

**City of Harrisburg  
Application Packet for the  
Assumption of Building Permit and  
Electrical Permit Services  
on July 1, 2021**

Table of Contents:

- 1. Program Administration Request. . . . . 3
- 2. Assumption Plan – Building Permits . . . . . 6
- 3. Assumption Plan – Electrical Permits . . . . . 12
- 4. Harrisburg Building and Operating Plan . . . . . 15
- 5. Application Packet Exhibits:
  - Exhibit A – Proposed IGA between the City of Harrisburg and City of Junction City . . . 32
  - Exhibit B – Current IGA between the City of Harrisburg and Linn County . . . . . 42
  - Exhibit C – Building Permit Program Revenue and Expenses/Projections . . . . . 46
  - Exhibit D – Letters to Linn County notifying them of Assumption Plans. . . . . 47
  - Exhibit E – Current Comprehensive Plan Map . . . . . 51
  - Exhibit F – Resolution No. 1245 . . . . . 52
  - Exhibit G – Harrisburg Municipal Code (HMC) 15.05.010-15.05.020 . . . . . 55
  - Exhibit H – Letter from the Harrisburg City Attorney . . . . . 57
  - Exhibit I – Proposed Harrisburg Fee Schedule starting July 1, 2021 . . . . . 58



# Program Administration Request

New       Renewal

**Department of Consumer & Business Services**  
**Building Codes Division**  
 1535 Edgewater St. NW, Salem, OR  
 Mailing address: P.O. Box 14470, Salem, OR 97309-0404  
 Phone: (503) 373-4133 • Fax: (503) 378-2322  
 Web: bcd.oregon.gov

**Municipality:** City of Harrisburg      **Building official:** Russell Young  
 Address: PO Box 378  
 City: Harrisburg      State: OR      ZIP: 97446  
 Office location: 120 Smith Street, Harrisburg, OR 97446  
 Phone: (541) 996-6655      Fax: (541) 995-9244      E-mail: jhitt@ci.harrisburg.or.us

**Mark program choice by indicating level:**

- X** – Performed by municipality
- C** – Performed by county
- S** – Performed by state

Plans				Structural				Mechanical				Electrical			Plumbing				Manufactured Structures (MSI)	Park Camp (PCI)	Master Builder Program (optional)
A	B	C	F	A	B	C	M	A	B	C	M	A	B	M	A	C	S	M			
x				x				x				x							x	x	x

**Note:** Assumption of a structural A-level program includes the requirements for disabled access [ORS 447.233(5)]. MSI includes manufactured dwelling installations; alterations, accessory structures, buildings, and cabana installations; plan review; and inspections. Park/camp includes mobile home and manufactured dwelling parks, recreation parks, organizational camps, and picnic parks plan review and inspection.

**Attach the following:**

- Completed copy of municipality’s operating plan (OAR 918-020-0090)
- Electrical program requests (See requirements in OAR Chapter 918, Div. 308.)
- Changes of service areas (Include map or description.)
- Current fee schedules for all programs
- Name of a contact person for surcharge report of assumed programs

Name: John Hitt      Phone: 541-995-2200  
 Address: PO Box 378  
 City: Harrisburg      State: OR      ZIP: 97446

**List inspectors and others, as requested, on the back of this sheet. Attach additional pages as necessary.**

Official delegation or assumption of the program(s) above is requested for the period beginning July 1, 20 21 .

Authorized signature: *John E. Hitt*      Title: City Administrator      Date: Sept 30, 2020

**Request will not be accepted without signature.**



State Surcharge Contact for the City of Harrisburg:

Cathy Nelson, CMC  
City of Harrisburg, Finance Officer/Deputy City Recorder  
PO Box 378  
Harrisburg, OR 97446  
cnelson@ci.harrisburg.or.us  
541-995-6655

# City of Harrisburg

## Plan for Assumption of Building Inspection Programs

In accordance with ORS 455 and 479

Proposed Effective Date:

July 1, 2021

## I. Administration of the Program

The City of Harrisburg is capable of administering a Building Inspection program for four or more years based on the following:

1. We have sufficient city staffing (3 FTEs) who are available to receive, log, track, and issue building permit applications
2. We have performed these administrative functions for 23 years during our relationship with Linn County.
3. We have adequate reserve funds to pay for the program, even in lean years, since we have an “Unappropriated Ending Fund Balance” of over \$202,000 while our anticipated total Building Permit Expenses (Not considering any permit fee collections) is \$70,000. Thus, we could ‘carry’ the Building Program for almost three years, even if there were no permit fee revenues or collections of any kind.

## II. Improving Service Levels

1. By assuming this program from Linn County, service levels to builders, remodelers and contractors would markedly improve. Our proposed IGA (**Exhibit A**) commits Junction City to certain maximum timeframes to perform plan review and provide inspections. Our current agreement with Linn County (**Exhibit B**) provides no such performance standards.
2. In addition, those wanting to meet directly with the Inspector/plans examiner can do so after an 8-minute drive to Junction City. Currently, those wanting a meeting must travel to the County Courthouse in Albany, approximately a 40-minute drive. Furthermore, any necessary re-inspections can be more easily accomplished and scheduled due to the close proximity of Harrisburg and Junction City as well as the greater time availability by the Junction City Inspector(s).

### III. Financial Feasibility.

1. As noted above, Harrisburg has substantial unallocated General Fund Reserves that could be used to absorb any Building Program losses.
2. Attached to this Plan is a record of our Plan Revenues and expenses for the Fiscal Years 2016/17 – 2019/20. During none of these years did the City encounter a loss. The amount of permit revenue the city can ‘keep’, or retain, is currently 25% of Building Permit Fees and 0% of Plan Review Fees, under our current IGA. [See **Exhibit B**, Linn County/Harrisburg IGA, sections (4) (a) & (b).] Yet, nevertheless, this provides us with average Building Fund Revenue of \$83,219 per year for these years. We estimate that annual average processing costs to service these permits, to be about \$71,318 per year.
3. Please note that our Draft IGA with Junction City, for Building Permit Program Services, allows Harrisburg to retain 35% of all Building Permit Program fees, (Exhibit B, section 4.A.) including plan review fees.
4. Finally, we included a four-year projection (**Exhibit C**) of estimated Building Program Revenues and the estimated retainage by Harrisburg under our proposed Harrisburg/Junction City IGA. This projection assumes building permit activity will be 10% lower than the years 2016-2019, which were slow years for us compared to historical averages. The projections also do NOT assume any increased revenues for the next 4 years, except for a presumed 2% annual COLA adjustment. These revenue projections also do not include being able to keep more of the permit related revenues under the new, proposed IGA.

### IV. The Transition Process.

1. Please note the two letters from Harrisburg to the Linn County Planning and Building Department (**Exhibits D**). These letters request the full cooperation of Linn County for the purposes of

processing or closing out any existing or pending permits/inspections and makes clear that all permit revenues collected by the City of Harrisburg prior to July 1, 2021 will be paid to Linn County IAW our existing IGA. Any enforcement actions commenced by Linn County prior to July 1, 2021 will be left under their auspices to handle as they see fit.

2. We have not yet heard a formal response from Linn County regarding our letters, but we are certainly ready to work with them, in good faith, to quickly resolve any transitioning concerns or questions they may have.
3. Public and Contractor Notice. From the perspective of contractors and the general public, Harrisburg's assumption of our Building Program will seem relatively seamless. We will accept building permit applications at Harrisburg City Hall, as we do now. We will also continue to issue plumbing and mechanical permits directly over the counter, as we do now. Nevertheless, we will grant the public and contractors' numerous opportunities to offer input and receive information about the Harrisburg Building Program assumption. These include, as a minimum:
  - A. A formal advertised public hearing on or about Jan 12, 2021.
  - B. Regular City Council and public updates of the status of the Program assumption at public City Council meetings.
  - C. Posting information on the City website and Facebook page about the Program Assumption, notifying contractor and the public of when and where they can offer either written or oral input, and
  - D. A timeline of the Assumption process, where they can get more information and FAQs
4. Transferring/Employing affected employees. There will be no need to transfer any employees as Linn County will not need to layoff or reduce the work hours of any Building Dept. employee. Harrisburg represents only a small, incremental portion of building permit activity in Linn County.

In accordance with OAR 918-020-0095 (1) (f), “.....two or more municipalities may combine in the appointment of a single building official for the purposes of administrating a building inspection program within their communities.” As the attached proposed draft Harrisburg/Junction City IGA, and the “Program Administration Request’ form make clear, we are combining with Junction City for the ‘appointment’ of a common building official, Mr. Russell Young.

V. The Transition Schedule:

1. September 30, 2020: Harrisburg submits to Oregon State Building Codes Division a complete ‘Program Administration Request’ form with a completed Building and Electrical Operating Plan, Electrical & Building Code Transition Plans, Proposed Service Area Map, Current fee schedule for all programs, and the contact person (including contact information) for the surcharge report of assumed programs.
2. October 15, 2020: Harrisburg and Junction City shall finalize the Draft IGA, Draft Operating Plan and Draft Assumption Plan and place on docket for the following City Council meeting. Harrisburg City Council will invite public comment on the proposed IGA and possible subsequent Plan Assumption by Harrisburg.
3. October 27, 2020: Harrisburg City Council shall review the proposed IGA, Operating Plan and Assumption Plan, and place on docket for formal consideration at a public meeting on November 10, 2020.
4. November 16, 2020: Harrisburg Staff will respond to any Linn County objections to Harrisburg Plan Assumption and will seek mutual resolution to same.
5. December 8, 2020: Harrisburg City Council, at their regular public meeting, will consider any Linn County objections to the Harrisburg Plan Assumption as well as City staff responses and recommendations. Council will then consider Operating Plan or

Assumption Plan modifications based on objections and responses to objections.

6. January 12, 2021: City Council will hold an advertised, public hearing to consider any actions necessary to finalize the City's Building Program assumption on July 1, 2021.
7. January 12, 2021 – June 30, 2021: City staff will receive training on the new Building Codes and Electrical Codes Administration and Enforcement Program and further public outreach made to contractors and the general public concerning the new program.
8. July 1, 2021: City will begin assumption of the Building Programs consistent with the Harrisburg/Junction City IGA
9. July 27, 2021: At its regular meeting, the Harrisburg City Council will review, and consider for adoption a final, BCD approved, Building Program, adoption ordinances, and fee schedules.

# City of Harrisburg

## Assumption Plan Delegation of Electrical Program

Effective July 1, 2021

- I. City Resolution: Attached to this Plan Packet is **Exhibit F**, City of Harrisburg Resolution No. 1245 passed by the Harrisburg City Council on September 29<sup>th</sup>, 2020.
  - A. Resolution No. 1245 authorizes the included Program Administration Request and that our City and all City staff and persons associated with implementing the Harrisburg Electrical Program will be bound by Electrical Delegation Rules.
  - B. This is the City's first application for an Electrical Delegation.
  - C. **Exhibit G** – Harrisburg Municipal Code (HMC 15.05.010), adopts and enforces the Oregon Electrical Specialty Code. HMC 15.05.020 shall be amended, not later than November 10, 2020, to include City administration of the Electrical Specialty Code, and all other provisions as required by OAR-918-308-0030.
- II. Transition from Linn County to City of Harrisburg:
  - A. **Exhibit D** is the letter notifying Linn County of our intent to have the Electrical Program delegated to us effective July 1, 2021.
  - B. We have indicated to Linn County our willingness to work closely with them to develop whatever strategies are appropriate to have a smooth, seamless transition. As of the writing of this document, we have not heard back from Linn County regarding concerns or questions on their part. Because Linn County doesn't allow electrical permits to be issued by their contract cities, including Harrisburg, it is assumed that they will collect all their own permit fees prior to July 1, 2021. We also anticipate that Linn County will complete all inspections on all open permits or enforcement actions pending as of 5:00 pm on June 30, 2021, or as soon thereafter that they can.
  - C. As of July 1, 2021, we will have trained and prepared up to two full-time staff persons to assist with and track electrical permit applications.
  - D. We will make substantial efforts to inform and seek input from contractors and the public prior to and after assuming the electrical program. We will do so on the same schedule as the

Assumption Plan for the Building Program which is included with this application.

- E. Current Employees. Electrical permits issued for property in the City limits are currently inspected by Linn County employees Steve Wills (residential) and Jim Alexander (residential/commercial). We do not anticipate any Linn County Building/Electrical inspectors will lose employment or have his/her hours reduced in any way as a result of the proposed electrical delegation to Harrisburg. This is due to the relatively small percentage of Linn County electrical permit activity that Harrisburg represents. In addition, we have attached an opinion letter (**Exhibit H**) from City of Harrisburg City Attorney, Jim Brewer, that our assumption of the Electrical program will not negatively impact Linn County employees as per ORS 236.605.
- F. Once we have assumed the electrical program, all inspections will be performed by Russell Young, (IAW attached IGA- **Exhibit A**) a current full-time employee of Junction City.

# City of Harrisburg

## Building & Electrical Programs

### Operating Plan

Effective Date: July 1, 2021

## TABLE OF CONTENTS

Introduction	Page 3
Administrative Standards	Page 5
Permitting Standards	Page 8
Plan Review Standards	Page 10
Inspection Standards	Page 12
Compliance Program	Page 14
Electrical Program	Page 15

## Introduction

OAR 918-020-0090 requires that, “...every municipality...that desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan....”

This operating plan is submitted to comply with OAR 918-020-0090 as well as OAR 918-308-0040. This plan is on file with the State of Oregon Building Codes Division and City of Harrisburg City Hall and is available upon request.

This plan reflects the standards, policies, procedures and services administered and offered through the City of Harrisburg. Harrisburg provides a Plan Review and Inspection program under the terms of an Intergovernmental Agreement (IGA) (attached) between Harrisburg and the City of Junction City. This plan will be updated as necessary to reflect changes in service or IGA and as required by OAR 918-020-0105 & OAR 918-020-0370

Any questions related to this plan should be directed to:

Building Official  
Russell Young  
City of Junction City  
Junction City, OR 97448  
541-998-4763 Phone  
541-998-2773 Fax

### Location

The City of Harrisburg is in Linn County at 120 Smith Street, Harrisburg, OR 97446. The City can be reached at 541-995-6655 for permit questions or information.

### Service Description

In and through our IGA with Junction City, the City of Harrisburg has a full-service Building Department offering Plan Review, Permits, and Inspections in all building code disciplines. The City of Harrisburg has been delegated these Building Inspection Programs by the State of Oregon, Department of Consumer and Business Services, Building Codes Division and are authorized under OAR 918-020-0080.

### Contract Services

The City of Harrisburg will conform to these rules, as well as the rules pursuant to plan reviewers licensed under OAR 918-090-0219. Inspection program services are provided by Junction City as defined in the attached IGA. Any questions of the Junction City Building Official, or as to the operation of the IGA, should be directed to John Hitt, City Administrator, PO Box 378, Harrisburg, OR 97446. Phone: 541-995-2200.

### **Surcharge Report Contact**

The Harrisburg contact for surcharge reports of the assumed program is:

Cathy Nelson  
Finance Officer  
City of Harrisburg  
PO Box 378  
Harrisburg, OR 97446  
541-995-6655

## **Administrative Standards**

### **(OAR 918-020-0090)**

**Program Administration:** Overall program administration is under the direction of the City Administrator, John Hitt. He coordinates the Building Inspection program with Junction City, and the Junction City Building Official as outlined in the mutual IGA.

**Program Funds and Fund Accounting:** The City's building program operates in and through two dedicated funds: 1. The Electrical Inspection Fund and 2. The Building Fund. All plan review and permit revenues and fees are deposited into each respective fund. Only City building program related expenses are withdrawn (expensed) from these funds. All direct building and electrical program related expenses are budgeted within these dedicated funds. Any surplus Electrical or Building Fund is carried forward, in the same fund, for the following fiscal year.

**Program Fund Reserves:** Current General Fund unallocated reserves of over \$200,000 is enough to assure fund viability, for at least three years, even apart from any permit revenues. City staff is trained in the procedures for properly receiving and accounting for program fees, revenues and expenses. In addition, the financial status, revenues, and expenditures will be audited annually during the city's regular audit.

**Fee Calculations:** Harrisburg, through the IGA, will be using the same fee structure as Junction City. Junction City uses only the state methodology to calculate fees, including the ICC valuation table in effect as of April 1<sup>st</sup> of each year. This includes the Oregon Modifier to determine the appropriate permit fees. Junction City also adopts the fees authorized under OARs 918-050-0130 – 0180. Electrical permit fees are also adopted by the City of Junction City Municipal Code and by Harrisburg City Council Resolution.

**Equipment:** All Inspectors will be provided work and storage space at Harrisburg City Hall, including computer and printer access, a vehicle if necessary, business cards and miscellaneous supplies and equipment as may be necessary to administer and enforce all relevant building and electrical codes.

**Reserves:** Reserves are more than adequate. Please see 'Program Funds' and 'Fund Accounting', above.

**Refunds:** Necessary refunds are calculated by the Building Official based on hours worked and then paid by the Harrisburg Finance Officer.

**Authority and responsibilities of the Building Official, Plan Reviewers and Inspectors:** This authority and responsibilities are granted by HMC Chapter 15.05 (**Exhibit G**), City Resolution No. 1245 (**Exhibit F**), and the Harrisburg/Junction City IGA (**Exhibit A**).

**Code Appeals:** Harrisburg will establish a Contractor’s Review Board to hear local appeals. The Board will consist of two area contractors, a local citizen, and one elected public official.

Appeals directly to the Building Codes Division, IAW OARs 918-251-0040 and 918-001-0139 are also authorized and City staff will be trained to provide information about building/electrical code appeal rights

**Retention of Records:** The City of Harrisburg follows all records retention requirements of the State Archives Division. The City’s Municipal Clerk has 20 years of experience and has received extensive training in records management and retention. She will be the City official tasked with the responsibility of coordinating records retention with the Building Official and Inspectors. Paper records requiring retention over time will be kept in the City’s archives room, a secure facility with no public access.

**Public Access to records, information, and ability to make inquiries, lodge complaints, make comments and otherwise interface with the City’s building program and officials:** All Building Department records, including this operating plan are available to any member of the public in accordance with the State of Oregon Public Records Law. In addition, Harrisburg City Staff are available 8:30 – 12:00 and 1:00 to 5:00 at 120 Smith Street, Harrisburg, to answer questions, take messages for the Building Official and Inspectors or otherwise assist any member of the public with questions, concerns, complaints, or needing information. Our City phone system takes and records voice mails continuously, every day of the year. Any message we receive either via email, over the counter, or by telephone will usually be responded to the same day, but never more than two business days.

Complaints about employee behavior or performance will be forwarded to the employee’s supervisor. The Building Official and the respective City Managers of Junction City and Harrisburg will also be notified. The complaint will be investigated, and action taken, as governed by the employing City’s Personnel Policies.

**Program Jurisdiction:** The Jurisdiction of the City’s Building Program will include all properties and actions within the current city limits as per the City’s Comprehensive Plan Map (**Exhibit E**) or as it may be amended by future City Council action.

**Building Program Additional Responsible Officials and Contract Information:**

Gary L. Kaping, Public Works Director  
 City of Junction City  
 680 Greenwood  
 Junction City, Oregon 97448  
 541-998-3125, Cell 541-228-0277

John Hitt, City Administrator  
City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
541-995-2200, Cell 541-405-3962

Building Permit Official  
Michele Eldridge, CMC  
120 Smith St.  
Harrisburg, OR 97446  
541-995-2239, Cell 541-554-5435

Building Permit Assistant  
Jamie Knox  
120 Smith Street  
541-995-6655

Back-up Plan Review  
City of Eugene  
99W. 10<sup>th</sup> Ave.  
Eugene, OR 97401  
541-682-5086

# Permitting Standards

## OAR 918-020-0090

**Purchase of Permits:** Permits may be purchased at Harrisburg City Hall, 120 Smith Street any business day, from the hours of 8:30 am – 12:00 pm and 1:00 pm - 5:00 pm.

**Permit Purchasing Procedure/Policy:** All permit applications are through the state's on-line electronic system – 'e-Permitting'. A computer terminal and monitor will be available to the public at Harrisburg City Hall, for those who might not have their own access. In addition, 'e-Permitting' written instructions will be available and the City's Building Permit Specialist will normally be available to help. Permits may also be submitted via over-the-counter paper submittals. Minor permits, or minor permit follow-ups may also be submitted via FAX at 541-995-9244.

Permit applications that do not require plan or city zoning code review may be issued over-the-counter the same day or the next day if all information is complete and the fee paid.

If additional information is needed the applicant will be so informed and invited to reapply.

**Licensing Verification:** Persons other than homeowners applying for permits will need to demonstrate proof of valid licensing registration prior to issuance of a permit and that applicants are authorized to do the work they are applying for.

### Permit Issuance Time Frames:

- A. Notification of Completeness – Application defects or incompleteness will be given to the applicant when discovered. Within three to seven business days of submittal, the applicant will be informed if the application is complete or missing information.
- B. One and two family dwelling plans, as well as plumbing and mechanical: As per our IGA with Junction City, these must be received back at Harrisburg City Hall, ready to issue, within seven business days of delivery of a complete application to Junction City, or submittal on the 'e-Permitting' system.
- C. Manufactured Dwelling Permit: Once the city accepts and reviews a complete application for work regulated by Oregon Manufactured and Park Dwelling Code, the permit is issued. If the permit requires more in-depth plan review the applicant will be notified within three - seven business days of any application deficiencies and upon correction, will issue the permit within seven business days.
- D. Commercial & Multi-Family Permits: Once the City approves the application, permits for work regulated by the Structural, Mechanical, Plumbing, and Specialty Codes may be issued. If the permit application requires some in-dept review, the applicant will be informed within three – seven business days (as Per 'A', above) if the application is

complete. For new construction and major additions, (As per our IGA with Junction City), the permit will be issued within 20 business days of being deemed complete. Plumbing plan review is only required for complex structures, (see OAR 918-780-0040 for definition of complex structures). Electrical Plan Review is required pursuant to the Electrical Operating Plan and is included with this document.

#### **Other Permits:**

- A. Non-Plan Review Permits: Permits not requiring a plan review will normally be issued over-the-counter by either Harrisburg or Junction City Staff. The City participates in a minor label program through the State Building Codes Division (BCD) as well as Plumbing and Electrical master permit programs.
- B. Emergency and Temporary Permits: May be approved over-the-counter by the designated Building Official at either Harrisburg City Hall, 120 Smith Street, Harrisburg, or Junction City, 1171 Elm Street, Junction City, or via other reasonable means.
- C. Plumbing – BCD Minor Label Program: Licensed plumbing contractors may apply for commercial and residential minor plumbing labels through the BCD minor label program.
- D. Plumbing Master Permit Program: This program allows operators of commercial facilities to perform basic maintenance and repairs, under certain guidelines, without the need for individual permits or inspections. Owners, operators, or contractors may apply to the City for participation in this program. Requests to participate will be reviewed by the Building Official to assure applicability. For more information please contact the Building Official.
- E. Electrical Master Permit Program: The electrical master permit program allows operators of commercial or industrial facilities to perform basic maintenance and/or repair of electrical work under certain guidelines without the need for individual permits or inspections. Owners, operators, or electrical contractors can apply to the BCD for participation in this program which contains certain restrictions and limitations.
- F. Required proof of licensing, registration or certification: Prior to the issuance of any permit, City staff will verify that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455,479,693 and 701. All City permit applications require the submission of contractor/registration/certification numbers. Issues arising out of verification of these numbers will be resolved by the Building Official. Also, building inspector staff also verifies and spot checks the required registrations.

# Plan Review Standards

## (OAR 918-020-0090)

Plan Review Policies: All plan review staff are certified by the State of Oregon and the International Code Council (as per OAR 918-098-1010) in those codes administered under this Operating Plan. These staff keep themselves current in and assure compliance with all applicable specialty codes and interpretive rulings adopted the Building Codes Division.

Permit Application Checklists: As described elsewhere in this plan, City staff will maintain a variety of permit applications checklists and make these available to the public at the Building Codes Counter and the City's website. They will also be emailed upon request.

Notification of Application Completeness: As noted elsewhere, and under the terms of the City's IGA with Junction City, applicants will be informed in three to seven business days or less, after submission of an application, whether the application is deemed complete or deficient (and if so, how to correct the deficiency.) Once the application is deemed complete, and whether it is a simple or complex residential permit, will be issued not more than seven business days after a determination of a complete application.

Permit Applications requiring plan review: Applications, such as structural, fire and life safety, commercial plumbing and commercial mechanical, will not be issued until at least (3) sets of plans have been received. These plans may be submitted in person, by fax, email, via 'e-Permitting' or mail. If plans are deemed incomplete notice to the applicant will go out in (3) business days via the same method, they were received. Such incomplete submissions are held 'in abeyance' for 90 days or until the additional information is received.

Non-Compliant Plans: Plan applications deemed non-compliant to any relevant specialty code will result in the applicant being notified, in the most expedient method possible, as soon as possible, but not more than (3-7) business days from submission.

Complete and Compliant Plans: When the Building Official makes such a determination, he/she will stamp the plans and return them to the Harrisburg City Building Permit Official who will then immediately notify the applicant. Upon payment of the Plan Check and Building/electrical permit fees, they will be issued to the applicant by the most expedient means.

Phased and Deferred Permits: The City permits phased and deferred permitting as consistent with OSSC 107.3.3 and OSSC 107.3.4.2 All applicants for these permits will be notified upon submission of the timelines for the phased plan and permit reviews as well as notifying him/her that there is no assurance that a final permit approval and/or Certificate of Occupancy will be granted upon reaching the final permit phase or deferral.

Stamping of Plans: No plan will be accepted that requires professional review without an official stamp, from an architect or engineer, certified in the State of Oregon. Nor will a permit be issued without the required Building Officials Stamp of plan approval.

Alternative Dwelling Plan Process: The City of Harrisburg uses the Junction City policy and process for architects and engineers using an alternative one- and two-family plan review under ORS 455.6228. This policy outlines steps for verification that the design professional is also a residential plans examiner, waives the building inspection plan review and establishes an appropriate fee for processing plans under this rule.

Contracting with Licensed and Certified Personnel and Personnel Backup: The City of Harrisburg is contracting with Russel Young, an employee of the City of Junction City, in and through the terms of the attached IGA to handle all necessary plan reviews and Building Official functions. The City of Junction City maintains a roster of more than three (3) primary and back-up certified plan reviewers and inspectors. In addition, the City will accept any licensed Plan Reviewer (IAW OAR 918-090-0210), pre-approved by the Building Official, in order to meet the time requirements for Plan Review as outlined in this plan.

# Inspection Standards

## (OAR 918- 020-0090)

Inspection Schedule: Inspection staff for the City of Harrisburg will provide inspection services Monday through Friday on all days but official Federal or State Holidays.

Inspection Request Responses: Persons with a valid, issued permit may request a permit inspection 24 hours per day, 365 days per year by calling the Building Permit Inspection line at 541-998-4763 or through the state 'e-Permitting' system or via an email or in-person request. Such requests must include permit number, site address, name and contact info for persons making the request and type of inspection desired. Normally, the inspection will be made the next business day. If it is anticipated that more than 48 business hours will elapse from the time of inspection request, to the physical inspection, then the permit holder shall be notified by phone or email.

Inspection Policies and Procedures: Upon arrival at the job site, and after making contact with anyone who is present at the job site, the Inspector will use an inspection checklist to: determine that permit numbers match, that an approved permit is posted, and that approved plans are available at the job site or City Hall. Upon completion of the inspection, the Inspector shall update the 'e-Permitting' system, if used, and leave a paper comment at the work site as to approval, conditional approval or failure of the inspection. An additional copy shall be included with the permit file at City Hall. All conditional approvals or failure of an inspection shall be noted on the record and the steps necessary for correction along with code citations.

Inspector Personnel, Education and Certifications: The City of Junction City will provide the City of Harrisburg an updated list of Building and Electrical Inspection Staff including their certifications and continuing education. This list will be made available for public viewing at the City of Harrisburg Permit Counter and Harrisburg website.

Vesting of Building Official Authority: The City of Harrisburg has vested the Building Official with the authority to issue 'Stop Work' orders for any specialty code program governed by this plan, as well as overall enforcement of code violations

Investigations and Enforcement Procedures for Electrical and Plumbing Code violations under ORS 455.156: Inspectors will verify compliance with all applicable structural, plumbing, electrical and contractor licensing and registration requirements. Persons found to be performing work without the required licenses will be notified to immediately cease all work and will be issued a notice of proposed assessment of civil penalty. In addition, the Building Official will be immediately notified. Where violations have been observed first-hand the Inspector shall note the violation by completing a Preliminary Investigation Report and file it with the Enforcement section of the Building Codes Division.

# Compliance Program

## (OAR 918-020-0090)

Responding to public complaints regarding Non-Permitted Work or other Building/Electrical Code Violations: Reports of any permit, code, or licensing violations that may violate the state or City building code requirements, are accepted by the City in-person, and via phone, email, or Fax. The City's Building Inspectors are authorized to investigate any and all such reports either as part of their routine inspections, or a special trip to the work site.

Procedures for Requiring Proof of Licensing Compliance and Enforcement: As noted in the "Permitting Standards" of this plan, City staff will require proof of all required certifications and licensing prior to issuing a permit. If the applicant fails to present clear and compelling evidence of having all of the necessary licenses and certifications, then the Harrisburg Building Permit staff support shall hold the permit in abeyance until or unless such evidence is provided. No formal local licensing compliance program, beyond this, has been adopted by the City of Harrisburg. Due to the small size of the City and often personal knowledge Inspectors and staff have of local contractors, developers, and architects, we do not feel such a formal program is necessary. However, notifications of proposed civil assessments for licensing violations shall be entered into the Municipal Court docket by the City's Court Clerk.

# Electrical Program

## (OAR 918-020-0090)

Delegation of Authority for Administration of Electrical Program: The City of Harrisburg has assumed administration and enforcement of the electrical safety program under the authority of ORS 479.730 and 479.855. As a municipal corporation, the electrical safety program encompasses all areas within Harrisburg City limits. The Building Official and 'A' level electrical inspector is Russell Young, who is on the staff of the City of Junction City and will be utilized by the City of Harrisburg under the terms of the Harrisburg/Junction City IGA **(Exhibit A)**.

Adopting Ordinances: Harrisburg Municipal Code sections 15.05.010 and 15.05.020 are the authority for the local adoption of the State of Oregon One and Two Dwelling Specialty Code (Oregon Residential Specialty Code) and the Oregon Electrical Specialty Code, (along with others). These local code provisions are reviewed annually to assure compliance with OAR 918-308-0190.

Public Contact Procedures to Obtain an Electrical Permit: The city Building and Electrical Permit Counter is open every business day from 8:30 – 12:00 and 1:00 – 5:00. Questions related to technical electrical requirements can be submitted directly to the Electrical Inspector by phone, email or written message submitted at Harrisburg City Hall. The Electrical Inspector will respond directly to such inquiries, normally through the same channel they are received.

Code Interpretations and Dispute Resolution: The certified Electrical Inspector is responsible for all initial interpretations of the Oregon Specialty Code and the electrical portions of the Oregon Residential Specialty Code. Any appeal of the Electrical Inspectors decisions (whether verbal or in writing) is automatically reviewed by the Building Official. There is no charge for such an appeal and a decision is normally rendered with 3 business days of receipt.

Persons aggrieved by the Building Official's disposition of an administrative matter may submit a written appeal to the City Administrator. Appeals of

decisions related to technical matters in the electrical code may file such appeals with the local Contractor's Board of Appeals or directly to the specialty code chief at the State Building Codes Division.

Permit Sales Office: The Building and Electrical Permit Counter at the City of Harrisburg is available any business day from 8:30 – 12:00 and 1:00 -5:00. Permit applications on forms provided by the City, are available here or on-line. Completed applications can be delivered in-person, or via mail/email or may be entered into the state 'e-Permitting' system on the applicant's own computer or the one available at the City Permit Counter.

Permit Application Review Procedures: Permit applications received in-person at the City Permit Counter will be reviewed for completeness before the applicant leaves, when possible, but in not more than 48 business hours. Applications received via other means will be checked for completeness within 48 business hours and the applicant notified of any deficiencies within another 24 business hours. Payment for Electrical Permits must be made either when submitted (regardless of means), or within 48 business hours, prior to further processing. If no permit fee is received the applicant will be notified and if the fee is not paid within five business days, and/or any application deficiencies aren't corrected, then permit staff will discard the application.

A complete and paid for application will be reviewed by the Electrical Inspector IAW with OAR 918-311-000 through -0060 and approved, conditionally approved, or denied within (7) business days.

Other Electrical Programs: The City also participates in a Minor Installation Label program, through the State Building Codes Division, which complies with OAR 918-309-0200 through -0260 and the Electrical Master Permit Program IAW OAR 918-309-0100.

Electrical Inspection Standards and Procedures: Inspection services are available all regular business days. Persons with valid permits may request an inspection through the State e-Permitting system, in person at the City Permit Counter, or by phone at: 541-998-4763 or email to: [ryoung@co.junction-city.or.us](mailto:ryoung@co.junction-city.or.us).

Inspection request must include, either orally or in writing: 1. Permit Number, 2. Site address, 3. Name and contact information for person making request, 4. Type

of inspection requested. Inspection requests made after 7:00 am on business days or during non-business hours, will normally occur the next business day. In any event, complete and accurate inspection requests will take place not later than 72 business hours from the day and time of the request. Inspection requests submitted without the required information, as noted herein, will not be acted upon.

Electrical Safety Program Compliance: The electrical inspector and City Permit Counter Staff will perform periodic as well as spot checks for required licensing and certification for the person(s) performing the work. Detected violations will be reviewed by the Building Official and, as appropriate processed as per the established state compliance program.

Electrical Program Fund Accounting and Establishing Fees: All revenues, and program interest, collected under the electrical program, and all expenses necessary to operate the program, will be accounted for in a separate dedicated fund. All financial records related to the Electrical Program, including records from prior years, if available to the city, as well as future projections, are available upon request during all business hours at Harrisburg City Hall.

Fees: Electrical permit and plan review fees are reviewed annually and assessed to provide the City of Harrisburg cost recovery for administration and operation of the Electrical program. Any fee changes proposed by the City of Harrisburg are sent to the State Building Codes Division for review and notice at least 45 days in advance of consideration by the Harrisburg City Council at a public meeting. Generally, the Harrisburg electrical and building permit fees will be the same as Junction City's. The fee schedule is provided at City Hall, and on the City website, and is attached as **Exhibit I**.

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE CITIES OF JUNCTION CITY AND CITY OF HARRISBURG  
FOR BUILDING PERMIT PROGRAM SERVICES**

This agreement is made and entered into by and between the cities of Junction City and City of Harrisburg, hereinafter referred to respectively as “Junction City” and “Harrisburg” or collectively as “Cities.”

**RECITALS**

WHEREAS, Cities are authorized pursuant to ORS 190.003 through 190.110 to enter into intergovernmental agreements for the performance of any or all functions which a party to the agreement has the authority to perform; and

WHEREAS, Cities are authorized pursuant to ORS 455.148(3), ORS 455.150(3), and OAR 918-020-0090 to combine in the appointment of a single Building Official for the purpose of administering a Building Inspection Program within their communities; and

WHEREAS, the City of Junction City Public Works & Development Department employs both a certified Building Official and an Electrical Specialty Code Inspector; and

WHEREAS, Cities find it beneficial to enter into this Intergovernmental Agreement (Agreement) to obligate and authorize Junction City to provide building official, inspection, plan review, electrical specialty code and other building permit program services to Harrisburg , subject to the terms and conditions herein.

**AGREEMENT**

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Effective Date. This Agreement shall be effective on July 1, 2021.
2. Duration and Termination. The term of this Agreement will extend for one (1) year from the Effective Date, at which point it shall automatically renew for successive one (1) year terms unless and until either party provides at least sixty (60) days’ written notice to the other party of its intent to terminate this Agreement. Termination of this Agreement shall not affect any obligations or liabilities accrued to the parties prior to such termination.
3. Services. Junction City agrees to provide building official, inspection, plan review, and electrical specialty code services to Harrisburg, as more specifically outlined in the attached Exhibit A (collectively, “Building Permit Program Services”).

4. Consideration. Harrisburg will pay to Junction City:
  - A. Sixty-five percent (65%) of all fees collected by Harrisburg in conjunction with its Building Permit Program for Services performed pursuant to Section 3 of this Agreement; and
  - B. Invoiced amounts on a time and materials basis for Services provided for which Harrisburg collects no fees, as outlined on the fee schedule attached as Exhibit B.
  
5. Harrisburg Obligations. Harrisburg shall:
  - A. Designate the Junction City Building Official as the Harrisburg Building Official. The Building Official shall have final authority over all building program decisions and will hold full discretionary authority over Harrisburg's building program.
  - B. Designate the Junction City Electrical Specialty Code Inspector as the Harrisburg Electrical Specialty Code Inspector. The Electrical Specialty Code Inspector shall have final authority over Harrisburg's electrical program and will hold full discretionary authority over Harrisburg's electrical program.
  - C. Maintain detailed financial records of all revenue received in the operation of Harrisburg's Building Permit Program.
  - D. Review site development plans for conformance with city land use regulations and notify the Building Official when approved.
  - E. Provide Junction City Building Permit Program Services providers space for storage of files and plans, office space and computer access and provision of necessary clerical support as may be necessary for the provisions of said Services by Junction City.
  - F. Not later than the 10<sup>th</sup> day of each month, provide to Junction City sixty-five percent (65%) of all fees collected during the preceding month for Harrisburg's Program. Fees will be charged in accordance with the State of Oregon Building Code Division fee and evaluation schedules, in addition to any other Program fees properly adopted by Harrisburg.
  - G. Receive all building permit applications and collect all building permit fees in accordance with the State of Oregon Building Code Division fee and evaluation schedules, in addition to any other Program fees properly adopted by Harrisburg.
  - H. Within thirty (30) days of receipt, pay Junction City's invoiced fees as outlined in 'Exhibit B'.
  - I. Harrisburg shall assist with Junction City in implementation of the Oregon State

electronic permitting system and shall share the fees and costs of said system on an equitable basis.

- J. For permits not requiring plan review, Harrisburg may immediately issue such permits, collect the appropriate fees and retain 35% of the fee collected.
  - K. All required reports and required administrative tasks undertaken by Junction City on behalf of the Harrisburg shall be tracked on an hourly basis by Junction City and billed on a quarterly basis to Harrisburg, not to exceed \$70/hour.
  - L. Land Use Regulations: Harrisburg agrees that it will not submit to Junction City any permit applications that have not been signed by authorized Harrisburg personnel attesting that the proposed work will be in compliance with Harrisburg's zoning and other land use and development ordinances.
6. Junction City Obligations.
- A. Junction City will employ a qualified Building Official, in compliance with ORS 455.148(3) and OAR 918-020-0090, and an Electrical Specialty Code Inspector.
  - B. Delegation. Junction City may not delegate discretionary responsibilities associated with its Building Permit Program Services but may contract with other agencies or third-party contractors to perform ministerial services associated with inspections, plan review, or other technical assistance services.
  - C. Junction City will keep a record of all hours worked by Junction City employees and third-party contractors or agencies to provide Building Permit Program Services to Harrisburg and bill those amounts to Harrisburg which exceed Harrisburg's percentage payment, or for which Harrisburg collects no Building Permit Program fees. Any such charges shall be billed to Harrisburg on a quarterly basis not to exceed sixty-five percent (65%) of fees collected by Harrisburg during the same quarter.
  - D. Junction City will evaluate all Harrisburg permit applications and plans submitted to it to determine the required fee to be collected by Harrisburg.
  - E. After approval of the plans/permits by Junction City, and calculation of the required fee(s), Junction City shall return the application with at least one set of approved plans, and an inspection card to Harrisburg which shall then issue the permit and collect the appropriate fee.
  - F. Junction City shall prepare and submit all required reports to the Oregon State Building Code Division and Linn County Assessor including, but not limited to: a) monthly surcharge reports based on fees collected, b) monthly and year-end building permit activity reports, and c) required notifications regarding the Harrisburg Building Permit Program. d) In addition, Junction City shall prepare

and submit to Harrisburg within 30 days of the end of each calendar quarter a summary report of completed and open building permits. e) Junction City shall keep track of, and inform Harrisburg and permit applicant of building permits that have been expired by Junction City.

7. General Provisions. Each City will designate Junction City's Building Official to supervise and coordinate the Building Permit Program.
8. Land Use Regulations. Junction City shall enforce Harrisburg land use regulations, involving dimensional standards (setbacks, lot coverage, etc.) for buildings, and controls for drainage as they are specified on the site plan by a Harrisburg official. Any necessary legal action resulting from the enforcement of land use regulations is the responsibility of the City of Harrisburg.
9. Mutual Indemnification. Each party shall defend, indemnify and hold the other harmless from and against any and all claims, lawsuits, or actions for damages, costs, losses or expenses arising from the indemnifying party's actions pursuant to this Agreement.
10. Attorneys' Fees. In the event an action, lawsuit or proceeding, including appeal therefrom, is brought for failure to fulfill or comply with any of the terms of this Agreement, each party shall be responsible for its own attorneys' fees, expenses, costs and disbursements for said action, lawsuit, proceeding or appeal.
11. No Waiver of Claims. The failure by either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that provision or any other provision of this Agreement.
12. Entire Agreement. This Agreement constitutes the entire Agreement between the parties concerning Building Permit Program Services and supersedes any and all prior or contemporaneous negotiations or agreements among the parties, if any, whether written or oral, concerning the Building Permit Program Services, which are not fully expressed herein. This Agreement may not be modified or amended except in writing signed by each party to this Agreement.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed by their duly authorized representatives as of the dates set forth below.

CITY OF JUNCTION CITY, OREGON

By: \_\_\_\_\_  
Jason Knope, City Administrator

Dated \_\_\_\_\_, 2020

CITY OF HARRISBURG, OREGON

By: \_\_\_\_\_  
John Hitt, City Administrator

Dated \_\_\_\_\_, 2020

## Exhibit A

### City of Harrisburg

#### Building Permit Program Services

- **BUILDING OFFICIAL**

The Building Official must be certified by the State of Oregon and develop a relationship with City Staff (Public Works, Planning, Administration) to provide excellent service related to administration of building inspection services.

**Availability:**

- Accessible via phone, email, and in person (by appointment, at Harrisburg City Hall)
- Adequate response time (reply within 48hrs) regarding disputed inspections and other concerns.
- Responsive to Harrisburg City Staff:
  - Available for Pre-application and pre-construction meetings, as requested/by appointment
  - Responsive to inquiry, as needed, within 48 hours, or the next business day, whichever is later.
- Receives public complaints regarding code provisions, inspections and employee behavior
  - Code provisions: Referred to the most appropriate Staff member; may escalate to an appeal, at which point Appeal procedures are followed.
  - Employee behavior: Processed by Building Official per personnel procedures.
  - The Harrisburg City Administrator shall be briefed on all public complaints, and the resolution thereof, while still protecting the privacy rights of the public and Junction City employees.

**Extent:**

- Provides and assures training and maintenance of examiners' and inspectors' certifications
- Collaborates with Harrisburg City Staff, and the Harrisburg and/or Linn County Fire Marshal to maintain appropriate policies and procedures for complying with State Building Code requirements including but not limited to:
  - Oregon Structural Specialty Code updates
  - Risk Areas: Floodplain, Steep Slopes (excavation and grading), Wetlands
  - Oregon State Fire and Life Safety Code
- Issues initial Certificate of Occupancy, upon sign-off from City Staff as well as re-certifies Occupancy of existing buildings following modification or changes in use. May also issue Temporary/Conditional Certificate of Occupancy upon approval of Harrisburg City Staff.

- Declares dangerous buildings or condemnation orders following evaluation criteria specified by the State of Oregon and makes presentation to the Harrisburg City Council upon consideration of a city declaration of a nuisance or hazardous structure.
- Verifies licenses and registrations required under ORS Chapters 446, 447, 455, 479, 693 and 701
- Adjudicates appeals, as filed, per Oregon Revised Statutes

### Process:

- Provides monthly Building Inspection report to City Staff for public review; aggregates data for an annual report to the City each fiscal year.
- Hears appeals from disputed inspections
- As per ORS 455.690, manages aggrieved/disputed inspections and appears before the municipal appeals board or to the appropriate state advisory board.

- **PLANS EXAMINERS**

Plans Examiners provide code compliance review through three stages: 1) Primary plans examination, 2) Remedial review, and 3) As-built review.

1. **Primary Plans Examination** is the bulk of plan review for Specialty Code and Fire Code items.
  2. **Remedial Review** is the additional review, as required, to remedy deficiencies identified in the primary review.
  3. **As-Built Review** provides assurance that what is drawn and approved was built to noted specifications prior to issuance of a Certificate of Occupancy.
- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
  - Available by phone, email, and in person (by appointment at least one day a week, at Harrisburg City Hall) between 9am and 5pm Monday through Friday.
  - Adequate response time (reply within 24hrs) regarding applicant inquiries and other concerns.
  - Single Family, or two family dwelling plans for grading, construction, demolition, plumbing or mechanical permits shall be returned to the City of Harrisburg within the lesser of 216 hours or 7 business days from receipt, by Junction City, of a complete and adequate set of plans and/or permit applications.
  - Multi-Family, or Commercial Plan review and permit applications for grading, construction, demolition, mechanical and plumbing permits shall be returned to the city of Harrisburg within the lesser of 576 hours or 20 business days from receipt, by Junction City, of a complete and adequate set of plans and/or permit applications.
  - Review for compliance with Oregon Structural Specialty Code, Oregon Fire Code.
  - Provide additional review for compliance related to risk areas: Floodplain management, Grading and excavation.

- **INSPECTORS**

Inspectors build rapport with developers (residential and commercial) by providing clear expectations, personable and polite interaction, and fair assessment in assuring compliance with applicable Building Codes and Development Code Conditions of Approval.

**Availability:**

- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
- Adequate number of specialized inspectors to provide inspections consistent with the following schedule, within 24 hours of the request:
  - Residential Plumbing, Structural, Mechanical: Tuesday and Thursday
  - Electrical: Tuesday and Thursday
  - Commercial Plumbing, Structural, Mechanical: Tuesday and Thursday
  - Requests for emergency inspections on Monday, Wednesday, and Friday may be requested. Inspectors will provide the inspections based on availability.
  - Requests for inspections and inquiries should provide similar response to Plans Examination response (24 hours) or sooner.
- Backup inspectors provided to assure coverage in case of absence.

**Extent:**

- Provide pre-development/pre-construction meetings upon request to discuss any unique aspects of the project, clarify special inspection requirements, coordinate public infrastructure issues, and reach consensus on any issues identified during the review process.
- Each inspection visit shall be documented and held on-file at Harrisburg as well as at the jobsite until Final Inspection is performed.
- Inspects and ensures compliance of dimensional standards for buildings, as well as drainage as specified on the site plan.
- May issue stop work orders after consultation with Harrisburg City Staff regarding that decision.
- Performs investigations into certifications, license/registration requirements in addition to verification of compliance of electrical, plumbing, mechanical, and other work.
- Responds to reported Code Violations to determine whether a violation exists. Will be responsible for reviewing all possible building code violations within the City of Harrisburg, as may be reported and take appropriate follow-up action.
- Issues civil penalties on the City's behalf as authorized by ORS 455.156.
- **PROGRAM PARTICIPATION**

Building Inspection services shall work with the following programs, as delineated by the State, for all building disciplines:

- Bulk labels
- Temporary permits
- Master Permitting

**Exhibit B**  
**Fee Schedule**

Junction City's hourly rates for Building Permit Program Services and Services provided for which Harrisburg collects no Building Permit Fees are as follows:

Building Official: \$70  
Building Permit Specialist Services: \$50

Reimbursable expenses:

24"x36" Blueprints.	\$3.00/page
FedEx/UPS	Cost
US Mail	Cost
Standard Black/white	\$ .25 each
11"x17" photocopies	\$ .50 each
Large B/W	\$ .50 per square foot
Color Copies regular	\$1.00 each
Color 11"x17"	\$2.00 each
Mileage	Current IRS rate.

**FILED**

FEB 26 1997

STEVE DRUCKENMILLER, Clerk  
By *[Signature]*  
Deputy

INTERGOVERNMENTAL AGREEMENT

Agreement between the City of Harrisburg and Linn County, made on this 26<sup>th</sup> day of February, 1997.

WHEREAS, pursuant to ORS 190.003 to 190.250, Linn County and the **City of Harrisburg** desire to enter into an intergovernmental agreement; and

WHEREAS, the State of Oregon has promulgated a state building code, hereinafter referred to as "codes", which includes the Oregon State Structural Specialty Code and Fire and Life Safety Regulations, the Oregon State Mechanical Specialty Code and Fire and Life Safety Regulations, the Oregon State Plumbing Specialty Code, the Oregon State One and Two Family Dwelling Code, and Oregon Administrative Rules for installation of manufactured dwellings, for mobile home parks, and for recreational parks and organization camps; and

WHEREAS, the codes are uniform and applicable throughout the State of Oregon, including all cities and counties; and

WHEREAS, the City of Harrisburg hereinafter referred to as "CITY", and Linn County hereinafter referred to as "COUNTY", have worked together for a number of years in administering the building codes, and desire to continue this relationship whereby the CITY will sell COUNTY building permits for building projects on properties within the incorporated limits of the CITY.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

(1) Contract for Services

The CITY agrees to sell building permits on behalf of the COUNTY for those projects and activities requiring building inspection within the incorporated boundaries of the CITY. It shall be the responsibility of the COUNTY to perform all required inspections and building plan reviews and other duties as outlined in this agreement. The CITY agrees that it will issue no permits nor cause any inspections to be made that are required by the codes except through this agreement.

The COUNTY shall continue to sell electrical permits, perform electrical inspections, and perform all other obligations required in the administration of the electrical inspection program. The CITY has no obligation to sell electrical permits or participate in the administration of the electrical inspection program.

(2) Applications and Permits

The COUNTY agrees to provide the CITY with the necessary permit application forms, procedural guides, and fee schedules and to instruct authorized CITY personnel in the proper procedure to prepare the applications.

*Order #97-026A*

Except for the issuance and processing of electrical permits, the CITY agrees to accept applications for all permits required by the codes and administrative rules within the CITY boundaries and to issue the permits. For permits not requiring plans review, the CITY may immediately issue the permit and collect the appropriate fees.

For permits requiring plan review the CITY agrees to transmit the application together with two complete sets of plans to the COUNTY. The COUNTY agrees to evaluate the application and plans and to determine the fees. After approval of the plans, the COUNTY shall return the completed application together with one set of the approved plans, and an inspection card to the CITY. The CITY shall then issue the permit and collect the appropriate fees.

(3) Inspections

The COUNTY agrees to perform the required inspections upon notification by the permit holder that the work is ready for inspection. The COUNTY agrees to provide the CITY with a copy of the inspection record upon satisfactory completion of all work authorized by the permit.

Within 15 days after final approval, the COUNTY shall provide the CITY with a copy of each building permit having been satisfactorily completed and signed off by the COUNTY. The COUNTY shall also inform the CITY of all building permits which have been expired by the COUNTY.

(4) Fees Collected and Distributed

The CITY and COUNTY agree that fees shall be paid and distributed according to the following:

- (a) The CITY shall retain as payment for its services under this contract 25 percent (25%) of the actual permit inspection fees per calendar year.
- (b) The CITY shall send all plan review fees to the COUNTY.
- (c) The remaining permit inspection fees, the plan review fees, and the state surcharge fees shall be transmitted by the CITY to the COUNTY, on a monthly basis, said transaction to be completed by the 10th day of each month. The COUNTY shall be responsible for completion and submittal of all reports to the Building Codes Agency, including the monthly surcharge reports. The CITY shall complete the Census Reports.
- (d) Fees charged by the CITY and payable to the COUNTY shall be the same as those charged by the COUNTY for work in the unincorporated areas of the COUNTY.
- (e) All fees collected by the CITY pursuant to this agreement shall be deemed to be in the possession of the CITY until received by the COUNTY. Any loss in transit shall be deemed as the CITY's loss.

(5) Land Use Regulations

The CITY agrees that it will not submit to the COUNTY, and the COUNTY agrees that it will not process any permit applications that have not been signed by authorized CITY personnel attesting that the proposed work will be in compliance with the CITY's zoning and other land use and development ordinances. The COUNTY will not accept any responsibility for enforcement of the CITY's land use regulation.

The COUNTY shall assure that CITY land use regulations involving dimensional standards for buildings which are noted on the face of the permit application shall be enforced as part of the normal inspection process. The COUNTY shall not give final approval to a building permit until it receives assurance from the CITY that all CITY land use requirements noted on the permit have been met. However, any necessary legal action resulting from the enforcement of land use regulations is the responsibility of the CITY.

(6) Enforcement

All enforcement responsibility with regard to the codes rests with the COUNTY. The COUNTY agrees that it will pursue enforcement responsibility within the CITY to the same degree as it would were the situation to apply to properties within the unincorporated areas of the COUNTY.

The COUNTY agrees that it shall provide notice of violation to individuals who have violated the codes. A copy of such notice shall also be provided to the CITY. If the notice of violation does not bring about compliance, the COUNTY shall notify the CITY of the violation and the COUNTY's efforts to obtain compliance. It shall be the COUNTY's responsibility to seek legal action to gain compliance with the codes, should legal action become necessary.

(7) Effective Date of Agreement

This agreement shall go into effect on January 1, 1997.

(8) Term of Agreement

This agreement shall remain in effect until terminated by either party. Notice of intent to terminate must be provided by December 31 of any calendar year. The effective date of any termination shall be the following June 30. Modifications to the agreement shall be made only upon mutual agreement by both parties.

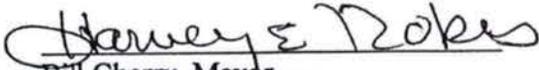
(9) Repeal

The current agreement dated September 29, 1993, between the CITY and COUNTY is automatically repealed with the adoption of this agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first written above.

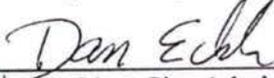
CITY OF HARRISBURG, OREGON

LINN COUNTY BOARD OF COMMISSIONERS



~~Bill Cherry, Mayor~~

Harvey Nokes, Council President



Dan Eckles, City Administrator

**ABSENT**

David R. Schmidt, Chairman



Larry J. Johnson, Commissioner



Catherine Skiens, Commissioner

APPROVED AS TO FORM:



Linn County Legal Counsel

Harrisburg Building Permit  
Yearly Comparison

Harrisburg Building Permit Program Revenues & Expenses									
FY 2016-2017 to FY 2019-20 and Projections for FY 2020-2021 to FY 2023-2024									
	Past Performance					Projections			
	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	Average of Prior 4 Years	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
Revenues	\$ 48,669.91	\$ 43,258.34	\$ 123,971.58	\$ 116,975.71	\$ 83,218.89	\$ 74,897.00	\$ 76,395.00	\$ 77,923.00	\$ 79,481.00
Expenditures	\$ 40,330.95	\$ 35,202.63	\$ 110,412.64	\$ 99,323.90	\$ 71,317.53	\$ 73,078.00	\$ 74,902.00	\$ 76,775.00	\$ 78,694.00
<b>Net Program Revenues</b>	<b>\$ 8,338.96</b>	<b>\$ 8,055.71</b>	<b>\$ 13,558.94</b>	<b>\$ 17,651.81</b>	<b>\$ 11,901.36</b>	<b>\$ 1,819.00</b>	<b>\$ 1,493.00</b>	<b>\$ 1,148.00</b>	<b>\$ 787.00</b>
Types and Numbers of Issued Permits from the Harrisburg Program						Projections for Issued Permits**			
Over-the Counter Permits (Mechanical, Plumbing, and Manufactured Home Placement Permits):	31	48	46	52	44	40	41	42	43
Commercial/Industrial Permits (including mechanical & plumbing permits):	16	24	36	30	27	24	25	24	25
Residential Permits (Includes SFD's, Additions/Renovations & Accessory Structures	18	22	22	15	19	17	20	23	24
<b>Total Permits Processed</b>	<b>65</b>	<b>94</b>	<b>104</b>	<b>97</b>	<b>90</b>	<b>81</b>	<b>86</b>	<b>89</b>	<b>92</b>
*As of the time of program submission, Linn County had not yet provided us with Electrical Permit Information. If it is provided to us prior to the deadline, it will be included with the application packet						*Projected Revenue & Expense Projections were calculated by the following: A) Permit Revenues will decline 10% from the prior 4 years average; an annual 2% COLI increase was factored in. B) Expenses will rise 2.5% annually from the prior 4 year average.			
						**Projections of number of permits were calculated based on a 10% decline for the 1st year of the new program, but with an increase of 2% from that year forward. Residential permits were increased based on pending residential subdivisions.			

Robert Wheeldon, Director  
Linn County Planning & Building Department  
PO Box 100  
Albany, OR 97321

September 3, 2020

Re: Intergovernmental Agreement (IGA) Order 97-026A, Linn County and the City of Harrisburg, dated February 26, 1997.

Dear Director Wheeldon.

Please accept this letter as notice of the City of Harrisburg's intention to terminate the referenced IGA in accordance with the provisions of Section (8) of the agreement.

It is the desire of the City of Harrisburg to obtain Building Official and Inspection services with the City of Junction City on or about Jan. 1, 2021. While the current agreement allows Linn County to continue our IGA until the end of the fiscal year of notification (June 30, 2021), it is our request to allow termination by the end of this calendar year, December 31, 2020.

We feel the December 31, 2020 termination is reasonable in light of the many years this agreement has been in place. Moreover, the City of Harrisburg represents a small percentage of the total building permits processed by Linn County, hence termination by December 31<sup>st</sup> of this year should not impose a significant impact on the Building Departments anticipated revenues.

Please understand we are making this change not due to dissatisfaction with Linn County services. In fact, Ms. Suzanne Larson and other staff have been very helpful and attentive to city needs.

Rather, we anticipate more rapid response to our building inspection needs due to Junction City's proximity, and their ability to participate directly with advice and recommendations for pending building projects within the city.

Please inform us as soon as reasonable as to a termination date that Linn County will accept. If December 31<sup>st</sup> of this year is not acceptable to you, please propose an alternative date(s).

Thank you for your attention to this matter and many thanks for the 23+ years of support for Harrisburg building inspection services.

Sincerely,

John Hitt  
City Administrator  
City of Harrisburg.

Cc: Gary Kaping, Public Works/Planning Director, City of Junction City.

Mr. Robert Wheeldon  
Linn County  
Building and Planning Director  
300 SW 4<sup>th</sup> Street  
PO Box 100  
Albany, OR 97321

September 15, 2020

Re: My letter to you of Sept 3, 2020 - Copy Attached.

Dear Director Wheeldon,

This letter is to modify the request of the City of Harrisburg regarding our IGA of February 26, 1997. While we still intend to terminate this agreement, we would request to extend the termination date to June 30, 2021 as allowed under section eight of our current agreement.

We intend to go through the process of assuming our own Building Program and Electrical Program in accordance with OAR 918-020-0095, 918-020-0070 and related statutes and administrative rules. This process, by OAR, cannot be completed and operational until July 1, 2021.

In light of the relevant OARs, I would also request that the Linn County Building Department discuss with us (formally or informally) any impacts you anticipate on your department should Harrisburg complete the required steps and assume our own Building and Electrical Programs, including the Oregon Residential Specialty Code, Oregon Structural Specialty Code, Oregon Specialty Electrical Code, Fire and Life Safety Code, Oregon Specialty Plumbing Code, Oregon Specialty Mechanical Code and the Oregon Manufactured Dwelling Installation Specialty Code.

In accordance with OAR 918-020-0095 (1) (A)-(D) and sections (2) (b), and (4), we would request a response in writing as soon as possible regarding any concerns Linn County may have about revenue, pending enforcement actions, open or existing applications when the transfer takes place, any affected employees, and other concerns or objections Linn County may have.

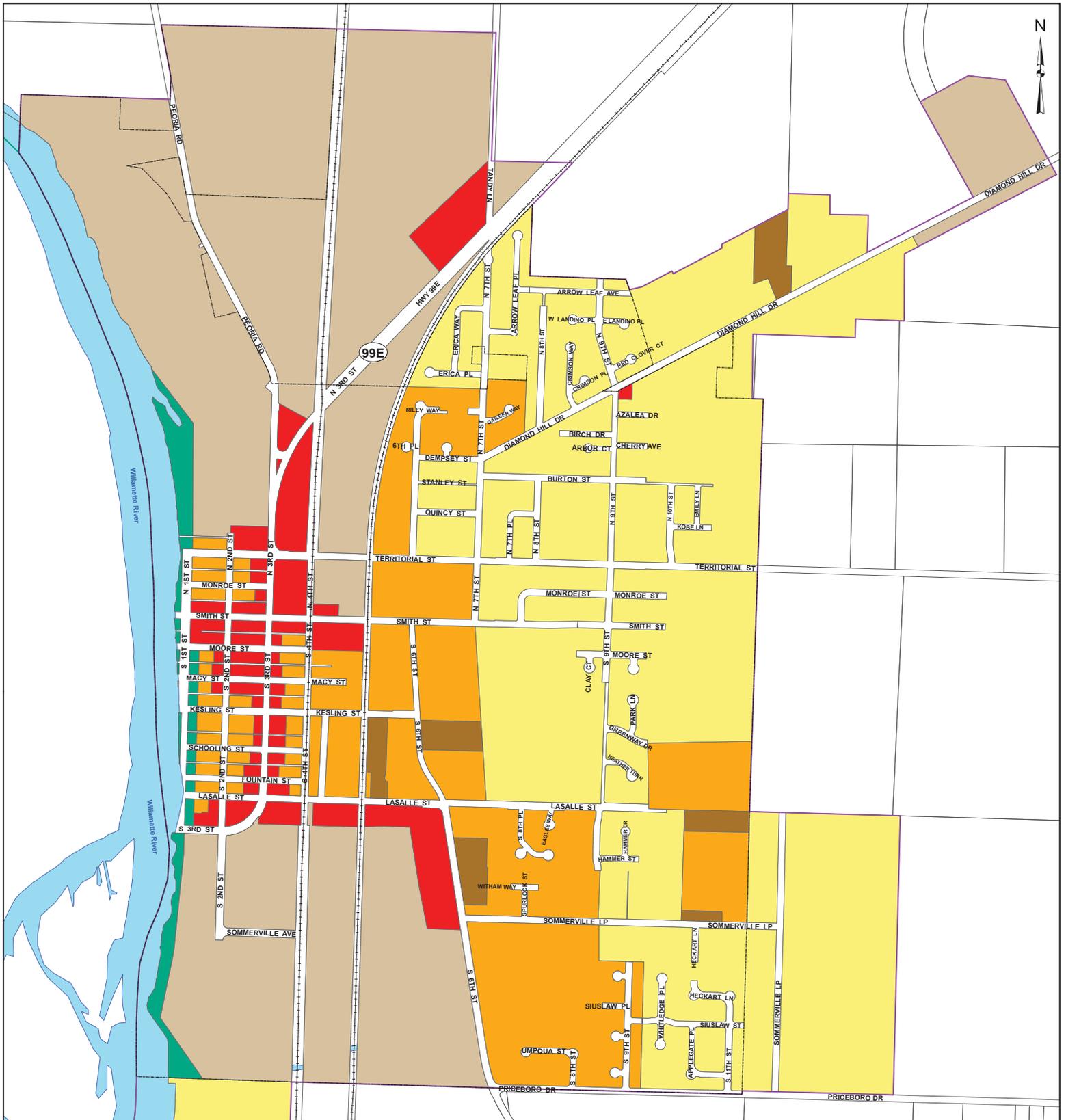
As you are probably aware, we would need to respond to any objections or concerns you might wish to express, including those listed in the paragraph above.

It is our intention, upon state approval of our assumption of these Building and Electrical Programs, to contract with the City of Junction City to perform Building official and inspection services under the auspices of a new Harrisburg/Junction City IGA.

Let me conclude by reiterating the city's thanks to Linn County for handling our Building and Electrical Programs for many years. We appreciate your staff and the work they have done on our behalf. We anticipate that we can enhance local service levels by assuming these programs. We hope this proposed change is consistent with Linn County needs and that we will continue our close inter-governmental relationship for many years to come.

Sincerely,

John E. Hitt  
City Administrator



# Comp Plan - City of Harrisburg, Oregon

Effective Date April 8, 2014

1 inch = 283 feet



### Linn County Disclaimer

The data contained in this map was designed for assessment and planning purposes only and not for precise engineering-level mapping. As such, it is subject to error and/or omission. Linn County disclaims any liability as to the accuracy or completeness of the data.

### Legend

#### Comp\_Plan

- COMMERCIAL
- GREENWAY
- HIGH DENSITY RESIDENTIAL
- INDUSTRIAL
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL

- City Limits
- Ugb
- taxlots
- railway



RESOLUTION NO. 1245

A RESOLUTION APPROVING SUBMISSION OF OREGON STATE BUILDING CODES DIVISION, "PROGRAM ADMINISTRATION REQUEST" AND ASSURING CITY COMPLIANCE WITH ALL REQUIREMENTS AND STANDARDS OF OAR CHAPTER 918 AND ORS CHAPTERS 455 AND 479.

WHEREAS, the City is applying to the Oregon State Building Codes Division with a 'Program Administration Request' to assume the administration and enforcement of Building and Electrical Inspection Programs as per **Exhibit A**; and,

WHEREAS, the City is considering entering into an Intergovernmental Agreement with the City of Junction City to use their licensed building official and inspectors to perform all of the building, electrical, and other code functions as described in Exhibits A; and,

WHEREAS, the City understands it may be required to consider adoption of additional ordinances to activate and enforce the building codes program and is fully prepared to consider such additional ordinances as may be required; and,

WHEREAS, the City already has in place HMC 15.05.010 which adopted all relevant building, electrical, plumbing, mechanical, and related codes.

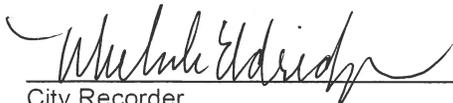
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Harrisburg hereby:

1. Authorizes the City Administrator of Harrisburg, John Hitt, and/or Assistant City Administrator, Michele Eldridge to sign and submit the 'Program Administration Request' and all necessary documents, or additional information that may be required by the Oregon State Building Codes, for the City to assume the operation, administration and enforcement of the building and electrical code programs on July 1, 2021 as may be approved by the State Building Codes Division.
2. Appoints the Building Official of the City of Junction City as the Harrisburg Building Official, with all building and electrical code inspection and enforcement powers, effective July 1, 2021.
3. Agrees to the Administration and Enforcement of all building and electrical code programs applied for in Exhibit A, effective July 1, 2021 and as approved by the Oregon State Building Codes Division.
4. The City understands and agrees to follow all relevant ORS and OARs related to the assumption of the administration and enforcement of the relevant building and electrical programs, including, among others, ORS Chapters 455 & 479 and OAR Chapter 918

Adopted by the City Council of the City of Harrisburg, Oregon, and effective September 29, 2020.

  
Mayor

ATTEST:

  
City Recorder



# Program Administration Request

New       Renewal

Department of Consumer & Business Services  
 Building Codes Division  
 1535 Edgewater St. NW, Salem, OR  
 Mailing address: P.O. Box 14470, Salem, OR 97309-0404  
 Phone: (503) 373-4133 • Fax: (503) 378-2322  
 Web: bcd.oregon.gov

Municipality: City of Harrisburg      Building official: Russell Young  
 Address: PO Box 378  
 City: Harrisburg      State: OR      ZIP: 97446  
 Office location: 120 Smith Street, Harrisburg, OR 97446  
 Phone: (541) 996-6655      Fax: (541) 995-9244      E-mail: jhitt@ci.harrisburg.or.us

**Mark program choice by indicating level:**

- X** – Performed by municipality
- C** – Performed by county
- S** – Performed by state

Plans				Structural				Mechanical				Electrical			Plumbing				Manufactured Structures (MSI)	Park Camp (PCI)	Master Builder Program (optional)
A	B	C	F	A	B	C	M	A	B	C	M	A	B	M	A	C	S	M			
x				x				x				x							x	x	x

**Note:** Assumption of a structural A-level program includes the requirements for disabled access [ORS 447.233(5)]. MSI includes manufactured dwelling installations; alterations, accessory structures, buildings, and cabana installations; plan review; and inspections. Park/camp includes mobile home and manufactured dwelling parks, recreation parks, organizational camps, and picnic parks plan review and inspection.

**Attach the following:**

- Completed copy of municipality's operating plan (OAR 918-020-0090)
- Electrical program requests (See requirements in OAR Chapter 918, Div. 308.)
- Changes of service areas (Include map or description.)
- Current fee schedules for all programs
- Name of a contact person for surcharge report of assumed programs

Name: Cathy Nelson      Phone: 541-995-6655  
 Address: PO Box 378  
 City: Harrisburg      State: OR      ZIP: 97446

List inspectors and others, as requested, on the back of this sheet. Attach additional pages as necessary.

Official delegation or assumption of the program(s) above is requested for the period beginning July 1, 20 \_\_\_\_ .

Authorized signature: \_\_\_\_\_ Title: City Administrator      Date: \_\_\_\_\_

**Request will not be accepted without signature.**



**15.05.010 Codes adopted.**

1. The One- and Two-Family Dwelling Specialty Code (a.k.a. Oregon Residential Specialty Code), as adopted by OAR 918-480-0005 to 918-480-0010, is enforced as part of this chapter;
2. The Oregon Electrical Specialty Code, as adopted by OAR 918-305-0100 to 918-305-0105, is enforced as part of this chapter;
3. The Oregon Plumbing Specialty Code, as adopted by OAR 918-750-0110 to 918-750-0115, is enforced as part of this chapter;
4. The Oregon Structural Specialty Code, as adopted by OAR 918-460-0010 to 918-460-0015, is enforced as part of this chapter;
5. The Oregon Mechanical Specialty Code, as adopted by OAR 918-440-0010 to 918-440-0012, is enforced as part of this chapter;
6. The Manufactured Dwelling Installation Specialty Code, as adopted by OAR 918-500-0510 to 918-500-0520, is enforced as part of this chapter;
7. The Oregon Reach Code, as adopted by OAR 918-465-0030 to 918-465-0040, is enforced as part of this chapter;
8. The Oregon Energy Efficiency Specialty Code, as adopted by OAR 918-460-0500, is enforced as part of this chapter; and
9. The Oregon Boiler and Pressure Vessel Specialty Code, as adopted by OAR 918-225-0430 to 918-225-0435, is enforced as part of this chapter.
10. All construction standards and applicable administrative rules relating to building codes that have been adopted by Linn County are adopted. [Ord. 952 § 1 (Exh. A), 2017; Ord. 929 § 1 (Exh. A), 2015; Ord. 906 § 1, 2012; Ord. 875, 2008; Ord. 856, 2007; Ord. 737 § 1, 1997; Ord. 692 § 1, 1995.]

**15.05.020 City building code administration.**

1. City Administration Procedures. The City shall provide for the administration of a plan checking, building permit and inspection program for structural, plumbing and mechanical work, but not for electrical work. The City program is applicable to public building, including State building, as well as private building.
2. Demolition Permit Requirements and Procedures. The City shall issue demolition permits for all structures known to be listed on the Linn County Assessor tax rolls, and provide inspections upon notification by the applicant of completion of the work. The City shall also notify the Linn County

Assessor of the demolition permit, for removal of the structure from the tax rolls. The City shall inspect the area for removal of all debris. If no residence will replace the demolished residence, inspect:

- a. Capping of the sewer line or, if there is no City sewer service, inspect the septic system to be sure it has been adequately removed.
- b. Removal of water meter. [Ord. 737 § 2, 1997; Ord. 692 § 2, 1995.]

**FEWEL, BREWER & COULOMBE**  
**Attorneys at Law**

James K. Brewer  
David E. Coulombe  
Amy L. Cook  
Scott A. Fewel (Retired)

456 SW Monroe Ave., Suite 101  
Corvallis, Oregon 97333

Phone: 541-752-5154  
Fax: 541-752-7532

September 29, 2020

State of Oregon  
Building Codes Division  
P.O. Box 14470  
Salem, OR 97309-0404

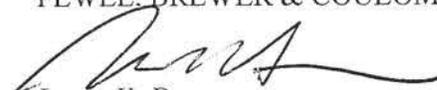
RE: City of Harrisburg Building and Electrical Codes Assumption Plan and Operating Plan

I am the City Attorney for the City of Harrisburg. The City is applying to the State Building Codes Division for the City to assume the administration and enforcement of most of the elements of the building and electrical codes for the City. As of the writing of this letter, Linn County has provided administration and enforcement of most of the elements of these building and electrical codes. As part of the transition from Linn County performing these functions to the City performing these functions, the City asked me to provide a statement that all employee rights under ORS 236.605 were preserved, consistent with OAR 918-308-0040 (1)(e).

The City timely contacted Linn County to see if any of Linn County's public employees would be deprived of employment solely because the duties of their employment with Linn County related to performing these functions, would be assumed or acquired by the City. The County has not responded to the City. Based on the best information available to me, as the City Attorney for the City of Harrisburg, I can state that the employee rights of the City employees under ORS 236.605 were preserved. From the silence on the part of the County, I can only assume that the County has no employment-related concerns.

Very truly yours,

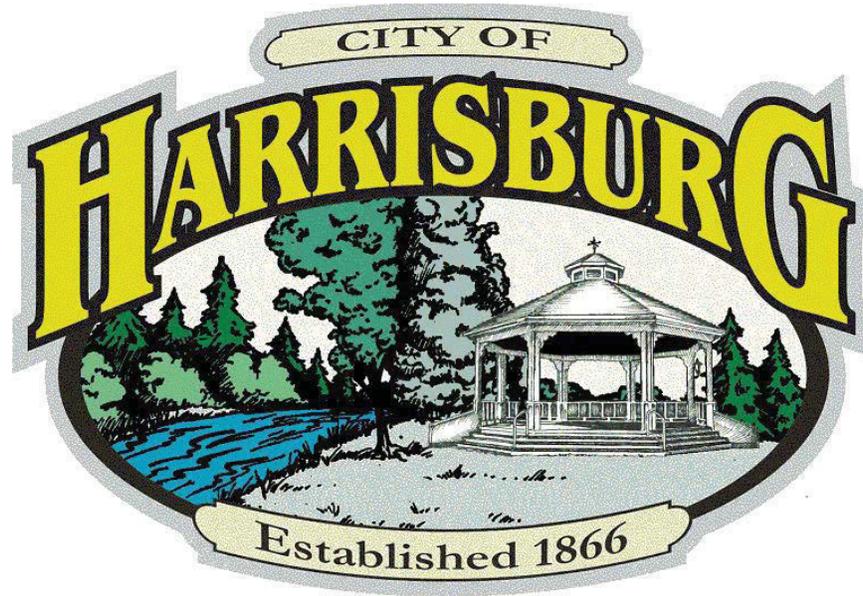
FEWEL, BREWER & COULOMBE



James K. Brewer  
Harrisburg City Attorney

JKB/krr

c: John Hitt, Harrisburg City Administrator  
Michele Eldridge, Harrisburg City Recorder



# City of Harrisburg Standard Fee Schedule

---

---

## Table of Contents

Table of Contents .....	2
General Fees and Licenses in the City of Harrisburg.....	5
Enterprise Zone Pre-Authorization: .....	5
Garage Sales: .....	5
Land Use & Development Fees: .....	5
Library Patron Fines and Fees: .....	5
Licenses .....	6
Business Licenses: .....	6
Liquor License: .....	6
Public Dance License:.....	6
Second Hand Dealer License:.....	7
Social Games Licenses:.....	7
Solicitation License:.....	7
Street & Sidewalk Vendor License: .....	7
Lien Search Fees:.....	8
Marijuana Related Businesses: .....	8
Marijuana Tax Rate:.....	8
Municipal Court Fees:.....	8
Nuisance Vegetation Removal: .....	8
Notary Fees:.....	9
NSF Checks:.....	9
PERMITS .....	9
Building & Electrical Permits:.....	9
Demolition Permit:.....	9
Fence Permit: .....	9
Fill Permit: .....	10
Mobile Home Placement Permits:.....	10

Parade Permit: ..... 10

Plumbing, Mechanical and Specialty Code Permits:..... 10

Public Event Permit:..... 10

Right-of-Way Permit: ..... 11

Sound Amplification Permit: ..... 11

Public Improvement Requirements: ..... 12

Photo Copies: ..... 12

Public Record Request: ..... 12

Rentals..... 12

    Gazebo: ..... 12

    Harrisburg Municipal Center:..... 13

    Heritage Park Picnic Pavilion:..... 13

    Skate Park Reservation: ..... 13

Small or Miniature Animal Livestock Fee:..... 13

Street Trees Fees: ..... 13

Systems Development Charges: ..... 13

Utility Fees, Rates and Information ..... 14

    Sewer Connections Required ..... 14

    Sewer Fees ..... 14

    Monthly Sewer Rates:..... 14

        Determination of Sewer Rates..... 14

    Storm Drainage Rates: ..... 16

    Water Connection Requirements: ..... 17

    Water Fees: ..... 17

    Monthly Water Rates:..... 17

Standard Fee Schedule for City Services ..... 20

Building Permits Fee Schedule ..... 23

    Electrical Permit ..... 23

    Mechanical Permits..... 25

    Plumbing Permit..... 27

    Miscellaneous Permits..... 29

Appendix – Sources..... 31

# General Fees and Licenses in the City of Harrisburg

---

**The fee schedule and resolution for City fees is located at the back of this document.**

## **Enterprise Zone Pre-Authorization:**

The City of Harrisburg co-manages and operates the Harrisburg Enterprise Zone. This includes acreage located in the City of Harrisburg, the City of Junction City, and property located abutting North Coburg Road, adjacent to I-5. The Zone Manager position in Harrisburg is held by the City of Harrisburg Administrator while the Zone Manager for Junction City is their City Administrator. Enterprise Zones are great resources for business in Oregon, allowing for an exemption from property taxes for new plant and equipment costs, if a business is able to meet the criteria.

## **Garage Sales:**

Fees are not charged for garage sales. However, garage sales are limited to no more than six days in any one-year period. The City of Harrisburg has a great City Wide Garage Sale in the summer, typically in the month of August. Citizens are encouraged to take advantage of having their sale posted on the City website. Watch the website and social media for the time of this year's City wide sale.

## **Land Use & Development Fees:**

Land Use and Development Fees are charged for land use projects in the City of Harrisburg. The fee is for the approximate amount of time for staff to process a Land Use Application, as well as for the time it takes for a land use application to be reviewed, and heard by the Planning Commission, and in the case of more complex land use applications, the City Council. Public Hearing Fees are included in the Land Use & Development Fee's.

## **Library Patron Fines and Fees:**

There is no fee for a family resident card in the City of Harrisburg, and a very low fee for cards held by those that are outside of Harrisburg. As always, there are overdue book fees, and if a book is lost, a charge for the replacement. Habitual violators will lose their library card and the right to borrow future items from the library.

# Licenses

---

## **Business Licenses:**

Business Licenses are required for all businesses in Harrisburg, whether it's Commercial, Industrial, a Rental, or a Home Occupation. The City does advertise all businesses in Harrisburg, and keeps a directory on the City website. Business License fees are charged annually, and are billed in December. Licenses are pro-rated for ½ year, if the application is received after July 1<sup>st</sup>. Temporary Business Licenses are required for seasonal businesses, such as Christmas Tree stands, or Fireworks stands. A transfer of a business license to a different owner, or to a different business name, is also charged a small fee.

Apartment Buildings and Landlords of Rental Homes will be charged for each unit offered for rent. A scaled fee is available; 1-10 Rentals will be charged \$10 a rental unit, while 11 or more Rentals will be charged \$110.

Home Occupations, are businesses that are ran from a citizens home. These are typically sales of some sort, such as Avon, Mary Kay, or other types of businesses that operate through parties held in citizen's homes. It can also apply to professional types of businesses, such as Internet sales, like Amazon or E-Bay, accountants, IT businesses, etc. A Home Occupation is secondary to the main use of the home, which is your primary residence. It has to maintain the same character as the other homes around it; meaning that you can't store outside materials from the business, and the home should still look like a home. Commercial uses, such as a small café, or anything with a lot of foot traffic, belong only in a commercial zone.

There are other types of licenses, which are explained later in this document. Those include a commercial truck permit, solicitor licenses, a social games license, secondhand dealer license, and street & sidewalk vendor licenses.

## **Liquor License:**

A liquor license and fee is required as per OLCC for all premises selling liquor in the City of Harrisburg. In addition, citizens in town holding a special event which includes something such as a Beer Garden are required to obtain a temporary liquor license, which is approved by the City Administrator. Commercial Businesses wishing to have a beer garden or wine terrace outside of their establishment are required to obtain a public event permit.

## **Public Dance License:**

A public dance is any dance not held in a private home or residence, which is open to the general public. Some dances are part of a Public Event, but businesses can sometimes hold a public dance by utilizing a parking lot, or obtaining permission to hold a street dance.

### Second Hand Dealer License:

The applicant for this license will be subject to a criminal background check. In addition, there are specific City forms and processes that are required for purchases of pawned or secondhand goods; and specifically for precious metals, jewelry, coins, firearms, hand and power tools, or any article with a manufacturer's serial number.

Please contact City Administrative Staff for questions in relation to a Second Hand Dealer Permit.

### Social Games Licenses:

The City of Harrisburg requires that anyone dealing cards at a restaurant, bar, tavern, or lounge must be approved by the City of Harrisburg to have a Social Games license. A common and popular type of game right now are poker tournaments, but this also covers blackjack games, or any other type of game held outside of a residence. The person holding the tournament, or holding regular games must have a background check done, and must supply a current picture. The license also specifies which location in town that the operator will be holding the games at.

### Solicitation License:

Door to door sales are not allowed in the City limits of Harrisburg, without first obtaining a solicitation license from the City. This license requires a background check; some of the things the City checks for are past arrests, and/or convictions of crimes of violence, sex offenses, narcotics, alcoholic beverage laws and fraud. **Each individual** selling for a company is required to have a solicitation license. Selling door to door without a valid solicitation license is prohibited, and can be punishable as a civil infraction or criminal trespass in the second degree in the Harrisburg Municipal Court. Solicitors must also abide by posted no solicitation signs, and can only operate only between the hours of 9:00am and 8:00pm. Solicitors are required to carry their City approved license with them, and should display them when they come to a residence.

Harrisburg residents have the right to ask to see the solicitor's license, and are welcome to contact the City, to verify if a solicitor has a license to operate in town. If a resident is approached by a person who is soliciting, but they can offer no evidence of a solicitation license, then the resident can contact the City, or dispatch for the Linn County Sheriff's Office.

### Street & Sidewalk Vendor License:

Licenses are required for businesses that are located on any City street, parking lot, sidewalk, or other public property. This includes vendors that have mobile carts that move to different areas during the time they are in town, such as an ice cream cart. Special Events, such as the 4<sup>th</sup> of July, are administered by an association other than the City. The process for obtaining a

license is complex, and there are specific criteria that apply to it. Please call administrative staff if you are interested in this license.

Please note that if you plan on operating a business on the property of another business, such as a temporary business kiosk, or mobile cart in a business parking lot, that along with the permission of that business owner, you'll also need to obtain a temporary business license from the City of Harrisburg. A business kiosk that is permanent in nature, such as a coffee kiosk, will likely require a land use application.

---

### **Lien Search Fees:**

Lien Search Fees are charged for lien searches that are for properties located in the City of Harrisburg. The City utilizes a company called Net Assets, which runs a website called Conduits. Title companies are required to obtain authorization through Net Assets to obtain lien search data for the City on the Conduits website. Information on existing liens can only be released to the owner of the property, or to a company that is going through Conduits for the Lien Search.

### **Marijuana Related Businesses:**

The City of Harrisburg submitted Measure 22-164 to the voters in November, 2016. That measure passed, and prohibits establishment of recreational and medical marijuana facilities of all kinds within the City limits of Harrisburg.

### **Marijuana Tax Rate:**

The City of Harrisburg does have a marijuana tax rate of 0% at this current time that would apply to both medical and recreational marijuana sales, if the prohibition of recreational and medical marijuana facilities were to be changed in the future.

For information in relation to Marijuana facilities, or tax rate, please contact the City Administrator.

### **Municipal Court Fees:**

The Harrisburg Municipal Court has fees in relation to the normal processes for a municipal court. The fees reimburse the City for staff costs involved in processing violations. For more information in relation to these fees, please contact the Municipal Court Clerk.

### **Nuisance Vegetation Removal:**

The City responds to complaints in regards to nuisance vegetation, and also monitors vegetation periodically from spring through fall. City crews will remove nuisance vegetation, after obtaining a court warrant.

Public Works crew rates for removal of nuisances will include labor, plus additional charges for equipment and tools.

### Notary Fees:

The City of Harrisburg does employ a notary public; that person is currently the City Recorder/Assistant City Administrator. Hours for the notary public can vary from day to day, and this service may not be available on specific days. Notary Fees are charged per Signature/Stamp Required.

### NSF Checks:

The City of Harrisburg as a public entity does charge a fee for checks that are returned to the City for non-sufficient funds.

## PERMITS

---

### Building & Electrical Permits:

- All Building permits in Harrisburg **are submitted to and issued by Harrisburg City Hall**. The City contracts with the City of Junction City to provide plan review and inspection services.
- Fees are set by the City of Junction City, based on types of construction.
- Building Permits are available at City Hall, or are located on the City's website, at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us) under the Land Use/Planning tab. Building Permits may also be picked up in the City of Junction City.
- Sign Permits are considered a structural permit, for all commercial and industrial businesses in Harrisburg.

### Demolition Permit:

- Removal of any structure within the City of Harrisburg requires a demolition permit to be issued. The fee is \$60.00 for the City permit. If you are not replacing the demolished structure with another, then water meters must be removed and sewer service must be capped.
- An asbestos survey is required for all demolitions, and must be performed by an accredited inspector. Any asbestos on the premise must be removed prior to destruction.
- The City must inspect the property after everything has been demolished.

### Fence Permit:

- Residential fence plans and permits are required for all fences, up to 7' tall. The fence permit is available at City Hall, or on-line at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us) under the Land Use/Planning tab.

- Residential Fence Permits are free, if the fence is less than 7' tall and doesn't require a building permit.
- Fences over 7' tall require a building permit and must be inspected to meet building code requirements. Fences of any height for commercial and industrial properties require a building permit.

### **Fill Permit:**

Fill permits are required if:

- Your project is more than 50 cubic yards of fill;
- The fill will be more than one foot in depth on a buildable lot; or
- Fill will impact drainage on another lot.

Fill projects for 100 or more cubic yards will be required to pay actual costs for the review of the plans. Plans for 5,000 or more cubic yards require an engineering review.

### **Mobile Home Placement Permits:**

Mobile Home Placement Permits are required whether the mobile home is being placed in a mobile home park, or on a standard City lot. The City does allow mobile homes on standard lots, as long as the standards of HMC 18.75 are met. Placement Permits are issued by the City of Harrisburg, over the counter.

### **Parade Permit:**

All Parades using the local streets are required to obtain a permit, which must be approved by the City Council. There is currently no fee charged for a Parade Permit. Any parade crossing Hwy 99E will also require an ODOT permit to be filed. Contact the City Administrative Staff for more information.

### **Plumbing, Mechanical and Specialty Code Permits:**

Fees are set by the City of Junction City.

- All plumbing, mechanical, and specialty code work within the City of Harrisburg requires a permit to be issued prior to proceeding with plumbing or mechanical improvements.
- All residential permits are issued by the City of Harrisburg, over the counter. Inspections are provided via contract with the City of Junction City.
- Fireplace and Woodstove permits are considered a mechanical permit.

### **Public Event Permit:**

Public Event Permits are required in order to meet minimum standards in order to protect the peace, health, safety and welfare of individuals attending an event, and to insure that they don't create unreasonable problems for neighbors or the community at large.

A public event is any activity where:

- People are permitted, or invited to attend and where a fee is charged; or
- A voluntary contribution is solicited or paid for the privilege of attending; or
- Any money is raised or items are sold to defray the expenses of such events, unless exempted by City ordinance standards; or

- Is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

Exemptions for a public event permit are applicable to the following:

- Any assembly or event likely involving less than 100 attendees, concluding on the same day that it begins and ends.
- Any public school or school district, or educational or training event sponsored or directed by a state sanctioned educational institution.
- An event located primarily in or occupies a permanent structure and facilities when they have been designed for that activity, accommodates the number of people reasonably expected to attend the activity, or has been approved for such activities through a land use process with the City.
- Any assembly under the auspices or approved by any local, state, or federal governmental entity or agency, or allowed under free speech provisions of the Oregon Constitution, or United States Constitution
- Any assembly regulated by Linn County as an outdoor assembly under Chapter 580 of the Linn County Code.

### **Right-of-Way Permit:**

It is unlawful for any person to perform work affecting the public right-of-way without first obtaining a Right-of-way Permit from the City. Work affecting the public right-of-way includes, but is not limited to; excavation, construction, reconstruction, repair, grading, oiling, or placing or erecting structures or signs. It includes, but is not limited to; work relating to a street, sidewalk, curb, gutter, driveway, culvert, ditch, or underground utility lines.

- Permit Fee and Application must be received by the City prior to any work commencing on your property.
- Application submittals to the City will include plans and drawings of the proposed work. City specifications for curbs, gutters, sidewalks, driveways, and other infrastructure must be followed. Contact the Public Works Director for City Specifications.
- Please allow a three day period from the time of submittal until approval of the permit.
- Complicated right-of-way permits require engineering review, and accompanying actual costs for the review. The time frame for these reviews can be substantial.

### **Sound Amplification Permit:**

This fee is charged for sound amplification events, such as a private band at a party located at a residential home.

- If a fee has been charged for a related activity or event, such as a Special Event permit fee or land use fee, no additional fee shall be charged for a Sound Amplification Permit.
- Government and Non-Profit Organizations are exempt from the fee, but not from the application process.

## Public Improvement Requirements:

Any kind of improvement or development on your property could trigger the requirement to bring the rest of your property up to City Code requirements. If your property currently lacks curbs, gutters, or sidewalks, or does not have a required garage or carport with a paved driveway, you may be required to install any of these at the time of development.

When the improvements are located in a public right-of-way, a right-of-way permit is required to be obtained prior to beginning the work. To determine if your development project will trigger a public improvement requirement, please contact administrative staff at the City of Harrisburg. IF the City determines that your development requires improvement, but the elevations or conditions of the street don't allow it to be installed, then you will be required to fill out a Waiver of Remonstrance with the City. There is a recording fee required to be submitted with a Waiver of Remonstrance.

---

## Photo Copies:

City Hall does not allow public use of the copy or fax machine. The Harrisburg Public Library does allow public use of the copy machine, and the H.A.R.T. Community Center also has both a copier as well as a fax machines. There are set fees for the use of these public facilities and equipment.

## Public Record Request:

There is a form on-line for requesting a public record. Many records are available online, and a request that can be processed within a half hour, and that is transmitted electronically, could potentially not result in a charge. Public Disclosure Requests that exceed \$25 in value will require pre-payment before they are processed. Applicants are contacted if the actual research time will extend beyond the original estimation of time. More information and the form itself is located here: <http://www.ci.harrisburg.or.us/administration/page/public-records-requests>

# Rentals

---

## Gazebo:

The Harrisburg Gazebo is a beautiful structure that as part of Riverfront Park can be used by anyone (except when reserved) at any time for no fee. Food and Drink are not allowed in the gazebo, but it's a great place to be married! If you'd like to reserve the gazebo for your special event, please contact City Hall for availability. There is an application, plus cleaning deposit, and rental fee for reserving the gazebo. Reserving the gazebo includes power.

### **Harrisburg Municipal Center:**

The Harrisburg Municipal Center is available for rent. It can hold up to 125 people, and has a small kitchen available, as well as general restrooms. There is an application, plus a cleaning deposit and rental fee for reserving the Justice Center Hall. The auditorium area will be evaluated after your event with a checklist; your deposit will be returned to you if the room is sufficiently clean, and all chairs are replaced.

### **Heritage Park Picnic Pavilion:**

Contact the Museum Board for Rental of the Picnic Pavilion. There is a fee for using the Picnic Pavilion.

### **Skate Park Reservation:**

The Harrisburg Skate Park can be reserved for a Special Event for a minimum of two hours.

---

### **Small or Miniature Animal Livestock Fee:**

Livestock is allowed in the City, but only on lots that are large enough to accommodate them. (Minimum 30,000 square feet (Approximately three-fourths of an acre)). The property must be fenced, and there is a limit of livestock based on the total square footage. In addition, being located inside of the City has other requirements, especially in relation to sanitation, and location of animal shelters. No barns, stables, or roofed structures for shelter of livestock can be located closer than 60 feet to any adjacent dwelling, or 25 feet to your own.

A miniature farm animal is allowed on property less than 30,000 square feet, as long as your property is at least one-half acre in size. There are permit requirements, and notice must be sent to neighboring property owners. This permit does have a fee that is charged to cover staff time in processing.

### **Street Trees Fees:**

Street Trees are required by subdivision standards, and can be required as part of a development agreement. A property owner is responsible for sidewalks and planting strips (including those with street trees) that are abutting their property.

### **Systems Development Charges:**

System Development Charges (SDC's) are charged per dwelling unit, or are based on new commercial & industrial construction. SDC's are typically charged by cities as a way to have new developments in the City help to pay for increased demand on a City's infrastructure. SDC's are typically charged for development, which includes construction or placement of a structure or addition, connection to the City sewer or water system, or on non-residential property, creating more than 500 square feet of non-permeable surface. SDC's are due in their

entirety when the building permit is picked up, when an annexation occurs, or connection to City services is completed.

- Standard Residential SDC: Charges are currently \$13,107 per dwelling unit.
- Commercial/Industrial SDC's: Are based upon current adopted methodology. Please see Resolution No. 1018

## Utility Fees, Rates and Information

---

### Sewer Connections Required

When a City sanitary line does become available to property which has not previously been connected to City sanitary sewer or property which has been declared a health hazard, the property owner shall be given 180 days to connect to the City sanitary sewer line.

- All connections shall be made by a licensed sewer installer, who has been approved by the City.
- The Public Works Director or Foreman must approve all permits before work is started and must inspect all sewer connections before work is covered.

### Sewer Fees

Actual costs apply if the sewer service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

### Monthly Sewer Rates:

SEWER RATES	FEE
Minimum Charge	\$21.18
Sewer User Fee	\$7.68 per EEU*
Discontinued Service Minimum Charge	\$21.18
Sewer only accounts, only if the City has installed a water meter on the well.	\$3.58
Sewer only accounts without City water, or a water meter installed on the well.	The sewer service shall be based upon 5 units of water, per person, per household, per month

\*An EEU is equal to 748 gallons of metered water

### Determination of Sewer Rates

**Residential Customers:** Billing is based upon the amount of water used during the months of November through April. Residential customers shall be billed based upon the lesser of (1)

the amount of water used during the month or (2) their wintertime average. Sewer rates are adjusted effective May 1<sup>st</sup> of each year based upon the wintertime average.

**RESIDENTIAL CUSTOMERS WITHOUT A SIX MONTH WINTERTIME AVERAGE ARE BILLED ON THE LESSER OF:**

- The amount of water used during the month, or
- A wintertime average based upon the length of time the customer has been at the residence if it is less than 6 months, but not less than two months, or
- A presumed water usage of 2.81 EUU's\* per household resident 6 years and older.

**Non Residential Customers:** Charges are for sanitary sewer service based upon the number of EUU's of water usage each month. However, if the customer provides information to the satisfaction of the City that more than 50 percent of the water consumed is not going into the sanitary sewer system, then the City can charge for sanitary sewer services based upon one of these alternative billing methods.

**NONRESIDENTIAL CUSTOMERS THAT HAVE PROVIDED SATISFACTORY PROOF OF WATER CONSUMPTION OUTSIDE OF THE SANITARY SEWER SYSTEM CAN BE CHARGED AS FOLLOWS:**

- A secondary meter can be installed at the customers expense, or another method that can more accurately measure the number of EUU's of water going into the sanitary system, as determined by the City, or
- The City has determined that it's reasonable and appropriate to use the wintertime average that is typically used for residential customers.

**Sewer Only Rates:** Shall be billed as follows:

- At the rate of 5.0 EUU's per household resident six years old or older; or
- Based upon the actual numbers of EUU's if a meter can be installed that can accurately reflect the number of EUU's that can be charged.

**Payment Security:**

All customers are required to pay a security deposit at the time of application for sewer service in the following amounts:

- For single family residential sewer service, the applicant shall pay a \$50.00 deposit.
- For other sewer service, the applicant will pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar customer, as calculated during the previous three months and rounded to the higher even dollar amount.

**Refund of Deposit**

- At termination of sewer service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs

- After two (2) years, if all sewer charges have been paid in a regular and timely basis, the depositor/owner shall be granted a refund of the deposit.
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

**Septic Systems:**

- It is unlawful to construct or maintain a private sanitary sewer system within the corporate limits of the City or in an area under the jurisdiction of the City. If a residence is on a septic system and is able to connect to the City’s sewer system, then all other existing sewage facilities must be abandoned and filled with suitable material.
- If existing structures are too low to be served by an available sewer, then a resident is required to contact the Public Works Director for direction.

**Service outside the City limits**

The charge to customers outside the City shall be double the regular Harrisburg sewer rate.

**Temporary Service**

- The charge for temporary service shall be at the established rate for other customers. The actual cost is charged for installation of a meter, and a deposit will be charged.

**Miscellaneous Sewer Fees**

There are fees charged for miscellaneous sewer services, including the following:

- Capping of the sewer line
- Restoration of service after capping
- Discontinuance of Service
- Sewer Service Restoration
- Repair of damaged sewer lines
- Damage to sewer mains & facilities
- Tag Fee
- Turn on Fee
- Service Deposits

**Storm Drainage Rates:**

<b>TYPE OF CUSTOMER</b>	<b>RATES</b>
Residential Customers	\$3.60 per month - per dwelling unit
Non-Residential Customers	7% of previous month’s sanitary sewer fee per month subject to a minimum fee of \$3.60 and a maximum fee of \$95.15

## Water Connection Requirements:

- All property with new construction shall be required to have or make connections to the City water system, if it is available, and if not covered by another ordinance.
- When City water is available to the property and the property is on an existing well, the property owner is required to connect to City water within six months when there is:
  - Change in Ownership; or
  - Change in Occupancy; or
  - A Declared health hazard
- Water meters are installed by the City Public Works Department.

## Water Fees:

Actual costs apply if the water service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

## Monthly Water Rates:

### Residential Customers

\*EUV's are equal to 748 gallons of metered water

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30
Plus per EUU *	\$1.74 per EUU*

### Mobile Park/Apartment Customers:

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30 x the number of spaces in Occupied Mobile Park or number of Apartments
Plus per EUU *	\$1.74 per EUU*

### Commercial Customers:

TYPE OF CHARGE	FEE
5/8" meter	Base Rate of \$26.13 per month plus \$2.10 per EUU
3/4" meter	Base Rate of \$27.74 per month plus \$2.10 per EUU
1" meter	Base Rate of \$34.14 per month plus \$2.10 per EUU
1 1/2" meter	Base Rate of \$42.17 per month plus \$2.10 per EUU
2" meter	Base Rate of \$50.20 per month plus \$2.10 per EUU

3" meter	Base Rate of \$66.29 per month plus \$2.10 per EEU
4" meter	Base Rate of \$82.33 per month plus \$2.10 per EEU
6" meter	Base Rate of \$106.41 per month plus \$2.10 per EEU

**Government Customers:**

Rates are charged as follows:

TYPE OF CHARGE	FEE
1" TO 2" Base Fee	\$34.14 per month plus \$1.75 per EEU
3" Base Fee	\$50.20 per month plus \$2.10 per EEU
4" Base Fee	\$66.29 per month plus \$2.10 per EEU
6" Base Fee	\$82.33 per month plus \$2.10 per EEU

**Service Outside of Harrisburg City Limits:**

The charge to customers outside of the City shall be double the regular Harrisburg rate

**Bulk Water Purchases:**

\$4.86 per 1,000 gallons

**Unmetered Service:**

It shall be the policy of the City that all water service be metered. However, at its discretion, the City may furnish unmetered water to a user until a meter is provided; in such cases, the water service fee shall be set in the application portion of the resolution establishing fees and rates.

**Payment Security:**

All customers are required to pay a security deposit at the time of application for water service in the following amounts:

- For single family residential water service, the applicant shall pay a \$50.00 deposit.
- For Other water service, the applicant shall pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar water customers, as calculated during the previous three months and rounded to the higher ven dollar amount.

**Refund of Deposit**

- At termination of water service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs have been deducted.
- After two (2) years, if all water charges have been paid in a regular and timely basis, the depositor shall be granted a refund of the deposit.

- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

### Miscellaneous Water Fees

There are fees charged for miscellaneous sewer services, including the following:

- Service Installation
- Meter Drop-In
- Service Deposit
- Tag Fee
- Turn on Fee
- Testing water meters at the users request.
- Restoration, reconnection charge for delinquent monthly payments
- Moving or altering meter.
- Repair of damage to water meter or City lines
- Installation of a meter on a well.

### Wells:

Wells are allowed within the City limits, but a residence will remain attached to the City water service and will be charged a monthly base fee plus usage if applicable. All wells (including those used only for irrigation purposes) are required by state law to have a backflow device, which must be installed and certified on an annual basis by a certified and licensed well digger. Backflow devices require a plumbing permit for installation.

# Standard Fee Schedule for City Services

Ordinance	Subject	Fee		
2.20.100	Library <ul style="list-style-type: none"> <li>• Card – Nonresident</li> <li>• Card – Nonresident Senior Citizen</li> <li>• Card – Additional</li> <li>• Card – Replacement for lost or damaged</li> <li>• Overdue Materials Charge</li> </ul>	\$25.00		
2.25.050	Photocopies	<b>Size</b>	<b>B/W</b>	<b>Color</b>
		<b>8.5X11</b>	\$0.15	\$0.25
		<b>8.5X14</b>	\$0.25	\$0.50
		<b>11X17</b>	\$0.50	\$0.75
2.25.050	Public records <ul style="list-style-type: none"> <li>• Records Request Searches</li> <li>• City Charter</li> <li>• PW standard drawing</li> <li>• Comp Plan, Volume 1</li> <li>• Comp Plan, Volume 2</li> <li>• Zoning Map, Comp Plan Map, or LWI Map (11X17)</li> <li>• Buildable Land Needs Analysis</li> <li>• Certified copies</li> </ul>	\$30 / hour – Minimum ½ hour increments		
3.07.030	Marijuana Sales Tax Rates <ul style="list-style-type: none"> <li>• Medical (% of gross sales)</li> <li>• Recreational (% of gross sales)</li> </ul>	0%		
3.15.030	Lien Search Fees	\$28.00 / search		
5.05.050	Business License <ul style="list-style-type: none"> <li>• One Employee</li> <li>• 2-10 Employees</li> <li>• 11-30 Employees</li> <li>• 31+ Employees</li> </ul> Rental License <ul style="list-style-type: none"> <li>• 1-10 Rentals</li> <li>• 11+ Rentals</li> </ul> Late Fee	\$30.00		
		\$55.00		
		\$90.00		
		\$105.00		
5.05.060	Transfer of Business License	\$30.00		
5.07.020	Home Occupation	\$30.00		
5.09.030	Commercial Truck Permit	\$30.00		
5.10.050	Solicitor License	\$100.00		
5.15.030	Social Games	\$75.00		
5.20.030	Secondhand Dealer License	\$75.00		
5.25.030	Street & Sidewalk Vendor License	\$75.00		
6.05.110.2	Small or Miniature Livestock Fee	\$50.00		
9.20.030	Sound Amplification Permit	\$30.00		
9.55.110				

<b>Ordinance</b>	<b>Subject</b>	<b>Fee</b>
9.50.040	Public Dance License <ul style="list-style-type: none"> <li>• Annual fee</li> <li>• Amount refunded if no dance held</li> <li>• Fee per public dance</li> </ul>	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> <li>• 500 or less people</li> <li>• More than 500 people</li> </ul>	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$105 First Page, \$5 per additional page, \$5 Administrative Fee
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> <li>• Sewer Connection</li> <li>• Service Deposit</li> <li>• Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> </ul>	\$225.00 \$50.00  \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> <li>• Service Installation</li> <li>• Meter Drop-in <ul style="list-style-type: none"> <li>¾" inch</li> <li>1" inch</li> </ul> </li> <li>• Meter on Well</li> <li>• Service Deposit</li> <li>• Delinquent Accounts</li> <li>Tag Fee</li> <li>Turn on Fee</li> <li>• Testing Water Meter (user request)</li> <li>• Moving or altering meter</li> <li>• Repair or damage to water meter or city lines</li> </ul>	\$1,335.00 or actual costs whichever is greater  \$360.00 \$415.00 \$450.00 \$50.00  \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost
15.05.140	Fill permit <ul style="list-style-type: none"> <li>• 50 – 99 cubic yards</li> <li>• 100 – 4,999 cubic yards</li> <li>5,000 or more cubic yards</li> </ul>	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
18.125.110	Land use <ul style="list-style-type: none"> <li>• Annexation</li> <li>• Appeal to Planning Commission or City Council</li> <li>• Comprehensive Plan Map Amendment</li> <li>• Conditional Use Permit</li> <li>• Historic Permits</li> <li>Resource Alteration</li> </ul>	\$1,800.00 \$750.00  \$2,000.00 \$1,500.00

<b>Ordinance</b>	<b>Subject</b>	<b>Fee</b>
	Resource Demolition	\$100.00
	Historic Review – District	\$550.00
	• Legal Lot Determination	\$25.00
	• Measure 37 Claim	\$150.00
	• Property Line Adjustment	\$1,250.00
	• Partition (Minor/Major) / Replat ≤3 lots	\$500.00
	• Site Plan	\$1,500.00
	• Site Plan – Parking lot only	\$950.00
	• Subdivision / Replat >3 Lots	\$250.00
	• Vacation of street, alley or easement	\$2,250.00 + \$25.00/lot
	• Variance (minor)	\$975.00
	• Variance (major)	\$425.00
	• Zone Map Change	\$950.00
	• Zoning Ordinance Text Amendment	\$1,750.00
		\$1,125.00
<b>Miscellaneous Fees:</b>		
	Public Works Crew Rates	
	• Labor	\$65.00 / hr
	• Administrative Fee	20% of Labor
	• Drivable Equipment	\$25.00 / hr
	• Other Power Equipment	\$10.00 / hr
	• Contracted Services	\$ actual costs + 20%
	• Grass Cutting	\$75.00 / hr
	Gazebo Rental – 4 hours	\$125.00
	• Refundable deposit	\$300.00
	Municipal Center Meeting Room rental – 4 hours	\$125.00
	• Refundable deposit	\$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees	
	• Acknowledgement	\$10.00
	• Verification or affirmation	\$10.00
	• Certifying copy or witnessing signing	\$10.00
	• Administer oath or affirmation	\$10.00
	Depositions per page	\$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00
<b>Municipal Court Fees</b>		
2.05.080	Payment Arrangement Fee	\$25.00
	Suspension Fee	\$15.00
	Dismissal Fee	Subject to Violation Class
	Show Cause Fee	\$50.00
	Warrant Fee	\$100.00
	Collection Fee	\$25.00
	3 <sup>rd</sup> Party Collection Agency Fee	Subject to ORS 137.118 & Agency's Commission

# Building Permits Fee Schedule

Item	Fee	Set By
Commercial & Residential Permits	Based on total valuation	JCMC 15.05/Res 1171
State surcharge of 12% added to the total and a plan check fee which is 65% of the permit fee		

## Electrical Permit

Item	Fee	Set By
New Residential Single or Multi-family Dwelling		
1,000 sq. ft. or less	\$117	JCMC 15.05/Res 1171
Each additional 1,500 sq. ft. or portion	\$21	JCMC 15.05/Res 1171
Limited Energy (Residential)	\$27.50	JCMC 15.05/Res 1171
Limited Energy (Non-Residential)	\$27.50	JCMC 15.05/Res 1171
Each Manufactured or Modular Dwelling, Service, and/or Feeder	\$69	JCMC 15.05/Res 1171
Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$87	JCMC 15.05/Res 1171
201 amps to 400 amps	\$103	JCMC 15.05/Res 1171
401 amps to 600 amps	\$172	JCMC 15.05/Res 1171
601 amps to 1,000 amps	\$224	JCMC 15.05/Res 1171
Over 1,000 amps or volts	\$516	JCMC 15.05/Res 1171
Reconnect Only	\$69	JCMC 15.05/Res 1171
Temporary Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$69	JCMC 15.05/Res 1171
201 amps to 400 amps	\$95	JCMC 15.05/Res 1171

Item	Fee	Set By
601 amps to 1,00 amps	\$200	JCMC 15.05/Res 1171
Over 1,000 amps or volts	\$465	JCMC 15.05/Res 1171
<b>Branch Circuits</b>		
Branch Circuits with Service or Feeder Fee, each Branch Unit	\$4.40	JCMC 15.05/Res 1171
Branch Circuits without Service or Feeder Fee, each Branch Unit	\$59	JCMC 15.05/Res 1171
Each Additional Branch Circuit	\$4.40	JCMC 15.05/Res 1171
<b>Miscellaneous</b>		
Pump or Irrigation Cycle	\$69	JCMC 15.05/Res 1171
Sign or Outline Lighting	\$69	JCMC 15.05/Res 1171
Signal Circuit(s) or Limited Energy Panel, Alteration, or Extension	\$69	JCMC 15.05/Res 1171
Each Additional Inspection	\$60.50	JCMC 15.05/Res 1171
<b>Limited Energy Permits (Residential)</b>		
Fee for All Systems*	\$27.50	JCMC 15.05/Res 1171
<b>Limited Energy Permits (Commercial)</b>		
Audio and Stereo Systems	\$27.50	JCMC 15.05/Res 1171
Boiler Controls	\$27.50	JCMC 15.05/Res 1171
Clock Systems	\$27.50	JCMC 15.05/Res 1171
Data Telecommunication Installation	\$27.50	JCMC 15.05/Res 1171
Fire Alarm Installation	\$27.50	JCMC 15.05/Res 1171
HVAC	\$27.50	JCMC 15.05/Res 1171
Instrumentation	\$27.50	JCMC 15.05/Res 1171
Intercom and Paging Systems	\$27.50	JCMC 15.05/Res 1171
Landscape Irrigation Control	\$27.50	JCMC 15.05/Res 1171
Medical	\$27.50	JCMC 15.05/Res 1171

Item	Fee	Set By
Outdoor Landscape Lighting	\$27.50	JCMC 15.05/Res 1171
Protective Signaling	\$27.50	JCMC 15.05/Res 1171
State surcharge of 12% added to the total		

*\*These include audio and stereo, burglar alarm, garage door opener, heating, ventilation, air conditioning, and vacuum systems*

## Mechanical Permits

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
<b>Residential Equipment/System Fees</b>		
Heating/Cooling		
Furnace Add-On Air Conditioning	\$19	JCMC 15.05/Res 1171
Gas Heat Pump	\$15.40	JCMC 15.05/Res 1171
Duct Work	\$15.40	JCMC 15.05/Res 1171
Hydronic Hot Water System	\$15.40	JCMC 15.05/Res 1171
Residential Boiler	\$11	JCMC 15.05/Res 1171
Unit Heaters (fuel-type, not electric), in-wall, in-duct, suspended, etc.	\$11	JCMC 15.05/Res 1171
Flue/Vent for any of the Above	\$11	JCMC 15.05/Res 1171
Other Fuel Appliances		
Water Heater	\$11	JCMC 15.05/Res 1171
Gas Fireplace	\$11	JCMC 15.05/Res 1171
Flue Vent for Water Heater or Gas Fireplace	\$11	JCMC 15.05/Res 1171
Log Lighter (gas)	\$11	JCMC 15.05/Res 1171
Wood/Pellet Stove	\$11	JCMC 15.05/Res 1171
Wood Fireplace/Insert	\$11	JCMC 15.05/Res 1171

Item	Fee	Set By
Environmental Exhaust and Ventilation		
Range Hood/Other Kitchen Equipment	\$11	JCMC 15.05/Res 1171
Clothes Dryer Exhaust	\$11	JCMC 15.05/Res 1171
Single-Duct Exhaust	\$7.40	JCMC 15.05/Res 1171
Attic/Crawl Space Fans	\$7.40	JCMC 15.05/Res 1171
Other	\$6.30	JCMC 15.05/Res 1171
Fuel Piping		
First Four	\$5.90	JCMC 15.05/Res 1171
Each Additional	\$1.10	JCMC 15.05/Res 1171
Furnace, etc.	\$15.40	JCMC 15.05/Res 1171
Gas Heat Pump	\$15.40	JCMC 15.05/Res 1171
Wall/Suspended/Unit Heater	\$15.40	JCMC 15.05/Res 1171
Water Heater	\$11	JCMC 15.05/Res 1171
Fireplace	\$11	JCMC 15.05/Res 1171
Range	\$11	JCMC 15.05/Res 1171
Barbecue	\$11	JCMC 15.05/Res 1171
Clothes Dryer (gas)	\$11	JCMC 15.05/Res 1171
<b>Commercial Mechanical Permits (Based on total valuation)*</b>		
\$1 to \$5,000	\$79.75 minimum fee	JCMC 15.05/Res 1171
\$5,001 to \$10,000	\$79.75 for the first \$5,000 (plus \$1.67 for each additional \$100 or fraction thereof, up to and including \$10,000)	JCMC 15.05/Res 1171
\$10,001 to \$25,000	\$163.25 for the first \$10,000 (plus \$1.69 for each additional \$100 or fraction thereof, up to and including \$25,000)	JCMC 15.05/Res 1171

Item	Fee	Set By
\$25,001 to \$50,000	\$416.75 for the first \$25,000 (plus \$1.60 for each additional	JCMC 15.05/Res 1171
	\$100 or fraction thereof, up to and including \$50,000)	
\$50,001 and up	\$816.75 for the first \$50,000 (plus \$1.32 for each additional \$100 or fraction thereof)	JCMC 15.05/Res 1171
Other Inspection Fess		
Inspections Outside of Normal Business Hours	\$68.75/Hour/Two Hour Minimum	JCMC 15.05/Res 1171
Inspections for Which No Fee is Indicated	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res 1171
Additional Plan Review	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res 1171

*\*25% plan review fee required on all commercial permits*

## Plumbing Permit

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
New Single and Two-Family Dwelling		
Single Family Residential (SFR) 1 Bath	\$274.10	JCMC 15.05/Res 1171
SFR 2 Bath	\$385	JCMC 15.05/Res 1171
SFR 3 Bath	\$438.90	JCMC 15.05/Res 1171
Each Additional Bath/Kitchen	\$274.10	JCMC 15.05/Res 1171
Site Utilities		
Catch Basin or Area Drain	\$18.30	JCMC 15.05/Res 1171
Drywell, Leach Line, or Trench Drain	\$18.30	JCMC 15.05/Res 1171
Manholes	\$18.30	JCMC 15.05/Res 1171
Rain Drain Connector	\$18.30	JCMC 15.05/Res 1171
Fixtures or Items		
Absorption Valve	\$18.30	JCMC 15.05/Res 1171

<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Dishwasher	\$18.30	JCMC 15.05/Res 1171
Drinking Fountain	\$18.30	JCMC 15.05/Res 1171
Ejectors/Sump	\$18.30	JCMC 15.05/Res 1171
Expansion Tank	\$18.30	JCMC 15.05/Res 1171
Fixture/Sewer Cap	\$18.30	JCMC 15.05/Res 1171
Floor Drain/Floor Sink/Hub	\$18.30	JCMC 15.05/Res 1171
Garbage Disposal	\$18.30	JCMC 15.05/Res 1171
Hose Bib	\$18.30	JCMC 15.05/Res 1171
Ice Maker	\$18.30	JCMC 15.05/Res 1171
Interceptor/Grease Trap	\$18.30	JCMC 15.05/Res 1171
Primer	\$18.30	JCMC 15.05/Res 1171
Roof Drain (commercial)	\$18.30	JCMC 15.05/Res 1171
Sink/Basin/Lavatory	\$18.30	JCMC 15.05/Res 1171
Tub/Shower/Shower Pan	\$18.30	JCMC 15.05/Res 1171
Urinal	\$18.30	JCMC 15.05/Res 1171
Water Closet	\$18.30	JCMC 15.05/Res 1171
Water Heater plus a Mechanical Permit	\$18.30	JCMC 15.05/Res 1171
Laundry Tray	\$18.30	JCMC 15.05/Res 1171
Washing Machine	\$18.30	JCMC 15.05/Res 1171
Floor Drain/Floor Sink (2", 3", or 4")	\$18.30	JCMC 15.05/Res 1171
MFG Home New Water Service	\$51	JCMC 15.05/Res 1171
MFG Home New San./Storm Sewer	\$51	JCMC 15.05/Res 1171

Item	Fee	Set By
Other Fixtures	\$18.30	JCMC 15.05/Res 1171
Sewer		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res 1171
Each Additional 100'	\$51	JCMC 15.05/Res 1171
Water Service		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res 1171
Each Additional 200'	\$51	JCMC 15.05/Res 1171
Storm & Rain Drain		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res 1171
Each Additional 100'	\$51	JCMC 15.05/Res 1171
Commercial Backflow Prevention Device	\$51	JCMC 15.05/Res 1171
Residential Backflow Prevention Device	\$30.30	JCMC 15.05/Res 1171
Catch Basin	\$18.30	JCMC 15.05/Res 1171
Inspection of Existing Plumbing or Specially Requested Inspections	\$68.75	JCMC 15.05/Res 1171
Rain Drain, Single Family Dwelling	\$71.75	JCMC 15.05/Res 1171
Grease Traps	\$18.30	JCMC 15.05/Res 1171

### Miscellaneous Permits

Item	Fee	Set By
Appeal of a Civil Administrative Penalty	\$250.00	JCMC 15.05/Res 1171
Medical Gas Systems (Based on Total Valuation)		
\$1 to \$5,000	\$79.75/Minimum	JCMC 15.05/Res 1171
\$5,001 to \$10,000	\$72.50 for the first \$5,000 and \$1.67 for each additional \$100 or fraction thereof, to and including \$10,000	JCMC 15.05/Res 1171

Item	Fee	Set By
\$25,001 to \$50,000	\$416.75 for the first \$25,000 and \$1.60 for each additional \$100 or fraction thereof, to an including \$50,000	JCMC 15.05/Res 1171
\$50,000 and up	\$816.75 for the first \$50,000 and \$1.32 for each additional \$100 or fraction thereof	JCMC 15.05/Res 1171
Residential Fire Suppression Permit (Multipurpose or Continuous Loop System)		
0 to 2,000 Sq. Ft.	\$126.50	JCMC 15.05/Res 1171
2,001 to 3,600 Sq. Ft.	\$176.00	JCMC 15.05/Res 1171
3,601 to 7,200 Sq. Ft.	\$242.00	JCMC 15.05/Res 1171
7,201 Sq. Ft. and Greater	\$339.90	JCMC 15.05/Res 1171
Residential Fire Suppression Permit (Stand Alone System)		
0 to 2,000 Sq. Ft.	\$206.25	JCMC 15.05/Res 1171
2,001 to 3,600 Sq. Ft.	\$255.75	JCMC 15.05/Res 1171
3,601 to 7,200 Sq. Ft.	\$321.00	JCMC 15.05/Res 1171
7,201 Sq. Ft. and Greater	\$419.65	JCMC 15.05/Res 1171
Phased Projects	\$200.00 plus 10% of the total project building permit fee not to exceed \$1500 for each phase	JCMC 15.05/Res 1171
Deferred Submittals	65% of the building permit fee, but no less the \$200	JCMC 15.05/Res 1171
Manufactured Home Placement Permit		
Set Up Permit	\$115.50	JCMC 15.05/Res 1171
Permanent Steps & Skirting	\$11.00	JCMC 15.05/Res 1171
Plumbing Permit	\$157.08	JCMC 15.05/Res 1171
Electrical Permit	Separate	JCMC 15.05/Res 1171
State MH Fee	\$30.00	JCMC 15.05/Res 1171
Appeal Fee	\$250.00	JCMC 15.05/Res 1135

## Appendix – Sources

Building Permits	Fees are based upon Junction City Municipal Code and Resolutions
Business Licenses	HMC 5.05 & Resolution No. 1223
Social Game Licenses	HMC 5.15 & Resolution No. 1223
Curbs, Gutters and Sidewalk Requirements:	HMC 12.10
Garage Sales:	HMC 5.05
Grass/Vegetation Cutting:	HMC 8.05 & Resolution No. 1223
Gazebo Use & Rental:	Resolution Nos. 542, 1221 & 1223
Harrisburg Municipal Center Rent:	Resolution No. 1223, Council 10.13.99
Heritage Park Rent:	Museum Board is separate from City
Land Use & Development Fees:	Resolution No. 1223
Library Patron Fines and Fees:	HMC 2.20 & Resolution No. 1223
Lien Search Fees:	Resolution No. 1223
Liquor License:	OLCC – ORS 471.313, Resolution No. 1223
Marijuana Tax Rate:	Resolution No. 1092, and 1223
Municipal Court Fees:	Resolution No. 1223
NSF Checks:	Resolution No. 1223
Notary Fees:	Resolution No. 1223
Permits	
Building Permits:	Linn County Code & Fees
Demolition Permit:	HMC 15.05 & Resolution No. 718 & 1223
Electrical Permits:	Linn County Code & Fees
Fence Permit:	HMC 18.80
Fill Permit:	HMC 15.05 & Resolution No. 1223
Mobile Home Placement Permits:	Linn County Code & Fees

Parade Permit:	HMC 10.05, 20.05.270-10.05.300
Plumbing, Mechanical & Specialty Code:	Linn County Code & Fees
Public Event Permit:	HMC 9.52 & Resolution No. 1223
Right-of-Way Permit:	HMC 9.52 & Resolution No. 1223
Second Hand Dealer Permit:	Resolution No. 1223
Sound Amplification Permit:	Resolution No. 1223
Photo Copies:	Resolution No. 1223
Public Dance License:	HMC 9.50& Resolution No. 1223
Public Record Request:	Resolution No. 1223
Public Records Fee Schedule:	HMC 2.25 & Resolution No. 1223
SkatePark Reservation:	Resolution No. 1223
Small or Miniature Animal Livestock Fee:	HMC 6.05.110.2 & Resolution No. 1223
Street Trees Fees:	Resolution No. 1223
Systems Development Fees:	HMC 12.35 & Resolution No. 1018
Utility Fees:	
Sewer Connections Required:	HMC 13.05
Sewer Fees & Rates:	Resolution No. 579, 1174 & 1223
Monthly Sewer Rates:	Resolutions No. 579, 1174 & 1223
Storm Drainage Rates:	Resolution No. 1106, 1174 & 1223
Water Connections Required:	HMC 13.15
Water Fees & Rates:	Resolutions No. 578, 977 & 1223