



HOW TO OBTAIN A BUILDING PERMIT

STEP 1: APPLICATION

ePERMITTING SUBMITTAL: Eligible applicants may submit plans directly to Deschutes County. Submittals must include: the City of Sisters [Building Permit Review Form](#), signed [C of O Acknowledgement Form](#), and a completed copy of a [Water/Sewer Fixture Count form](#) (for Commercial/Industrial/Multi-Family Only), in addition to the [County Plan Submittal requirements](#).

- OR -

HARD COPY SUBMITTAL:

1. Zoning Plan Submittal

- City of Sisters [Building Permit Review Form](#)
- City of Sisters [C of O Acknowledgement Form](#)
- 2 complete [Construction Plan](#) Sets (*these will be stamped and returned to applicant to submit to Deschutes County*)
- 1 Planning Review Set (minimum 11"x17"): site plan, elevations, and floor plan with fixtures
- **FOR COMMERCIAL/INDUSTRIAL/MULTI-FAMILY ONLY:** 1 completed copy of a [Water/Sewer Fixture Count form](#)

2. Obtain City Approval

- City will contact applicant once initial Zoning and Public Works review is complete.
- Sign the Conditions of Approval (requirements prior to issuance of Certificate of Occupancy).
- Pick up copy of the signed Building Review Form and two stamped constructions plan sets from City.

3. Apply For Building Permit (County)

- Apply for a building permit with Deschutes County
- **Submit a copy of the approved City of Sisters Building Permit Review Form with your building permit application.** *Note: the County will not accept your building permit if the Review Form is not included.*

STEP 2: REVIEW AND PAY FEES

- Pay required City SDC's prior to building permit issuance
- Provide signed *C of O Acknowledgement* (*applicant to upload to Accela for ePermitting*)

STEP 3: INSPECTIONS & CERTIFICATE OF OCCUPANCY

- **Review all Conditions of Approval to ensure they have been satisfied.**
- Contact the City to schedule inspection prior to final County inspection. City C of O inspections may take up to 3 business days.
 - City inspections: Carol Jenkins cjenkins@ci.sisters.or.us, T (541) 323-5207
 - Fire inspections (*if applicable*): Doug Green, dgreen@sistersfire.com, T (541)-585-1242
- Upload final Building Permit Review Form to Accela (*for ePermitting*)
- Contact the County in accordance to County inspections policies.