



**DO YOUR HOMEWORK:**  
**Tips on Planning a Successful Home Construction Project**

1. Get written detailed bids from three contractors. Compare the bids and ask questions. Don't assume that the lowest bid is the best deal.
2. Verify that the contractor's license is active and check the complaint history at **hirealicensedcontractor.com** or call 503-378-4621.
3. Ask for, and check references. Look at other jobs the contractor has completed recently.
4. Verify who will be responsible for securing the necessary permits.
5. Agree in advance to a payment schedule, don't pay for everything up front.

**ABOUT US**

The Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation. The Department provides staff support to the Planning Commission (APC), the Historic Landmarks Commission (HLC), the Design Review Committee (DRC), and the Traffic Safety Advisory Committee (TSC).

The Department administers both the City Comprehensive Plan and the Development Code. The Department also administers the City's Building Inspection Program.

For further information please visit our website at **www.astoria.or.us**.

**HOW TO CONTACT US**

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**CITY OF ASTORIA**  
 Founded 1811 • Incorporated 1856

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**Do I Need a Building Permit?**

# KEY INFORMATION AND QUESTIONS REGARDING BUILDING PERMITS

## WHEN DO I NEED A BUILDING PERMIT?

A permit is required to construct, enlarge, alter, move, or replace a structure. Please note that Oregon Building Code standards must be met, even when a permit is not required.

### For example, a building permit is required to:

- Add a room.
- Build or alter a carport, garage, or shed of more than 200 square feet and all structures within 3 feet of the property line.
- Finish an attic, garage, or basement to make additional living space.
- Cut a new window or door opening or widen existing openings.
- Add, move, or remove walls.
- Apply new or overlay roofing on all commercial buildings including multi-family.
- Build a stairway.
- Replace exterior sheathing on walls.
- Build a retaining wall more than 4 feet high or any height supporting a surcharge from a bank of earth above the wall or any adjacent structure or driveway. (See brochure on Retaining Walls.)
- Build or replace a deck more than 30 inches above grade. All covered decks require permits.
- Install a fence more than 6 feet high.
- Install a fence to serve as a barrier around a swimming pool, hot tub, or spa.

***Historic structures have unique requirements, please call the City of Astoria Planning Division prior to doing any work, alterations, repairs, remodels, additions, adding new structures, heat pumps, sheds etc.***

## WHAT CAN I DO WITHOUT A BUILDING PERMIT?

A permit is not required for minor repairs and maintenance to a structure.

### For example, a permit would not be required to:

- Install storm windows in non historic homes.
- Replace interior wall, floor, or ceiling covering, such as wallboard or sheet vinyl.
- Install gutters, downspouts, shelves or cabinets.
- Replace or repair siding on a wall that is 3 feet or more from a property line.
- Replace roofing where no structural repairs are being made and the replacement or repair does not exceed 30 percent of the roof's designed live load carrying capacity. (All commercial and multi-family reroofs require permits except duplexes.)
- Replace doors or windows in an existing opening. (All commercial and multi-family buildings require permits to replace windows, and doors except duplexes.)
- Build a fence up to 6 feet high. Zoning requirements apply regardless of height even though a building permit may not be needed.
- Build a patio or deck that is not more than 30 inches above grade. Zoning requirements apply even though a building permit may not be needed.

## HOW DO I GET A BUILDING PERMIT APPLICATION AND WHERE DO I APPLY?

Within the City limits of Astoria, building permits are issued at City Hall: 1095 Duane Street, Astoria OR 97103, (503)-325-1004. You may also obtain a building permit application online ([www.astoria.or.us](http://www.astoria.or.us)).

## WHAT INFORMATION WILL I NEED TO GET A BUILDING PERMIT?

- The site address and possibly a legal description of the property.
- A description of the work proposed.
- The owner's name, address, fax number, e-mail address, and phone number.
- If a contractor is doing the work, the contractor's name, address, phone number, and state license number.
- You will need two complete sets of plans.
- The plans must clearly show all work on the building and where the building sits on the property. (Typical plans include a site plan, floor plans, framing plans and cross sections showing construction details.)

## WHO MUST REVIEW MY PROJECT?

The Astoria Building Official will review your plans to ensure the proposed project meets the requirements of the current Oregon Specialty Codes. In addition other City Departments may also review your plans to ensure your project meets applicable planning and engineering code requirements.

## HOW DO I GET AN INSPECTION?

Call the Building Division's request line at (503)-325-1004. Have all the details (permit number, project address, phone number, contractor name, and type of inspection requested) available. If the work was done inside, an adult needs to be at the site for the inspection.

