COLUMBIA COUNTY LAND DEVELOPMENT SERVICES -Courthouse - 230 Strand - St. Helens, OR 97051
Phone: (503) 397-1501 Fax: (503) 366-3902

STEPS TO FOLLOW FOR ACQUIRING PERMITS:

Step 1 **PLANNING**
Talk to a Planner regarding zoning and permitted uses.

Land Use Action?
Land Use Fee Schedule

Land Use Action Approved

Go to Step 2

Step 2 **SEPTIC**
Apply for a scientific evaluation of your soil

Lot Evaluation
On-Site Program Fee Schedule

Soil approved for specific type of septic system

Go to Step 3a

Step 3 ***Step 3a & 3b must be filed for at the same time***

SEPTIC CONSTRUCTION PERMIT
a. Apply for a septic construction permit

Septic Permit
On-Site Program Fee Schedule

Septic Permit Issued

Go to Step 4a & 4b

BUILDING PERMIT APPLICATION
b. Apply for building permit specific to your project(s)

Submit Plans for Review
2 sets of scaled drawings (3 sets-commercial)
Plot Plan
Building Program Fee Schedule

Plans Approved

Go to Step 4a & 4b

Step 4 a. **ROADS**
Apply with LDS or Road Dept. for Road Access Permit
(Road Department: 503-397-5090)

Permit Issued
Road Access Permit Information

Road Access Approved
Submit sign-off by Road Dept.

or

Talk to Road Dept about posting a deposit prior to obtaining a building final.

Submit copy of receipt to LDS

Go to Step 5

Step 4 b. **FIRE DEPARTMENT**
If your driveway is over 150 feet, contact your local fire department to determine if your access is suitable for Fire Service equipment

Driveway Approved
or
Temporary Access Approved
Submit sign-off by Fire Department

Go to Step 5

Step 5 **BUILDING PERMIT ISSUANCE**
County to issue building permit

Building Permit Issued
Building Program Fee Schedule

Go to Step 6

Note: This approval may be required prior to Planning sign-off. Otherwise, needed prior to building permit issuance

Step 6 **ELECTRICAL PERMIT**
Apply for Electrical Permit
Electrical permit must be taken out by either the owner or the electrical contractor doing the work

Electrical Permit Issued
Building Program Fee Schedule