

“Building” Permit Application Acceptance



For Commercial, Industrial and Multi-Family Projects

Prior to accepting a building permit application, projects will first be examined by the Building Official for conformance with the following: required land use conditions of approval, public utility and right of way acceptance, current building, and city code. If the proposed work meets all conformance from the above, then the City will accept the application and move the workflow forward to Plan Review.

Application Options:

Applicants have the option to apply for “Standard” Commercial Building Permits when making application through Oregon [ePermitting](#), or requesting a “Phased” Permit Application through the Building Department at building@ci.woodburn.or.us

“Standard” Permit application

The building department may accept Commercial, Industrial and Multi-Family permit applications once land use requirements are met, and the City has issued approval of the civil plans for the real public improvements (on-site and off-site).

“Phased” Permit application

Applicants may submit a request to the Building Division for “Phased” permit application, allowing the project to start construction prior to the completion of public infrastructure. Requests must be made in writing and submitted to the Building Official prior to submitting a permit application.

The building department may accept “Phased” applications for early private development when land use requirements are met, and the public utility and right of way improvement plans are in review with Public Works.

*The City is not obligated to approve any phasing requests.



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Application:

When applying online through Oregon [ePermitting](#) for building permits; the following documents are required to be mailed or delivered to the Community Development Department after the application process is complete through the Oregon ePermitting website.:

- Five copies of submittal documents consisting of a site plan, construction documents, statement of special inspections, geotechnical report, and other pertinent information needed for the successful review of the project.

Building Application Review:

A permit technician will review the building application materials, and if all documents are submitted (as shown above in the application section), the plan review process can start, and workflow routed to the plans-examiner.

Fees:

The plan review fee is collected at time of application acceptance. Once the application is accepted, construction documents and plan review payment received; the workflow will move forward to plan review.

With the acceptance of a phased permit application, the applicant will be responsible for payment of each phase of the plan review. Typically, each phase of the project is subject to a phased application and plan review fee. Phase one (foundation) fees are assessed at 20% of the permit valuation, Phase two (build-out) fees are assessed at 80%, and the remaining permit and project fees will be paid when phase two of the project is picked up/received. Please refer to the Phased Development Policy for a more detailed explanation of the phased development process.

Building Inspection:

Building, Planning and Public Work Inspections are scheduled through the Oregon ePermitting website, [located here](#). Staff provides same day inspections if the contractor makes the request before 7 a.m. Staff will schedule inspection requests, received after 7a.m. for the following day unless the contractor requests a later date.

Inspection requests for Planning and Public Works requires 5 days’ notice prior to inspection date.