

City of St. Helens

Contractor/Self Information Sheet

Building Permit Procedure

Fill in the top portion of application and description of work to be done (example: Construct storage shed). Provide the Property Tax Account I.D. number (see Columbia County Assessor's office, telephone 503-397-2240).

If doing the work yourself, write in "self" in the space for "Bldg. Contractor". However, if you are hiring a contractor, you must supply the numbers for a **St. Helens Business License** and the State of **Oregon Contractor's Board License** of your contractor. Sign the application in the appropriate space provided near the bottom of the sheet. Submit the application to the Building & Engineering Secretary.

Your application will then be routed to the appropriate departments. If the job changes existing buildings or additions on the exterior, the City Planner must review the application. Also, if the remodel or addition, such as an addition of a porch is submitted, you also must have a plot plan showing all boundaries and setbacks from the property lines.

After the City Planner has reviewed the job (if needed), the Building Inspector reviews/approves the application at which time the price of the permit is entered.

The application is returned to the Building & Engineering Secretary.

- The owner/representative is contacted by telephone with the total cost of the Building Permit.
- The owner/representative returns to the permit office to pay for the permit.
- The Building & Engineering Secretary issues the permit by:
 - Writing a receipt for the amount paid,
 - Assigns a number to the permit application,
 - Activates the permit form with notation of receipt number,
 - Date and dollar amount paid,
 - Copies are made of the validated permit,
 - Writes up an Inspection Report form.

The owner/representative leaves with a receipt, activated permit form, and an Inspection Report form. The Inspection Report form is a treated paper that is resistant to weather conditions and is to be posted on the job site.

The owner/representative will call in for Inspection Request(s). At this time the following information **MUST** be provided by the owner/representative. Also, please note: **There is a 24-hour advance notice required for inspections.**

Type of inspection – see the Inspection Request form (building/plumbing/etc.),
Job Address,
Phone contact number,
Day of the week for which the Inspection Request is being made,

And--- **If a contractor has been hired, the following information is required.**

Contractor's Oregon State Contractor's Board Number and
St. Helens Business License Number.

THIS INFORMATION MUST BE PROVIDED OR THE INSPECTION CANNOT BE SCHEDULED.