



City of Dayton

416 Ferry Street, Dayton Oregon (503) 864-2221 www.ci.dayton.or.us

Building Permit Information

What **YOU** Need to Know:

- ✓ Where your **property lines** are – Sometimes the deed to your property will indicate where your property pins are located. The best way to know where your property lines are is to have your property surveyed. The City of Dayton does not have this information.
- ✓ If your property is listed on the **National Historic Register**. Homes that are listed on the National Register may require review by the Dayton Historic Preservation Committee, a public hearing and approval from the Dayton Planning Commission and/or City Council may also be required.
- ✓ If any part of your property is in a **flood zone**.
- ✓ If your property is **sloped**.
- ✓ Property line **set-backs**.
- ✓ Maximum and current **lot coverage**.
- ✓ **Permit Fees** – Structural Building Permit fees are based on the value of the project and are calculated by City of Dayton Staff. Please do not send in building permit fees without consulting a building department staff member. Building permit fee schedule is available upon request from the City of Dayton.
- ✓ Building permits become invalid if there is no activity after 6 months. Once a building permit has been deemed invalid you will need to resubmit all the required documents and fees.

Permits & Fees

- ✓ The City of Dayton issues **Structural, Mechanical & Plumbing permits**. Electrical Permits are issued through the Yamhill County Building Department (503) 434-7516.
- ✓ **Type “A” Construction Permits & Inspections** are required when working in the public right-of-way, including but not limited to work on sidewalks, curbs, street improvements, driveways, storm water, water and sewer connections. Construction Permits are inspected by City of Dayton Public Works, to request an inspection, **24 HOUR ADVANCE NOTICE IS REQUIRED** in writing by submitting a Construction Inspection Request Form.
- ✓ **Fence Permits** – Cost \$5.00 and are required when constructing a fence or retaining wall. Applications can be obtained from the City of Dayton. A Site plan is required to be submitted with the application.
- ✓ **Sprinkler Systems** require a backflow device to be installed. A plumbing permit will need to be issued before installing a sprinkler system.
- ✓ **Backflow devices** are required to be inspected yearly and at the time of installation. The City of Dayton provides an automatic backflow testing program to help with the cost of this process, for more information contact the City Clerk at (503) 864-2221.

New Construction Requirements

- ✓ **System Development Charges** are based on the size of the water meter that will be installed on the property and must be paid when the permit is issued. The most common size meter is 5/8”-3/4”.
- ✓ **Water meters** must be purchased from and installed by the City of Dayton, the cost of the meter is based on the size of the meter. Meter boxes and lids can also be purchased from the City. **Water service** begins on the day that water meters are purchased. You will be required to sign up for water service, shown proof of Id and pay the required deposit amount of \$150.00.
- ✓ **Construction Excise Tax** is paid to the Dayton School District and is calculated as \$1.11 per/square foot of living space & .55 per/square foot of non-living space. Checks for Construction Excise Tax should be separate from the building permit check and should be made payable to Dayton School District. Construction Excise Tax Fees are due at the time the permit is issued.
- ✓ **Required Sidewalk Installation**. Sidewalk, curbs and storm sewers, running the full length of contact between the property line and the public street right-of-way, shall be constructed, between the property line and the paved portion of the street by any contractor constructing new construction or performing property renovations that increase the value of an improvement by 50% or more.

City of Dayton

- ✓ **Required Storm Drainage and Erosion Control Plan.** A plan prepared by a professional engineer will need to be submitted with your building plans, for approval by the City. The plan will need to address the minimization of run off, siltation, and pollution control. Construction plans for storm sewers and open drainage channels which shows line sizes, profiles, and construction specifications will also need to be provided, in addition to the Engineer's calculations.
- ✓ One copy each of the **Contractor's Certification of High-Efficiency Interior Lighting Systems Form, Moisture Content Acknowledgement Form and Rain Screen Acknowledgement Form** are required to be submitted with construction building permit applications.

Submitting Building Applications

- ✓ Original signatures for all property owners must be provided on all permit applications.
- ✓ Three sets of building/construction plans are required to be submitted with permit applications.
- ✓ Two copies of a site plan showing all the required information are to be submitted with permit applications.
- ✓ Engineer's plans are required to have at least one copy with the original wet stamp.
- ✓ Plan Check/Review fees are required at the time of application submittal. Make checks payable to the City of Dayton.

Contractors

- ✓ **Contractor information** must be supplied when using a contractor for building projects.
- ✓ **Contractor license** information will be verified through the State of Oregon's Contractors Board.
- ✓ **Business Registration** Requirement: All contractors are required to register their business with the City of Dayton. If your contractor is not registered they will be asked to fill out the proper forms and submit a registration fee before construction can begin.

Permit Process

- ✓ Building plans are reviewed and approved by the City's Building Inspector.
- ✓ Depending on your type of application, building/construction plans may also be reviewed by the Planning Department, Public Works, City Engineer and the Rural Fire Department.
- ✓ Plan review process takes approximately 2 to 8 weeks. You will be contacted when your permit is ready to be picked up.
- ✓ Permit fees are due at the time of permit issuance. Make checks payable to the City of Dayton.
- ✓ Credit card payments are not accepted for building fees.

Building Inspections

- ✓ Building inspections are performed by the City of Newberg's Building Department.
- ✓ **To request an inspection call (503) 554-7714** – leave a message.
- ✓ For building inspection questions call (503) 537-1240.
- ✓ To view the status of your permit on-line go to www.oregon-epermitting.info.

During Construction

- ✓ House Numbers will need to be posted and be visible from the street. Permanent house numbers will need to be affixed to the structure in order to pass the final inspection.

Occupancy Permits

- ✓ Can be issued when all the required work is finished and final approval is given for building and construction permits. Occupancy Permits do not require a signature from the building inspector and can be issued through the City of Dayton Building Department upon request.