



## DEPARTMENT OF PLANNING AND DEVELOPMENT

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# How to Apply for a Building Permit

Begin by determining if the property is located within city limits or in an urban growth boundary, or in the unincorporated, rural part of Lincoln County by visiting the County's public web maps at <https://maps.co.lincoln.or.us>. You may also call Lincoln County Planning Department directly at 541-265-4192 or send an email to [planning@co.lincoln.or.us](mailto:planning@co.lincoln.or.us) if you need help determining if your property is inside or outside city limits.

Use the following step by step guide to complete the building permit application process through the three Divisions (Planning, Onsite, Building):

### 1. PLANNING DIVISION ZONING REVIEW (Land Use Code, first review)

- a. **Check the following information BEFORE you fill out any forms or submit an application for a building permit for the zoning clearance (land use) review.**
  - i. *What is my Zoning?* You can find your property's zoning using Lincoln County's online [Maps website](#), or you can contact the Lincoln County Planning Division and provide us with your situs address, property tax ID, or the County Assessor's map and tax lot number, and we can verify the zoning for you. The allowed land uses for each zone can be found in Chapter 1 of the Lincoln County Code, or you can provide the existing and/or intended use for your property to the Planning Division and we can verify its compatibility with the zoning ([planning@co.lincoln.or.us](mailto:planning@co.lincoln.or.us)). For information on zoning standards such as maximum building height, setbacks, maximum lot coverage, etc., you will need to contact the Planning Division about the property you intend to develop – we cannot provide accurate information about the applicable zoning requirements unless we know the specific property you are proposing to build on.
  - ii. *What development exists today?* It is important to provide all information about the existing structures, septic system(s), wells, roads and easements, and other forms of development that may exist on your property. This information will often affect the uses we can permit and the size and types of structures

that can be allowed. For instance, if your property is zoned for single family residential use and there is already a residence on the property, you may not be able to build another residence, or you may be limited to the size, location, or specific use of the existing residence. You can provide the Planning Division with information about the existing development to determine that any existing and proposed uses are compatible with each other.

- iii. *Are you in a regulated floodplain?* If you are proposing to build a structure or create new development in a Special Flood Hazard Area (regulated floodplain), you will need to contact a Planner to discuss the effective no net loss of floodplain function standards in Lincoln County (see more under item 1d below).
- iv. *What is my vehicle access?* You will need to know what your driveway is or will be connecting to – a state highway? County road? Private road? You will also need to know that you have the lawful right to access your property from the closest public road. This may be as simple as a permit from ODOT or Lincoln County Public Works (discussed in item 1g below), or it may be more complicated if your driveway or private road crosses other private property – do you have easements? You will not be able to get this information from the Planning Division, so please make sure you ask your realtor, broker, title company, agent, or whoever you are working with that knows the history of the property. If your property is currently accessing a public road and you know what entity regulates that road (State of Oregon, Lincoln County, Special Road District, HOA, etc.), contact that entity directly and let them know what your development plan is. They should be able to tell you what permits you either do or do not need and what their permitting process requires. Lincoln County will expect you to be able to provide this information to us upon request, and in the case of a private road or easement, you should be prepared to provide us with contact information for a responsible party (district officer or employee, HOA officer, adjacent private property owner, etc.) or recorded access easement.
- v. *What are my utilities?* Water, sewer, electrical, and natural gas utilities may serve your property, or you may need to install a well, septic system, and a new electrical service to the property. You will need to know what services are available to your property and what private systems you will need to develop.
- vi. *Do have building plans, engineering, and all other documents needed to submit for a building permit?* When you submit your initial application to the Planning Division for a zoning review of the structure you intend to build, you will need to submit the same documents you would submit for a building permit application. This will include a detailed plot plan, structural building plans, all engineering, and any other reports or permit applications that may be

necessary to your specific project. If your property requires a geological hazard assessment, you will need to submit the entire report with your application. If you are building in a regulated floodplain, you will (most likely) need a Floodplain Development Permit (discussed in more detail under item 1d below).

- vii. *Am I ready to get a building permit?* If you already know that the structure you are building is compatible with the zoning, can verify that you are permitted, or within your legal rights, to access your property from the closest adjacent road, and are aware of all the utility services necessary to serve the structure you plan on building, continue with the permit application steps provided in this document. Having all the information discussed here will usually speed up your application review time by reducing the chance that you will need to make minor or major revisions to your plans, which can be costly.

**b. COMPILING YOUR APPLICATION MATERIALS.** Complete the [Zoning Clearance Application Form for Building Permit Reviews](#) and include the following required information for submittal to the Planning Division:

- i. Provide a detailed description of the proposed project.
- ii. Contact information for the property owner and applicant (if different), including email address, situs address (if one has been assigned), mailing address, and phone number(s).
- iii. Contact information for the licensed professional (general construction contractor or other trade contractor, architect, engineer, geologist, or surveyor) who will be managing your project.
- iv. Fill out the information required regarding the existing structures on the property, proposed structures (with dimensions), existing and proposed setbacks (proposed must match the setbacks shown on the plot plan), existing and proposed square footage of structures, lot coverage, and existing and proposed height (as measured from average grade to peak of roof).
- v. Submit in PDF form a detailed site plan, construction plans including a floor plan, all engineering, and any other reports or permit applications that are required for your proposed development (see more information on the submittal process under item 1j below).

**c. New Address Request Form**

- i. If the proposed single-family dwelling does not have an address, you must submit a completed [Address Request Form](#) with the appropriate fee.
- ii. Include this form with your building permit application materials to the Planning Division.

**d. FEMA Special Flood Hazard Area (SFHA)** (also referred to as a regulatory floodplain or flood zone)

- i. To see if your property is in a Special Flood Hazard Area, visit the Lincoln County public web map at the link provided above, or visit the FEMA Map Service Center at: <https://msc.fema.gov/portal/home> or contact the Planning Division at [planning@co.lincoln.or.us](mailto:planning@co.lincoln.or.us)
- ii. If the proposed development encroaches into a Special Flood Hazard Area, a Floodplain Development Permit Application is required to be submitted, along with the appropriate fee.
- iii. The development proposal must demonstrate compliance with the applicable floodplain development criteria.

**e. Water:**

- i. Private Water Source: If you are on a private water source (i.e. spring, well), you will need to submit the [Private Water Source Watermaster Verification Form](#) to the Oregon Water Resources Department District 1 Watermaster ([Nikki Hendricks](#)) to verify proof of a legal water source.
  1. This private water verification form will need to be submitted with your building permit application materials to the Planning Division.
- ii. Public Water Source: If you are on a public water system, you will need to contact your water district provider to verify proof of service from the water district. This letter of proof will need to be submitted with your building permit application materials to the Planning Division.

**f. Road Approach Permit (if applicable):**

- i. County Road: For properties that abut a county road, contact the [Lincoln County Public Works Department](#) to determine whether a Road Approach Permit, or any other kind of permit, is required. Provide a copy of your approved approach permit with your building permit application materials to the Planning Division.
- ii. State Highway: For properties that abut a State Highway, contact the Oregon Department of Transportation (ODOT) to determine whether an ODOT Road Approach Permit, or any other kind of permit, is required. Provide a copy of your approved approach permit with your building permit application materials to the Planning Division.
- iii. Private Road: Provide a copy of the recorded access easement/owner's approval giving you the right to use the roadway with your building permit application materials to the Planning Division.

**g. Homeowner's Association (if applicable):**

- i. If the property is in a Homeowner's Association (HOA) or subject to Covenants, Conditions, & Restrictions (CC&R's) or an Architectural Committee review, approval of your development proposal by that entity may be required beforehand.

- ii. An approval letter from the relevant HOA/Architectural Committee or similar board is required to be submitted with your building permit application to the Planning Division.
- iii. Any standard imposed by the HOA or Architectural Committee that is stricter than Lincoln County's Code must be adhered to, and it is the owner's responsibility to ensure compliance with those standards, not the County.

**h. Geological Hazards** (if applicable):

- i. If the property is in an area with identified geological hazards, a site-specific Geotechnical Analysis prepared by a certified engineering geologist or a registered professional geologist will be required and must be submitted with your building permit application.
- ii. Additional fees and reviews will be required as a part of the permitting process.

**i. Wetlands** (if applicable):

- i. If your property has wetlands in areas that could be impacted by your project, contact the Oregon Department of State Lands (DSL) about the need for a Removal/ Fill Permit - <https://www.oregon.gov/dsl/wetlands-waters/pages/removal-fill.aspx>.
- ii. The Lincoln County Planning Division can advise you on specific land use requirements and restrictions when wetlands or waterways are potentially impacted by a project.
- iii. Cities and Counties are required by statute (ORS 215.418 & 227.350) to submit a Wetland Land Use Notification to DSL for any project that may impact wetlands and waterways. These notices are submitted after we receive a complete development permit application, and we are required to wait for DSL's response or until 30 days have elapsed, whichever happens first, before we can continue processing the permit application.
- iv. We advise potential applicants to inquire with DSL prior to planning/designing/engineering their project and submitting their application to avoid regulatory conflicts that could require costly revisions to their project.

**j. READY TO SUBMIT YOUR BUILDING PERMIT APPLICATION TO THE PLANNING DIVISION FOR THE ZONING CLEARANCE REVIEW?**

- i. The customer must apply for a structural (STR record) or dwelling (DWL record for a stick-built home or MD record for a manufactured home) permit through Oregon e-Permitting: [BuildingPermits.Oregon.gov](https://BuildingPermits.Oregon.gov). The DWL and MD records are for new single-family dwellings ONLY. Otherwise, use the STR record type for all other development (e.g., additions, remodels, garage, shops, etc.).
  - 1. For undeveloped properties with no address, use "123 TEMP" when applying online through Oregon e-Permitting. An address will be assigned

at the time the building permit is ready to be issued by the Building Division.

- ii. Upload the following documents in your e-Permitting record:
  1. [Zoning Clearance Application Form for Building Permit Reviews](#)
  2. [Zoning Clearance Application Checklist Form](#)
  3. Submit in PDF a detailed site plan, construction plans including a floor plan, and all engineering.
    - a. Your document files that are uploaded to your e-Permitting record must be in PDF format. Application forms that are completed, signed, and scanned need to be uploaded as individual PDF files. Construction plans need to be combined into one PDF file. Engineering documents, geological hazard reports, or any other technical documents to be submitted with your permit must be uploaded each as their own PDF files to the e-Permitting record.
  4. Any other reports or permit applications that are required for your proposed development (as outlined above in items 1c-1i).

**k. WHAT HAPPENS AFTER I SUBMIT MY BUILDING PERMIT APPLICATION TO THE PLANNING DIVISION FOR THE ZONING CLEARANCE REVIEW?**

- i. Once the structural or dwelling building permit application has been submitted through Oregon e-Permitting, the Planning Division will begin the initial intake and review process, *not* the Building Division.
- ii. The Planning Technician will check alerts for new structural (STR record) and dwelling (DWL or MD record) submissions in e-Permitting.
- iii. The Planning Technician will create a planning tracking record for the Planning Division Zoning Clearance Review by making a related record of the building permit record.
- iv. The Planning Technician will invoice a nonrefundable Zoning Clearance Intake Fee and email the applicant with a link to pay this deposit fee online through e-Permitting. Be sure to monitor your inbox and spam filter for emails ending with “@co.lincoln.or.us”.
- v. Once the applicant pays the Planning Intake Fee, the Planning Technician will prepare the application for Planner review. The Planning Technician will verify that all documents needed for the Zoning Clearance Review have been received. Complete applications will be assigned to the Planner of the week. If items are missing, the Planning Technician will contact the applicant (default method of communication is email), to instruct them to submit the missing documents. This will generally be requested in the same email with the link to pay the Zoning Clearance Intake Fee. Missing items will need to be either emailed directly back to the Planning Technician or uploaded to the building record. The Planning Technician will copy the missing items uploaded into the

building permit record (STR or DWL/MD record) into the PLNG record for Planner review.

- vi. Complete applications will be assigned to the Planner of the week to be reviewed for conformance to the applicable land use and zoning regulations (called the Zoning Clearance Review). Approved site plans and construction plans are stamped by the Planning Division and then given back to the Planning Technician to invoice the Planning Review Fee. The Planning Division stamped plans may state conditions of approval that must be met.
- vii. The Planning Technician will then invoice the Planning Review Fee (Review Fee minus (-) Intake Fee) and any additional fees such as the Addressing Fee. The applicant will be emailed a link to pay the remaining balance online through Oregon e-Permitting with a note saying that the Zoning Clearance has been approved for their building permit application. Be sure to monitor your inbox and spam filter for emails ending with “@co.lincoln.or.us”.
- viii. Once the Planning Review Fee has been paid, the customer will have access to view and download their Planning Division stamped and approved building plans on the building permit record (STR/DWL/MD). Your plans are now ready to move forward for the next Division reviews—the Onsite Waste Management Division and the Building Division—as outlined below in Steps 2 and 3.  
**IMPORTANT - YOU MAY NOT START CONSTRUCTION!** These land use approved plans are the **FIRST** of **THREE** required reviews for all building permit applications.
- ix. After the Planning Review Fee has been paid, the Planning Technician will close out the PLNG record and assign the building permit record (STR/DWL/MD) to the Onsite Division for the second review.
- x. If they're not already uploaded, the customer will need to submit these land use approved plans for the next two Division reviews.
- xi. If you have questions about the Zoning Clearance Review process or general land use questions, contact us at 541-265-4192 option 3 or [planning@co.lincoln.or.us](mailto:planning@co.lincoln.or.us)

## 2. ONSITE WASTE MANAGEMENT DIVISION REVIEW (Septic Code, second review)

- a. **Complete the applicable Septic Permit application.** It is recommended to complete this application at the same time as turning in your Zoning Clearance application so that they can be reviewed concurrently, which saves times.
  - i. Fill out the appropriate application in its entirety. Missing information could stall your permit application. If you have questions about the type of application that needs to be submitted, contact the Onsite Waste Management Division at [lconsite@co.lincoln.or.us](mailto:lconsite@co.lincoln.or.us)
  - ii. Turn in all pertinent information that is required (plot plan, maintenance agreement if required, authorization form, etc.). The application forms can be found on the [Onsite Waste Management Division webpage](#).
  - iii. Payment for the Septic Permit application will be required upfront.
  - iv. The Septic Permit application will first be reviewed by the Planning Division, and then the Onsite Division.
  - v. Once these reviews have been completed, your licensed Septic Installer or the applicant (whomever is listed on application) will be sent the permit information.
  - vi. Public Sewer: You will need to request approval from the local sanitary district if your property is within a public sewer district. Once approval is received, please bring your approval documents to the County.
  - vii. If you have septic questions, contact us at 541-265-4192 option 2 or [lconsite@co.lincoln.or.us](mailto:lconsite@co.lincoln.or.us)

### 3. BUILDING DIVISION REVIEW (Building Code, third and final review)

- a. Ready to submit construction plans for review.** Construction plans are reviewed digitally through Blue Beam Software. Please provide unlocked PDF Plans to help expedite the review process.
- i. Submit your Planning Division approved plans and all documentation, if they're not already uploaded, to Oregon e-Permitting: [BuildingPermits.Oregon.gov](https://BuildingPermits.Oregon.gov)
  - ii. Submit in PDF, the construction plans including a floor plan, truss, and joist details. If the plans are engineered stamped, provide structural calculations.
  - iii. Submit the Building Permit application form, Plan Review Submittal Checklist, Energy Measures selection form, and Moisture Content and Lighting Fixtures forms. These forms can be found on the [Building Division webpage](#).
  - iv. You will also need to submit the [Lincoln County Fire Agency Form](#).
  - v. Plan Review fees will be assessed when the plan review has been completed. You can pay online through Oregon e-Permitting or in our office during normal business hours. The School Excise Tax fee must be paid by either check or cash.
  - vi. Residential construction plans require approximately two (2) weeks for review. Commercial, Industrial, or Institutional plans requiring life safety review could take longer depending on the complexity of the plan review.
- b. When the plans are approved, the permit is READY TO ISSUE:**
- i. You will receive an email from a Building Permit Technician letting you know the permit is ready to be paid for.
  - ii. Upon receipt of payment, the permit will be issued, and notification will be emailed to the applicant and/or contractors on record.
  - iii. The Approved Plans will be available to access online through Oregon e-Permitting.
  - iv. If you have questions for Building Codes, you may contact us at 541-265-4192 option 1 or [lincolncountybldgdiv@co.lincoln.or.us](mailto:lincolncountybldgdiv@co.lincoln.or.us)

# Building Permit Application Workflow

