



# City of Dayton

416 Ferry Street, Dayton Oregon (503) 864-2221 [www.daytonoregon.gov](http://www.daytonoregon.gov)

## Building Permit – General Submittal Information & Check List

### General Information

The City of Dayton issues Structural, Mechanical & Plumbing Permits. Electrical Permits are issued through the Yamhill County Building Department (503) 434-7516. Depending on the type of construction you are planning, additional information, permits or fees may be required (for example, fences & sprinkler systems). Digital permits can be submitted to [permits@daytonoregon.gov](mailto:permits@daytonoregon.gov).

### General 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.*
- 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.
- Site Plan, that **must** show at a minimum all of the following:
  - Site Address
  - Name of Applicant or Property Owners if different from applicant
  - Existing and proposed structures on the subject property
  - All concrete or asphalt patios, slabs and driveways
  - 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 or points access
  - Existing and proposed placement of water, sewer and storm drainage lines
  - Proof of 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)

### New Construction Additional Requirements & Fees

- Storm Drainage Plan for the project.
- Erosion Control Plan for the project.
- Residential Certificate of Lighting Fixtures Form
- Residential Energy Additional Measure Selection Form.
- Moisture Content Acknowledgement Form
- Rain Screen Acknowledgement Form
- System Development Charges are required any time an increased usage is connected to the City's resources.
- Construction Excise Tax is based on new living & non-living space. Payable to the Dayton School District.
- Type "A" Construction Permits are required when working in the right-of-way, including but not limited to sidewalks, curbs, street improvements, driveways, storm water, water and sewer connections.
- Water meters are purchased from the City. Service application and deposit are required at the time of purchase.

### Contractor Requirements

Contractor information must be supplied when using a contractor for building projects, contractor license information will be verified through the State of Oregon's Contractors Board. 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 form and submit a registration fee before construction is started.

### Process

Plan check fees are due when building permits are submitted for review. Building plans are reviewed and approved by the City's Building Inspector. To request an inspection call 503 554-7714 or go online to [www.trakit.newbergoregon.gov/etrakit](http://www.trakit.newbergoregon.gov/etrakit). 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 6 weeks. You will be contacted when your permit is ready to be picked up. Permit fees will be due before permits are issued, make checks payable to the City of Dayton.



# City of Dayton

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## Building Permit – *Additional Information*

### What *YOU* Need to Know:

- ü Where your **property lines** are – Sometimes the deed to your property will indicate where your property pins are located. The best way to know where your property lines are is to have your property surveyed. The City of Dayton does not have this information.
- ü Where your water and sewer laterals are located on your property.
- ü If your property is listed on the **National Historic Register**. Buildings that are listed on the National Register may require review by the Dayton Historic Preservation Committee; a public hearing and approval from the Dayton Planning Commission and/or City Council may also be required.
- ü If any part of your property is in a **flood zone**.
- ü If your property is **sloped**.
- ü If you are connected to **storm drainage**.
- ü Building permits become invalid if there is no activity after 6 months. A one-time permit extension can be requested before the original permit expires. Once a building permit has been deemed invalid you will need to resubmit all the required documents and fees.

### General Construction Requirements, Permits & Fees

- ü **Water meters** must be purchased from and installed by the City of Dayton, the cost of the meter is based on the size of the meter. Meters 1 ½ inches and larger can be purchased from the City, but must be installed by the applicant. **Water service** begins on the day that water meters are purchased and installed. You will be required to sign up for water service, show proof of Id and pay the required deposit amount of \$150.00 at the time the meter is purchased.
- ü **Construction Excise Tax** is paid to the Dayton School District and is calculated as \$1.20 per/square foot of living space & .60 cents per/square foot of non-living space. Checks for Construction Excise Tax should be separate from the building permit check and should be made payable to Dayton School District. Construction Excise Tax Fees are due at the time the permit is issued.
- ü **Type “A” Construction Permits & Inspections** are required when working in the public right-of-way, including but not limited to work on sidewalks, curbs, street improvements, driveways, utility services connections, storm water, water and sewer connections. **Construction Permit Inspection Request: (503) 864-2221–24 HOUR ADVANCE NOTICE IS REQUIRED** in writing by submitting a Construction Inspection Request Form.
- ü **Fence Permits** – Cost \$5.00 and are required when constructing a fence or retaining wall. Applications can be obtained from the City of Dayton. A Site plan is required to be submitted with the application.
- ü **Sprinkler Systems** require a backflow device to be installed. A plumbing permit will need to be issued before installing a sprinkler system.
- ü **Backflow devices** such as Double Check Valves and Reduced Pressure Valves are required to be inspected yearly. The City of Dayton provides an automatic backflow testing program to help with the cost of this process, for more information contact the City Clerk at (503) 864-2221.
- ü **Wood Stoves & Heat Pump** mechanical permits can be issued over the counter for residential properties.
- ü **Permit Fees** – Structural Building Permit fees are based on the value of the project and are calculated by City of Dayton Building Department Staff. Please do not send in building permit fees without consulting a building department staff member. A building permit fee schedule is available upon request from the City of Dayton.

# City of Dayton

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## General Construction Requirements Continued...

- Ü Sidewalk Installation. Sidewalk, curbs and storm sewers, running the full length of contact between the property line and the public street right-of-way, shall be constructed, between the property line and the paved portion of the street by any contractor constructing new construction or performing property renovations that increase the value of an improvement by 50% or more.
- Ü Sewer lateral replacement maybe required with any new type of construction or construction that increases the value of an improvement by 50% or more.

## Contractors

- Ü **Contractor license** information will be verified through the State of Oregon's Contractors Board.
- Ü **Business Registration** Requirement: All 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 can begin.

## Building Inspections

- Ü Building inspections are done by the City of Newberg's Building Department.
- Ü To request an inspection, call (503) 554-7714 you will need to reference your permit number.
- Ü For building questions call (503) 537-1240 for City of Newberg's Building Department
- Ü Inspection results on line: [www.trakit.newbergoregon.gov/etrakit](http://www.trakit.newbergoregon.gov/etrakit).

## Permit Issuance

- Ü Occupancy Permits – Can be issued when all the required work is finished and final approval is given for building and construction permits. Occupancy Permits do not require a signature from the building inspector and can be issued through the City of Dayton Building Department upon request.



**CHAPTER 7: LAND USE AND DEVELOPMENT CODE**  
**SECTION 7.2.1 - LAND USE ZONING**

**7.2.102 SINGLE FAMILY RESIDENTIAL - (R-1)**

**7.2.102.01 Purpose.**

The purpose of the R-1 zone is to allow development of single family homes on individual lots provided with urban services at urban densities. Other uses compatible with residential development are also appropriate. These areas are designated as Residential in the Comprehensive Plan.

**7.2.102.02 Permitted Uses.**

The following uses, when developed under the applicable development standards in this Code, are permitted in the R-1 zone:

- A. One detached single family dwelling on a separate lot or parcel.
- B. Residential homes.
- C. Child day care service, including family day care provider, for 12 or fewer children.

**7.2.102.03 Special Permitted Uses.** The following uses, when developed under the applicable standards in this Code and special development requirements, are permitted in the R-1 zone:

- A. Partitions, subject to the provisions in Section 7.2.307.
- B. Subdivision, subject to the provisions in Section 7.2.307.
- C. Accessory structures and uses prescribed in Section 7. 2.203 and subject to the provisions in Section 7.2.309.
- D. Two-family dwellings (duplexes) subject to the following:
  - 1. The duplex shall be located on a corner lot.
  - 2. Access shall be subject to the following:
    - a. Where both adjacent streets are of the same street designation (e.g. local street) the duplex may obtain access from each adjacent street or share a single access.
    - b. Where the adjacent streets are of a different street designation (e.g. local and collector) a shared access shall be required from the lower street designation.
- E. The following uses, subject to the applicable standards in Section 7.2.4:
  - 1. Manufactured homes on individual lots (Section 7.2.404)
  - 2. Home occupations (Section 7.2.406).
  - 3. Owner occupied short-term rentals (Section 7.2.417)

**7.2.102.04 Conditional Uses**

The following uses require approval of a Conditional Use Permit and are subject to a Site Development Review:

- A. Private or public elementary schools.
- B. Public parks, playgrounds, community clubs including swimming, tennis and similar recreation facilities; and other public or semi-public uses.
- C. Child day-care services for 13 or more children.
- D. Churches.
- E. Small wind energy systems including compliance with Section 7.2.413.

**7.2.102.05 Dimensional Standards**

- A. Minimum Lot Dimension and Height Requirements

DIMENSION	Residential Uses	Non-Residential Uses
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Lot Size	7,000 sq ft - Single Family 9,000 sq. ft. - Duplex	(1)
Average Width	50	(1)
Average Depth	80	(1)
Maximum Height	35 feet	35 feet

(1) Adequate to comply all applicable development standards

**B. Minimum Yard Setback Requirements**

SETBACKS	Residential Uses	Non-Residential Uses
Front	15 feet	20 feet
Side	5 feet	10 feet
Rear	15 feet - 1-story 20 feet - 2-story	20 feet
Street-side	15 feet	20 feet
Garage (1)	20 feet	20 feet

(1) The garage setback shall be measured from the property line or the edge of a private access easement. The length of the driveway shall be determined by measuring along the centerline of the driveway.

**7.2.102.06 Development Standards**

All development in the R-1 Zone shall comply with the applicable provisions of this Code. The following references additional development requirements:

- A. Offstreet Parking: Parking shall be as specified in Section 7.2.303.
- B. Yards and Lots: Yards and lots shall conform to the standards of Section 7.2.308.
- C. Site Development Review: Manufactured home parks and non-residential uses shall require a Site Development Review, pursuant to Section 7.3.1.
- D. Lot Coverage: The maximum coverage allowed for buildings, accessory structures and paved parking shall be as follows:
  - Maximum building coverage (primary building): 35%
  - Maximum parking area coverage (including garage): 30%
  - Combined maximum lot and parking area coverage: 60%
- E. Landscaping: Undeveloped areas of the property shall be landscaped, including all required yards. Landscaping shall be provided pursuant to requirements in Section 7.2.306.
- F. Density: Subdivisions shall be developed at a minimum density of four dwelling units per acre with a maximum density of six dwelling units per acre.
- G. Redevelopment Plan: A redevelopment plan shall be required to place a single family home on a parcel containing more than 1 acre. This plan shall be approved by the City prior to the issuance of a building permit. The following shall apply:
  - 1. The redevelopment plan shall indicate how the remaining undeveloped portion of the property could be developed at a density consistent with the requirements of the R-1 zone.
  - 2. The plan may be revised or modified at the time of development provided the revised plan complies with the applicable development requirements of the R-1 zone.

## 7.2.103 LIMITED DENSITY RESIDENTIAL - (R-2)

### 7.2.103.01 Purpose

The R-2 zone is intended to provide for detached and attached dwellings on a lot or multiple dwellings on a lot at an intermediate density. Other uses compatible with residential development are also appropriate. R-2 zones are located in areas designated Residential in the Comprehensive Plan.

### 7.2.103.02 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the R-2 zone:

- A. One detached single family dwelling on a separate lot or parcel.
- B. Buildings with two or more dwelling units.
- C. Combination of permitted attached or detached dwellings on a lot.
- D. Residential homes and facilities.
- E. Child day care service, including family day care provider, for 12 or fewer children.

### 7.2.103.03 Special Permitted Uses

The following uses, when developed under the applicable standards in the Code and special development requirements, are permitted in the R-2 zone:

- A. Partitions, subject to the provisions in Section 7.2.307.
- B. Subdivision, subject to the provisions in Section 7.2.307.
- C. Accessory structures and uses prescribed in Section 7.2.203 and subject to the provisions in Section 7.2.309.
- D. The following uses, subject to the applicable standards in Section 7.2.4:
  - 1. Accessory dwelling unit (Section 7.2.402).
  - 2. Attached dwelling units (Section 7.2.403).
  - 3. Manufactured homes on individual lots (Section 7.2.404).
  - 4. Manufactured home parks (Section 7.2.405).
  - 5. Home occupations (Section 7.2.406).
  - 6. Owner occupied short-term rentals (Section 7.2.406).

### 7.2.103.04 Conditional Uses.

The following uses require approval of a Conditional Use Permit and are subject to a Site Development Review:

- A. Public or private elementary schools.
- B. Public parks, playgrounds, community clubs including swimming, tennis and similar recreational facilities, and other public and semi-public uses.
- C. Child day-care services for 13 or more children.
- D. Churches.
- E. Assisted living centers, nursing homes and similar institutions. These facilities are subject to the development provision for multi-family residential development.
- F. Small wind energy systems including compliance with Section 7.2.413.

### 7.2.103.05 Dimensional Standards

#### A. Minimum Lot Dimension and Height Requirements. *(Revised by Ordinance #541, 6/03/02 - Effective 07/03/02)*

DIMENSION	Single Family	Duplex	Multi-Family	Non-Residential
Lot Size	6000 sq. ft. (1)	7000 sq. ft.	9000 sq. ft. (2)	(3)
Maximum Height	35 feet	35 feet	35 feet	35 feet

- (1) Attached single family dwellings shall have a minimum lot area of 3500 square feet.

- (2) Multi-family development must comply with the density standard in Section 2.103.06.
- (3) Parcel size shall be adequate to contain all structures within the required yard setbacks.

**B. Minimum Yard Setback Requirements**

SETBACKS	Single Family	Duplex	Multi-Family	Non-Residential
Front	15 feet	15 feet	15 feet	20 feet
Side	5 feet (1)	5 feet	(3)	10 feet
Rear	(2)	(2)	(3)	20 feet
Street-side	15 feet	15 feet	15 feet	20 feet
Garage (4)	20 feet	20 feet	20 feet	20 feet

- (1) Zero side yard dwelling units are subject to the setback provisions in Section 7.2.404.
- (2) The rear yard setback shall be as follows: 15 feet for a 1-story home; 20 feet for 2 or more stories.
- (3) The setback shall be no less than the minimum rear yard setback of the zone on the adjacent property. In no case shall the setback be less than 10 feet.
- (4) The garage setback shall be measured from the property line or the edge of a private access easement. The length of the driveway shall be determined by measuring along the centerline of the driveway.

**7.2.103.06 Development Standards**

All development in the R-2 Zone shall comply with the applicable provisions of this Code. The following references additional development requirements:

- A. Off-Street Parking: Parking shall be as specified in Section 7.2.303.
- B. Yards and Lots: Yards and lots shall conform to the standards of Section 7.2.308.
- C. Site Development Review: Manufactured home parks, multi-family residential development and non-residential uses shall require a Site Development Review, pursuant to Section 7.3.1.
- D. Lot Coverage: The maximum coverage allowed for buildings, accessory structures and paved parking shall be as follows:
 

Maximum building coverage (primary building):	40%
Maximum parking area coverage (including garage):	35%
Combined maximum lot and parking area coverage:	70%
- E. Landscaping: Undeveloped areas of the property shall be landscaped, including all required yards. Landscaping shall be provided pursuant to requirements in Section 7.2.306. Multiple family developments shall comply with provisions in Section 7.2.306.06.
- F. Density: The following density provisions shall apply:
  1. Subdivisions: The minimum density shall be 5 units per acre; the maximum density shall be 7 units per acre.
  2. Manufactured home parks: The minimum density shall be 6 units per acre; the maximum density shall be 10 units per acre.
  3. Multi-family development: The minimum density shall be 8 units per acre; the maximum density shall be 12 units per acre.
- G. Redevelopment Plan: A redevelopment plan shall be required to place a single family home on a parcel containing more than 1 acre. This plan shall be approved by the City prior to the issuance of a building permit. The following shall apply:
  1. The redevelopment plan shall indicate how the remaining undeveloped portion of the property can be developed at a density consistent with the requirements of the R-2 zone.
  2. The plan may be revised or modified at the time of development provided the revised plan complies with the density requirement of the R-2 zone.



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

7.2.308 YARD AND LOT STANDARDS

7.2.308.01 Lot Coverage, Generally

Specific standards for lot size or area, for lot dimensions, and for lot coverage are set forth in the applicable zone. Where a standard for lot coverage is expressed as a percentage, such standard means the percentage of total lot area covered by buildings and by roofed but unenclosed structures, whether or not attached to buildings. Covered structures less than five feet in height and having less than 20 square feet of gross floor area shall not be included in calculating lot coverage.

7.2.308.02 Yards and Yard Area, Generally

- A. Yards Apply Only to One Building. No required yard or other open space for any building or structure shall be considered as providing a yard or open space for any other building, nor shall any yard or other required space on an adjoining lot be considered as providing a yard or open space on the lot whereon the building is to be erected.
- B. Yards to be Unobstructed. A "required yard" is the minimum required setback area between a structure and a lot line, whether or not additional open space is actually provided between the structure and the lot line. Every required yard or setback area shall be open and unobstructed by buildings, or structures from the ground to the sky except for those exceptions permitted in this Section.
- C. Yard Areas not to be Reduced. No lot shall be so reduced or diminished that the required yards or other open space shall be smaller than prescribed by this zoning Code.
- D. Multiple family developments shall comply with provisions in Section 7.2.306.06. *(Added by Ordinance #530, 6/4/01 – Effective 7/04/01)*

7.2.308.03 Separation of Lot or Yard Areas

- A. Reduction in Lot Area. No portion of a lot necessary to provide the required area per dwelling unit shall be separated in ownership.
- B. Separation of Required Yards. No required yard or other open space around an existing building shall be separated in ownership from the lot upon which the building is located.

7.2.308.04 RESERVED. *(Revised by Ordinance #534, 11/05/01 – Effective 12/05/01)*

7.2.308.05 Front Yard Projections

Planter boxes, chimneys and flues, steps, cornices, eaves, gutters, belt courses, leaders, sills, pilasters, lintels, and other ornamental features of not more than two feet, from main buildings, uncovered porches and covered but unenclosed porches when not more than one story high and which do not extend more than ten feet beyond the front walls

of the building are exempt from the front yard setback provisions.

#### 7.2.308.06 Side Yard Projections

- A. Building Features. Cornices, eaves, gutters and fire escapes when not prohibitive by any other code, may project into a required side yard not more than one-third of the width of the side yard, nor more than four feet in any case.
- B. Architectural Features. Chimneys, flues, belt courses, leaders, sills, pilasters, lintels and ornamental features may project up to 1 ½ feet into a required side yard, provided, however, chimneys and flues shall not exceed six feet in width.
- C. Decks and Patios. Uncovered decks and patios attached to the main building when measured directly beneath the outside edge of the deck or patio may be extended to the side yard property line when they are three feet or less in height from ground level.

#### 7.2.308.07 Rear Yard Projections

- A. Architectural Features. Chimneys, flues, belt courses, leaders, sills, pilasters, lintels, gutters and other ornamental features, may project up to 1 ½ feet into a required rear yard, provided, however, chimneys and flues shall not exceed six feet in width.
- B. Building Features. A fire escape, balcony, outside stairway, cornice or other unenclosed, unroofed projections may project not more than 5 feet into a required rear yard and set back at least 6 feet from any property line.
- C. Steps and Porches. Planter boxes, steps, uncovered porches, covered but unenclosed porches, including covered patios when not more than one story high, which are not more than four feet above grade, are exempt from the minimum rear yard depth requirements.
- D. Setbacks. No permitted projection into a required rear yard shall extend within ten feet of the center line of an alley or of a rear lot line if no alley exists.
- E. Decks and Patios. Uncovered decks and patios attached to the main building when measured directly beneath the outside edge of the deck or patio may be extended to the rear yard property line when they are three feet or less in height from ground level.

#### 7.2.308.08 Clear Vision Area

A clear vision area shall be maintained where streets and private points of access intersect. The clear vision area shall conform with the following:

- A. Measurement. A clear vision area at an intersection shall be the triangular area established according to the following procedure:
  - 1. A line extending a certain number of feet from the intersection along a public street right-of-way;
  - 2. A line extending a certain number of feet from the intersection along the intersecting access;
  - 3. A third line that creates the triangular clear vision area by connecting the ends of the lines described in 1, and 2, above.
- B. Street-Driveway. The clear vision area for a street-driveway intersection shall be 10 feet along the driveway from its intersection with the street right-of-way and 30 feet along the street right-of-way at the point of intersection with the driveway.
- C. Street-Alley. The clear vision area for street-alley intersections shall be 10 feet along the alley from its intersection with the street right-of-way and 30 feet along the street right-of-way at the point of intersection with the alley.
- D. Street-Private Access Driveway. The clear vision area for street-access easement intersections shall be 10 feet along the access easement from its intersection with the street right-of-way and 30 feet along the street right-of-way at the point of intersection with the access easement.
- E. Corner Lots. The clear vision area for corner lots shall be 20 feet along the right-of-way of each intersecting street.
- F. Prohibited Development. A clear vision area shall contain no planting, fence, wall, structure, or temporary or permanent obstruction exceeding 36 inches in height, measured from the top of the curb or, where no curb exist, from the established street centerline grade, except that the following may be allowed in the clear vision area:
  - 1. Trees, provided all branches and foliage are removed to a height of eight feet above grade;
  - 2. Telephone, power, and cable television poles; and
  - 3. Telephone switch boxes provided they are less than ten inches wide at the widest dimension.

#### 7.2.308.09 Fences and Walls

- A. Residential, Public and Semi-Public Uses
  - 1. Height, location: Fences and walls may be located in any required yard or along the edge of any yard, subject to the maintenance of clear-vision

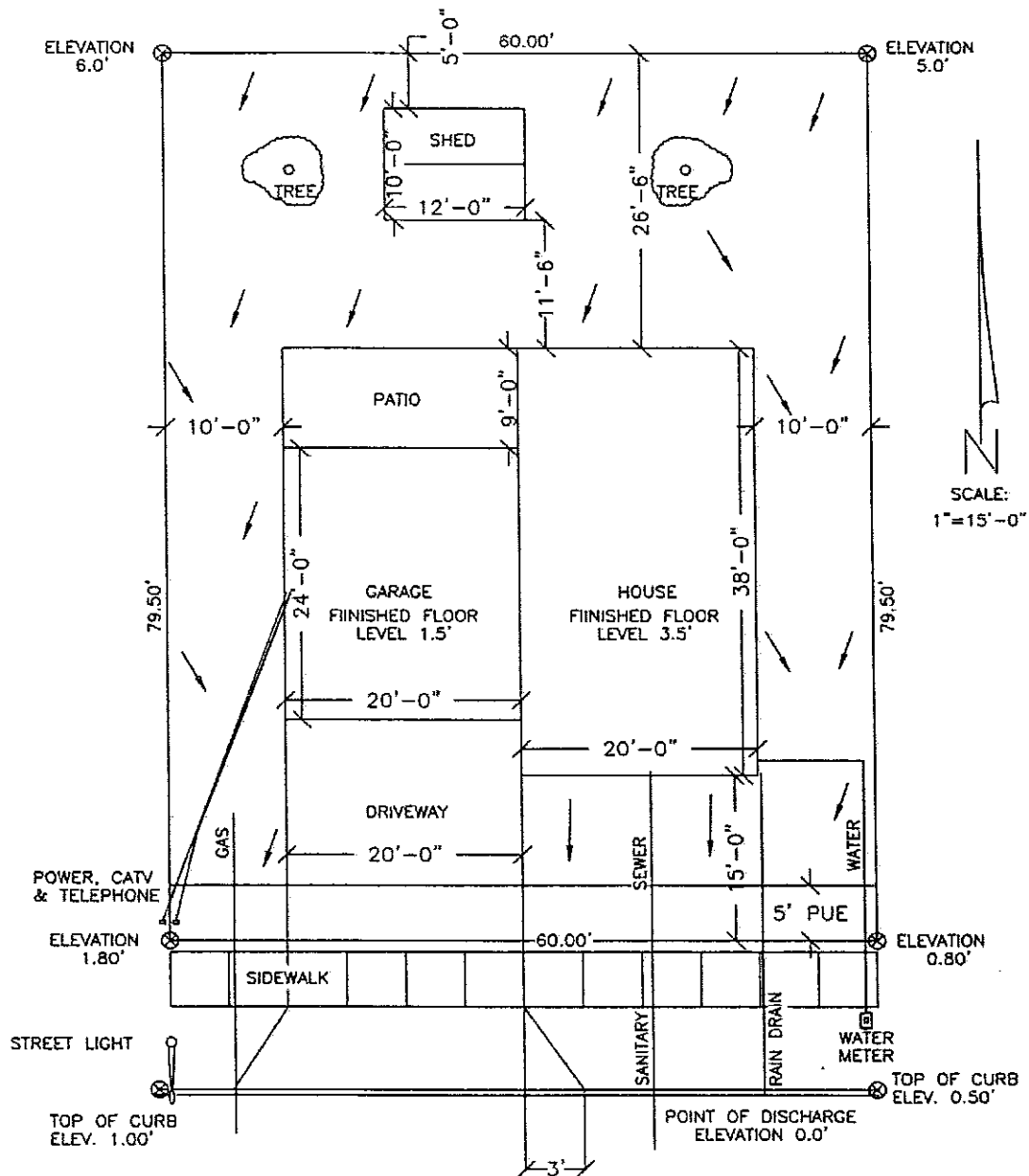
area. A fence or wall may not exceed 6 feet, 6 inches in height without approval of a variance. Fences and walls shall not exceed a height of four feet along, and within, ten feet of any property line adjacent to the street and containing a street access.

2. Clear Vision Area. The placement and location of a fence shall not violate the clear vision requirements in Section 7.2.307.
3. Construction material: Fences or walls constructed of unsafe materials, including, but not limited to barbed wire, electric fencing, broken glass, and spikes shall be prohibited.
4. Swimming pool requirements: Swimming pools shall be enclosed by a locking fence of six feet in height. The dwelling may be used to meet part of the enclosure requirement.
5. An entrance wall to a subdivision or other residential development shall be permitted provided the wall or gate does not exceed six feet in height nor violate provisions of the clear vision area.

B. Commercial and Industrial Uses

1. Height, location: Fences and walls may be located in any required yard or along the edge of any yard, subject to the maintenance of clear-vision area. A fence or wall may not exceed 12 feet in height without approval of a variance.
2. Construction material: Electric and barbed wire fencing shall be permitted in the C, I and P zones. Angled fencing shall not extend beyond the property line.

# Site Plan Example



Site Address: \_\_\_\_\_

Map & Tax Lot #: \_\_\_\_\_

Property Owner or Applicant Name: \_\_\_\_\_

Percentage of Property Covered with impermeable surfaces: \_\_\_\_\_

- ☐ North Arrow
- ☐ Scale (preferred - 1 inch = 20 feet) - must be on paper a minimum size of 11 x 17
- ☐ Existing and proposed structures on the property
- ☐ All concrete or asphalt patios, slabs and driveways
- ☐ Setbacks for all structures new and existing
- ☐ Existing and proposed driveways or points of access
- ☐ Existing and proposed placement of water, sewer and storm drainage lines
- ☐ Easements and/or right-of-ways, existing and proposed