

CITY OF LYONS BUILDING PERMIT PROCESS

- 1. The applicant must own the property, or the applicant must have a letter from the owner giving permission to file the application for a building permit.**
- 2. If applicable, the applicant must have septic approval from Linn County Environmental Health.**
- 3. A Driveway Approach Permit application must be applied for at the same time if a new driveway is needed or if the current driveway needs altered. The Driveway Approach permit will be forwarded to the City Engineer for approval of the proposed driveway approach construction plan. The fee needs to be paid at the time of submission. Pay by check payable to City of Lyons.**
- 4. The North Santiam School District Construction Excise Tax fee will be assessed, and the fee paid at the time of permit application submission. Pay by check payable to City of Lyons.**
- 5. The applicant applies in person at Lyons City Hall.**
- 6. Along with the application, please include 3 sets of building plans, a site plan, and complete construction information. The site plan must be drawn to scale, and city staff must approve the site plan.**
- 7. The City will forward the application to Linn County Planning & Building Department for their review and approval.**
- 8. After Linn County approves the plans, they will determine building permit fees. After the fee is paid the building permit will be issued.**
- 9. Building Permits may be paid by any method and issued at the Linn County Planning & Building office – located at 300 SW 4th St, Rm 114, Albany. If paying by credit/debit card, building permits may be issued at Lyons City Hall.**
- 10. To request an inspection, go to the Oregon ePermitting website:**

<https://aca-oregon.accela.com/OREGON/Welcome.aspx>



CITY OF LYONS

PHONE: (503)859-2167
FAX: (503)859-5167
www.cityoflyons.org

449 5TH STREET
LYONS, OREGON 97358
cityoflyons@wavecable.com

Received By: _____
Date: _____

BUILDING PERMIT SITE PLAN REVIEW

Building Permit Number: _____ Type: _____

Property Legal: _____

Job Address: _____

Owner(s): _____

Address: _____ Phone: _____

Email: _____ Zone: _____ Lot Size: _____

I agree to build according to the submitted plans and specifications, the laws of the State of Oregon and Linn County and the Lyons Zoning and Subdivision Codes. These fees are charged in accordance with and authorized by Resolution #556-2021. I understand that this permit expires 180 days after the date of approval, but may be extended for an additional 180 days.

I have read this application in its entirety and certify that the stated information is true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT / REPRESENTATIVE _____

Review Fee: **\$25.00**

Linn County Fees: _____

NSSD CET Fee _____

Other Fees: _____

Total: _____

Local Zoning and Subdivision Codes as required by the City of Lyons, applicable to the attached plans and application, have been approved by the Local Planning Official.

Staff: _____ Date: _____



Linn County
 PO Box 100 Rm 114
 300 SW 4th ST Rm 114
 Albany, OR 97321
 Phone: 541-967-3816
 Web: co.linn.or.us
 Email: planoffice@co.linn.or.us

APPLICATION FOR STRUCTURAL PERMIT	DEPARTMENT USE ONLY	
	Permit #:	
	By:	Date:

This permit is issued under OAR 918-440-0050. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

JOB SITE INFORMATION		OWNER INFORMATION	
Address:		I am the property owner doing my own work (initial): _____	
City:		Owner Name:	
Parcel #:		Mailing address:	
Planning Approval: Yes No Conditions: Yes No		City/State/ZIP:	
Is property inside city limits: Yes No City:		Phone:	Cell:
Is property in a flood plain : <input type="checkbox"/> Yes <input type="checkbox"/> No		Email:	
OTHER APPROVALS			
Fire Department Approval	Roads Department	Environmental Health/Septic	
Information verified/approved? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	Information verified/approved? <input type="checkbox"/> Y <input type="checkbox"/> N	
Approval:	Approval:	Approval:	
Date: Conditions: Yes No	Permit number	Date:	Permit #:
(1) Valuation Information			
(a) Job description:			
(b) Occupancy:			
(c) Construction type:			
(d) Square feet:			
(e) Cost per square foot (April ICC):			
(f) Type of Work: <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Decommission <input type="checkbox"/> Repair			
(g) Is this a foundation ONLY permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(h) Is this a plan review ONLY? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(i) Total valuation:			
(2) Building Fees		Contractor:	
(a) Permit fee:		Address:	
(b) 12% surcharge:		City/State/ZIP:	
(3) Plan Review		Phone:	
(a) Plan review (permit fee x 65%)		Email:	
(b) Fire & Life Safety (permit fee x 40%)		BCD license:	
Subtotal of fees above:		CCB license:	
(4) Miscellaneous Fees			
(a) Seismic review – permit fee x 0.01			
Total Due:			
I hereby certify that, to my knowledge, the above information is true and correct. All work to be performed shall be in accordance with all governing laws and rules.			
Applicant name:			
Mailing Address:			
City/State/ZIP:			
Phone:			
Email:			
Signature:		Date:	

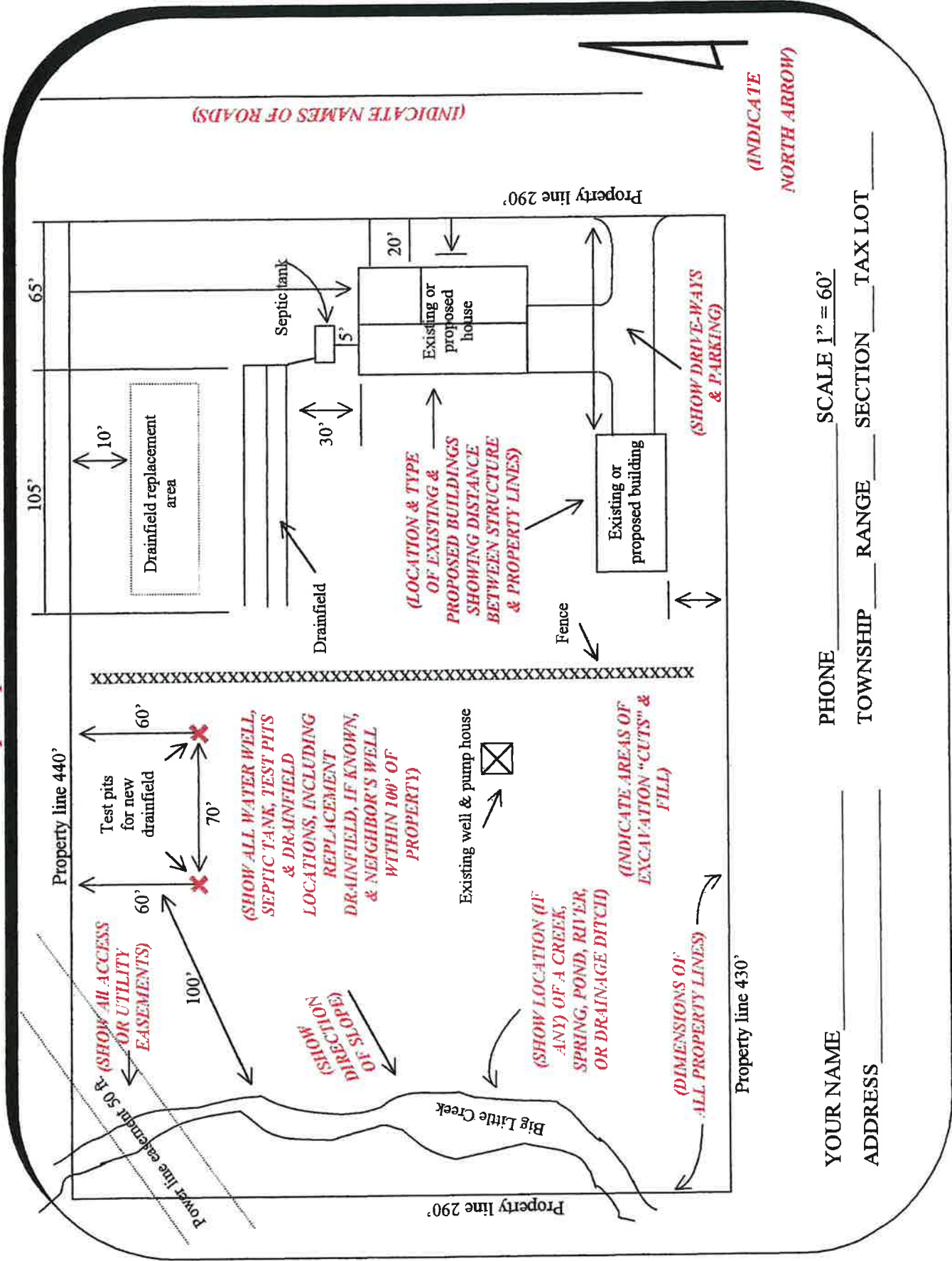
Planning conditions	

Fire department conditions	

EH Conditions	

Roads Dept. Conditions	

NOTE: All plot plans must be drawn to scale



YOUR NAME _____ PHONE _____ SCALE 1" = 60'

ADDRESS _____ TOWNSHIP _____ RANGE _____ SECTION _____ TAX LOT _____

SAMPLE PLOT PLAN



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills – Director
Rick Goff – Building Official

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060

Commercial Building Application

Linn County approvals must be obtained before a building permit can be issued.

1. LAND USE APPROVAL:

- a) If your building project is within a city, you must obtain land use approval from the city.
- b) If your building project is within Linn County and not within the city limits, land use approval must be obtained from the Linn County Planning and Building Department.

Note: Some planning reviews or hearings may delay your project. You should begin this process well before you wish to start building. Talk to the city or county planner about your project for specific requirements.

2. SANITATION:

- a) If your property is served by a municipal sewer system, approval must be obtained from the municipality.
- b) If a public system is not available, an on-site sewage disposal system may be used. For information regarding an existing or new disposal system, contact Environmental Health at (541) 967-3821.
Please contact this department regardless of the type of proposed structure.

Note: Some delay may be experienced in obtaining sanitation approval. You should begin this process well before you wish to start building. Talk to a sanitarian about your project for specific requirements.

3. ROADS AUTHORITY:

- a) Prior to submitting for a permit, obtain approval from one of the following: Linn County Road Department at (541) 967-3919, Oregon Department of Transportation at (503) 986-3435, or your local municipality.

4. FIRE AUTHORITY:

- a) Prior to submitting for a permit, obtain approval from the local fire authority. Complete the Access & Water Supply worksheet and return the form signed and approved with your plan submitted.

5. BUILDING PLAN REVIEW:

- a) *Residential:* See Requirements and Submittals Checklist.
- b) *Commercial:* See Requirements and Submittals Checklist. A pre-application meeting may be required for commercial or industrial building projects. Contact the Linn County Building Official for this determination.

Commercial Submittal Requirements & Checklist



Linn County Planning & Building Department
300 SW 4th Avenue (Physical) PO Box 100 (Mailing)
Albany, OR 97321 Albany, OR 97321

Phone (541) 967-3816
Fax (541) 926-2060
<http://www.co.linn.or.us>

Use the following checklist to ensure all necessary information has been provided. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied until all requirements are submitted. Check each box or mark N/A.

Forms required at submittal:

The following forms, documents, and plans are to be submitted when applicable for commercial projects:

- Completed Constuction Permit Application.
- Completed Commercial Submittal Requirements Checklist (this form)
- Completed and signed Electrical, Mechanical, and Envelope COMcheck Forms as applicable. Forms found at <http://www.energycodes.gov/comcheck>.
- Completed Emergency Responder Radio Coverage (ERRC) Checklist for all new construction.
- Completed and signed Special Inspection Agreement if applicable; see Specific Requirements-Special Conditions item 2 of this form.
- Completed and signed Deferred Submittal Agreement if choosing to defer items required for review.
- Completed and signed Phased Construction Agreement if choosing to phase construction or occupancy.
- Suite layout if structure includes suites or if the site includes multiple buildings; see Specific Requirements – Special Conditions item 11 of this form.
- Vicinity map.
- Asbestos survey and/or abatement report if any demolition will occur in conjunction with the renovation.

To view Oregon codes online visit http://www.cbs.state.or.us/external/bcd/programs/online_codes.html

Structural Design Criteria

- *Snow Loads* (OSSC section 1608): 20 psf minimum roof snow load, 25 psf ground snow load (less than 4,000 ft. elevation).
- *Wind Loads* (OSSC section 1609): Ultimate wind speed – Risk Category (Cat.) I – 100 mph, Cat. II – 110 mph, Cat. III & IV – 115 mph, Normal wind speed Cat. I – 78 mph, Cat. II – 85 mph, Cat. III & IV – 90 mph, Exposure B or C.
- *Earthquake Loads* (OSSC section 1613): Site Class D.
- Seismic Design Category D.
- *Frost Protection* (OSSC sections 1809.5 & 1904.1) *Frost Depth*: 12 inches, *Frost Exposure*: Moderate.

Site Plans – Please provide three sets (required for all projects including remodels):

- Property lines, adjacent street names, easement locations and types, north arrow, drawn to scale, (such as 1" = 20') and lot area in square feet.
- All site related improvements including grading and erosion control (if ground disturbance is proposed).
- All existing and proposed structures on site with distances from property lines and other structures. (Clearly show that items installed as part of the permit do not extend beyond the boundary of the site).
- Utilities including gas lines, sewer lines, water lines, power lines, power poles, street lights, and water meters.
- Location, dimensions, and area (in square feet) of all existing and proposed paving.
- Landscaping, proposed and existing as required by land use review or Zoning Code for project, and erosion control plan (if any ground disturbance). Indicate any waterways and wetlands areas on property.
- Show existing and proposed finished grade based on spot elevations and two foot contours over entire site and extending five feet onto surrounding properties.
- Indicate all projections exceeding 24" from exterior walls including overhangs, awnings, etc.
- Any work shown in the public right-of-way shall be referenced to an ROW permit and shall be shaded black to clearly indicate that scope of work is not included in current application. Ensure no "build notes" are included for those items shaded black.
- Parking lot layout with required spaces, including accessible and van accessible spaces. Show all accessible routes into the structure, throughout the site, to all structures, mailboxes, any facilities onsite and accessible route to the right-of-way.
- Indicate building surface coverage calculations – lot and footprint square footage and percentage of lot coverage.

Architectural/Construction Drawings – Please provide three sets (Minimum Requirements)

Any building resulting in the footprint of 4,000 square feet or greater OR with a ceiling height 20' or more to be designed by an Oregon Registered Design Professional, Engineer's or Architect's seal and signature. All change in occupancy permits are to be designed by an Oregon Registered Design Professional, Engineer's or Architect's seal and signature.

- 1. *Cover Sheet* – Building Information
 - a) Complete code summary.
 - b) Specify model code information.
 - c) Construction Type.
 - d) Number of stories and total height in feet.
 - e) Building square footage. (*per floor and total*)
 - f) OSSC Occupancy Type. (*show all types by floor and total*)
 - g) Mixed-use ratio. (*if applicable*)
 - h) Occupancy load calculation. (*show for occupancy type and total*)
 - i) List work to be performed under this permit and deferred items.
 - j) List Design Professional, Architects, Structural Engineers, Owner, Developer, and any other Design Members.
- 2. *Floor Plan*
 - a) Specify use of each room and/or area.
 - b) Include occupant load occupancy calculation for every floor, room, and/or space.
 - c) Identify all new, existing, and eliminated exits.
 - d) Show maximum travel distance and all fire life safety requirements on egress plans.
 - e) Show locations of all permanent rooms, walls, and shafts.
 - f) Note uses of adjacent tenant spaces.
 - g) Provide door and door hardware schedules.
 - h) Identify location of all new walls, doors, windows, etc.
 - i) Provide details and fire rated assembly numbers for any fire resistive assemblies.
 - j) Indicate all rated walls, doors, windows, and penetrations.

- k) Provides a legend that distinguishes existing walls, walls to be removed, and new walls.
- l) Show location of appliances that can generate grease vapors.
- m) Identify fire alarm panel and remote annunciator(s).
- n) Include basement areas (*whether they are to be used for this project or not*).
- o) Show fire sprinkler riser rooms.
- p) Identify location of specialty suppression systems.
- q) Show accessible requirements, existing and proposed.

3. *Reflected Ceiling Plan*

- a) Provide ceiling construction details.
- b) Show location of all emergency lighting and exit signage.
- c) Include lighting fixture schedule.

4. *Framing Plan & Stair Details*

- a) Specify size, spacing, span, and wood species or metal garage for all stud walls.
- b) Indicate all wall, beam, and floor connections.
- c) Include stair section showing rise, run, landings, headroom, handrail, and guardrail dimension.

5. *Plumbing, Electrical, and Mechanical Plans*

- a) Plumbing, Electrical, and Mechanical plans are to be included with plan submittal.

6. *Storage Racks*

- a) Structural calculations required for seismic bracing of racks 8 feet or greater in height.
- b) Show the positive connection to floor and/or walls for racks 8 feet or less in height.

Specific Requirements – Special Conditions

1. Egress Lighting

If there is a requirement to complete an egress lighting inspection, we offer this service after hours for those customers interested in not having to ‘black-out’ the facility for inspection. Additional fees are required for after-hours inspections. This inspection may be paid for as part of your total permit costs, at your discretion or paid for at the time of the actual inspection. By signing here you are requesting that the inspection be charged at current after hour’s fees to be paid at the time of permit issuance. Any requests for refunds will be subject to the current Linn County Planning and Building refund policy.

Signature

Printed Name

2. Special Inspections

Any commercial project requiring special inspections by the design professional and/or by State code, is required to submit a complete Special Inspection and Testing Agreement *before* permit issuance.

3. Medical Gas Plans

Show location of all piping, valves, vacuum pumps, and compressors. Show size and type of all piping and fittings. Show location and type of all alarms and outlets. Show location and volume of all supply gas. Provide specifications of vacuum pumps and compressors and ventilation requirements for storage areas.

Will there be use of procedures that render a patient incapable of unassisted self-preservation?

Yes No

*Example may include the use of general anesthesia which could result in a patient becoming incapable of recognizing a fire emergency or of immediately leaving the building without assistance.

4. Subcontractor Applications

All mechanical, plumbing, and electrical permits will require an application to be completed by the sub-contractors before the total permit cost can be calculated and before the permit can be issued.

5. All Restaurants & Food Service Establishments (Including Small Deli Types) Require Grease Interceptors

Plans for grease interceptors must include the following items:

Floor plan showing all plumbing fixtures to ¼ scale, Specific use for each fixture, How each fixture will be plumbed and vented, The type of food to be served, Cleaning procedure for kitchen cooking appliances and floors, provide proposed size of interceptor, provide drainage fixture units for all fixtures that will be going through interceptor, and capacity, in gallons, of fixtures draining into interceptor.

6. Food-Related Activities

Any food or beverage-related commercial activity will require licensing and inspection by either Linn county Environmental Health Division or the Oregon Department of Agriculture's Food Safety Division. Plan Review by one of these two agencies will also be required.

Food Service (i.e. restaurant, deli, café, coffee shop, brew pub, catering operation, mobile food vendor, etc.) Businesses of this type would contact Linn County Environmental Health Division at (541) 967-3821.

Food or Beverage Processing, Manufacturing, Sales, Warehousing/Distribution (i.e. grocery store, convenience store, home-based food business, beverage production and/or sales; includes wine, non-alcoholic beverages, bottled water, brewery, etc.), food products warehouse, bakery, meat market, food processing (includes the manufacture and/or handling of any food product). Businesses of this type would contact Oregon Department of Agriculture Foods Safety Division at (541) 923-0754.

7. Potable Water

All commercial water services must have a backflow prevention assembly installed for premise isolation and initial or annual testing must be current and on file with the **Public Works Department**. Existing facilities which do not have a backflow prevention assembly installed, do not have the proper assembly type installed or do not have current testing on file will be required to resolve prior to final inspections of any permitted renovations as part of the permit approval conditions. Please see below for a list of uses which require specific assembly installations:

The Following Businesses Require Isolation by an Approved Air Gap or Reduced Pressure Principle Type Assembly:

Agriculture use, beverage bottling plants, auto wash, chemical manufacturing, commercial laundries and dry cleaners, film processing plants, food processing plants, laboratories, metal plating industries, mortuaries, petroleum processing or storage plants, wastewater lift and pumping stations and treatment plants, medical facilities including but not limited to hospitals, medical clinics, nursing homes, veterinary clinics, dental clinics & blood plasma centers.

Premises with any of the following conditions:

Both reclaimed and potable water are used, irrigation systems which use chemical additions directly into water system, pressured piping is used to convey liquids other than potable water and the piping is installed in proximity to potable water supply, an auxiliary water supply is connected to potable water supply, water is being treated by the addition of chemical or other additives.

8. Waste Water Pretreatment

Have you confirmed the industry which is being permitted is in compliance with Local, State, and Federal regulations for discharge of waste water? It is the responsibility of the application to complete the confirmation.

For information or guidance in this matter, contact Linn County Environmental Health at (541) 967-3821 or visit www.co.linn.or.us

For a list of industries required to comply with pretreatment requirements visit <https://www.epa.gov/eg/industrial-effluent-guidelines>.

9. Address

A valid physical address is required on the application. If the building includes suites or if there are multiple buildings on the site, the following information will be required with the Constuction Permit Application. Provide minimum 8 ½” X 11” floor plan including suite number layout with any existing suite numbers in use and/or, if more than one building on lot, provide, minimum 8 ½” X 11” site plan including any existing building identifiers. Floor plan must include all tenant spaces, including tenant business names. Please contact the Linn County GIS Department at (541) 924-6903 with any questions.

Building does not have suites and site does not have multiple buildings.

***Additional fees may be charged for phased construction, deferred submittals and project revisions.

I do hereby certify that all information hereon is true and accurate and that I am responsible for submitting the applicable items to the appropriate departments.

Agent/Builder	or	Owner
_____		_____
Signature – Agent		Signature – Owner
_____		_____
Printed Name – Date		Printed Name – Date

What is your association to this project? (i.e: business owner, general contractor, property owner, designer, etc.)

*This form must be completed for residential structures when: (1) the roof area of the entire structure (including attached garage) will be greater than 3,600 square feet; (2) or the driveway access exceeds 150 feet; (3) or the slope of the access is greater than 10%.



Fire District Plan Review Verification

Department Use Only

Permit Number _____

Date _____

Residential Access and Water Supply Worksheet

Owner Information

Name _____

Mailing Address _____

Phone Number _____

Permit Information

Tax Lot Number _____

Lot or Address _____

Email _____

Fire Area – The aggregate floor area enclosed and bounded by fire walls, fire barriers, exterior walls, or horizontal assemblies of a building. Areas of the building not provided with surrounding walls shall be included in the fire area if such areas are included within the horizontal projection of the roof or floor next above.

New Construction

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

New Addition Area _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Number of stories above grade level _____

Water Supply

Building Construction Types (Circle One)

1. Fire Resistive
2. Non-Combustible
3. Ordinary (Masonry)
4. Heavy Timber
5. Wood Framed (Typical Residential Home)

Other buildings closer than 50 ft? Yes No

(Including adjacent Properties)

Access

Number of buildings on access _____

Fire Access road width (12 ft. min.) _____ ft.

Length _____ Height _____

Grade _____ % (As measured at 25' increments)

Turn outs? Yes No

Turn around within 50' of the building Yes No

Turn around design:

Y T MOD T CULDESAC

Is there a bridge or culvert within the access? Yes No

Approval

FIRE DEPARTMENT APPROVAL

Homes greater than 3,000 square feet may require additional water supply calculations. If your home is greater than 3,000 square feet, please provide cubic volume of the structure here: _____ ft³.

IF APPLICABLE, THIS FORM **MUST** BE SUBMITTED TO THE LOCAL FIRE DEPARTMENT PRIOR TO SUBMITTAL TO LINN COUNTY FOR PLAN REVIEW.

Access and Water Supply Worksheet

This section is meant to serve as information for the completion of the worksheet.

The purpose of this worksheet is to provide the Building Official with a recommendation for access and water supply for the referenced project. The Fire Agency is acting as a consultant and does not have the authority to require any elements of the building permit. It is within the authority of the Building Official to accept or deny any or all elements of the recommendation.

When filling out this document, please be as complete with the information that is being requested as possible. The information provided on the reverse side will allow the local Fire Authority to review the project for adequate access and water supply needs. Each project is reviewed separately and is no way all-inclusive for any future projects. Future projects or phases not declared at this time will be evaluated at the time of application. Please consult your local authority (listed below) if you have any other questions.

All projects will receive a review and corresponding results for each project. If you opt for alternate methods and means for compliance, the Building Official will need to be consulted on the requirements of what will need to be provided for a proper review. If changes are made to the project after a review has been completed, another review will need to be conducted by the local Fire Authority.

Fire Agencies in Linn County use the local fire department as a guide for access and water supply. You can contact your local Fire District for a copy of the standard.

Instructions:

1. Include plot plan (See Linn County Building permit requirements.)
2. Show any adjacent buildings that are within 50' of the proposed project.
3. Show access for project. New driveways may require a permit. Include plan for approach off public road if applicable.
4. Fill out Access and Water Supply Worksheet.
5. Contact your local Fire Authority to complete documentation required for a building permit application.

Contact Information

Albany Fire Department (Millersburg)

PO Box 490
Albany, OR 97321
(541) 917-7728

Harrisburg Fire Department

500 Smith St.
Harrisburg, OR 97446
(541) 995-6412

Mill City Fire Department

400 S. 1st Ave
Mill City, OR 97360
(503) 897-2390

Brownsville Fire Department

600 E. Blakely Ave.
Brownsville, OR 97327
(541) 466-5227

Lebanon Fire Department

1050 W. Oak St. (Mailing)
550 S. Main St. (Physical)
Lebanon, OR 97355
(541) 451-1901
jbolen@lebanonfire.com

Scio Fire Department

38975 SW 6th Ave
Scio, OR 97374
(503) 394-3000

Halsey Fire Department

740 W. 2nd St.
Halsey, OR 97348
(541) 369-2419

Lyons Fire Department

1114 Main St.
Lyons, OR 97358
(503) 859-2410

Tangent Fire Department

32053 Birdfoot Dr.
Tangent, OR 97389
(541) 928-8722



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills – Director
Rick Goff – Building Official

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060

Floodplain Elevation Certificate Worksheet (Pre-Development Form)

Property Information Twp () S) Range () Section () Tax lot ()

Construction Address _____ City _____ Zip code _____

Development Permit number _____ Type of Development _____

Property owner _____ Phone number _____

Mailing address _____ City _____ Zip code _____

Floodplain Map Information

FIRM Map Base Flood Elevation _____ Numbered A Zone _____ Unnumbered A zone _____

Floodway _____ Not within floodplain _____ Panel Number _____

This section to be completed by a registered Oregon Surveyor

Surface Elevation at development site _____ Adjacent Grade Elevation _____

Surveyor Signature _____

Dated _____ Registration Number _____

Staff Comments

Place Stamp Here

Staff Determination by _____

Date _____



North Santiam School District 29J

Serving Lyons, Mehama, Stayton, and Sublimity

North Santiam School District Construction Excise Tax

What is the Construction Excise Tax for the North Santiam School District?

The Oregon Legislature passed SB 1036, a law that provides a financial tool to help school districts pay for capital improvements, expanded facilities, and equipment needed as a result of community growth. The law authorizes a school district, in cooperation with cities and counties, to tax new residential and non-residential development. Specifically, the tax applies to improvements to real property that result in a new structure for additional square footage to an existing structure.

What does the tax pay for?

The excise tax revenue would be used for capital improvements such as the acquisition of land, the construction, reconstruction, or improvement of school facilities; acquisition or installation of equipment, furnishings, or other tangible property; related architectural, engineering expenses, legal expenses or similar costs related to capital improvements. The excise revenue would allow the district to purchase and prepare sites for future school facilities and/or to help defray the cost of new school facilities.

Who has to pay and when?

The tax is required to be paid by the developer or property owner who is developing property in the North Santiam School District 29J at the time when he or she wishes to have a permit issued by the City or County. A permit will not be issued unless the tax is paid or unless an approved exemption is submitted on the exemption form.

Who is exempt from paying the tax?

The following are exempt from the Construction Excise Tax:

1. Private school improvements;
2. Public improvements as defined in ORS279A.010;
3. Residential housing that is guaranteed to be affordable (under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80% of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction for a residential house);
4. Public or private hospital improvements;
5. Improvements to religious facilities primarily used for worship or education associated with worship;
6. Agricultural buildings as defined by ORS 455.315(2)(a).
7. The square footage of a residential structure that is equal to or less than the square footage of the residential structure being removed. The structure being removed has to have been currently occupied to qualify for the exemption. (Supporting information confirming the square footage of both residential structures must be provided.)

How much is the tax?

The tax may not exceed:

- \$1.63 per square foot on residential construction;
- \$.82 per square foot on non-residential construction. For non-residential construction only, the excise tax is limited to \$40,800 per building permit.

Whom can I contact for more information?

If you have additional questions, you may contact the North Santiam School District Business Director at 503-769-4187 or by emailing rhonda.allen@nsantiam.k12.or.us

1155 N 3rd Ave, Stayton, Oregon 97383

P: 503.769.6924 ~ F: 503.769.3578

www.nssd29j.org ~ communications@nsantiam.k12.or.us



North Santiam School District 29J

Serving Lyons, Mehama, Stayton, and Sublimity

North Santiam School District Construction Excise Tax Calculation Form

Building Permit Applicant:

Name (printed): _____

Address: _____

Phone Number: _____

Construction Address: _____

See Exemptions Form for the exceptions to this tax.

Construction Category:

Residential. Construction excise tax of \$1.63 per square foot of living space in new or replacement structures intended for residential use, including:

1. All new or relocated single or multiple-unit housing, including manufactured housing units.
2. Conversion of an existing non-residential structure to a residential structure.
3. Addition of living space to an existing residential structure.

Nonresidential. Construction excise tax of \$0.82 per square foot for all new or replacement nonresidential structures or additions. Nonresidential construction excise tax is limited to \$40,800 per building permit.

Construction Excise Tax Calculation:

Taxable square footage of construction.

Times \$1.63 per square foot for residential or \$0.82 per square foot for nonresidential

Equals total Construction Excise Tax due (maximum \$40,800 for nonresidential).

Jurisdiction Issuing Building Permit: _____ Permit No. _____

If you have additional questions, you may contact the North Santiam School District 29J Business Director, Rhonda Allen, email rhonda.allen@nsantiam.k12.or.us, or by phone at 503-769-4187

Approved By:

Name: _____

Date: _____

Signature: _____

1155 N 3rd Ave, Stayton, Oregon 97383

P: 503.769.6924 ~ F: 503.769.3578

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Superintendent
Lee W. Loving



1155 N 3rd Avenue
Stayton, Oregon 97383
Phone: 503.769. 6924
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**Claim for Exemption
North Santiam School District
Construction Excise Tax**

Claimant Requesting an Exemption is:

Person: _____
(name)

Entity: _____
(name)

If an entity, please circle the correct entity: LLC, Partnership, Corporation, Other _____

The claim for exemption is because the construction project is for:

Private School improvements.

Public Improvements as defined in ORS 279A.010

Residential housing that is guaranteed to be affordable under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80% of the median household income for the area in which the construction tax is imposed for a period of at least 60 years following the date of construction of the residential housing.

Public or private hospital improvements.

Improvements to religious facilities primarily used for worship or education associated with worship.

Agricultural buildings as defined in ORS 455.315(2)(a).

Improvements involving a detached non-occupied residentially related building (such as a garage, shop, or barn) on a lot with an existing residential structure. (attach supporting information).

The square footage of a replacement residential structure that is equal to or less than the square footage of the residential structure being removed. (supporting information confirming the square footage of both residential structures must be provided).

The term "residential structure" means single-family dwelling.

The purpose of the construction is to: _____

Certification: Under penalties of perjury, I hereby certify that the above-referenced project is not subject to the construction excise tax. With this certification, I am avoiding paying the construction excise tax, or I am paying a reduced square footage under the allowance of the last exemption. If this application is false, not only will I be subject to prosecution for the felony of perjury, I am guilty of the crime of theft.

Date: _____

Signature: _____

The North Santiam School District has the right to contest the claim of exemption and the claim of exemption will be tried in the Circuit Court for the County in which the real property is located. If the applicant is not successful, the school district shall be entitled to recover the tax due at the rate of 1% per month, or any portion of a month, together with all costs, including but not limited to, any expert witness fees, attorney fees and all other costs and expenses as allowed by law, whether by administrative rule, statute or rule of civil procedure.

Address and project description of construction for which exemption is claimed: _____

If you have additional questions, you may contact the North Santiam School District 29J Business Director, Rhonda Allen, email rhonda.allen@nsantiam.k12.or.us, or by phone at 503-769-4187

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