



Are you opening a new business, moving your business to a new location, or expanding in your current location? If so, you may need a tenant infill or change of use permit. Before purchasing a property, leasing a space, or investing in construction design, it is important to get preliminary information on development regulations and associated fees. Please consider the following:

## Is the Property Zoned Correctly?

Land in Eugene is zoned to provide areas suitable for certain types of development. Each zone provides a set of regulations governing the uses, building setbacks, height and other development regulations. The zone and the use of the property determine the specific requirements. Some examples are:

- Restaurants are usually required to provide more parking spaces than an office or retail building.
- Retail uses are not typically allowed on property zoned Industrial.
- A change of tenant or remodeling done entirely within a building may require additional bicycle and vehicle parking.

It is important to determine whether or not your business's activity is a permitted use and if site improvements may be required (such as landscaping, bicycle parking, or vehicle parking). Please contact Land Use staff at 541-682-8336 or [landuseinfo@ci.eugene.or.us](mailto:landuseinfo@ci.eugene.or.us) for more information.

## Is the Building Suitable for the Business?

While zoning focuses on how a property can be developed and its impact on surrounding properties, the building code addresses the buildings on the property. The building code classifies a building into an occupancy group or groups based on how the building is designed and how it will be used. Each occupancy group has different levels of fire hazard and life safety risk, and each has different building code requirements to address those risks. For example, a building used as a school (group E occupancy) would have different requirements if it was used for furniture manufacturing (group F occupancy). These occupancy classifications are not the same as zoning classifications.

Even if you are opening a new business in an existing building, it is important to verify the existing occupancy classification. Please contact a Commercial Code Analyst at 541-682-5613 or [commercialinfo@ci.eugene.or.us](mailto:commercialinfo@ci.eugene.or.us) for more information.

## Are Building Permits Required?

Oregon law requires permits for a range of work to ensure that the improvements meet minimum building standards and safe workmanship. A permit is required for construction that either adds structures to your property or physically changes existing structures. A permit is also required if you are changing the use or occupancy of the structure, even if you are not making any physical changes to the building (e.g., changing a retail shop to a dance studio or changing a warehouse to a manufacturing facility). Even projects that seem "simple" may need a permit. A separate sign permit may also be required for proposed business signs. Our Permit Information Center is ready to help.

## What Must I Submit for a Permit?

Please submit a completed building permit application along with the plans and associated fees to the Permit and Information Center. Commercial projects, such as a tenant infill, require three complete sets of plans. New commercial buildings or additions require five sets of plans. The plans must show the proposed work and details necessary to verify compliance with state and local requirements. Code summary information needs to accompany the submitted plans. A code summary worksheet is available on the City's website at [www.eugene-or.gov/buildingpermits](http://www.eugene-or.gov/buildingpermits).

**Is a Licensed Architect or Engineer Required to Draw the Plans?**

An Oregon-licensed Architect or Engineer must prepare plans for commercial buildings that are more than 4,000 square feet in ground floor area or 20 feet in interior height. The exception is for interior remodels where no structural work is done and there is no change of occupancy or use.

**How Much Will Permits Cost?**

For an estimate of permit fees, including system development charges (SDCs), please consult the [Fee Estimating Guide](#), which can be found online at [www.eugene-or.gov/bldgpermitfees](http://www.eugene-or.gov/bldgpermitfees). SDCs can be a significant part of the total fees paid when a permit is issued. An SDC fact sheet can be found on the SDC web page at [www.eugene-or.gov/sdc](http://www.eugene-or.gov/sdc).

**What are System Development Charges?**

An SDC (sometimes referred to as an impact fee) is a fee collected by the City of Eugene when a permit is issued for developments that will increase the use of the stormwater, wastewater, transportation, and park systems. Contact a Public Works Engineering Permit Technician at 541-682-8400 or [publicworksinfo@ci.eugene.or.us](mailto:publicworksinfo@ci.eugene.or.us) for more information.

**Can I Be My Own General Contractor?**

Oregon law requires anyone who is paid for construction activity involving improvements to property to be licensed with the Oregon Construction Contractors Board (CCB). In some situations, owners of property may be allowed to act as the general contractor. For more information, you can contact the CCB at 503-378-4621 or at [www.oregon.gov/CCB](http://www.oregon.gov/CCB).

**Is a Business License Required?**

The City of Eugene does not issue a general business license to all operating businesses. The business license office only regulates the following businesses located within the city limits of Eugene:

- Public Passenger Vehicle Companies
- Tobacco Retail Sales Outlets
- First Aid Service Vehicle Services
- Limousine Services
- Medical Transport Services
- Payday Lenders

Please contact Business License staff at 541-682-5379 or visit the web page at [www.eugene-or.gov/businesslicense](http://www.eugene-or.gov/businesslicense) for more information.

**Contact Information:**

City of Eugene  
 Permit and Information Center  
 99 W. 10<sup>th</sup> Avenue  
 Eugene, OR 97401  
 541-682-5086  
 Monday thru Friday, 9:00 a.m.– 5:00 p.m.  
[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)

**Online Sources of Information:**

- Better Business Bureau  
[www.thebbb.org](http://www.thebbb.org)
- City of Eugene Community Development  
[www.eugene-or.gov/149/Community-Development](http://www.eugene-or.gov/149/Community-Development)
- City of Eugene Sustainability  
[www.eugene-or.gov/sustainability](http://www.eugene-or.gov/sustainability)
- City of Eugene Green Building Program  
[www.eugene-or.gov/greenbuilding](http://www.eugene-or.gov/greenbuilding)
- Construction Contractors Board  
[www.oregon.gov/CCB](http://www.oregon.gov/CCB)
- Eugene Area Chamber of Commerce  
[www.eugenechamber.com](http://www.eugenechamber.com)
- Lane County Health & Human Services  
[www.lanecounty.org/HHS](http://www.lanecounty.org/HHS)
- State of Oregon  
[www.oregon.gov](http://www.oregon.gov)
- Willamette Score  
[www.willamette.score.org](http://www.willamette.score.org)
- Lane Business Link  
[www.lanesbdc.com/lane-business-link](http://www.lanesbdc.com/lane-business-link)
- Lane Small Business Development Center  
[www.lanesbdc.com](http://www.lanesbdc.com)

*Note: This document should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this document.*

**Locating Your Business Worksheet**

If you are opening a new business, moving your business to a new location, or expanding in your current location, it is likely that you will need a tenant infill or change of use permit. Before investing in construction design, signing a lease agreement, or purchasing property, it is important to get preliminary information on development regulations and associated fees. *We strongly urge you to visit the Permit and Information Center, located at 99 W. 10<sup>th</sup> Avenue, early in your preparations.*

This worksheet is intended to be used as a tool to help business owners determine where their business will be allowed and what will be required. Staff can review the information generally, or, if you have a business location in mind, we can talk specifics. The City of Eugene wants your business to be successful!

Address: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Existing/Previous Use: \_\_\_\_\_

Proposed site work: \_\_\_\_\_

**Business Licensing** (541-682-5379)

The City of Eugene does not issue a general business license to every business operating in Eugene. The business license office only regulates and requires licenses for the following business activities: payday lenders, public passenger vehicle companies (taxis, shuttles, horse-drawn carriages, and pedicabs), and tobacco retail sales outlets.

**Land Use** (541-682-8336 or [landuseinfo@ci.eugene.or.us](mailto:landuseinfo@ci.eugene.or.us))

Staff Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Businesses are classified by use under the Eugene Chapter 9 Land Use Code ([www.eugene-or.gov/chapter9](http://www.eugene-or.gov/chapter9)). When a change of use occurs in a building or tenant space, Land Use staff needs to verify that the use is allowed in the zone, as well as the other following items:

Zones: \_\_\_\_\_ Allowed Use: \_\_\_\_\_

Motor Vehicle Parking: \_\_\_\_\_ Bicycle Parking: \_\_\_\_\_

Other: \_\_\_\_\_

Signs (see FAQ): \_\_\_\_\_

Notes: \_\_\_\_\_

**Public Works Engineering** (541-682-8400 or [cewepic@ci.eugene.or.us](mailto:cewepic@ci.eugene.or.us))

Staff Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works staff will determine if the proposed use will trigger Systems Development Charges (SDC's). These charges help to cover the impact the new use will have on the public infrastructure systems (sewers, roads, and parks).

Proposed SDC Use Category(ies): \_\_\_\_\_ Existing/Previous SDC Use Category(ies): \_\_\_\_\_

Transportation: \_\_\_\_\_ Transportation: \_\_\_\_\_

MWMC: \_\_\_\_\_ MWMC: \_\_\_\_\_

Local WW: \_\_\_\_\_ Local WW: \_\_\_\_\_

Stormwater: \_\_\_\_\_ Stormwater: \_\_\_\_\_

Parks: \_\_\_\_\_ Parks: \_\_\_\_\_

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Public Works staff will also review for access to the site and for any proposed site work.

Any new impervious surfaces proposed: Yes No \_\_\_\_\_ Sq. Ft.

Removed: Yes No \_\_\_\_\_ Sq. Ft.

Traffic Impact Analysis (TIA): Yes No Driveway(s): \_\_\_\_\_

Proposed Paving: \_\_\_\_\_ Sq. Ft. Other: \_\_\_\_\_

Notes: \_\_\_\_\_

**Building** (541-682-5613 or [commercialpermitinfo@ci.eugene.or.us](mailto:commercialpermitinfo@ci.eugene.or.us))

Staff Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

The Structural Specialty Code (OSSC) classifies buildings into occupancy groups based on the proposed use of the building. A building permit is required when the occupancy group of a building is changed.

Occupancy Type: \_\_\_\_\_ Oregon-licensed Architect or Engineer Required: \_\_\_\_\_

Change of Occupancy/Use: \_\_\_\_\_

Record Search Required: \_\_\_\_\_ ADA/Accessibility: \_\_\_\_\_

Permits(s) Required: \_\_\_\_\_ Other: \_\_\_\_\_

Notes: \_\_\_\_\_

**Fees** (541-682-5613 or [commercialpermitinfo@ci.eugene.or.us](mailto:commercialpermitinfo@ci.eugene.or.us))

Staff Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Building permit fees are based on a number of factors, and they are challenging to estimate without a detailed understanding of the project. City staff cannot provide fee estimates prior to project submittal because there are many variables that make up the calculations. We have tools available on-line at [www.eugene-or.gov/bldgpermitfees](http://www.eugene-or.gov/bldgpermitfees) to help you get a ball park estimate.

- Fee Estimating Guide – This guide explains how fees are calculated in each specialty area (electrical, mechanical, SDCs, etc.). The sample fee calculations will assist you in determining approximate costs for your project.
- Structural Plan Check Fee Calculator – This will help you determine plan check fees that will be due when you submit your project application.
- Commercial, Mechanical Fee Calculator – This will help you estimate mechanical fees due on your commercial project. You will need an estimated value of work to use these tools.

**Notes:** \_\_\_\_\_

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