



## Obtaining a Residential Building Permit

Building permits are required for construction on **new structures, additions, covered decks, remodels, any electrical, any plumbing, outbuildings, carports, or fences (in certain cases).**

New construction requires water meter installation and wastewater approval. Check the required building setbacks and requirements in the appropriate district. The Coburg Zoning Code limits the type of uses allowed in the Residential Districts. Refer to the Zoning Code for more info or contact the Planning Department at 541-682-7871.

### A building permit application requirements:

- Completed cover application form with address, Assessors Map/Lot number, description of project, contractor & license number, and a property owner signature
- Two** complete sets of engineered building plans (structural, plumbing, and electrical)
- Site plan, to scale (e.g. 1 inch-10 feet), showing vicinity: property lines, existing buildings or structures on the lot, location of trees, driveway, new addition or new building, fencing, existing septic system, drainfield, water service location, utility line location, and pre-existing wells
- Show lineal distances buildings to all property lines and street and alley locations for all new construction (note required setbacks).
- You need to obtain a **separate** electrical and plumbing permit for any proposed electrical or plumbing work on the property
- Pay the Building Permit fees when you pick up the permit from the City. Addresses will be issued with permits if applicable.

### After Building Permit is received:

- Post the Building Permit on the property in a visible location from the street.
- Call the Building Department at 541-484-9043 when work is completed to schedule final inspections.

You have 180 days to initiate your first inspection for your project, otherwise, the permit becomes null and void.

**CONTACT COBURG CITY HALL FOR MORE INFORMATION AT  
541-682-7852 or 541-682-7871, [petra.schuetz@ci.coburg.or.us](mailto:petra.schuetz@ci.coburg.or.us)**