



Building  
Codes  
Division

Department of Consumer  
and Business Services

# Local Government Surcharge Fee Report

Department of Consumer and Business Services

Building Codes Division • Fiscal Services

1535 Edgewater St. NW, Salem, Oregon

Phone: 503-378-4133 • Fax: 503-378-2322 • Web: oregon.gov/bcd

Mail report with

payment to:

DCBS Fiscal Services

P.O. Box 14610

Salem, OR 97309-0445

## SURCHARGE INFORMATION

Refer to reverse side for instructions.

	Plan review fee	Permit fees collected	Total fees	15% of plan review and permit fees	Dept. use only
<b>1. Park and camp fee: 15 percent</b>					
Manufactured dwelling/park construction .....	_____ + _____ = _____	X 0.15 = \$ _____	70411/1195		
Recreational park and picnic park.....	_____ + _____ = _____	X 0.15 = \$ _____	70411/1195		
<b>2. Manufactured dwelling and cabana fees: \$30</b>					
Mfd. dwelling and cabana installation administrative fee		No. of installation permits issued _____ X 30 = \$ _____	70411/1195		
<b>3. General surcharges:</b>					
	No. of permits or hours	Inspection and permit fees collected (without surcharge)	General surcharge fees		
Total plumbing permit fees.....	_____	_____ X 0.12 = \$ _____	70611/1291		
Total plumbing inspection hours .....	_____	_____ X 0.12 = \$ _____	70611/1291		
Total electrical permit fees .....	_____	_____ X 0.12 = \$ _____	70111/1291		
Total electrical inspection hours .....	_____	_____ X 0.12 = \$ _____	70111/1291		
Total structural permit fees .....	_____	_____ X 0.12 = \$ _____	70711/1291		
Total structural inspection hours.....	_____	_____ X 0.12 = \$ _____	70711/1291		
Total mechanical permit fees .....	_____	_____ X 0.12 = \$ _____	70711/1291		
Total mechanical inspection hours.....	_____	_____ X 0.12 = \$ _____	70711/1291		
Total manufactured dwelling, park trailer, and cabana installation permit fees .....	_____	_____ X 0.12 = \$ _____	70411/1291		
Manufactured dwelling park construction .....	_____	_____ X 0.12 = \$ _____	70411/1291		
Recreational park, picnic park, and organizational camp construction .....	_____	_____ X 0.12 = \$ _____	70411/1291		
<b>4. Remittance (total of fees in sections 1, 2, and 3) .....</b>					<b>\$ _____</b>

*Reports are required even if no fees were collected.*

**Fax reports with no collected fees to 503-378-2322.**

**Secure fax credit card payments:**

**503-947-2333**

**Make check or money order payable to Department of Consumer and Business Services. Do not send cash.**

**If paying by credit card, applicant must sign credit card information box.**

Jurisdiction: _____
Date: _____ Month of report: _____
Local government submitting report: _____
Address or P.O. Box: _____
City: _____ State: _____ ZIP: _____
Phone: _____
Print name of contact: _____

<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

**DCBS Fiscal use only:**

## INSTRUCTIONS

### 1. Park and camp fee: 15 percent

ORS 455.170(2) and ORS 446.430(2) require all local governments providing plan review, construction permits, or inspections for manufactured dwelling parks, mobile home parks, picnic parks, recreation parks, or organization camps to remit 15 percent of all related fees to the Department of Consumer and Business Services. This fee is used to provide informational material necessary to maintain a uniform state program.

This fee is applied only to park and camp area development plan reviews and construction permits; it should not be applied to park and camp building, electrical, plumbing, mechanical, structural, or manufactured dwelling installation permits.

### 2. Manufactured dwelling and cabana fee: \$30

ORS 446.176(1) and OAR 918-500-0105 require all local governments providing construction permits or inspections for manufactured dwelling and cabana installations to collect and remit to the Department of Consumer and Business Services a \$30 fee for each installation permit issued. This fee helps defray expenses incurred in code development, monitoring, and administration of Oregon's manufactured dwelling and cabana installation program.

This fee is to be added to manufactured dwelling and cabana installation permits only and should not be added to accessory structure or building, electrical, plumbing, mechanical permits, or plan reviews.

### 3. General surcharge: 12 percent

The 12 percent surcharge includes:

- 4 percent to defray state administrative costs. ORS 455.210(4)(a)
- 2 percent to defray state inspection costs. ORS 455.210(4)(b)
- 1 percent to defray state administrative costs for administering and enforcing the state code. ORS 455.210(4)(c)
- 1 percent to defray the costs of training and other educational programs administered by the division. ORS 455.220(1)
- 4 percent to defray the cost of developing and administering the electronic building codes information system. ORS 455.210(4)(d)

### 4. Remittance

*(Please attach a permit log or supporting documentation.)*

#### • Population 40,000 or more - ORS 455.220(2)

Submit local government surcharge reports and remittance monthly — due 15 days after the end of each month.

#### • Population less than 40,000

Submit local government surcharge reports and remittance quarterly — due no later than April 15, July 15, Oct. 15, and Jan. 15. Please include a separate monthly report for each of the three months within the quarter.

**Example:** City of Coos Bay submits three reports on July 10: one for April, one for May, and one for June.

***Reports are required even if no fees were collected.  
Fax reports with no collected fees to 503-378-2322.***