

BUILDING PERMIT PROCESS

The City of Burns contracts with Harney County for our building program. There are several steps which must be taken to obtain a building permit by Harney County that involves BOTH the City of Burns and Harney County. The following is the process for obtaining a building permit in the City of Burns:

1. (Zoning) Obtain local planning and zoning approval from the City of Burns Planning Department. Zoning approval must be obtained by the City of Burns if your property is located within the city limit boundaries.
2. (Sanitation) Obtain DEQ approval if necessary. City of Burns approval is required for connecting to city sewer or water services. DEQ approval/review may also be required for projects that include lead paint and asbestos.
3. (Demolition/Major Remodel) If the building (commercial/residential) was built prior to 2004, the City of Burns requires a demolition permit that is issued by the City of Burns for all major renovation projects and demolition work. This is not required by Harney County, rather this is specific for the City of Burns. An inspector from the City of Burns will inspect your property to ensure all lead, asbestos, and any other safety related issues (i.e., fire damage, flood damage, etc.) is properly handled by a licensed contractor. This permit must be obtained PRIOR to starting any demolition work.
4. (Floodplain) Obtain flood plain certificate from Harney County if necessary. A floodplain development permit may be required if the proposal is located within the Special Flood Hazard Area.
5. Obtain permit application through the Harney County Building Department.
6. Return filled out application including all valuation information to the Harney County Building Department. Fees will be calculated automatically through the Harney County permit website and will be based upon the value provided (materials and labor) by the applicant.
7. Intake of required plan review documents: The Harney County Building Department can provide checklists of what is needed for residential and commercial review prior to submittal.
8. Review fee payment: For the provided documents to be submitted for review, plan review fees must be paid for. After the fee is paid, review documents provided will be submitted for the review process to begin by the Harney County Building Department.

9. Review completion and payment of other outstanding fees: After review completion, any outstanding fees must be paid. After all remaining fees are paid, the Harney County Building Program will issue a job package that includes a building permit, permit card to be posted on the work site, an inspection card, approved plans and documents to applicant/contractor.

Certain work may be exempt from the permitting process. Please reach out to the City of Burns to check on our requirements as well as the Harney County Building Department for possible exemptions. A list of commercial and residential exemptions can be obtained through the Harney County Building Department.

Contact Information:



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HARNEY COUNTY BUILDING PROGRAM

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