



**City of Maupin**  
507 Grant Ave.  
PO Box 308  
Maupin, Oregon 97037

541-395-2698  
cityhall@cityofmaupin.org  
cityofmaupin.org

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## **BUILDING IN MAUPIN**

### **BUILDING PERMIT REQUIRED**

Prior to the construction, movement, reconstruction, extension, enlargement, or alteration of any structure, a permit for such action needs to be obtained from the City of Maupin and [Wasco County](#).

The burden in all land use proceedings is upon the applicant. It is the responsibility of the applicant to provide a complete application with all required and requested documents, and any other documents and evidence relied upon by the applicant to provide sufficient specificity to afford the City the opportunity to respond.

Applications deemed incomplete will become null and void ninety (90) days from notice, and the filing fees paid will be non-refundable.

The issuance or granting of a permit, or approval of plans and specifications shall not be construed to be a permit for, or any approval of, any violation of any of the provisions of the Uniform Building Code as administered by the State of Oregon. No permit presuming to give authority to violate or cancel the provisions of this Code shall be valid, except insofar as to the work of use which it authorizes is lawful.

### **APPLICATION PROCESS**

Most new building projects will need to complete all of the forms in the [New Construction Packet](#). In certain situations, particularly on commercial projects, additional forms and steps may be necessary. Please contact the City Manager to talk about your project.

If you are building in a subdivision with a homeowner's association (e.g. Rivercrest Village), the HOA board will have to approve your plans prior to you submitting them to the City. See FAQs for more information.

Submit all forms, plot plans, and other necessary information to the City of Maupin in person or as PDFs by email. The City Manager will determine if an application is complete, at which time you will pay the applicable fees to the City of Maupin. Most applications need to be submitted and determined complete at least 21 days before the next Planning Commission meeting to be added to the agenda.

The City Manager will review your plans and schedule the review at Planning Commission. The Planning Commission will approve or deny the application.

Applicants can pick up their stamped and approved forms from the City of Maupin thirty (30) days after Planning Commission's approval, barring any appeals from the public or City Council in the time allotted by General Provisions Ordinance No. 10. 4 B and C. The City Manager will also assign an address if needed. You can then pick your stamped forms and submit them to Wasco County Planning and State of Oregon Building Codes Division. At this point you will pay the System Development Charges.

Once a permit is obtained, your [water-sewer utility account](#) can be activated. If your project requires immediate access to water, you will begin paying a flat-rate fee monthly for the access. Once water and sewer utilities are ready to be installed in your project, you or your builder will need to notify City Hall, who will connect you with the Public Works employees. Once the connection is made, you will begin paying monthly water and sewer utility fees.



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## LAND USE & PLANNING PROCESS CHECKLIST

This is a checklist that can be used in conjunction with City of Maupin staff to make sure that you are following the correct steps to get your building project approved. If you have any questions about the process, please contact the City Manager at 541-370-2429 or [citymanager@cityofmaupin.org](mailto:citymanager@cityofmaupin.org)

- Applicant completes the [Site Plan Review](#) and [Zoning Checklist](#)
  - City Manager determines applications complete
  - Administrative Assistant makes an invoice for \$40 application fee and \$150 Site Plan Review fee
  - Applicant pays fees
  - City Manager determines date of review by Planning Commission and notifies applicant
- Site Plan Review and Zoning Checklist is reviewed by Planning Commission at the next meeting
  - Planning Commission approves or denies application
  - City Manager notifies applicant of decision and stamps forms
  - City Manager notifies Administrative Assistant of decision
  - Administrative Assistant makes invoice for [System Development Charges](#) based on project size
  - Applicant pays SDCs and collects stamped forms
- Applicant completes [Wasco County Planning Forms](#)
  - Applicant gets building permits approved (mechanical, plumbing, electrical) by Wasco County
- Applicant completes the [Water and Sewer Connection application](#)
  - Administrative Assistant creates invoice for Water and Sewer Connection Fees based on meter size
  - Applicant pays the fees
  - Administrative Assistant notifies Public Works employees of the completed application and creates task for completing the connection
  - Public Works completes the connection and turns on meter
  - Public Works notifies Administrative Assistant that work is complete
  - Administrative Assistant establishes Utility Account and begins charging applicant



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## FAQs

**How do I know what zone I'm building in?** You can determine what zone you are building in by using the [Wasco County Public Basemap](#). You can also refer to the City of Maupin's [Comprehensive Zoning Map](#).

**What are the setbacks and regulations for the lot that I'm building on?** Once you determine which zone your lot is located in, you can find the zoning regulations in the City of Maupin's [Zoning Ordinance](#).

**What will I need to pay to the City of Maupin to build a new home in city limits?** You will need to pay, at a minimum, an Application Fee, a Site Plan Review Fee, Water and Sewer Connection Fees, and System Development Charges. The exact amount is determined by the size of your project. Most new single-family dwelling building fees total to \$7,690.00. Refer to the [Fee Schedule](#) and [System Development Charges](#) for more information. Depending on your project, the City of Maupin may charge you for incurred planner or attorney fees that are used during your application process.

**What are the System Development Charges?** SDCs are one-time fees on new development to help pay for future infrastructure in the City of Maupin. You can read more about System Development Charges [here](#).

**I'm building in Rivercrest Village. What are the regulations for building in the subdivision?** If you are purchasing a lot or building on a lot in the subdivision, you will need to refer to Maupin's Zoning Ordinance as well as the Rivercrest Village [architectural guidelines](#) and [CCRs](#). You can also call the president of the HOA at 541-815-9779.

**Can I build an accessory dwelling unit (ADU) on my property?** Property owners in the residential zones can build ADUs on their properties. Please refer to the Zoning Ordinance for information about building requirements.

**Can I build a tiny home on my lot?** Tiny homes that are built on a chassis with an axle (mobile) are classified as Recreation Vehicles (RV) and are only allowed to be used temporarily for recreational, seasonal, or emergency purposes. You can read more about [tiny homes in Oregon and Wasco County here](#).

**Can I use my home or ADU as a short-term rental (Airbnb, VRBO, etc.)?** You can use your home or ADU as a short-term rental if it is in the Recreation-Commercial zone. If you plan to do so, you will be subject to the City of Maupin's Transit Lodging Tax and will need to register your short-term rental at City Hall. Find out which zone your home or lot is in by using the [Wasco County Public Basemap](#). You can also refer to the City of Maupin's [Comprehensive Zoning Map](#).

**Why does my construction need approval from Planning Commission and/or City Council?** This is a process that is determined through the City of Maupin charter and ordinances. Ordinances require that Site Plan Review applications must be determined complete at least 21 days prior to the next Planning Commission meeting in order to be on the agenda.

**What if I am remodeling the interior of my house?** All interior remodels that require building code approval from Wasco County require a Zoning Checklist application approved by the City of Maupin. Those projects do not require approval from Planning Commission or City Council.

**Do I need a permit to tear down a building?** Demolition or structure removal does not require a permit; however, property owners need to check with local and state agencies on regulations for tear down or removal procedure, disposal of structure materials, and clean up. You should also check regulations for historic structures.