



# GENERAL BUILDING CODE REQUIREMENTS

BUILDING DIVISION

COMMUNITY DEVELOPMENT DEPARTMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | 541-917-7553

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## WORK WITHOUT PERMITS

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The Albany Municipal Code (AMC) in 18.06.010 and the Oregon Building Code (ORS 455) requires permits prior to work occurring on most structures. The Oregon Residential Specialty Code (ORSC), which regulates one- and two-family structures, includes some elements that are exempt from permit requirements. The Oregon Structural Specialty Code (OSSC), which regulates commercial and multifamily structures, also includes some exemptions. Please refer to the linked [Permit Exemptions: One and Two Family](#) and [Permit Exemptions: Commercial and Multifamily](#) for projects that would not require permits (ORSC R105.2 & OSSC 105.2).

When work gets completed without benefit of the required permits and inspections, that work will need to be reviewed, permitted, and inspected to the requirements of the Oregon Building Code in effect at the time of application (AMC 18.04.060). The work being permitted will also be required to be exposed for inspection, as required in AMC 18.08.100 and the Oregon Building Code.

The following list includes the type of work, when review is required, and the applicable permit application:

- **Electrical Work**- Electrical work will require an [Electrical Permit](#) application. If the structure is for sale, lease, or rent, a licensed electrical contractor will be required for the project (ORS 479.540). Unless required by Oregon Administrative Rule, plan review is not required. Please see the permit application for specific installations where a plan review would be required.
- **Plumbing Work**- Plumbing work will require a [Plumbing Permit](#) application. If the structure is for sale, lease, or rent, a licensed plumbing contractor will be required for the project (OAR 918-695-0020). Unless required by Oregon Administrative Rule, plan review is not required. Please see the permit application for specific installations where a plan review would be required.
- **Mechanical Work**- Mechanical work will require a [Mechanical Permit](#) application. Plan review is not required for one- and two-family structures but is required for commercial and multifamily structures. Please see the plan review submittal requirements on the application.
- **Commercial and Multifamily**- Work “to construct, enlarge, alter, repair, move, change the character or use of the occupancy, or change the occupancy of a building or structure” requires a [Commercial Permit](#) application. A plan review is always required. Please see the plan review submittal requirements on the linked [Commercial Plan Review Checklist](#). The submittal plans are required to be completed by a registered design professional, unless an exempted structure under [OSSC 107.1](#).

- **One- & Two-Family-** Work “to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure” requires an [One & Two Family Permit](#) application. A plan review is always required. Please see the plan review submittal requirements on the linked [One and Two Family Dwelling Plan Review Checklist](#).
- **Demolitions-** Where a structure was removed a [Demolition Permit](#) application would be required. A plan review is required. Please see the plan review submittal requirements on the application.
- **Other Permits-** At times, supplemental permit applications will also be required based on the project. Your project may also require fire suppression systems, fire alarm systems, and sign permits. The additional applications can be found on our website <http://cd.cityofalbany.net/forms>.

The Building Division has created several of these General Building Code Requirement handouts that are posted on our website at <http://cd.cityofalbany.net/forms> that can assist with your project. If you have questions about your specific project, please email us at [cd.customerservice@cityofalbany.net](mailto:cd.customerservice@cityofalbany.net) with the address and description of your project and the appropriate staff member will contact you to discuss your project.

### **Other Department Requirements:**

In addition to the requirements discussed above, your project may require additional review from other city departments.

**Planning Division-** Your project may require a land use review by the Planning Division to comply with the [Albany Development Code](#). If you have questions specific to the approved land use on your site or what land use review may be required, please email [planninglist@cityofalbany.net](mailto:planninglist@cityofalbany.net) or call 541-917-7550.

**Public Works: Engineering-** Your project may be subject to System Development Charges (SDC), connection fees, and/or other development related improvements. If you have questions related to possible system improvements or fees, please call 541-917-7676.

**Albany Fire Department-** While a large portion of the life and safety requirements for your project will be reviewed with the Building Division, the Albany Fire Department is responsible to review your project for compliance with the Oregon Fire Code. If you have questions related to the Oregon Fire Code, please call 541-917-7700.