



BUILDING PERMIT PROCESS

Marion County Building Inspection

(503) 588-5147 | building@co.marion.or.us

1

DESIGN

- Talk with your contractor, architect, engineer, or other design professional about the design of your home, the building code requirements, and setbacks that apply to the property.
- If you're not working with a professional yet, feel free to contact us to find out more about the steps to develop your property. Contact Marion County Building Inspection at (503) 588-5147 or building@co.marion.or.us.

2

APPLY FOR PERMIT

- Frequently your contractor will apply for the building permit. If your property is within a city, apply for a permit at your local city hall.
- For properties in an unincorporated area, we can take in your permit directly at Public Works, 5155 Silverton Road NE, Salem.

3

PLAN REVIEW

- The city will take some time review your plans then send them to the county for plan review.
- The county will review your plans within 10 days of receiving them from the city.
- Sometimes there are additional components the plans need and we'll let your architect or engineer know about any needed revisions .

4

INSPECTIONS

- Once the plans are approved, construction can start. Your contractor will call us periodically during construction for inspections to verify the construction is following the plans and building code.

5

FINAL INSPECTION & OCCUPANCY

- Once the dwelling is complete, your contractor will call for a final inspection. Once this is complete, we'll issue a Certificate of Final Occupancy and you'll be able to move into your home.