



One & Two Family Dwelling Building Permit Application Packet

Packet Includes:

- Application
- Sub-contractor list
- Plumbing worksheet
- Mechanical worksheet
- Energy efficiency worksheet
- School excise information
- Application checklist

Required at time of submittal:

- Site plan
- Complete plan set* (including structural calcs if applicable)
- SDC worksheet:
<https://www.sthelensoregon.gov/engineering/page/system-development-charges>
- Drainage plan
- Tree plan (if applicable)
- Truss packet (if applicable)
- Plan review deposit

*If submitting hard copy plan sets, (2) copies are required at submittal.



**CITY OF ST. HELENS
PERMIT APPLICATION**

PermitNo. _____

Date Sub. _____

Date Iss. _____

**6 A.M. DEADLINE FOR SAME DAY INSPECTIONS
503-366-8234 (Inspections Only)**

**Building Division
Ph. 503-397-6272
Fax. 503-397-4016**

**Submit by email:
buildingsafety@sthelensoregon.gov**

Map/Tax Lot #:	Lot	Blk	Subdivision / Mobile Park Name			Space
Job Address:				City:	State:	Zip:
Owner	Address:			City:	State:	Zip:
Bldg. Contractor:	Address:			City Bus. Lic.	C.C.B. No.	Phone:
Manufactured Dwelling	M.D.I. Lic. #			City Bus. Lic.		C.C.B. No.

Description of work:

Applicant Name:	Contact Person:	Phone:	Email Address:
Phone:			

SPECIAL CONDITIONS	Planning / Zoning	
	Public Works	
	Building	
	Engineering	

Min. Bldg. Setbacks from Property Lines and Rds. / Streets	Valuation of Work
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	Front	Side	Side	Rear	Lot Size	Plan Check Fee (Non-Refundable)
Min. Req.						Plan Release Fee
Plot Plan						Building

Type of Const.	Occupancy Group	Division	Plumbing
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<p align="center">Notice</p> <p>This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period o 180 days at any time after work has commenced.</p> <p>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</p> <p>I here by certify that I have read and examined this application, including Builder's Board numbers for all subcontractors, and I know that it is true and correct. Further, I certify that I am currently licensed by the City of St. Helens and registered with the Builder's Board under the Homebuilder's Law by # _____ which is in full force and effect, or I am exempt from the Homebuilder's Law because _____.</p>	Mechanical	
	Administration Fee	
	School Excise Tax	
	Storm System Dev. Charge	
	Sewer Connection & System Dev. Charge	Installation Charge _____ + SDC _____
	Water Meter & System Dev. Charge	Installation Charge _____ + SDC _____
	Street System Dev. Charge	
	Parks System Dev. Charge	
	State Surcharge	
	TOTAL REQUIRED	

Signature of Contractor or Authorized Agent **Date**

Signature of Owner (If Owner Builder) **Date**

Permit Approved By: Date

Receipt #		
Date:		
Amount Paid:		

Type of work	Sub-Contractor Name	CCB#
Electric		
Framing		
Mechanical		
Roofing		
Solar/Renewable Energy		
Fire		
Insulation		
Plumbing (Exterior/Site Utilities)		
Plumbing (Interior)		
Sheetrock		
Structural		
Foundation		
Siding		
Windows		
Limited Energy		

CITY OF ST. HELENS
RESIDENTIAL PLUMBING INFO

PERMIT #: _____ **PLAN REVIEWER:** _____

Single Family Residence – Baths		Kitchens	
Sanitary sewer – Total linear feet		Sanitary sewer – (New Res) Total linear feet	
Storm sewer – Total linear feet		Storm sewer – (New Res) Total linear feet	
Water service – Total linear feet		Water Service – (New Res) Total linear feet	
Absorption valve		Backflow preventer	
Backwater valve		Catch basin or area drain	
Clothes washer		Dishwasher	
Drinking fountain		Trench drain	
Ejectors/sump pump		Expansion tank	
Fixture cap		Floor drain/floor sink/hub drain	
Garbage disposal		Hose bib	
Ice maker		Primer	
Residential fire sprinklers		Sink/basin/lavatory	
Stormwater retention/detention tank/facility		Swimming pool piping	
Tub/shower/shower pan		Urinal	
Water closet		Water heater	
Other – plumbing		Alternate potable water heating system	
OTHER:			

CITY OF ST. HELENS

RESIDENTIAL MECHANICAL INFO

PERMIT #: _____ **Plan Reviewer:** _____

Air Conditioner		Air Handling Unit up to 10,000 cfm	
Air Handling Unit 10,001 cfm and over		Appliance vent installation, relocation, or replacement (Not included in appliance permit)	
Attic/Crawl Space Fans		Barbecue	
Chimney/Liner/Flue/Vent		Clothes dryer exhaust	
Decorative gas fireplace		Ductwork – no appliance/fixture	
Evaporative cooler other than portable		Floor furnace, including vent	
Flue vent for water heater or gas fireplace		Furnace – greater than 100,000 BTU	
Furnace up to 100,000 BTU		Furnace/Burner including ductwork/vent/liner	
Gas or wood fireplace/insert		Gas fuel piping outlets	
Heat pump		Hood served by mechanical exhaust, including ducts for hood	
Hydronic hot water system		Installation or relocation domestic-type incinerator	
Mini-split system		Oil tank/gas/diesel generators	
Pool or spa heater, kiln		Radon mitigation	
Range hood/other kitchen equipment		Suspended heater, recessed wall heater, or floor mounted unit heater	
Ventilation fan connected to single duct		Ventilation system not a portion of heating or air-conditioning system authorized by permit	
Wood/pellet stove		Other heating/cooling	
Other fuel appliance		Other environment exhaust/ventilation	
Water heater		Mechanical plan review	
OTHER:			

Select one from the table below:

**TABLE N1101.1(2)
ADDITIONAL MEASURES**

MEASURE NUMBER	MEASURE DESCRIPTION
1	HIGH-EFFICIENCY HVAC SYSTEM^a a. Gas-fired furnace or boiler AFUE 94 percent, or b. Air source heat pump HSPF 10.0/14.0 SEER cooling or 8.5 HSPF2 / 15.0 SEER2, or c. Ground-source heat pump COP 3.5 or ENERGY STAR rated
2	HIGH-EFFICIENCY WATER HEATING SYSTEM a. Natural gas/propane water heater with minimum 0.90 UEF, or b. Electric heat pump water heater with minimum 3.45 UEF, or c. Natural gas/propane tankless/instantaneous heater with minimum 0.80 UEF and drain water heat recovery unit installed on a minimum of one shower/tub-shower
3	WALL INSULATION UPGRADE Exterior walls—U-0.045/R-21 conventional framing with R-5.0 continuous insulation
4	ADVANCED ENVELOPE Windows—U-0.21 (Area-weighted average), and Flat ceiling ^b —U-0.017/R-60, and Framed floors—U-0.026/R-38 or slab edge insulation to F-0.48 or less (R-10 for 48"; R-15 for 36" or R-5 fully insulated slab)
5	DUCTLESS HEAT PUMP (Dwelling units with all-electric heat) a. Provide ductless heat pump of minimum HSPF 10.0 or HSPF2 9.0 in primary zone replaces zonal electric heat sources, and b. Provide programmable thermostat for all heaters in bedrooms
6	HIGH-EFFICIENCY THERMAL ENVELOPE UA^c Proposed UA is 8 percent lower than the code UA
7	2.75 ACH AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION Achieve a maximum of 2.75 ACH50 whole-house air leakage when third-party tested and provide a whole-house ventilation system, including heat recovery with a minimum sensible heat recovery efficiency of not less than 66 percent and total fan efficacy of 1.6 CFM/Watt (combined input for supply and exhaust).

For SI: 1 square foot = 0.093 m², 1 watt per square foot = 10.8 W/m².

- a. Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- b. The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor not greater than U-0.026.
- c. In accordance with Table N1104.1(1), the Proposed UA total of the Proposed Alternative Design shall be a minimum 8 percent less than the Code UA total of the Standard Base Case.

RESOLUTION 2023-24 No. 13

New Construction Excise Tax Rates

WHEREAS, the 2007 Oregon Legislative Assembly passed Senate Bill 1036, allowing school districts to impose an excise tax to fund capital improvements to school facilities; and

WHEREAS, pursuant to Section 5 of Senate Bill 1036 (2007), the District entered into an intergovernmental agreement with Columbia County; and

WHEREAS, on June 23, 2008, the District passed Resolution 2007-08 No. 16 imposing a Construction Excise Tax on improvements to real property that result in a new structure or additional square footage in an existing structure; and


WHEREAS, this Resolution proved that for years beginning on or after June 30, 2009, the tax rates stated in this resolution shall be adjusted for changes in construction costs, and the Oregon Department of Revenue will determine the adjusted rate limitations and report to the District;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The District hereby increases its construction excise tax to the limitations updated by the Oregon Department of Revenue and published July 5, 2023 as follows:
 - a. Rates in effect on July 1, 2024:
 - i. \$1.63 per square foot on structures or portions of structures intended for residential use, including but not limited to single unit or multiple unit housing; and
 - ii. \$0.82 per square foot on structures or portions of structures intended for nonresidential use, not including multiple unit housing of any kind. Additionally, the non-residential maximum charge is \$40,800.


Adopted this 8th day of May, 2024.

ST. HELENS SCHOOL DISTRICT NO. 502,
COLUMBIA COUNTY, OREGON

By:  _____
Board Chair

 _____
Date

Attest:

By:  _____
Superintendent

 _____
Date

APPROVED CHECKLIST FOR COMPLIANCE WITH OAR 918-090-0320

City of St. Helens				
Reference # _____	One & Two Family Dwelling			
	Building Permit Application Checklist			
	Associated Permits: _____ Plumbing _____ Mech _____ Other			
Planning, Public Works, & Engineering Departments must be signed off prior to Building Dept. Plan Review.				
	The following items are required for plan review and shall be used by the jurisdiction to determine a complete set of plans and compliance with OA-918-020-0090(3)(a)(C) and (4).	Yes	No	N/A
1	Two Complete Sets of legible Plans drawn to scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.			
2	Site/Plot plan drawn to scale. The plan must show: lot and building setback dimensions; property corner elevations (if there is more than 4-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building necessary to show compliance with OTFDC Sec. 401); location of easements and driveway, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage. Note: Drainage/Discharge Plan is required by the Engineering Dept.			
3	Foundation plan and Cross Section. Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location, and soil type.			
4	Floor plans. Show all dimensions, room identification, door and window sizes and locations, location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade, etc.			
5	Cross section(s) and details. Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.			
6	Elevation views. Provide elevations for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than 4 ft. at building envelope. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7	Wall bracing (prescriptive path) and/or lateral analysis plans. Building plans must show construction details and locations of lateral brace panels; for non-prescriptive path and analysis provide specifications and calculations to engineering standards.			

APPROVED CHECKLIST FOR COMPLIANCE WITH OAR 918-090-0320

City of St. Helens	Yes	No	N/A
8 Floor/roof framing plans are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.			
9 Basement and retaining wall cross sections and details showing placement of reinforcing steel, drains and water-proofing shall be provided. Engineered plans are required for retaining walls exceeding 4' in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13, for "Engineer's calculations".			
10 Beam calculations. Provide two sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.			
11 Manufactured floor/truss design details.			
12 Energy Code Compliance. Identify the prescriptive path or provide calculations.			
13 Engineer's calculations when required or provided, (i.e., shear wall, roof truss, retaining walls exceeding 4') shall be stamped by an engineer or architect licensed in Oregon and shall be shown to be applicable to the project under review by cross-reference to the applicable plan location.			
14 All Engineering must be wet stamped.			
15 Builder's Name - Contractor's Board Number - St. Helens Business License Number (including subcontractor's) Property Tax ID # (Assessor's Office Phone: 503.397.2240)			

Applicant's Signature

Date