and your septic will cross those lines, let us know and we'll discuss options with you.
- Apply for an authorization or a repair permit and we'll let you know how to prepare your site for our visit.

2

SITE VISIT

- Within 1-10 days, Building Inspection will come out to your property and generally be able to determine if the system can be authorized for use as is or if it needs some kind of repair.

3

DESIGN PROFESSIONAL

- Hire an installer to perform the repair if necessary. Some work may be performed by the property owner.
- The installer will work with you and Building Inspection on the system design, alternatives, materials, cost, and time frame to perform the repair.

4

ISSUE PERMIT

- Usually within 3-5 days of receiving an approved design, Building Inspection will issue your permit so you or your installer can begin work.

5

INSTALL SEPTIC

- Building Inspection will work with your installer during the installation and visit your property to inspect the work.
- Be sure you or your installer provides an "as built" plan at the time of final inspection. This will be helpful for future changes or repairs.