

## How do I get an inspection?

### Follow these steps:

- Call the request line at the building department responsible for your area with at least 24 hours notice.
- When you call to make the appointment, have all the details (permit number, project address, etc.) available.
- If the work was done inside, an adult needs to be at the site for the inspection.

### Things to do

Be an informed consumer. When buying a product or contracting a service, follow these steps:

- Call the Building Codes Division or the Construction Contractors Board to verify active license and/or registration.
- Call the Better Business Bureau.
- Compare prices.
- Ask for references and contact them.
- Be sure you have a written contract and read it carefully before signing.
- Visit [PermitsProtect.info](http://PermitsProtect.info) for more tips.

### State of Oregon offices

Building Codes Division.....	800-442-7457
or .....	503-378-4133
Residential Code Specialist.....	503-373-7529
Construction Contractors Board .....	503-378-4621
Better Business Bureau.....	503-226-3981

### Attorney General's Consumer Hotline:

Portland .....	503-229-5576
Salem .....	503-378-4320
Toll-free.....	877-877-9392

# Do I need a structural permit?



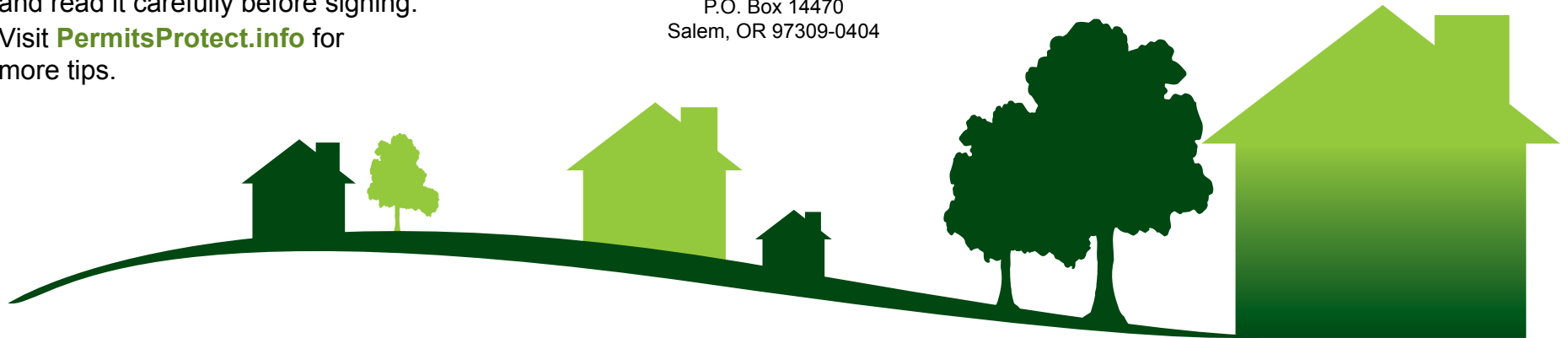
**PermitsProtect.info**

**Safe Homes. Secure Investments. Smart Communities.**



### Building Codes Division

1535 Edgewater St. NW  
P.O. Box 14470  
Salem, OR 97309-0404



# Common Questions and Key Information Regarding Structural Permits

## When do I need a structural permit?

A permit is required to construct, enlarge, alter, move, or replace any home or related structure. **For example, a permit is required to:**

- Add a room.
- Build or alter a carport, garage, or shed of more than 200 square feet.
- Finish an attic, garage, or basement to make additional living space.
- Cut a new window or door opening or widen existing openings.
- Add, move, or remove walls.
- Apply roofing when all of the old roofing is removed and new sheathing/sub roof is installed.
- Reroof in wildfire hazard zones.
- Build a stairway.
- Build a retaining wall more than four feet high.
- Build or replace a deck more than 30 inches above grade.
- Install a fence more than six feet high.
- Install a fence to serve as a barrier around a swimming pool, hot tub, or spa.
- Build a retaining wall that supports a bank of earth above the top of the wall.

If you are not sure you need a permit, check out [PermitsProtect.info](https://permitsprotect.info); it is a great resource for additional information.

## What can I do without a permit?

A permit is not required for minor repairs and maintenance.

**For example, a permit would not be required to:**

- Paint buildings that are not historic landmarks.
- Blow insulation into existing homes.
- Install storm windows.
- Replace interior wall, floor, or ceiling covering, such as wallboard or sheet vinyl.
- Put up shelving and cabinets.
- Install gutters and downspouts.
- Replace or repair siding on a wall that is three feet or more from a property line.
- Replace roofing where the weight of the replacement or repair does not exceed 30 percent of the roof's designed live load carrying capacity and is not required to be fire resistant.
- Replace doors or windows in an existing opening.
- Build a fence up to six feet high.
- Pave a walkway.
- Build a patio or deck that is not more than 30 inches above grade.

Code standards must be met, even when a permit is not required.

## Where do I get a permit?

Permits are issued by your local building department. Visit [PermitsProtect.info](https://permitsprotect.info) to locate the proper jurisdiction based on your address.

## What information will I need to get a permit?

1. The address and possibly a legal description of the property.
2. A description of the work proposed.
3. The owner's name, address, fax number, e-mail address, and phone number.
4. If a contractor is doing the work, the contractor's name, address, phone number, and state license number.
5. You will need more than one complete set of plans.
  - Check with your building department to find out the exact number of copies required.
  - The plans must clearly show all work on the building and where the building sits on the property.
  - Typical plans include a site plan, floor plans, and cross sections showing construction details.

## Who must review my project?

An Oregon-certified plans examiner will review your plans to ensure the proposed project meets the requirements of the current Oregon Residential Specialty Code.