

This handout describes the information that must be submitted when applying for a permit to construct a garage. With a bit of homework on your part, garage permits can be issued over-the-counter through the Residential Express Permit program.

This information applies to unheated single-story garage, storage shed, or shop-type buildings accessory to single-family residential uses and structurally independent of the residential building, and on land sufficiently flat that no retaining walls are necessary.



Setbacks and Other Regulations

For information on setbacks (how close the garage is to the property line) and other regulations that may apply to your project, check with land use staff at 541-682-8336. You will also want to make sure you are not building over a Public Utility Easement (PUE). Our Public Works staff can assist you with locating PUEs on your property. They can be reached at 541-682-8400. An additional consideration for your project is underground utilities. Always call Utility Locate number at least 48 hours before you dig.



What do I need to apply?

Your application should be submitted through [eBuild](#) and include the following:

- Residential Permit Application
- Site Plan - You will need to draw a site plan. An example is included ([also available for download](#)). The site plan must show the property lines, outlines of any existing and proposed structures, contour lines and distances between the garage (accessory structure) and the property lines.
- Drawings – Ready-build drawings can be obtained through the [State of Oregon Build Codes Division website](#) (www.oregon.gov/bcd/permit-services/Pages/ready-build-plans.aspx). These construction documents will facilitate easy planning of a customized building that will fit most situations. Drawings should include information regarding connectors and brace panel information. Note the scope of limitations of use listed on the ready-build plans. Any space considered habitable space does not qualify. Drawings should include;
 - Construction Notes & Specifications
 - Floor Plan
 - Foundation Plan
 - Roof Plan

- Details, including specific information regarding connections between building elements (e.g. joist hanger specification, etc.)
- Elevations
- Wall bracing information, including method, nailing patten, location and size of braced wall panels, etc.

The design of your garage should also take into account conditions which may affect your design such as drainage conditions, or slope conditions. Depending on the complexity of your project, you may need to hire a professional such as a contractor, architect, or structural engineer.

Frequently Asked Questions

When is a permit required for an accessory building?

A building permit is not required for detached accessory buildings that are less than 200 square feet in area and not more than 10 feet in height, as measured from the finished floor to the top of the top plate. If plumbing, heating, or electrical systems are to be installed, or the building is to be attached to a dwelling, permits are required for that work. **Even if a permit is not required, zoning regulations (setbacks, etc.) and public utility easements and restrictions are still applicable.**

What information must be determined prior to applying for a permit?

- Determine where your property lines are located and what setbacks are between the property lines and the wall(s) of the accessory building.
- Determine if there are any public or private easements on the property and whether or not accessory building may be constructed over the easement.
- Provide a site plan on minimum 11 X 17" paper drawn to scale 1" = 20 or 1/16 = 1'. Provide a 2" border with property lines dimensioned, distances from proposed structure to property lines and to other structures. Include property corner elevations or contours, driveways, sidewalks, and North arrow.
- Mark dimensions for width and length of building, and location, size, and t ype of any openings (doors, windows, etc.) on the plans. Provide dimensions using feet & inches (e.g. 4'-6").
- If using trusses for the roof, submit a copy of your plans to a truss manufacturer and obtain truss engineering calculations and drawings.
- Gutters, downspouts, and/or rain drains to an approved destination may be required. Check with Public Works Engineering staff prior to permit application.

ADDITIONAL INFORMATION

Intake (assistance with eBuild)	541-682-5505	permitinfo@eugene-or.gov
Residential Plan Review	541-682-5611	residentialpermitinfo@eugene-or.gov
Land Use (setbacks, zoning)	541-682-8336	landuseinfo@eugene-or.gov
Public Works (easements)	541-682-8411	publicworksinfo@eugene-or.gov
eBuild		https://pdd.eugene-or.gov/ebuild