



CITY OF CANBY, OREGON PLANNING AND BUILDING DEPARTMENT

170 NW 2nd Avenue, Canby, Oregon 97013
www.ci.canby.or.us Phone 503-266-9404

Do I need a permit for my project?

This brochure provides general information about the types of work that require a permit and those that do not for a one or two family dwelling. As the owner of a one or two family dwelling, you can hire a licensed contractor to get the proper permits and complete work, or in most cases, you can obtain permits and do the work yourself.

Why do I need permits?

- **It's the law.** State Building Code requires that permits be obtained for certain types of work.
- **Permits protect** you, your family and your investment. (They are designed to help ensure that licensed contractors do the work when required)
- **Inspections** ensure that work is done safely and that it meets the minimum code requirements.
- **Minor problems** that could lead to costly repairs, liability and life/safety issues can be detected during permit inspections and brought to your attention before the situation worsens.
- **When selling a property**, the buyer, realtor, and lender may require that unpermitted work be corrected, properly permitted, and inspected before closing.

Where can I get a permit?

Permits are issued in the Planning and Building Department located at 170 NW 2nd Avenue.

The department is open weekdays from 8:00 AM to 5:00 PM
Planning503-266-7001
Building503-266-9404
Visit our website at
www.ci.canby.or.us/Departments/building/building.htm

Permits are required for many types of work that you may need or desire to have done on your property. A basic list of work requiring permits, and some work that does not, is listed below. This list while informative is not all inclusive, so when in doubt about a permitting need please check with Staff in the Planning and Building Department.

Work requiring a building permit

You will need to obtain a building permit prior to commencing work to construct, enlarge, alter, move, or demolish a one or two family dwelling or related structure. A permit is required to:

- Build a one or two family dwelling
- Add a room, garage, shed, or other attached structure
- Build, demolish, or move any carport, garage, or a shed that is more than 200 feet in area or more than 10 feet high measured from the finished floor to the average height of the roof surface.
- Finish an attic, garage or basement to create living space
- Cut new window/door openings or widen existing openings
- Move, remove, or add walls
- Apply roofing when all of the old roofing is removed and new sheathing is installed
- Build a stairway
- Build a retaining wall that exceeds 4 feet high measured from the bottom of the footing to the top of the wall or any retaining wall affected by the weight of a nearby driveway or structure
- Build a deck more than 30 inches high
- Put up a fence more than 6 feet high
- Enclose a porch or add or enlarge a porch cover, patio cover, or other roofed structure
- Move more than 10 cubic yards of earth
- Pour concrete sidewalks, slabs, and driveways more than 30 inches above adjacent grade and over any story or basement

Work requiring a mechanical permit

- Install or change any part of a heating or cooling system which has ductwork or must be vented into any kind of chimney or vent
- Install a wood stove or fireplace insert
- Install, alter, or repair gas piping between the meter and an appliance (indoors and outdoors)
- Install a fuel oil tank

Work requiring an Clackamas County electrical permit

You must be both the owner and occupant of the dwelling in order to do electrical work yourself. If the dwelling is intended for sale, lease, rent, or exchange in the near future; work must be done by a licensed electrical contractor. A permit is required to:

- Install, change, or repair any hard-wired electrical system
- Run any additional wiring, put in an additional electrical outlet or light fixture, or change your fuse box to circuit breakers
- Install or alter low voltage systems such as security alarms, stereo, computer, or phone systems

Work requiring a Clackamas County plumbing permit

- Repair, replace, relocate, or add to the piping system within your home
- Install new plumbing fixtures such as toilets, sinks, showers, tubs, dishwashers, etc
- Replace a water heater
- Replace existing plumbing fixtures if the replacement involves concealed plumbing connections
- Add a bathroom not only requires a plumbing permit, but may also require a building, electrical and/or mechanical permit
- Install rain drains, cesspools, septic systems, drywells, sewer lines, water lines, backflow prevention assemblies for lawn sprinkler systems or capping a sewer

Setback Requirements

Single story homes

- 20' front yard (10' for covered porches)
- 15' back yard (10' for corner lots)
- 7' side yard

Two Story homes

- 20' front yard (10' for covered porches)
- 20' rear yard (15' for corner lots)
- 7' side yard

Attached structures must maintain setbacks.

Accessory structures must maintain the same setbacks as the residence unless the structure is located at least 60' from the street, then a 3' set back may be allowed (Contact Canby Planning Department for specifics). Corner lots must meet the 60' requirement from both streets

What types of work do not require a building permit?

You do not need a building or zoning permit to do minor repairs and maintenance on a one or two family dwelling. A permit is not required to:

- Non habitable one-story detached accessory structures used as tool storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 sq. ft. and a height of 10 feet measured from the finished floor level to the average height of the roof surface. Standard setback requirements still apply.
- Fences not over 6 feet high. Except for barriers around swimming pools.
- Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height of diameter or width does not exceed 2 to 1.
- Concrete sidewalks, slab platforms and driveways.
- Painting, papering, tiling, carpeting, cabinets, counter tops, interior wall, floor or ceiling covering and similar finish work.
- Prefabricated swimming pools accessory to a Group R-3 Occupancy where the pool walls are entirely above the adjacent grade.
- Swings and other playground equipment
- Patio and porch covers not over 200 square feet and supported by an exterior building wall.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- Nonbearing partitions, except when such partitions create habitable rooms.
- Replacement or repair of siding not required to be fire-resistant.
- Retrofitted insulation
- Masonry repair
- Porches and decks, where the floor or deck is not more than 30 inches above adjacent grade at any point and where in the case of a covered porch, the covered portion of the porch does not come closer than 3 feet to property line.
- Door and window replacements (where no structural member is changed).
- Re-roofing, where replacement or repair of roofing does not exceed 30 percent of the required live load design capacity and the roof is not required to be fire resistant.
- Plastic glazed storm windows.
- Framed-covered nonhabitable accessory building no more than 500 square feet in area one story in height and not closer than 3 feet to a property line, where the structure is composed of a rigid framework that supports a fabric membrane. (Set backs will apply)

Please note:

Regardless of whether a permit is required, the project must meet the Zoning Code requirements for building setbacks. Call 503-266-9404 for more information.