

Planning Department

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Onsite Sanitation/Building Program

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Building Program

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Residential Permit Application Process

("site" or "stick-built" home)

Planning/Zoning

It is the responsibility of the person requesting a permit to check with the County Planning Director (*or City planning authority*) regarding the setbacks, maximum building height, lot coverage and zoning restrictions of the property, and insure that the proposed use is allowed in the particular zone. It is the applicant's responsibility to obtain all necessary approvals from the County Planning Department or City before a building permit may be issued.

Onsite Sanitation (Septic/Wastewater)

The Onsite Sanitation program determines the suitability of land for on-site sewage disposal. This decision is based on Oregon Department of Environmental Quality Rules. These rules follow accepted Public Health principles and provide for environmental protection.

Property located within the city limits of Burns or Hines require approval from the respective city to connect to the sewer system and a plumbing permit from the county for the sewer hookup.

There is a two-step application process that must take effect with installation of septic systems. Application forms for both Site Evaluation and Construction of septic are supplied by the Building Program.

(Step 1) A Site evaluation application must be submitted with a site plan and vicinity map. The site plan must show the test pits in the proposed disposal area. Test pits will be evaluated by a DEQ representative to determine a suitable waste system.

Not all property can be used for on-site sewage disposal. Approval is dependent on specific native site conditions, including soil type and depth, topography, setbacks and water table.

(Step 2) Once the site evaluation is approved, you may apply for a septic construction permit. This permit may be applied for before, or at the same time as the building permit. The applicant must provide a plot plan with application.

Depending on your building project, a review of your existing septic system may be required. Appropriate fees will be charged.

Building

The applicant must submit a set of scaled building plans, (with truss engineering details if applicable) along with a site plan at the time of application. A plan review fee will be charged at the time of application submittal in order for the review process to begin. Before the permit is issued, all remaining applicable fees must be paid. The amount of the fee is based upon the square footage of project.

Supplemental Permits

Supplemental permits are described as electrical, plumbing and mechanical. These permits will be issued and paid for at the time the building permit is issued.

Inspection Requests

Once a permit is issued, you must request inspections of the project at several stages. The inspection request telephone number is (541) 573-8195 or inspections may be scheduled through email at Brett.thomas@co.harney.or.us or Howard.palmer@co.harney.or.us.

To schedule an inspection, the following information is required:

1. The permit number
2. The address where the inspection is to be performed
3. The contractor's name if not the owner
4. What type of inspection needed
5. The date that the work will be ready for inspection
6. The contact person's name and phone number

Inspections List:

(Not all inspections are applicable, coordinate with Building Program):

Inspections	Date	Inspector	Notes
Footing – size:			
Ufar ground			
Walls – rebar			
Electrical ground work			
Plumbing underfloor			
Water piping groundwork			
Heating groundwork			
Slab			
Rough electrical			
Rough plumbing			
Rough heating			
Combustion air			
Gas line test			
Lateral/hold downs/sheathing			
Framing (after above)			
Energy conservation			
Insulation			
Egress windows			
Handicap restrooms			
Gypsum wallboard nailing			
Firewall/nailing			
Fireplace/woodstove			
Sewer			
Water			
Temporary electric service			
Electrical service(perm)			
Final – handicap parking space – signs, thresholds			
Final Electrical			
Final Plumbing			
Final heating			
Final Building			

** Final inspections for Electrical, Plumbing, Mechanical and Building are required