



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

BUILDING PERMIT AUTHORIZATION (Zoning Checklist)

Residential

- Single Family or Accessory Dwelling Unit (MIL cottage) Duplex
- Residential Remodel (wall, replace cabinets, new roof) Addition (living space)
- Non-Dwelling Accessory Building (shed, green house, gazebo, deck, portico)
- Multi-Family (Base fee and a per unit fee up to 20 units, additional fee for 20+ units)

Commercial/Industrial

- Tenant Improvements & remodels not increasing square footage.
- 0-5,000 sf 5,001-10,000 sf 10,001-50,000 sf 50,001-100,000 sf 100,000 + sf

Building permit authorization is required prior to applying for permits through the Clackamas County Building Codes Division.

All public improvements must be completed or bonded prior to building permit authorization. MMC 17-3.6.010(D).

Many properties in Molalla are non-conforming due to historic land plats and other issues. Prior to building permit authorization, and/or occupancy, a property may require some improvements or land use actions to become conforming. A 'due diligence' inquiry or 'land use verification letter' is highly encouraged if you are unsure of your property's status.

Most multifamily and commercial/industrial development requires a Pre-Application Meeting and Site Design Review prior to Building Permit Authorization. Please consult MMC 17-4.2.020 or inquire with Planning Staff if you are uncertain.

Application Submissions Must Include:

- One (1) Hard Copy of this Form
- One (1) Hard Copy Set of Site Plans
- One (1) Hard Copy Set of Elevation Profiles
- One (1) Electronic submittal of items above
- Application Fee – See City fee schedule

For questions: Please Consult the City's

- Development Code <https://ecode360.com/MO4970>
- Questions may be directed to the Planning Div.
- Phone: (503) 759-0205
- Email: communityplanner@cityofmolalla.com
- In person at 315 Kennel Ave, Molalla, OR 97038

Applicant information (If not the owner)

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Owner Information

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Property Information

Site address: _____

Zoned: _____ Overlay: _____ Tax lot # _____

Property dimensions: _____ Property acreage: _____

Surrounding property uses (Residential, Commercial, Industrial, Name of Street, etc)

North: _____ South: _____

East: _____ West: _____

Project Information

Description of Proposal: _____

Describe all existing buildings or structures on property: _____

Prior Use: _____

Current Use: _____

Proposed Use: _____

City Utilities Impacted: ___ Water ___ Sewer ___ Stormwater ___ None

Documents Required

1. Ownership documents if different than Clackamas County CMAP property information.
2. Provide All Easements, Covenants, Conditions, Restrictions, and Encumbrances on the property – Attach to this form.
3. Provide Elevation profiles meeting architectural standards of MCC 17-3.2.030 (D)
4. If your project is subservient to a prior project(s) please provide:
 - Planning File Number(s): _____
 - Subdivision name/date approved: _____
 - Special Planning Permits (attach): ___ Conditional Use ___ Variance Other: _____
 - Planning Conditions of Approval (attach)

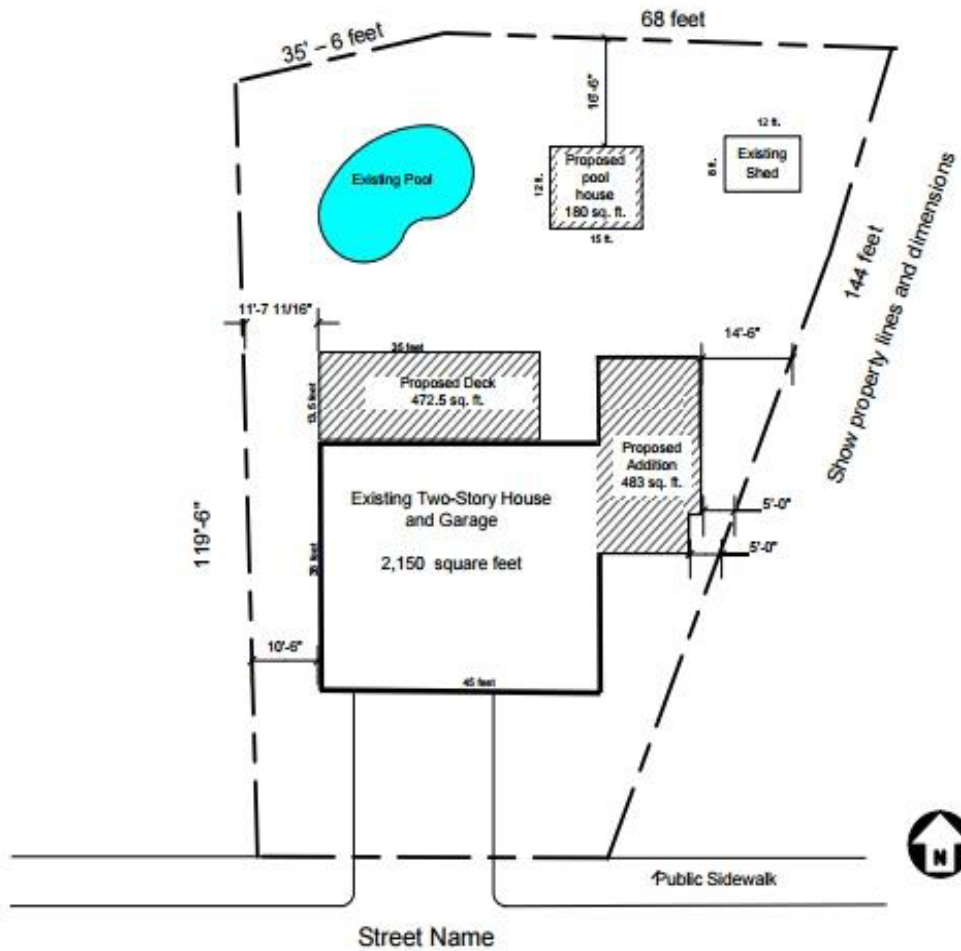
Site/Plot Plan

- Applicant’s name and address.
- Legal description of the property (Township, Range, Section and Tax Lot).
- SITE PLAN MUST INCLUDE DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES, PROPERTY LINES, SETBACKS, AND DRIVEWAYS.
- Direction of North.
- Driveway location and location of adjacent streets.
- Proposed and existing structures.
- Location of any existing wells on the property.
- Walkways, patios, patio slabs, and mechanical units (e.g. air conditioning unit)
- Location of existing and proposed utility connections.
- Approximate ground slope and direction of the slope.
- Property Lines.
- Position of all creeks, streams, ponds, springs, or other drainageways.
- Relative elevations (1) At lot corners or construction area, and (2) At building site.
- Existing and proposed easements.
- All streets abutting the property.
- All existing and proposed site features must be included and labeled as such.
- You must also indicate what is proposed to be removed.

Applicant Signature: _____ Date: _____

Owner Signature(s): _____ Date: _____

Site Plan Example



This sample site plan does not include every element required in the Site Plan Checklist but is an example of an acceptable format to use. This may be hand drawn or computer generated.

PLOT PLAN

Notes: _____

