



Accessory Structures, Porches, Patios & Decks – Submittal Information

General Information

Accessory Structures are *non-habitable* one-story detached structures used for secondary purposes to the primary structure. Some examples of uses are tool and storage sheds, playhouses, gazebos, carports, etc. Digital permits can be submitted to permits@daytonoregon.gov.

A Building Permit is Required for All of the Following:

- ✓ Accessory Structures (non-habitable) that have a floor area more than 200 square feet
- ✓ Accessory Structures (non-habitable) that are over 10 feet in height from the finished floor
- ✓ Accessory Structures with more than one story
- ✓ Patio and Porch covers more than 200 square feet
- ✓ Patio and Porch covers that are not supported by an exterior building wall
- ✓ Porches and Decks where the floor or deck is more than 30 inches above adjacent grade at any point
- ✓ Covered Porches that are closer than 3 feet to property lines

Submittal Requirements

- 2 paper copies of each of the following documents or 1 copy of each document submitted digitally
- Required building permit. *Original signatures for all property owners must be provided.* This information must be reproduced so please print clearly using black or blue ink. Do not use pencil.
- Legible building/construction plans drawn to scale, showing conformance to local & state building codes. Engineered plans must include at least one copy with the required wet stamp.
- Deed for each tax lot, including a legal description of the property.
- Title report for each tax lot.
- Site Plan, that *must* show all of the following:
 - Site Address & Name of Applicant or Property Owners
 - Existing and proposed structures on the subject property with dimensions and square footage
 - Wall and Peak height of proposed structure
 - All concrete or asphalt patios and slabs with dimensions and square footage
 - Percentage of property covered with impermeable surfaces (buildings, driveways, in-ground pools, etc)
 - Setbacks for all structures new and existing, including from property lines & buildings
 - Existing and proposed driveways (square footage) or points access
 - Existing and proposed placement of water, sewer and storm drainage lines
 - Proof of all easements and/or right-of-ways, existing or proposed on the property
 - Map and Tax Lot numbers or tax account numbers for subject property
 - North arrow & Scale (the preferred scale is 1 inch equals 20 feet)

Please Note: Site plans, Construction plans & submittal documents larger than 11 x 17 are required to be submitted digitally.

Contractor Requirements

If you are using a Contractor for your project the contractor information must be supplied, contractor license information will be verified through the State of Oregon's Contractors Board. In addition, contractors are required to register their business with the City of Dayton. If your contractor is not registered they will be asked to fill out the proper forms and submit a registration fee before construction is started.

Approval Process

Building plans are reviewed and approved by the City's Building Inspector. Depending on your type of construction, building plans may also be reviewed by the Planning Department, Public Works, City Engineer and the Rural Fire Department. The plan review process takes approximately 4 to 8 weeks. You will be contacted when your permit is ready to be picked up. Permit fees will be due before permits are issued and applicants are responsible for all fees regardless if the permit is issued or not, please make checks payable to the City of Dayton. Building inspections are done by the City of Newberg's Building Department.

Building Permit Application



City of Dayton
 PO Box 339 - 416 Ferry Street
 Dayton OR 97114
 503 864-2221 - www.daytonoregon.gov

NEWBERG PERMIT #	
Dayton Permit #	
Date Submitted:	
Date Issued:	Issued By:

This permit is issued under OAR 918-460-0030 and Chapter 7 of the Dayton Land Use and Planning Code. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days. Credit card payments are not accepted for Building Permits.

TYPE OF WORK - Check all that apply	
<input type="checkbox"/> Structural	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Plan Review
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Single Family <input type="checkbox"/> Industrial <input type="checkbox"/> Remodel
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Multi-Family <input type="checkbox"/> Government <input type="checkbox"/> Addition
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other <input type="checkbox"/> Historical <input type="checkbox"/> Repairs
Special Zones:	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Slope <input type="checkbox"/> Other
JOB SITE INFORMATION	
Site Address:	
Map & Tax Lot:	Zoning:
Estimated Valuation:	
Job Description (be specific):	
House Sq Feet:	Garage Sq Feet:
<input type="checkbox"/> Applicant	PROPERTY OWNER INFORMATION
Name:	
Address:	
City:	State: Zip:
Cell Phone:	Phone:
Signature:	
<input type="checkbox"/> Applicant	STRUCTURAL CONTRACTOR INFORMATION
Business Name:	
Mailing Address:	
City:	State: Zip:
Phone:	CCB #:
Email:	
<input type="checkbox"/> Applicant	MECHANICAL CONTRACTOR INFORMATION
Business Name:	
Mailing Address:	
City:	State: Zip:
Phone:	CCB #:
Email:	
<input type="checkbox"/> Applicant	PLUMBING CONTRACTOR INFORMATION
Business Name:	
Mailing Address:	
City:	State: Zip:
Phone:	CCB #:
Email:	

FOR CITY OF DAYTON USE			
PERMIT # (Newberg)	PERMIT FEES		
	Structural Fees:	\$	
	Mechanical Fees:	\$	
	Plumbing Fees:	\$	
Construction Permit	A	B	\$
System Development Charge's			\$
Plan Review Only			\$
Fire & Life Safety 40%			\$
1)			\$
2)			\$
TOTAL AMOUNT DUE			\$
Construction Excise Tax/School District			\$
PAYMENT RECORD			
DATE	AMOUNT	RECEIPT #	CHECK/CASH
BUILDING DEPARTMENT APPROVAL			
Adjusted Valuation:			
Plan Review Date:			
Reviewed By:			
STRUCTURAL PERMIT FEES			
Permit Fee	\$		
State Surcharge 12%	\$		
Plan Review Fees 65%	\$		
Other:	\$		
Total Permit Fees	\$		
MECHANICAL PERMIT FEES			
Permit Fee	\$		
State Surcharge	\$		
Plan Review Fees 25%	\$		
Other:	\$		
Total Permit Fees	\$		
PLUMBING PERMIT FEES			
Permit Fee	\$		
State Surcharge	\$		
Plan Review Fees 30%	\$		
Other:	\$		
Total Permit Fees	\$		

Applicant Signature _____ Print Name _____ Date _____
 I hereby state that I have read and understand both sides of this application and the information provided on both sides is correct.

TITLE 7: LAND USE AND DEVELOPMENT CODE
SECTION 7.2.3 - GENERAL DEVELOPMENT STANDARDS

7.2.309 ACCESSORY STRUCTURES

7.2.309.01 Single Family and Duplex

For single family residential and duplex uses on an individual lot:

- A. Height. The maximum height shall be 25 feet, provided, the structure shall not exceed the height of the primary building.
- B. Property Setbacks. When a wall adjacent to a property line or alley is nine feet or less in height, the minimum setback shall be two feet. For each one foot increase in the wall height above nine feet, the setback shall increase one additional foot.
- C. Building Separation. Accessory structure shall be separated from the primary buildings by a minimum of 6 feet. A covered walkway, which contains no habitable space, may connect the two buildings without violation of the separation requirement. Accessory structures less than 6 feet from the primary structure or connected by a fully enclosed walkway will be considered as part of the primary structure and subject to the setback requirements of the primary structure.
- D. Building Size and Lot Coverage. Accessory structure, in combination with the primary structure, shall not exceed the maximum lot coverage limitation of the underlying zone.
- E. Historic Structures - Accessory structures located on an individual lot or parcel adjacent to a significant historic resource identified in the Dayton Comprehensive Plan shall comply with the following: *(Added by Ordinance #510, 12/7/98 – Effective 12/7/98)*
 - 1. The exterior of the accessory structure shall be residential in appearance. No specific siding material is required, except that use of vertical metal siding shall be prohibited.
 - 2. The height of the accessory structure shall not exceed the height of the adjacent historical building. If the site of the historical resource does not contain a building, the accessory structure shall not exceed the height of the residence which the structure will be located.
 - 3. These provisions shall apply to all accessory structures regardless of whether a building permit is required.

7.2.309.02 Multi-Family, Commercial, Industrial Structures

For multi-family, public, semi-public, commercial and industrial uses:

- A. Location and Number. Accessory structures may be located within any yard area. There is no limit to the number of permitted structures.
- B. Height. The accessory structure shall comply with the height limitations of the underlying zone.
- C. Property Setbacks. Accessory structures shall comply with the setbacks for the primary building in the underlying zone.
- D. Building Size and Lot Coverage. There is no limit to the size of the accessory structure provided the structure and all buildings on the property comply with the applicable lot coverage limitations.

CHAPTER 7: LAND USE AND DEVELOPMENT CODE

SECTION 7.2.2 - GENERAL DEVELOPMENT PROVISIONS

7.2.203 PERMITTED USES GENERALLY

7.2.203.01 Permitted Uses

The following uses and activities are permitted in all zones:

- A. Utility Facilities. Placement and maintenance of underground or above ground wires, cables, pipes, guys, support structures, pump stations, drains, and detention basins within rights-of-ways by public agencies and utility companies for telephone, TV cable, or electrical power transmission, or transmission of natural gas, petroleum products, geothermal water, water, wastewater, sewage and rainwater.
- B. Railroad Tracks. Railroad tracks and related structures and facilities located within rights-of-ways controlled by railroad companies.
- C. Street Improvements. Surfaced travel lanes, curbs, gutters, drainage ditches, sidewalks, transit stops, landscaping and related structures and facilities located within rights-of-ways controlled by a public agency.
- D. Public Right-of-Way Expansion. Expansion of public right-of-way and widening or adding improvements within the right-of-way, provided the right-of-way is not expanded to more width than prescribed for the street in the Public Facilities segment of the Comprehensive Plan.

7.2.203.02 Permitted Residential Accessory Structures and Uses

The following accessory uses shall be permitted in all residential zones subject to the following limitations and requirements:

- A. Accessory Dwelling Unit, subject to the provisions in Section 7.2.402. (*Added ORD 642-Effective 07/02/18*)
- B. Accessory Structures and Uses. The following accessory structures and uses are permitted on a lot in any zone in conjunction with a permitted dwelling:
 - 1. Decks and patios, open, covered or enclosed (see setback provisions in Section 7.2.3).
 - 2. Storage building for fire wood, yard maintenance equipment or tools, or personal property not used in conjunction with any commercial or industrial business other than a home occupation.
 - 3. Green house or hobby shop.
 - 4. Swimming pools, hot tubs, and saunas.

- 5. Pets, including and outdoor shelters or runs.
- 6. Fall-out shelters.
- 7. Garages and carports.
- C. Fences. Fences are a permitted accessory or secondary use in all zones subject to the requirements in Section 7.2.308.
- D. Residential Office. One manager's office of 500 square feet or less for rental of dwellings is a permitted accessory use in the R-2 and R-3 zones, provided the office is located in the building containing dwelling units.
- . Agricultural Uses. Agricultural uses, consistent with ORS 215 and including the keeping of livestock, shall be permitted.

7.2.203.03 Permitted Non-Residential Accessory Structures and Uses

- A. Accessory buildings in conjunction with any commercial or industrial business.
- B. Fences. Fences are a permitted accessory or secondary use in all zones subject to the requirements in Section 2.308.
- C. Retail Space. Retail sales or offices in a building in conjunction with a use in an industrial zone provided:
 - 1. The sales or office area shall not occupy more than 40 percent of the area of the industrial use.
 - 2. The accessory use shall be located on the same lot as the primary use.
- D. Mobile Classrooms. Mobile classrooms are a permitted accessory use in conjunction with established elementary or secondary schools.

7.2.203.04 Permitted Temporary Uses

- A. Temporary Construction Facilities. Mobile offices, temporary power equipment and temporary structures to house personnel and store equipment during construction, provided the structures are not used as dwellings.
- B. Yard Sales and Auctions. Yard sales in any residential zone, and auctions in Commercial and Industrial zones, provided there are not more than 3 sales in a calendar year with each sale not to exceed three consecutive days. Merchandise and signs shall remain on private property.

Building Permit Fee Table

Adopted August 3, 2009 - Resolution 2009/10-04 - Attachment C

TOTAL VALUATION	FEE
\$1.00 - \$2,000.00	\$55.00
\$2,001.00 - \$25,000.00	\$55.00 for the first \$2,000.00 plus \$8.50 for each additional \$1,000 or fraction thereof to and including, \$25,000
\$25,001.00 - \$50,000.00	\$250.00 for the first \$25,000.00 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$50,000
\$50,001.00 - \$100,000.00	\$363.00 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001.00 - \$500,000.00	\$588.00 for the first \$100,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$500,000.00
\$500,001.00 - \$1,000,000.00	\$2,388.00 for the first \$500,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$1,000,000
\$1,000,001.00 and up	\$4,388.00 for the first \$1,000,000 plus \$3.50 for each additional \$1,000.00 or fraction thereof
INSPECTION SERVICES	COST PER/HOUR
Outside normal business hours	\$60.00 per/hour – with a minimum charge of 2 hours
Re-Inspection	\$60.00 per/hour
Additional Plan Review	\$60.00 per/hour
No-Fee indicated Inspections	\$60.00 per/hour
Deferred Submittal	\$60.00 per/hour, with a minimum charge of 2 hours
Plan Review Fees	Shall be equal to 65 percent of the Building Permit Fees
Fire & Life Safety Plan Review Fees	Shall be equal to 40 percent of the Building Permit Fees
Fire Suppression Type I Hoods	Shall be based on the above Building Permit Fee Table

MISC. CONSTRUCTION	Ordinance/Resolution	Date	FEE
Fence Permit 5.4.6	376	10/06/1980	\$5.00
Demolition Permit			\$15.00