



# City Of Scio, Oregon

## Building Permit Requirements



### **Floodplain Development Permit Applications Required for all Structural Building Permits.**

1. Floodplain Development Permit Applications must be submitted with all Structural Building Permits before they will be forwarded to Linn County for Permit Review. The cost of this application is approximately \$500

### **Flood Ordinance Requirements –**

1. “Flow Through Foundations” are required for all construction.
2. 1<sup>st</sup> habitable floor must be a minimum of 2 feet above the Base Flood Elevation established by FEMA in the AE and AO flood zones. Unnumbered A zones require the 1<sup>st</sup> habitable floor (including manufactured homes) to be 3 feet above the highest adjacent grade.
3. Flood Vents are required as follows:
  - a. 1 square inch of vent per 1 square foot of enclosed area (footprint) including the garage.
  - b. All vents must be placed within 1 foot of the adjacent pre-construction exterior grade. (This means that vents may be staggered along the foundation as the exterior grade changes).
  - c. Vent locations must be shown on the foundation plan.
  - d. Information on size and type of vents used must be provided.
  - e. All vents must permit automatic entry and exit of floodwaters. Any louvers, screens or other opening covers must not block or impede the automatic flow into or out of the enclosed area.
4. Interior grade of the crawlspace must be the same grade or higher than the lowest adjacent exterior grade.
5. The established grades of the lots in the Thomas Creek Estates Subdivision must be maintained per the Thomas Creek Estates Grading Plan, sheets 21 and 22. This is due to a “balanced cut and fill” that was completed on the property at the time of subdivision development.
6. A grading plan must be submitted with the building permit application, showing the following:
  - a. Location of the dwelling on the property.
  - b. Lot elevation at each corner of the proposed dwelling (prior to push-out).
7. Push-Out-Material – must be removed from the lot, cannot be used as fill. Only that which is needed to backfill to foundation may remain. It cannot be used to increase the elevation of the lot.

### **Elevation Certificates -**

The following three (3) elevation certificates are required to be filed at the Scio City Hall.

1. Based on Construction Drawings – Building plans must include a site plan showing site grading elevations, proposed finish floor elevations and BFE Elevations

2. Building Under Construction – Engineer’s/Surveyor’s Certification that the stem wall elevation is set so the finished floor elevation be at least 2’ above BFE and that all crawlspace and garage vents are installed per NFIP requirements. This must be filed prior to adding vertical walls for the new building.
3. Final As-built Certificate prior to Certificate of Occupancy

**Setbacks –**

1. Front yard – 20’ to house, 25’ to front of garage
2. Rear yard – 20’
3. Side yard – 5’ minimum, 13’ combined minimum. Corner lots – street side yard – 15’ minimum

**Inspections Required by the City of Scio -**

Inspections require a 24 “working” hour notice prior to pour, and inspections can only be done Monday through Friday between 9 am and 3 pm.

1. Driveway/Sidewalk Approach

**Conservation Easement -**

Development of property located on Thomas Creek within the Thomas Creek Estates Conservation Easement.

- a. Applications are required to remove or replace existing vegetation.



# City Of Scio, Oregon



## Floodplain Development Permit Application

The undersigned hereby makes application for a permit to develop in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the City of Scio Flood Hazard Ordinance and with all other applicable local, State and Federal regulations. This application does not create liability on the part of the City of Scio or any officer or employee thereof for any flood damage that results from reliance on this application or administrative decision made lawfully hereunder. A fee of \$500.00 is required to be paid at time of application. Should it be determined that engineering review is required, an additional \$500.00 deposit will be required to be paid.

Owner(s): \_\_\_\_\_ Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

Note: If you are an agent you must have owner's consent and signature. If there is more than one owner of the property, all owners must sign the consent portion on page 4.

### Project Location

Address of Property: \_\_\_\_\_  
 Map & Tax Lot of Property: \_\_\_\_\_

(To avoid delay in processing the application, please provide enough information to easily identify the project location. A sketch attached to this application showing the project location may be helpful.)

### Propose Description of Work (check all applicable boxes):

#### A. Structural Development

<u>Activity</u>	<u>Structure Type</u>
<input type="checkbox"/> New Structure	<input type="checkbox"/> Residential (1-4 dwellings)
<input type="checkbox"/> Addition	<input type="checkbox"/> Residential (more than 4 dwellings)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Non-residential (Floodproofing) <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Relocation	<input type="checkbox"/> Combined Use (Residential & Commercial)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Manufactured Home
<input type="checkbox"/> Replacement	

#### B. Other Development Activities

Clearing     Fill     Mining     Drilling     Grading     Utilities  
 Excavation (Except for Structural Development Checked Above)  
 Watercourse Alteration (Including Dredging and Channel Modification)  
 Drainage Improvements (Including Culvert Work)  
 Road, Street or Bridge Construction  
 Subdivision (3 or more lots, New or Expansion)  
 Individual Water or Sewer System  
 Other (Please Specify)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. Is the proposed development in a Special Flood Hazard Area (Zones A, AE, or AO)?**

Yes  No

**D. Per the floodplain map, what is the zone and panel number of the area of the proposed development? Zone \_\_\_\_\_ Panel # \_\_\_\_\_**

**E. Are other Federal, State or local permits obtained?**

Yes  No

If yes, what type: \_\_\_\_\_

**F. Are other Federal, State or local permits applied for?**

Yes  No

If yes, what type: \_\_\_\_\_

**G. Is the proposed development in an identified floodway?**

Yes  No

If yes, is a "No Rise Certification" with supporting data attached?

Yes  No

**H. Does the proposed development alter or relocate a water course?**

Yes  No

If yes, to what extent? (Provide description and map on separate page.)

***REQUIRED INFORMATION TO BE SUBMITTED:*** A site plan, drawn to scale showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, proposed development and delineated floodplain/floodway shall be submitted.

**ADDITIONAL INFORMATION REQUIRED (COMPLETE ALL THAT APPLY)**

**A. Complete for New Structures and Building Sites:**

1. Base Flood Elevation at this site: \_\_\_\_\_ feet NAVD 1988.
2. Required lowest floor elevation (including basement): \_\_\_\_\_ feet NAVD 1988.
3. Elevation to which all attendant utilities, including all heating and electrical equipment will be protected from flood damage: \_\_\_\_\_ feet NAVD 1988.
4. Are there any fully enclosed areas below the lowest floor?
5. If yes, number & size of openings provided: \_\_\_\_\_  
NOTE: minimum of 2 openings having a total net area of not less than 1 square inch for every square feet of enclosed area located 1 foot above grade are required.

**B. Complete for Alterations, Additions, or Improvements to Existing Structures:**

1. What is the estimated market value of the existing structure? \$\_\_\_\_\_
2. What is the cost of the proposed construction? \$\_\_\_\_\_.  
NOTE: If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the substantial improvement provisions shall apply.
3. Are there any fully enclosed areas below the lowest floor?  Yes  No
4. If yes, number & size of openings provided: \_\_\_\_\_  
Note: A minimum of 2 openings having a total net area of not less than 1 square inch for every square feet of enclosed area located no more than 1 foot above grade area required.

**C. Complete for Non-Residential Floodproofed Construction:**

1. Type of floodproofing method: \_\_\_\_\_
2. The required floodproofing elevation is: \_\_\_\_\_ feet NAVD 1988.
3. Floodproofing certification by a registered engineer attached?  Yes  No

**D. Complete for Subdivisions and Master Plan Developments:**

1. Will the subdivision or other development contain 50 lots or 5 acres?  
 Yes  No  
Note: Floodplain development permits are required for all subdivisions which are wholly or in part within areas of special flood hazard.
2. If yes, does the plat or proposal clearly identify base flood elevations?  
 Yes  No
3. Are the 100 year Floodplain and Floodway delineated on the site plan?  
 Yes  No

**E. Complete for Other Proposals not included in A-D above:**

1. For all watercourse relocations and/or landform alterations include plans showing the proposed relocation and/or alterations.
2. Change in water elevation (in feet) \_\_\_\_\_.
3. Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in ANY increase in the height of the "100 year" flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding must be submitted.  
 Attached  Not Applicable

**SIGNATURE**

I/We hereby request a Floodplain Development Permit on the above described real property, which is either owned by or under contract of sale to the applicant, and is located within the City of Scio, Oregon. I/We hereby acknowledge that this application is not considered filed, until all of the required information has been submitted as determined by the floodplain administrator and all required fees have been paid in full.

Owner: \_\_\_\_\_ Agent: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Date: \_\_\_\_\_

Owner: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Date: \_\_\_\_\_

*This application is only for a Floodplain Development Permit. Building Permits and any other permits require separate applications.*

*Office Use Only*

Date Application Received: \_\_\_\_\_ Initials: \_\_\_\_\_  
Date Application Complete: \_\_\_\_\_ Initials: \_\_\_\_\_  
Applicant Notified of Completeness: \_\_\_\_\_ Initials: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Initials: \_\_\_\_\_  
Review Level:

Staff Review Level

Other Notes:



# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

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

## LINN COUNTY BUILDING PERMIT APPLICATION REQUIREMENTS

The following 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 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 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) **BUILDING PLAN REVIEW:**

- (A) Residential: Three complete sets of building and site (plot) plans along with a signed residential plan submittal checklist shall be submitted for review. This review can take up to ten working days after ***completed*** plans have been submitted.
- (B) Commercial: A pre-application meeting is required for all commercial or industrial building projects.
- (C) 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 story; 23", 3 story; 27".

# BUILDING AND DEVELOPMENT PERMIT APPLICATION WORKSHEET

Date: \_\_\_\_\_  
Permit #: \_\_\_\_\_

### Property Owner/Applicant Information:

- A. Applicant(s) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (hm) \_\_\_\_\_ (work) \_\_\_\_\_  
Email \_\_\_\_\_
- B. Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (hm) \_\_\_\_\_ (work) \_\_\_\_\_
- C. Contractor Name \_\_\_\_\_ CCB# \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (hm) \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

### Property Information:

Map Number: (Twp) \_\_\_\_\_ (Range) \_\_\_\_\_ (Section) \_\_\_\_\_ (TaxLot) \_\_\_\_\_  
Site Address (if any): \_\_\_\_\_

### Permit Information:

Please give a brief description of the proposed work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of work will be done?

\_\_\_\_\_ Structural \_\_\_\_\_ Plumbing \_\_\_\_\_ Mechanical \_\_\_\_\_ Electrical

\_\_\_\_\_ Homeowner  
\_\_\_\_\_ Electrical Contractor  
(Must obtain separate permit)



**Application Check List (for Building Department Staff only)**

Date Received: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Floodplain: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_

Type of Permit: \_\_\_\_\_

**Application Check List (for Planning Staff Only)**

Map Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Planning Permit #: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Site Plan Complete: \_\_\_\_\_

Setbacks-Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Riparian \_\_\_\_\_  
Other \_\_\_\_\_

Zoning District: \_\_\_\_\_

Legal Lot: \_\_\_\_\_ Wetlands: \_\_\_\_\_ GeoHazard: \_\_\_\_\_

**Comments:** City of Scio requires "Flow Through Foundations".  
Venting requirement: 1 square inch per square foot of enclosed space - the  
crawlspace and garage both require vents, on a minimum of 2 sides, with all vents  
placed within 1 foot of pre-construction grade. Must have a minimum of \_\_\_\_\_  
square inches in crawlspace and minimum of \_\_\_\_\_ square inches in garage

**Application Check List (for EHD Staff Only)**

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Septic Permit Number: \_\_\_\_\_ Site Plan Approved: \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# LINN COUNTY PLANNING AND BUILDING DEPARTMENT



**Robert Wheeldon, Director**

Room 114, Linn County Courthouse, PO Box 100, Albany, Oregon 97321

Phone 541-967-3816 Fax 541-926-2060

[www.co.linn.or.us](http://www.co.linn.or.us)

## One & Two Family Dwelling Building Permit Application Checklist

Permit Number: \_\_\_\_\_  
Map Number: \_\_\_\_\_

**The following items are required for plan review and shall be used by Linn County to determine completeness of plans and compliance with OAR 918-020-0090(3)(a)(C) and (4).**

		Yes	No	N/A
1	<b>Three complete sets of legible plans</b> drawn to scale, showing conformance to the applicable local and state building codes. 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. Plan review cannot be completed if copyright violations are evident.			
2	<b>Site/Plot plan drawn to scale.</b> The plan must show: lot and building setback dimensions; property corner elevations (if there is more than 4-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building necessary to show compliance with OTFDC R105.3); location of easements and driveway, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazards areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage.			
3	<b>Foundation plan and Cross Section.</b> Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location, and soil type.			
4	<b>Floor plans.</b> Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
5	<b>Cross section(s) and details.</b> Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
6	<b>Elevation views.</b> Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than 4-ft at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7	<b>Wall bracing (prescriptive path) and/or lateral analysis plans.</b> Building plans must show construction details and locations of lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.			
8	<b>Floor/roof framing plans</b> (stick framed) are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9	<b>Basement and retaining wall</b> cross sections and details showing placement of reinforcing steel, drains and waterproofing shall be provided. Engineered plans are required for retaining walls exceeding 4' in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13, for "Engineer's calculations."			
10	<b>Beam calculations.</b> Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.			
11	<b>Manufactured floor/roof truss design details.</b> Provide floor/roof layouts with <b>gravity and uplift</b> reactions.			
12	<b>Energy Code Compliance.</b> Show base and additional option chosen.			
13	<b>Engineer's calculations</b> when required or provided, (i.e., shear wall, retaining walls exceeding 4') shall be stamped by an engineer or architect licensed in Oregon and shall be applicable to the project under review by cross-reference to the applicable plan location.			

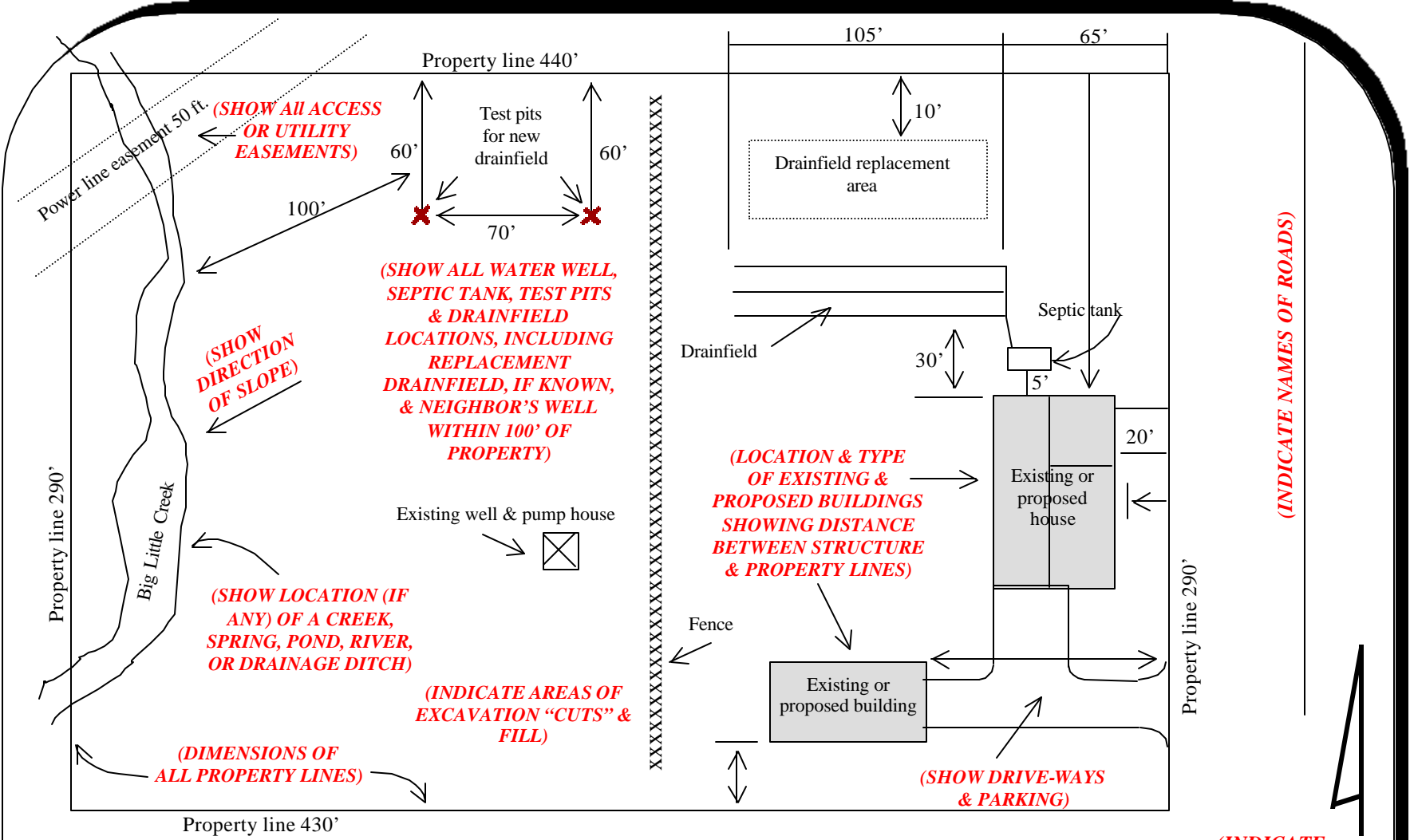
### Linn County specific building requirements. (For office use only)

14	Floodplain Elevation Certificate (Pre & Post Construction)			
15	Geo Technical Report for Geo Hazard Areas			
16				
17				
18				

***Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only.***

**NOTE: All plot plans must be drawn to scale**

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



(INDICATE NAMES OF ROADS)

(INDICATE NORTH ARROW)

YOUR NAME \_\_\_\_\_

PHONE \_\_\_\_\_ SCALE 1" = 60'

ADDRESS \_\_\_\_\_

TOWNSHIP \_\_\_ RANGE \_\_\_ SECTION \_\_\_ TAX LOT \_\_\_