



CITY OF MILWAUKIE RESIDENTIAL PERMIT APPLICATION GUIDE

For the purposes of this handout, residential projects are those that involve new construction, additions, demolitions or alterations of single-family dwellings or duplexes, as regulated by the current edition of the Oregon Residential Specialty Code. All permit applications as well as other handouts may be downloaded by going to

<http://cityofmilwaukie.org/forms.html>. When plans are required, they do not need to be drawn by a professional, but must be drawn to scale and contain sufficient detail to show the nature of the proposed work.

** Effective July 1, 2010, where a project requires plans, one copy of the plans must be submitted in PDF format. If the plans are hand drawn, we may be able to scan them for you, as long as **all sheets** are the same size; either 8-1/2X11 or 11X17.

Important Notes:

1. For any specific questions not fully addressed here, call:
(503) 786-7613; Building
(503) 786-7630; Planning
(503) 786-7609; Engineering
2. If your project involves disturbing more than 500 square feet of soil, or is located in a steep or sensitive area, an erosion control permit and (2) copies of an erosion control plan must be submitted along with your permit application.
3. If your project involves the addition of **living space**, please carefully review the Street Improvement Requirements at the end of this handout.
4. If your project requires multiple permits (building, plumbing, mechanical, etc.) the building permit will not be issued until all permit application have been submitted.
5. Typical turn-around time for most residential projects is 10 working days (3-4 days for interior remodels). **Please Note:** This is not a guarantee that your permit will be issued within this time frame; merely our commitment to review the application and provide comments, if needed, within this time frame.

1. Stand-alone Permits: Simple plumbing, mechanical and electrical permits that are not related to a building project may be obtained over the counter in our office (**9AM to Noon and 1PM to 4PM**) or by fax with a credit card authorization form. Licensed contractors may obtain most stand-alone permits on-line by going to: **BuildingPermits.Oregon.gov**

2. Interior Remodels: Submit (2)** sets of plans and (1) copy of any supporting documentation, along with one copy of the applicable permit applications. If you are converting an attic, basement or garage to living space, please refer to the appropriate handout.

3. Additions, Garages, Carports, Decks: Submit (4)** sets of plans and (1) copy of any supporting documentation, along with the applicable permit applications.

Plans shall include, at a minimum:

- Site Plan, showing all structures and all impervious surfaces on the property
- Floor Plan
- Foundation Plan
- Roof / Floor Framing Plan
- Structural Details
- (4) Elevations [(2) for decks and small additions]
- Erosion Control Plan, if needed (see above)

Supporting Documentation:

- Truss Plans, if applicable

Engineering calculations and details, if applicable (**wet stamped**)
Zoning worksheet; Contact the Planning Department at **(503) 786-7630** to determine the correct zone for your project.
Lot Coverage worksheet
Vegetated Area worksheet

4. New Single Family Dwelling or Duplex: In addition to the submittal requirements in Number 3, above, you must submit the following:

Water Connection Application
Sewer Connection Application
Right of Way Permit Application
Residential Energy Requirements Form

5. Manufactured Dwelling: Submit (4)** sets of plans and (1) copy of any supporting documentation. **Please note that street improvement requirements apply to manufactured dwellings.**

Plans shall include, at a minimum:

Site Plan, showing all structures and all impervious surfaces on the property
Foundation Plan
(4) Elevations
Erosion Control Plan

Supporting Documentation:

Zoning worksheet; Call **(503) 786-7630** to determine the correct zone for your project.
Lot Coverage worksheet
Vegetated Area worksheet
Water Connection Application
Sewer Connection Application
Right of Way Permit Application

Please Note: One covered parking space, either garage or carport is required. See item #3 above for submission requirements

6. Demolition: Submit demolition (building) permit and erosion control permit applications, along with (3) copies of a site plan showing the location of the building to be demolished and (2) copies of an erosion control plan.

If no replacement building is proposed on the property within 6 months of demolition, you will need to submit a plumbing permit application to cap off the building sewer.

Residential Street Improvement Requirements **(One and Two-Family Dwellings)**

Any development that results in a new dwelling unit will likely require half-street improvements along the frontage of the property. This applies even if you are replacing an existing house. It also applies to a conversion from single-family to duplex or addition of an accessory dwelling unit (ADU). Half-street improvements may include any or all of the following: Right of Way dedication, curbs, gutters, sidewalks, driveway approach, storm drainage improvements and paving.

🏠 **Residential additions 1500 sf or larger. ****

The above requirements apply.

🏠 **For residential additions 200 to 1499 sf. ****

You may be required to dedicate Right of Way to the city if the street fronting the property does not meet current standards.

Please Note: Your building permit can not be issued until the street dedication is recorded. Plan ahead. Call (503) 786-7609 to find out if this requirement applies to your project.

↑ **For residential additions 200 sf or smaller. ****
None of the above requirements apply.

**** Exclusive of garages and non-habitable accessory structures.**

↑ If your projects **only** involves adding or expanding a garage or carport on your property, you will likely be required to have a paved driveway and driveway approach that meet current standards (may include changing the width of the driveway or adjusting your current driveway approach). None of the other requirements above will apply.

Please Note: If you are considering a residential addition and do not currently have off-street covered parking (garage or carport) please contact the Planning Department at (503) 786-7630. Depending on the extent of your addition, you may be required to provide one covered parking space on your property. If you wish to convert your garage or carport to habitable space you will be required to replace the covered parking space on your property.

Call **(503) 786-7609** for specific questions regarding street improvement requirements for your project.