

# Do I need a building permit?

## Common Questions and Information Regarding Building

### When do I need a structural permit?

A permit is required to construct, enlarge, alter, move, or replace any home or related structure.

**For example, a permit is required to:**

- Add a room.
- Build or alter 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.
- Add, move, or remove walls.
- Apply roofing when all of the old roofing is removed and new sheathing/sub roof is installed.
- Build a stairway.
- Build or replace a deck more than 30 inches above grade.
- Install a fence more than seven feet high.
- Install a fence to serve as a barrier around a swimming pool, hot tub, or spa.

If you are not sure you need a permit, check out [www.PermitsProtect.info](http://www.PermitsProtect.info); it is a great source for additional information.

### What can I do without a permit?

A permit is not required for minor repairs and maintenance.

**For example, a permit would not be required to:**

- Paint buildings that are not historic landmarks.
- Blow insulation into existing homes.
- Install storm windows.
- Replace interior wall, floor, or ceiling covering, such as wallboard or sheet vinyl.
- Put up shelving and cabinets.
- Install gutters and downspouts.
- Replace or repair siding on a wall that is three feet or more from a property line.
- Replace roofing where the weight of the replacement or repair does not exceed 30 percent of the roof's designed live load carrying capacity and is not required to be fire resistant.
- Replace doors or windows in an existing opening.
- Build a fence up to seven feet high.
- Pave a walkway.
- Build a patio or deck that is not more than 30 inches above grade.

Code standards must be met, even when a permit is not required.



City of Brookings  
Public Works &  
Developmental Services  
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541-469-1135

## Where do I get a permit?

For property located within the City of Brookings, permits are issued by City of Brookings Building Department.

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

1. The address and possibly a legal description of the property.
2. A description of the work proposed.
3. The owner's name, address, phone and e-mail address.
4. If a contractor is doing the work, the contractor's name, address, phone number, state license number and city business license number.
5. You will need two complete sets of plans.
  - The plans must clearly show all work on the building and where the building sits on the property.
  - Typical plans include a site plan, floor plans, and cross sections showing construction details.

## Who must review my project?

An Oregon-certified plans examiner will review your plans to ensure the proposed project meets the requirements of the current Oregon Residential Specialty Code.

## How do I get an inspection?

### Follow these steps:

- Call the Building Department to schedule an inspection with at least 24 hours notice. Inspections will then be scheduled.
- When you call to schedule an inspection, have the permit details (permit number, project address, etc.) available.
- If the work was done inside, an adult needs to be on site for the inspection.

### Things to do

Be an informed consumer. When buying a product or contracting a service, follow these steps:

- Call the Building Codes Division or the Construction Contractors Board to verify active license and/or registration.
- Call the Better Business Bureau.
- Compare prices.
- Ask for references and contact them.
- Be sure you have a written contract and read it carefully before signing.
- Visit [PermitsProtect.info](http://PermitsProtect.info) for more tips .

## City of Brookings

Building Department.....541-469-1135  
Planning Department.....541-469-1159

## Curry County Community Development

Building & Planning .....541-247-3304

## Plumbing Permits

Curry County Community Dev.....541-247-3304

## State Building Codes—Coos Bay

Electrical Permits.....541-266-1098

## State of Oregon offices

Building Codes Division.....800-442-7457  
Or.....503-378-4133  
Residential Code Specialist.....503-373-7529  
Construction Contractors Board.....503-378-4621  
Better Business Bureau.....503-226-3981

## Attorney General Consumer Hotlines

Portland.....503-229-5576  
Salem.....503-378-4320  
Toll-free.....877-877-9392



**PermitsProtect.info**

Safe Homes. Secure Investments. Smart Communities.

**Building Codes Division**

1535 Edgewater St. NW

P.O. Box 14470

Salem, OR 97309-0404

[www.PermitsProtect.info](http://www.PermitsProtect.info)