



Public Records Request

Department of Consumer & Business Services

Building Codes Division

1535 Edgewater St. NW, Salem, Oregon

Mailing address: P.O. Box 14470, Salem, OR 97309-0404

503-378-4133 • Fax: 503-378-2322

Web: oregon.gov/bcd

Mail payment to:

DCBS – Fiscal Services

P.O. Box 14610

Salem, OR 97309-0445

INSTRUCTIONS

Oregon Revised Statute Chapter 192 requires the Building Codes Division to make public records available upon request. To review or obtain copies of records, complete the "Requestor Information" section of this form and return it to the division. Division staff will respond, acknowledging receipt of the request, and provide information about the status of the request and any fees associated with the request. Records will be sent after payment is received.

Requests to examine records must be made at least five working days before the desired review date.

REQUESTOR INFORMATION

Name: _____ Organization: _____

Address (street or P.O. Box): _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

Specific documents to be examined or copied: _____

FEES

\$25 per hour for secretarial/clerical staff time.

\$75 per hour for professional/technical staff time.

\$40 per hour for managerial staff time.

\$45 (minimum) for computer generated records.

Note: Total cost may vary according to the specific request. For more details about calculation of fees, please visit our public records webpage at <https://www.oregon.gov/bcd/Pages/public-records.aspx>

Secure fax for credit card payments:

503-947-2333

Make check or money order payable to Department of Consumer & Business Services.

DO *not* fax; do *not* send cash.

DCBS Fiscal use only: 70011/1105

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	Phone: - -
			/
Credit card number			Expiration date
Name of cardholder as shown on credit card			
Cardholder signature			\$ Amount



918-001-0200

Public Records Requests

(1) Scope and Applicability. This rule governs requests for inspection of division documents under the Public Records Law, ORS Chapter 192.

(2) Request for examination of Public Records:

Requests for examination of public records shall be made according to department administrative rule OAR Chapter 440, Division 005.

(3) Miscellaneous items concerning fees:

- (a) The fees charged shall be those found in department Policy and Procedure COM-07 and the division fee schedule.
- (b) A waiver or reduction of fees requested under ORS 192.440 must be submitted in writing, show how a waiver or reduction is in the public interest and that availability will benefit the general public.
- (c) No fees are charged:
 - (A) To board members when conducting official division business;
 - (B) To state officials;
 - (C) For first copies of division publications, except codes published by others;
 - (D) To public libraries, public educational institutions, or federal, state, county, or city agencies participating in a cooperative program with the division; or
 - (E) To examine records readily available which do not require supervision during the inspection.

Stat. auth.: ORS 455.110

Stats. implemented: ORS 192.440

Hist.: BCA 23-1992, f. 12-24-92, cert. ef. 1-1-93; BCD 26-1996, f. & cert. ef. 12-4-96