

# CITY OF CANNON BEACH

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## When do I need a [building permit](#)?

A permit is required to construct, enlarge, alter, move or demolish any one- or two-family dwelling or related structure. For example, you need a building permit to:

- Add a room.
- Build, demolish or move a carport, garage or shed of more than 200 square feet.
- Finish an attic, garage or basement to make additional living space.
- Cut a new window or door opening 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 more than four feet high from the bottom of the footing to the top of the wall.
- Build a deck more than 30 inches above grade.
- Put up a fence more than six feet high.
- Move more than 50 cubic yards of earth or any amount of cut or fill on sites affected by waterways or slope hazards.

## What information will I need to get a permit?

You will need two sets of plans for new construction of homes or remodeling that clearly show all work on the building, including the square footage of the construction area. You must also include a detailed site plan that shows where the building sits on the property as well as dimensions of the lot and building, a directional arrow, and a site address. Typical plans to be submitted include a site plan, floor plans, and cross sections showing construction details. You will also need foundation, floor framing for each floor, and roof framings plans included in the submittal. In addition, you will need:

- The address and legal description of the property.
- A description of the work proposed.
- The owner's name, address and phone number.
- If a contractor is doing the work, the contractor's name, address, phone number and state license number.

## How long does it take to get a permit and how do I pay for my permit?

Your plans will also be reviewed by the Public Works, Planning, and Building Departments. It may take up to two weeks after the plans have been approved by the Public Works and Planning Departments for your approval. When you submit your plans, please ask for an estimated timeline. After your plans have been reviewed and approved, you will receive a telephone call informing you that your permit has been issued along with the amount due. You may pay by credit card or personal check.

**Please note:** If your personal plans change and you decide not to proceed with your building project, you are liable for payment of the plan review portion of the fees. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

### **How do I get an inspection?**

A certified inspector must inspect any work done under a permit.

You may call the inspection request line at the Cannon Beach Building Department within 24 hours after completion of any phase of the project. A minimum of 24 hours' notice is required for inspections; however, inspection requests received by 9:00 a.m. may be conducted the same date. The Inspection Line is 503-436-8045.

When you call, you will be asked for the permit number, property owner's name, job site address, type of inspection needed, and the date on which inspection is desired.

Unless all of the work is outside and accessible, an adult needs to be present to provide access for the inspector. Inspections help ensure that work meets the building code. Inspections not only reveal minor problems that could lead to costly repairs, but also liability and life-safety concerns such as structural weaknesses, dangerous wiring, or defective plumbing.

### **Be sure to call for your final inspection!**

When it comes to selling a house, realtors and lenders may require that any construction work be done with permits to ensure that the house is safe for future occupants. If work is not permitted, instead of closing on your home, you'll have to scramble to catch up with permits and inspections and additional repair work if the installations weren't made to code.

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