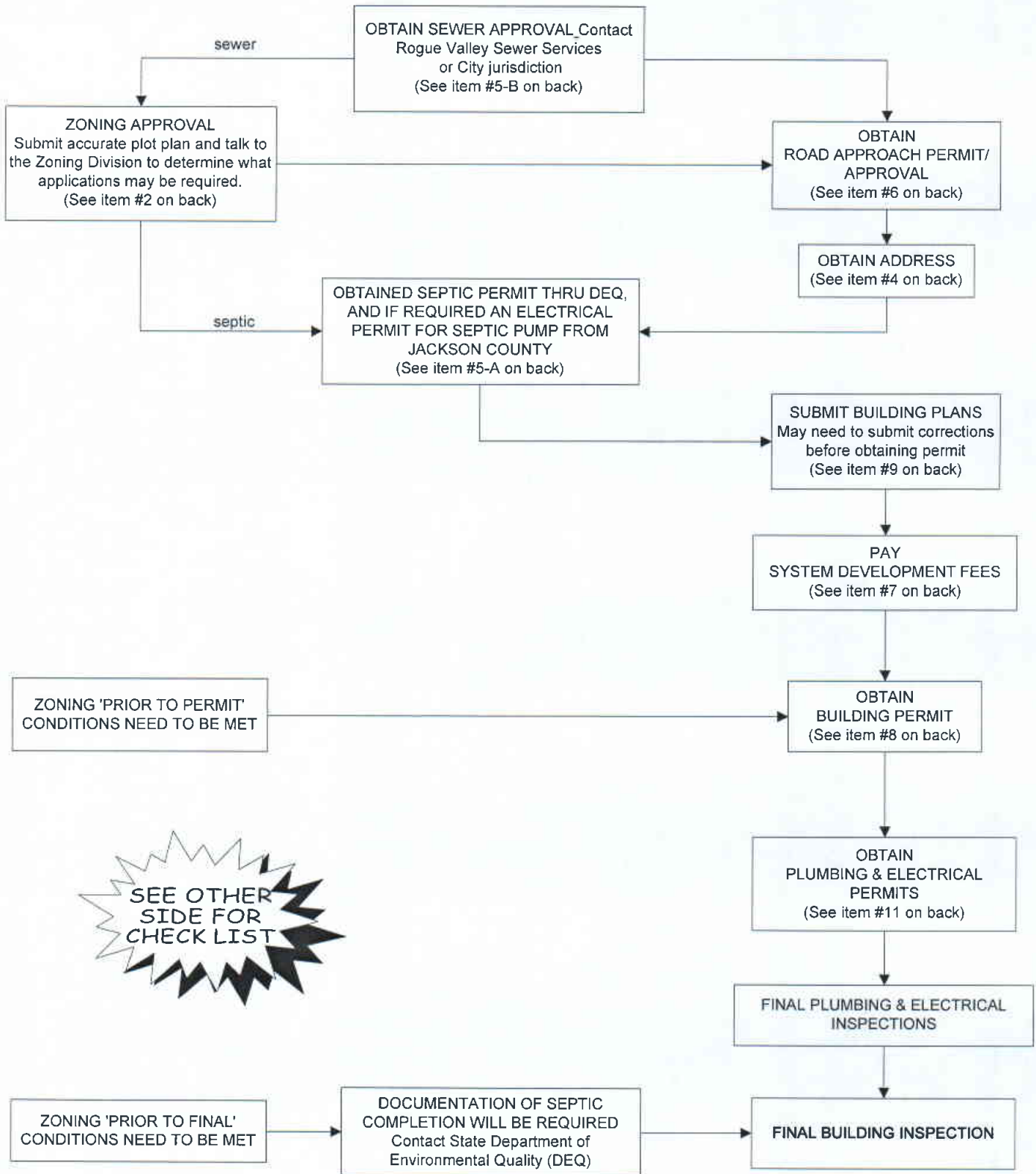




# BUILDING PERMIT PROCESS

Development Services  
 10 S. Oakdale, Rm 100  
 Medford OR 97501  
 (541) 774-6900

The Jackson County Development Services office consists of two (2) divisions: Zoning and Building.



See Building Permit card for inspector's sign-off and final date.



## *Checklist for Development*

**Development Services**  
10 S. Oakdale, Room 100  
Medford, Oregon 97501  
541-774-6900

### Land Use, Septic/Sewer System, and Building Permits

This checklist is designed as a general guide for the property owner who wishes to build on rural land in Jackson County. Only general steps in our permit process are listed here; for more specific information or help with unusual situations, please contact the division involved (zoning or building) or visit our website at [www.jacksoncounty.org](http://www.jacksoncounty.org).

#### **PROOF OF OWNERSHIP IS REQUIRED BEFORE YOU CAN SUBMIT ANY APPLICATION**

1. You will need the Township, Range, Section, and Tax Lot number for all applications. Also a plot plan showing all current and proposed development on your property is required for each application. Sample available.
2. Check with the zoning section to see if any zoning applications are required for your proposed use. There is a charge for the zoning information sheet.
3. Submit any **zoning applications** which may be required. Conditions may need to be met prior to issuance of building permits. Inquire at the zoning counter for fees and requirements.
4. Apply for an **address**. The address needs to be posted prior to inspections. The zoning division issues new addresses for Jackson County.
5. There will be sanitation concerns for structures with plumbing. You will need to contact the proper jurisdiction depending on the location of your property. A separate electrical permit will be required for any septic pumps.
  - a. **Septic:** Apply through the **State Department of Environmental Quality (DEQ)** at 221 Stewart Ave, Suite 201, Medford. Phone number is 541-776-6214. Toll free in Oregon is 800-452-4011.
  - b. **Sewer:** Apply for **sanitary sewer permit** from **Rogue Valley Sewer Service (RVSS)** located at 138 West Vilas Rd, PO Box 3130, Central Point. Phone number is 541-664-6300.
6. Check with the **Jackson County Roads Department** to see what permits (**road approach or utility permit**) will be required from them. Call 541-774-8184 for details and fees.
7. Arrange for payment of the **Jackson County System Development Charge**. This must be paid before a building or mobile home permit can be issued for a first-time dwelling. This fee is subject to change every July 1<sup>st</sup>.
8. Apply for a **building permit**. The property will need an address, zoning, sanitation, and road approach approvals before permits can be issued. Separate plumbing and electrical permits will be required.
9. **Community Development Fee** is a calculation based on value of construction payable at time of building and/or mobile home permit.
10. For **mobile homes** a mobile home setup permit is required. Some plumbing and electrical work is included in the setup permit, but depending on your situation, you may need separate plumbing and electrical permits.
11. For houses and other structures, apply for **plumbing and electrical permits**. Commercial structures may also require plan review. Plumbing and electrical are separate permits.
12. There are **School Excise fees** for new residential living space in some school districts throughout Jackson County.

No dwelling may be occupied until both a final inspection for the structure and, if on a septic system, an approval from DEQ has been obtained.

**CODE COMPLIANCE:** You may receive written notification by an enforcement officer if the procedures and permits outlined by the Department and State Law are not adhered to.