



MILWAUKIE BUILDING DIVISION
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HOME IMPROVEMENT GUIDE:

KITCHEN REMODEL

Milwaukie Website: www.milwaukieoregon.gov

Online Permits: www.buildingpermits.oregon.gov

What can you do without a permit?

- Painting/Papering
- Trim Work and Cabinets
- Countertops
- Door Replacement (same size)
- Towel Bars, Pan Racks
- Replace Light Fixtures (no new wire)
- Replace Dishwasher
- Fixture Replacement (sink)
(same location, not moving)
- Floor Finishes – Carpet, Tile, etc.
- Window Replacement (like for like)
- Leak repairs in pipes, valves, or fixtures.
- Replace less than 5 feet of leaking pipe
(Cannot change or alter the system)
- Replace outlets/switches
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For more information about things you can do to your home without a permit, see the Oregon Residential Specialty Code, Chapter 1 – Administration, Section R105.2. This adopted code can be found online on the Oregon Building Codes Division website - <https://www.oregon.gov/bcd/Pages/index.aspx>.

If your project involves more than what's listed above, you'll need between one and four of the permits listed below.

Examples of work that require a permit and which permit to apply for:

Building Permit	Mechanical Permit	Electrical Permit	Plumbing Permit
Structural Work	Range Hood*	New Wiring	New or Moving Fixtures
Enlarging a Window	Gas Lines	Changing Wiring	New or Moving Pipe
Enlarging a Door	Ductwork	Wall Heaters	New Garbage Disposal
Moving/Adding Walls	Vents	Add/Moving Outlets	Ice Maker Lines
Removing Walls	Some Microwaves	Add/Alter Lighting	Pot Fillers
			New Dishwasher

* Code now requires that range hoods vent to the outside and can no longer be recirculated.

Pulling a permit

Residential mechanical, electrical, and plumbing permits do not require plan review so plans are not required. Only a completed application and payment are needed for these types of permits.

Applications are required to be signed by the licensed contractor doing the work or by the homeowner. Applications can be mailed, faxed, or emailed and payments can be made online. It's important to print clearly on your application and provide a current/valid email address for communications from our system.

A building permit does require plans and plan review. This is the time when we check to make sure what your purposing meets code. It's a lot easier and cheaper to change things now than during construction. Your first step in this process is to draw up plans. This can be done by an engineer, architect, or you can draw plans yourself. Your plans should be to scale and descriptive enough to tell us exactly what you're doing. They should include (at a minimum): an existing floor plan and a new floor plan to show the changes, framing details (floors, walls, and roof, if needed), connection details, and energy details. If you make changes in the field during construction, revisions to your plan will be required as well as another plan review to ensure the changes also meet code.

When you're ready to submit for your permit, we'll need a completed building permit application (scanned or completed digitally), your digital plans in .pdf format, and any supporting documentation such as trusses or beam calcs for beams over 10 feet in length digitally as well. It's important to print clearly on your application and provide a current/valid email address for communications from our system. You'll apply for your permit and then upload your plans online once the permit has been created. Once you upload your plans, the system will notify us that we have a new application or new documents to review. We will then send you an email through the system letting you know that you can now pay your plan review fees online. Once those are paid, we will move your project into review. Review times vary depending on our workload. You can always email or call our office for our most current review times. The clock starts when we have received your complete plans and payment for review.

When the plans examiner has completed their review, you will receive another email either asking for additional information, or saying that your permit is ready to issue. If you need to upload additional documents (such as revisions), you can do that online. Instructions are available under the Building section of our webpage under "Online Permits and Guides".

If you have received the notification that your permit is ready to be issued, you can pay the fees online (fastest) or mail a check. Once the permit fees have been paid, we will issue your permit and email you a copy. Once you receive your permit, you can download a copy of your approved plans online. Please have them printed (preferably in color) and on the job site for the inspector during all inspections. Instructions on how to download your plans are available under the Building section of our webpage under "Online Permits and Guides".

Inspections

You have a permit, your plans are on the job site, now it's time to start construction and request inspections. Inspections can be requested three (3) ways: by the app, online, or by phone (IVR). The app is the fastest/easiest way to request, but we do offer the others in case they are easier for you. If you request by phone, you will need the inspection codes. They are available under the Building section of our webpage under "Online Permits and Guides". Inspections are typically done the same business day if requested by 7am, the next business day if requested after 7am. Planning inspections have a 48 hour turn around time and are only required if you change the exterior or add on to your home.

Final

The final inspection should be requested when the project is complete. It's very important to request this as it closes out your permit so it doesn't expire.

If you have any additional questions, please feel free to contact us by email or by phone.