



# BUILDING PERMIT CHECKLIST

503-897-2669 • ctygtes@wbcable.net • cityofgates.com

## BEFORE APPLYING FOR PERMIT

- Contact the City of Gates prior to beginning the permitting process
- Determine if your property includes sensitive lands, including flood hazard, riparian corridors, wetlands, or slope hazards (Gates Zoning Ordinance chapters 20, 21, and 22). If so, you may need to submit additional plans
- If applicable, submit floodplain development application to Marion County
- Discuss the zoning requirements and setbacks that are relevant to your property with your contactor/architect/engineer
- Submit septic system plans to Marion County and receive approval (see Marion County flowchart)

## APPLYING FOR BUILDING PERMIT

- For new structures: complete and submit to the City of Gates a building permit packet, including:
  - Marion County Structural Building Permit Application
  - Land Use Compatibility (LUCS) form
  - Property Owner Statement Regarding Construction Responsibilities
  - Three complete sets of site plans drawn to scale
  - Two complete sets of legible building plans showing conformance to applicable local/state building codes
- For manufactured homes: complete and submit to the City of Gates a manufactured home permit packet, including:
  - Marion County Manufactured Home Placement Permit Application
  - Land Use Compatibility (LUCS) form
  - Property Owner Statement Regarding Construction Responsibilities
  - Three complete sets of site plans drawn to scale
  - Floor plan
- Contact the City of Gates to ensure you have included all necessary plans, calculations, and other information

## RECEIVING BUILDING PERMIT & CONSTRUCTION

- Pay all required zoning review and permit fees to the City of Gates
- Receive building permit and plan approval following city and county review
- Begin construction. Call Marion County for inspections throughout the construction process
- Complete final inspection upon conclusion of construction
- Receive Certificate of Occupancy