



CITY OF SISTERS

Community Development Department

HOW TO OBTAIN A BUILDING PERMIT

As of May 2022, ALL building permits must be submitted online.

STEP 1: APPLICATION

ePERMITTING SUBMITTAL: Eligible applicants should submit plans directly to Deschutes County via the [Oregon e-Permitting Portal](#).

Submittals must include:

- Signed [C of O Acknowledgement Form](#)
- Signed and Complete [City Building Permit Review Form](#)
- Sample(s) of exterior light fixtures that are compliant with the Dark Skies Ordinance ([SDC 2.15.2400](#))
- Mapping of any Significant Trees on the site plan. *Individual trees with a trunk diameter of eight (8) inches or greater as measured 4.5 feet above the ground (DBH), shall be identified as significant.* ([SDC 3.2.500](#))
- (If applicable) Recorded Agreements
- (If applicable) FAA aeronautical determination letters
- In addition to the [County Plan Submittal requirements](#)

Do you have questions about submitting through the Oregon e-Permitting Portal?

Please call a Deschutes County Permit Tech for assistance: (541) 388-6574

STEP 2: REVIEW AND PAY FEES

- Pay City of Sisters' required City SDC fees prior to building permit issuance
- Provide signed C of O Acknowledgement Form and *site inspection fee*.

STEP 3: INSPECTIONS & CERTIFICATE OF OCCUPANCY

- **Review ALL Conditions of Approval to ensure they have been satisfied.**
- In addition to scheduling required County Building Inspections, schedule the following inspections:
 - 6799 Final Site Development Inspection (*City of Sisters Public Works Inspection*)
 - 1996 Final Inspection (*City of Sisters Planning Inspection*)