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.

Researching records in Accela (Oregon ePermitting):

Log on to Accela at: https://aca-oregon.accela.com/oregon/

1. Hover your mouse over the yellow search button and click on "Building Permits"
2. Under the heading "General Search" change the "Start Date" to find permits over a year old
3. Type in the street number portion of the address in the box with the word "From" in it
4. Type in the street name in the "Street Name" box – DO NOT ADD ANYTHING EXCEPT THE NAME (i.e. Silverton Rd NE is entered as Silverton; Cordon Rd NE is entered as Cordon)
5. Click Search at the bottom of the page – if there are any permits, open or not, they will be listed below the "Search button"
6. Click on the permit number (in blue) to view each permit

There will be several different items to view within each permit.

Researching in Building Inspection Online Records:

1. Go to the Research Online records at: https://apps.co.marion.or.us/bilfsearch/disclaimer.aspx
2. Click on the "Accept" button
3. Type in the address – DO NOT INCLUDE THE STREET TYPE (i.e. 1234 Silverton Rd NE is entered as 1234 Silverton; 555 Court St NE is entered as 555 Court)
4. Click the "Search" button
5. If any documents exist, they will show in a list below the "Search" button
6. Click on the blue "View" button to open each document

Feel free to call us at (503) 588-5147 or email us at building@co.marion.or.us if you have any questions