



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

Building Permit Authorization Submission Guide

Notes:

- You may need an approved land use application prior to approval.
- The City only accepts payment over the phone or in-person.
- Next steps and process requirements will be included in the Decision.

Review Process & Timeline

This table provides a high-level overview of the application process, including estimated durations and the responsibilities of both the applicant and City.

Step	Applicant Action	City Action	Timeline
1. Application Submittal	File Building Permit Authorization Application. Pay fee.	Intake application and assign to a planner for review.	N/A
2. Apply with Clackamas County Building Department	Apply for Building Permits with the County. Direct all questions to the Building Department.	Monitor Development Direct.	Applicant driven
3. Completeness Determination	Monitor status and respond to staff inquiries.	Review for missing components. If incomplete, applicants have 180 days to correct before voiding.	~30 days
4. Review	Monitor status and respond to staff inquiries.	City reviews and provides corrections through Development Direct.	~120 days
5. Decision	Receive official Decision and read all Conditions of Approval.	Send official Decision to Applicant.	N/A
6. SDC and Connection Fees	Applicant pays all System Development Charges and Connection Fees.	City issues approval in Development Direct.	Applicant driven
7. Project Completion	Complete all Conditions of Approval & needed processes as outlined by the Decision.	City confirms conditions are complete, may include inspection.	Ongoing

Please reach out to the Community Development Department at 503.759.0205 or communityplanner@cityofmolalla.com with any questions.