



COMMUNITY DEVELOPMENT DEPARTMENT

PROCESS TO OBTAIN A BUILDING PERMIT IN THE CITY OF SISTERS

PROGRAM OVERVIEW

- Deschutes County has authority over administering the Building Code within the City Limits.
- The City of Sisters requires approvals on applicable planning/zoning, Public Works and additional Fire Marshall approval for commercial/industrial projects and multifamily apartments.
- Deschutes County will not accept an application for a building permit until the applicant has received approvals from the City.
- The City requires three separate reviews during the building permit application process:
 - Approval to apply (to the County) for a building permit
 - Approval to issue the building permit
 - Approval to issue the Certificate of Occupancy

APPROVAL PROCESS

PLAN REVIEW

STEP 1: Submittal to City

- Applicant submits completed [Community Development & Public Works – Building Permit Review Form](#) and plans to City of Sisters.
 - Plans and forms can be submitted via physical drop off at Sisters City Hall, emailed to plans@ci.sisters.or.us, or at Deschutes County Offices (for courier service to City of Sisters).
 - Requirements for plans to be reviewed by the City
 - 2 [plan sets containing illustrations](#) of: Elevations, Site plan, Floor plan with fixtures.
 - 1 completed copy of [Water and Sewer SDC calculations](#) (See “Water and Sewer SDC formulated calculations (excel)” under CDD Applications)

STEP 2: Initial City Review

- City reviews for conformance with Development Code (Planning/zoning, Public Works, and Fire Marshall’s standards for commercial and multifamily apartments) and calculates SDCs.
- If the plans meet all City requirements, City will sign the *Building Review Form* and attach Conditions of Approval which enables the applicant to apply for a building permit with Deschutes County.
 - The applicant is required to sign/acknowledge the Conditions of Approval and is responsible for completing the Conditions of Approval prior to Certificate of Occupancy.
 - A copy of the signed *Building Review Form* must be submitted with the County’s building permit application.



PLAN REVIEW (continued)

STEP 3: Apply for Building Permit (County)

- Once City approval is obtained, the applicant may apply for a building permit with Deschutes County.
 - **A copy of the approved City of Sisters Building Permit Review Form must be attached to the building permit application.**
 - The County will collect certain fees at the time of application. Hard copy building applications can be submitted at the Deschutes County Office or at Sisters City Hall (Tuesdays only, 8:30 AM–4:30 PM) or submitted [online](#).

STEP 4: Deschutes County reviews the construction plans for compliance with the State Building Code.

- Applicant may inquire with County to determine status of review.

BUILDING PERMIT ISSUANCE AND CONSTRUCTION

STEP 5: Prior to issuance of Building Permit

- Once the building plan review is complete by the County, the plans will be returned to the City for a second review. City staff will review and collect SDC fees prior to granting approval to issue the building permit.
 - City staff will sign the Building Review form granting approval to issue the building permit once required SDC fees have been paid.
 - The County building permit can be issued once all of the County's building fees have been paid.

STEP 6: Inspections

- Applicant should contact City to schedule inspection prior to final County inspection.
- Applicant contacts the County in accordance to County inspections policies.
- Prior to the final inspection, the Applicant should review all Conditions of Approval to ensure they have been satisfied.
 - City ensures Conditions of Approval are complete and Fire Marshall approval is obtained for commercial, industrial, and multifamily apartments.
 - Contact for City inspections: Carol Jenkins cjenkins@ci.sisters.or.us T (541) 323-5207
 - Contact for Fire Marshall inspections:
Gary Marshall gmarshall@sistersfire.com T (541)-585-1242

PROJECT COMPLETION AND CERTIFICATE OF OCCUPANCY

STEP 7: Certificate of Occupancy

- Once all final inspections have been completed, applicant must submit *the Community Development & Public Works – Building Permit Review Form* to the City for final approval.
 - Deschutes County requires this completed form prior to issuing the Certificate of Occupancy.