Development Checklist

Development Services
10 S. Oakdale, Room 100
Medford, Oregon 97501
Planning: 541-774-6907
Building: 541-774-6927

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 application/permit process are listed here. For more specific information or help with unusual situations, please contact the department involved (Planning, jcplanning@jacksoncountyor.gov or Building, jcbuilding@jacksoncountyor.gov) or visit our website at www.jacksoncountyor.gov.

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 Division to see if any land use applications are required for your proposed project. There are charges 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 Planning Department 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. **Septic**: Apply through the **State Department of Environmental Quality (DEQ)** at 221 Stewart Ave, Suite 201, Medford. Phone number is 541-776-6010.
    b. **Sewer**: Apply for **sanitary sewer permit** from **Rogue Valley Sewer Service (RVSS)** located at 138 West Vilas Rd, 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. Apply for a **building permit**. The property will need an address, zoning, sanitation, and road approach approvals before permits can be issued. Three (3) sets of construction drawings are required. Separate mechanical, plumbing and electrical permits may be required depending on your project.

8. For **manufactured dwellings** a setup permit is required. Some plumbing and electrical work is included in the setup permit, but depending on your situation, you may need separate mechanical, plumbing and/or electrical permits.

9. Other Agency fees that may be required at time of building permit issuance:

    a. **School Excise fees** are required for new/additional residential living space in some school districts throughout Jackson County.
    b. **System Development fees** may be required for first-time residence or commercial projects.

No dwelling may be occupied until both a final inspection for the structure and, if on a septic system, 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.