

Community Development  
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# Development Guide

## Welcome

The Development Services review team has prepared this guide in an effort to assist you with the development process. We are excited to be of service, and welcome the opportunity to be involved in the success of your project!

This brochure provides general information about the permit and inspection process. This includes what to expect from each discipline during plan review, as well as helpful tools we offer such as pre-development meetings and fee estimates. We welcome your feedback and are happy to answer any questions you may have.

- Your Corvallis Development Services Team

## Plan Review Process Summary

Development Services serves as the City's "one stop shop" for the review and issuance of building permits, along with field inspections for development projects. Upon submittal, a building permit application is reviewed concurrently by multiple disciplines, for compliance with adopted City codes and regulations. Following the initial review cycle (typically two weeks for one- and two-family residential projects; three weeks for commercial projects), an applicant will either receive notice that their permit is ready to be issued, or will receive a plan review letter outlining additional items that must be submitted or resolved before the permit can be issued. If additional information is needed, it is requested that the applicant submit a complete response, addressing all of the deficient items identified in the City's plan review letter, along with any necessary revised plans or other supplemental information. An incomplete or partial response to the plan review letter will typically delay the ability to issue permits. The review cycle for each revision submittal is one week for one-and two-family residential projects, and two weeks for commercial projects.

The following are the primary disciplines involved in the plan review process:

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### Helpful Links

- [DS Forms & Applications](#)
- [ePlans Website](#)
- [Codes and Standards](#)
- [Staff Contacts](#)





## Planning

Development Services Planners review applications for compliance with the City's [Land Development Code](#) and other applicable land use regulations, and for consistency with any applicable land use approvals (such as a Planned Development or Historic Preservation Permit). Note that land use applications, such as subdivisions, Planned Developments and Conditional Developments, are processed separately by the City Planning Division. When required, land use approval must be obtained prior to building permit approval.

## Building

State of Oregon certified Plans Examiners review applications for compliance with locally-adopted [Oregon building codes](#) (Oregon Residential Specialty Code, Oregon Structural Specialty Code, etc.). Under the direction of the Building Official, Plans Examiners interpret and apply building codes and construction standards to ensure safe construction.

***Have questions regarding your project? Come see us! Plan review staff are available Monday—Friday from 8:00 —10:00 a.m. and 2:00—4:00 p.m.***



## Site Engineering

Development Services Engineering staff review the site for compliance with the adopted codes and standards of the City Engineer. This includes the implementation of [Land Development Code Chapters 4.0 \(Public Improvements\)](#) and [4.5 \(Floodplain Development\)](#), [Corvallis Stormwater Design Standards](#), [Corvallis Design Criteria Manual for Public Improvements](#), and [Corvallis Off Street Parking and Access Standards](#). Engineering staff also address site access, parking lots, sidewalks, and City utility requirements, including water, sewer and storm water connections. *Note that many projects require a PIPC (Public Improvements by Private Contractor) permit, for the installation of improvements such as public utilities and/or streets. PIPC permit applications are processed separately by the Public Works – Development Review Engineering Division. Where required, a PIPC permit application must be submitted prior to any associated building permit applications. Development Services Engineering staff can assist prospective applicants who have questions regarding whether a PIPC permit will be required for their project.*



## Grading & Erosion Control

All ground disturbing activities with potential to disturb 2,000 square feet or greater are required to obtain an erosion prevention and sediment control (EPSC) permit, as outlined in the [City Municipal Code Section 9.03](#). All erosion control permits require submittal and review of an EPSC plan which outlines measures that will be used during construction to minimize erosion and sediment release to the maximum extent practicable. The plan must comply with standards in the City's [EPSC Manual](#). *Note that an EPSC permit may be required for landscaping or other stand alone earthwork, as well as site development.*



*Significant site grading may also require a grading permit as per the [Oregon Structural Specialty Code, Appendix J](#).*

### Helpful Links

[PODS Checklist](#)

[Tree For a Fee Agreement Form](#)

[System Development Charges Worksheet](#)

[Floodplain Development Permit Application](#)

[Stormwater Design Standards](#)

[Corvallis Off Street Parking and Access Standards](#)

[Right-of-Way Closure Application](#)

[EPSC & EXC Permit Application](#)

[EPSC Permit Process](#)

## Helpful Links

[Pre-Development Policy](#)

[ePlans Pre-Development Guide](#)

[One- and Two-Family Checklist](#)

[Commercial Checklist](#)

[Building Permit Application](#)

[Mechanical Permit Application](#)

[Plumbing Permit Application](#)

[Electrical Permit Application](#)

[Revision Submittal Form](#)

[School CET Brochure](#)

[School CET Exemption Form](#)

[Affordable Housing Brochure](#)

[Affordable Housing Exemption Form](#)

[Fee Estimate Request Form](#)

## Pre-Development Meetings

Development Services offers Pre-development meetings free of charge.

Pre-development meetings are available to applicants prior to plan submittal, to assist in project planning. Pre-development meetings allow an applicant to submit preliminary plans and questions for City staff review and feedback, prior to the preparation and submittal of a formal permit package. Although pre-development meetings are primarily for the benefit of the applicant, City staff may in some cases request that an applicant schedule a meeting, if it appears that such a meeting would help facilitate the project.

Pre-development meetings are most successful when the applicant is fully prepared with specific questions based on plans

submitted in advance. Therefore, to schedule a meeting, a written agenda, questions and plans need to be submitted to Development Services at least five (5) business days in advance of the



desired meeting date. The five day advance notice ensures that the appropriate City staff are available to attend, and that staff are prepared to respond to questions raised by the applicant. Pre-development meetings are generally held on Tuesday afternoons, between the hours of 1:00 p.m. and 4:00 p.m.

## Application Submittal



New applications are accepted in our office or online through [ePlans](#). Three (3) sets of plans are required for all in-person submissions, and one (1) pdf is accepted for ePlans submissions. At application submittal, you

will be asked to pay for plan review fees associated with your project. Please contact a Permit Technician to help determine intake fees for your project.

At intake, a completeness review may be performed to determine that all applicable applications, plans, and forms have been submitted. Please note that this is not a comprehensive review, and additional issues may arise during the plan review cycle.



## Fee Methodology

**Fees** are typically based on the “valuation” of proposed construction, number of fixtures, or a combination of both. The majority of permit fees fall into three categories:

**Building permit and plan review fees** Examples: Building, plumbing, electrical, mechanical, life-safety, excavation. Source: These fees pay for services including inspection, plan review, and building

department administration provided by DS. Plan review fees for land use and other services may also be assessed, depending on your project. Development Services is supported almost entirely by fees for building permits and plan reviews. More Information: [Municipal Code Chapter 8.03](#).

**Systems Development Charges (SDCs) and fees from other departments** Examples: Streets, storm, sewer, water, parks, fire department fees. Source: These fees are collected by DS for other departments such as Public Works, Parks and Fire. More Information: [System Development Charges](#).

**External fees** Examples: Construction Excise Taxes, State Surcharges. Source: These fees are required by state law. DS collects and passes along to external entities like the Corvallis School District and the State Building Codes Division. More Information: [School District 509J Construction Excise Tax](#) and [Claim for Exemption](#); [Affordable Housing Construction Excise Tax](#) and [Claim for Exemption](#); [State of Oregon Permit Surcharge](#).

*To request a permit fee estimate, complete the [Fee Estimate Request Form](#) and email it to [development.services@corvallisoregon.gov](mailto:development.services@corvallisoregon.gov).*

### Timing

The majority of fees are collected at two points:

1. Permit Application—Plan review fees are due at the time of permit application.
2. Permit Issuance—Permit fees, SDCs, other department fees, and external fees are due at the time of permit issuance.

### How much do permits cost?

1. Building permit fees and building plan review fees typically cost between 1% and 2% of the overall cost of a project.
2. System Development Charges and other department fees depend entirely on the size, number of fixtures, and scope of the project.
3. External fees—For residential projects, the school tax is \$1 per square foot and the affordable housing tax is 1% of the total project valuation. State Building Codes Division surcharge is 12% of the permit fee.



## Inspections

**Responsibility.** Permit holders schedule inspections, provide inspector access, and provide the means necessary to inspect the work.

**Scheduling.** All inspections requests are scheduled online. To schedule an inspection, create an e-plans login at <https://permits.corvallisoregon.gov>.

**Sequence.** Unsure about the order of inspections? We are happy to help! Talk with staff at the counter and your inspector onsite. A good general rule is to call for an inspection prior to concealing any work.

**Pre-Issuance Inspections.** Any inspections required prior to issuance of your permit may be scheduled using the permit number as directed in your plan review letter.

**Results.** Once an inspection has been completed, you can expect a timely response for inspection results. Notification of inspection results are made via email and can be made to multiple inspection contacts if requested. Notices for correction will always have an explanation of the correction and the applicable code section cited.

**Final Inspection.** Final inspections are necessary to close your permits. A final inspection is required for each discipline associated in the review of your permit. Please read the Conditions of Approval attached to your plans for any outstanding requirements prior to calling for inspections.

**Occupancy.** Occupancy of any new structures or tenant spaces will be coordinated with and granted by your Structural Inspector. Your Structural Inspector acts as the gatekeeper and verifies all conditions of permit approval have been met and that all fire and life safety concerns have been resolved prior to occupancy of the space or building.



### Helpful Links

[Inspection Protocol Policy](#)

[Inspection Scheduling Guide](#)

[Inspection Contact Form](#)

[Re-Inspection Fee Policy](#)

[Permit Extension Request Form](#)

[Special Inspection Agreement](#)



## Services Offered

We pride ourselves in having a proactive and hands-on customer service philosophy. As an extension of that philosophy, we have developed several services to provide options and flexibility in the development process.

**Pre-Development Meetings.** Pre-development meetings are available to applicants prior to plan submittal, to assist in project planning. See page 4 of this guide for more information.

**Deferred Submittals.** Does a non-structural design element have your project submittal delayed? We offer a deferred submittal process that allows you to submit some portions of the project later, so that your project may keep moving forward.

**Phased Permitting.** For differing reasons, the scope of work for a project may need to be separated into multiple phases. For that, we offer phased permitting. Typically, the construction of a structure involves one structural permit. Phased permitting involves permitting your structure in pieces, with multiple structural permits.

**TCO (Temporary Certificate of Occupancy).** We understand that timing occupancy with final inspections can be stressful. If your project is incomplete, but all fire and life safety elements have been completed, you may submit an application to occupy the structure prior to completion. Please inquire with staff for more information.

**Development Agreement.** Do public improvements have your project stalled? Public improvements are coordinated through a separate City department, and typically must be installed prior to building permit issuance. However, an option to discuss with your Development Services team is a development agreement. This agreement can be made to sequence site development with public improvements.

**Rapid Review.** Not all projects are subject to the full review process and timelines. Certain minor projects are eligible for our Rapid Review process, where the initial plan review is completed within two (2) business days. Please inquire with staff for more information regarding whether your project qualifies.

**Repeat Plans.** We offer a discounted Building Plan Review fee for repeated one and two family dwellings. This service is convenient for production homebuilders using the same plan on multiple sites.

**Electronic Plan Review (ePlans).** Corvallis offers an electronic plan review option. ePlans allows you to access your account anytime to request an inspection and review inspection results. In addition, ePlans offers most of the same permits that are available in our office. With the ePlans platform, customers also have the ability to pay fees and view case status. You can access your permit information 24-hours a day and will no longer need to leave your jobsite to make application for most permits. ePlans is a free service available to any registered user. To sign up, visit <https://permits.corvallisoregon.gov>.

### Helpful Links

[Deferred Submittal Agreement](#)

[Deferred Submittal Policy](#)

[Phased Permitting Agreement](#)

[Phased Permitting Policy](#)

[TCO Application](#)

[Rapid Review Brochure](#)

[Repeat Plans Policy](#)

[ePlans Website](#)

[ePlans Registration Guide](#)



## Contact Us

**Office Hours:** 8:00 to 11:00 am & 12:00 to 5:00 pm, Monday through Friday  
(Closed Daily 11:00 a.m. to 12:00 p.m.)

**Plan Review Staff Front Counter Hours:** 8:00 to 10:00 a.m. & 2:00 to 4:00 p.m.,  
Monday through Friday

**Phone:** 541-766-6929

**Email:** [Development.Services@CorvallisOregon.gov](mailto:Development.Services@CorvallisOregon.gov)

**Mailing Address:** P.O. Box 1083, Corvallis, OR 97339-1083

**Street Address:** 501 SW Madison Ave., Corvallis, OR 97333 (lower level)

**Visitor Parking:** Free 2-hour visitor parking is available in the lot west of City Hall

