



Residential Building Permit – Single Family Dwelling

Introduction

You will need to access the City's Governing Documents page to discern the code sections mentioned below (<https://www.fallscityoregon.gov/city-documents>). Please take the time to review the applicable sections as there are details in them not mentioned here. This document is meant to assist in navigating the various processes only and is superseded by all applicable laws, rules, and policies. The Falls City Residential Building Permit is a planning and zoning review to ensure a proposed Single Family Dwelling complies with all elements of the Falls City Zoning and Development Ordinance (FCZDO).

Before you build or begin to develop a site you will want to know about three general components of property development: land use, public infrastructure, and building permits.

Zoning & Land Use – This determines whether your desired use is permitted in the zone, and sets various other standards for each type of zone (e.g. Residential).

1. Single Family Dwellings are an approved use in the Residential (R) zone and Commercial Residential Zone (CR). FCZDO 2.101; 2.102.
 - a. See Falls City Zoning map on Governing Documents page to determine your zoning.

Public Infrastructure – This covers connection to utilities, and required improvements to adjacent roadways.

1. You will need to contact the local electric company to arrange for electrical service installation (information on the City's power franchise(s) is available upon request).
2. **Water Service** – Falls City Municipal Code (FCMC) Chapter 51
 - a. You must connect to City Water if a service connection does not already exist at the property in question. You will need to fill out an application for a new service location and pay the application fee.
 - i. Upon investigation by the public works department, the connection will be determined 'simple' or 'complex' which will dictate the base fee due for installation. You will be responsible for all costs in excess of the base fee prior to activating water service.
 - ii. You will also be responsible to install an approved Backflow device and ensure it can be accessed for yearly inspection, repair, and replacement.



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3. **Sewer Service** – FCMC Chapter 50

- a. If the property in question falls within 300 feet of any community sewer main (or future community sewer main), you will be required to connect to City Sewer at your own expense. You will be required to submit an application, facility fee, and engineer stamped sewer plan. At that time, the City Engineer will review your plan and approve or request modifications from your Engineer. See FCZDO Chapter 50 for further information.
 - i. There is a facility fee due at the time of application. All costs to connect are borne by the developer and must be approved by City Public Works.
- b. If the property in question is not within 300 feet of an existing sewer main, the city may allow you to submit a waiver of rights to remonstrate for future sewer improvements and install an on-site septic system. This will require a site evaluation and septic system site plan approved by the Polk County Sanitarian.
- c. If your property is already serviced by city sewer or on-site septic please show them on your site plan for planning review.

4. **Street Improvements** – FCZDO Section 2.211

- a. Full street improvements to all existing streets adjacent to, within, or necessary to serve the property shall be required at the time of development unless the applicant demonstrates to the City Engineer that the street meets City Standards and is in satisfactory condition to handle projected traffic loads.
- b. The city may allow the developer to submit an approved waiver of rights to remonstrate for future street improvements in lieu of immediate improvements.

5. **Right of Way (ROW) Dedication** – FCZDO Section 2.211

- a. The City's transportation system plan identifies current ROW dimensions and required ROW dimensions to comport with the plan. If the current ROW does not meet the plan dimensions, you will be required to dedicate ROW along your property frontage to satisfy the requirements for your side of the street, but only if the ROW has not been previously dedicated by your property.

Building Permits – You will need the following:

1. **Building Permit** – City of Falls City

- a. Fully filled application
- b. Site Plan showing all items on list

2. **Access Permit** – City of Falls City

- a. If you do not have an address, or do not have a driveway, you'll need to apply for an access permit.



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3. **Building (State Building Codes) Permits and Occupancy** – Polk County

- a. This is required; you'll need to take your Falls City Approval to Polk County.
- b. Contact Polk County for further information.

Process

In order to obtain a Single Family Residential Building Permit you'll need to provide the application(s), site plan, and information requested on the application, along with the associated base fee(s) to City Hall. Your application will be processed and any additional information or action needed will be communicated to you in a letter. Once you provide the additional information and/or take the additional actions, your application will be finalized (approved or denied).

Additionally, you'll have to apply for city water and sewer service (or provide on-site septic documentation), perform any required infrastructure improvements, and provide the city with proof of the mentioned legal documents as applicable (non-remonstrance, easements, ROW dedication).

Upon approval you can formally apply for your Polk County Building Permits, however it is a good idea to get going on the application form early if you can. You'll need to take your Falls City approval, with attachments, to the Polk County Building Division for assistance.

*Note- if you require additional assistance to apply for a single family residential building permit, you will need to apply for a pre-application conference and pay the associated fee. The pre-application conference allows city staff to review your plans and develop a building and permitting plan specific to your particular property.