



CITY OF DONALD

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Water and Sewer Emergency pager: 503-301-6479

BUILDING PERMIT PROCESS

All new construction, and most remodeling projects, require a permit particularly when building safety may be affected. Marion County Public Works administers State building, mechanical, plumbing, electrical, and fire and life safety codes; the City of Donald administers development and zoning codes to ensure buildings are safe and meet zoning requirements. Marion County's building inspectors monitor construction through the inspection process.

To apply for a building permit, visit the Marion County Public Works website: www.co.marion.or.us/PW/BuildingInspection for the Structural Permit Application and instructions.

Bring the following to Donald City Hall:

- A completed **Structural Permit Application**, along with all fees (see below for details).
- Two (2) sets of **construction plans** for residential or three (3) sets for a commercial project; including an electronic copy will speed up the process. The plans should include floor plans for each level, all elevations, the dimensions of each room, the location of all doors and windows, and framing and other construction specifications.
- A **site plan** is required to show all property lines, lot dimensions, existing and proposed improvements with distances to property lines indicated, and the location and size of all other structures on the property. See the example and complete the **Site Plan Checklist**.
- A signed **Land Use Fee Schedule** along with the \$150 Technical Review Fee.
- North Marion School District **Construction Excise Tax Form**.
- For single-family dwellings in the R-7 Zone, review the Donald Development Standards and complete a **Residential Design Checklist**.

Notes:

- Submitted plans are reviewed to ensure that the proposed work complies with the Donald Development Code for zoning compliance. The completed application will then be delivered to Marion County for Plan Review and Building Permit issuance.

- Please keep in mind that City staff cannot design your project for you. We can provide the current zoning code, but if your project is complex or your knowledge of building concepts is limited, you may need to hire a professional to design even a "small" project.
- To apply for a permit for a project that is limited to electrical, mechanical, or plumbing work, no construction plans are needed and you may contact Marion County Public Works directly to apply for your permit. However, if you plan to install an air conditioner or heat pump, you must first submit a site plan for review to the City of Donald. Your site plan must show the distance from the air conditioner/heat pump to all property lines. It will then be checked against zoning requirements so that the new unit does not encroach into the setback (the area that must remain free from permanent equipment or structures).
- Once your permit is ready to be issued, you will be contacted by Donald City Hall staff to pick up your documents and pay any outstanding fees.
- After issuance, contact Marion County for all inspections.
- Complete and file a Permanent Public Utility Easement before beginning construction.
- Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

Building Permit Fee Information

- **Building permit fees** are based on the type and value of the construction work. Most building permit fees are established by the State of Oregon, with administrative fees set at the local level. Fees are determined based on the valuation of the work and on the specific items of work being proposed. Valuation is the term for the anticipated market value of the proposed construction project. Building permit fees include charges for site, plumbing, electrical, mechanical, land use, fire and life safety reviews, subsequent inspections, and processing. We can assist in calculating the fees.
- If your permit application is for new construction, you may be required to pay **System Development Fees**. These are collected to pay for a portion of the cost of constructing streets, sanitary and storm sewers, parks, and other public systems needed as a result of the proposed construction project. They are charged on new residential and commercial construction and may apply to additions or alterations. The fees are collected at the time that a building permit is issued.
- The City of Donald charges fees for **Water and Sewer Connections**.
- North Marion School District imposes a **Construction Excise Tax** which the City of Donald collects on their behalf at the time of application for a building permit; see handout for more information.