



COOS COUNTY PLAN FOR BUILDING CODES PROGRAM

Jill Rolfe, Coos County Planning Director on behalf of
COOS COUNTY BOARD OF COMMISSIONERS
225 N Adams Street Coquille OR 97423



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: Coos County

Building official: Jill Rolfe, Director (Director of Program)

Address: 225 N. Adams Street

City: Coquille

State: Oregon

ZIP: 97423

Office location: 60 E. Second Street, Coquille OR 97423

Phone: (541)396-7770 Fax: (541)396-1010 E-mail: jrolfe@co.coos.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			
C	c	c	S	C	c	c		C	c	c		C	c		C	C	C		c	c	c

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: Megan Simms

Phone: 541-396-7730

Address: 250 N. Baxter

City: Coquille

State: OR

ZIP: 97423

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 22 .

Authorized signature: Jill Rolfe

Title: Planning Director

Date: 10/1/21

Request will not be accepted without signature.



I.	<u>CONTENTS</u>	
II.	Assuming the Program.....	2
	a. Statement of Interest.....	2
	b. Statement of Need.....	2
III.	Operation Plan and Program Standards.....	2
	a. Administrative Standards.....	3
	i. Funds and Fund Accounting:	3
	ii. Equipment.....	4
	iii. Staff Authority and Responsibilities.....	4
	iv. Plans Examiners	4
	v. Inspectors.....	4
	vi. Local Appeals Process	4
	vii. Records Retention and Retrieval	5
	viii. Availability of Operation Plan	5
	ix. Public Comment/Complaint Process	5
	x. Public Inquiry Process	5
IV.	Permitting Standards - OAR 918-020-0090.....	6
	a. Purchase of Permits:	6
	b. Permit Purchasing Procedure/Policy:	6
	c. Licensing Verification:.....	6
	Persons other than homeowners applying for permits will need to demonstrate proof of valid licensing registration prior to issuance of a permit or user on the e-permitting system.....	6
	d. Permit Issuance Time Frames, Plan Review Standards, Inspection Standards, Compliance Program and Electrical Program	6
V.	Summary:.....	7

Coos County

Plan for Assumption of Building Codes Program

II. ASSUMING THE PROGRAM

a. Statement of Interest

Coos County's interest is to build a better user-friendly program for the community.

Coos County has the desire to make a unified program for development. The County and the State have worked hard to build relationships to allowing information to be shared. There are challenges that come with having individual Planning, Building and Sanitation Programs. Coos County is a rural area and over the years staffing and communication have not always been the priority. With less and less staff available in our area for these specialized programs it seems logical to combine them into one unit.

b. Statement of Need

Imagine trying to develop a property when you have to obtain permits from at least three different agencies in three different locations. Then if you're a business there are even more agencies that you have to navigate. This is not only frustrating for the developer but can be frustrating for staff trying to make sure you have all the necessary information from the other agencies. Enforcement is another issue as the public has a very difficult time understanding the jurisdictional distinctions between the agencies.

III. OPERATION PLAN AND PROGRAM STANDARDS

This operation plan was developed to comply with administrative rule to allow Coos County to move forward with assuming the Building Codes Program. The program will be housed as part of the newly created Community Development Program. Current State employees will be transferred over through this program

OAR 918-020-0094

Program Assumption for State-Administered Jurisdictions

A municipality that requests responsibility for the administration and enforcement of a building inspection program administered by the division must meet the requirements for assumption in ORS 455.148 (Comprehensive municipal building inspection programs)(7) and (11)(c).

OAR 918-020-0080 Delegation of Building Inspection Programs

The division and every municipality that administers and enforces a building inspection program or desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan describing the manner in which the municipality or the division will do so. The operating plan shall establish specific processes and goals, consistent with the program

standards described in ORS 455.153 (Municipal authority to administer specialty code or building requirements) and OAR 918-020-0090 (Program Standards).

This plan reflects the standards, policies, procedures and services administered that will be offered through the Coos County. The intent is for Coos County to offer plan review, structural, electrical, plumbing, manufactured structures and park camping. The county has been in discussion with the City of Coos Bay to enter into an IGA to assist with coverage during times when there is a vacancy or a period that an inspector will need to be out of the office. Other IGA's will happen with the City of Coos Bay and North Bend to cover the portions of the program handled by the current Coos Bay Field Office. Plans and IGA's will be in place to meet the requirements of OAR 918 Division 20.

a. Administrative Standards

i. Funds and Fund Accounting:

Coos County has obtained current revenues and expenses generated by the Coos Bay Field Office from the State. The funding shows that each section of the program carries a positive balance.

The County has set aside funding for startup cost for equipment and salaries. All revenues collected and expenditures made in connection with administration and enforcement of the building program will be handled through the program using current county accounting procedures.

A contingency fund with a starting balance will be created for carry over funds to cover unexpected expenditures and in times when permits are not able to cover current expense. The starting balance will be determined through this process to ensure all expenses are understood in detail.

All revenues collected will be deposited in a Dedicated Fund and used as allowed by law. Revenue line items will be set up to cover each portion of the program (building, electrical, plumbing and mechanical). Line items for payroll expense, supplies, computer and electronic equipment, capitol outlay and large expenses will be created as part of the budget. The budgeting process is based on a fiscal year July 1 through June 30. All funding will be housed under Community Development.

Fees will be calculated through the state methodology. The fees will be authorized under OAR 918-050-130 through 918-050-0180. They will also be adopted as part of the County Fee Schedule through an order and posted on the website.

Refunds will be calculated by the Building Official or Administrative staff with the Building Official's approval and paid by the County Finance Officer/Treasurer.

ii. Equipment

All staff members will be provided with equipment and resources need to complete their work in an efficient and service-oriented manner. The program will be housed with the Planning Department and space is available to accommodate additional staff. The County would like to know if there may be some negotiation between the State and County for vehicles. Other items such as but not limited to communication devices, personal protections equipment, code and cod-related publication, business cards and computers will be provided.

iii. Staff Authority and Responsibilities

The Community Development Department will consist of planning and building staff. Currently the Planning Staff consists of four staff members that included a Director, Administrative Staff and two Planners. The Administrative Staff member will be crossed trained to help with phones calls, accounting, counter and procedural questions.

The Coos Bay Field Office has two Permit Techs, One Structural/Mechanical Multi-Discipline Inspector, Plumbing Multi-Discipline Inspector, one Electrical Multi-Discipline Inspector (the inspectors do all of the full local building inspection program). The plan is that the current employees would move with the program to the County. Coos County has been in conversations with the City of Coos Bay to enter into a intergovernmental agreement for coverage in the event an inspector resigns or unable to work. The county will need to enter into agreements with both the City of Coos Bay and City of North Bend regarding partial services.

The County will cross train at least one permit tech to help with to cover the administrative duties of the department. The County will either add a Building Official or the Director will train to receive certifications necessary to fulfill this role of a Building Official. It may be that one of the current Building Staff would be interested in serving in this role once certified and that is an open option.

iv. Plans Examiners

Plans Examiners will review plans for compliance with the State Building Codes at the level for which the plans examiner is certified by the State of Oregon. This area will need to be discussed more as it could be the County will have to rely on the state to assist.

v. Inspectors

The plan is for the inspectors that are currently serving Coos County will move to the county during this merge but if not, we will hire and utilize building staffing from Coos Bay to bridge the gap.

vi. Local Appeals Process

A local appeal process will be developed as part of the County Code that will be developed to incorporate all building related regulations. This will include process

for appeals, fees (if any), time lines, powers and duties of Board of Appeals, and any other relevant information. Coos County 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 OAR 918-251-0040 and 918-001-0139 are also authorized and County staff will be trained to provide information about building/electrical code appeal rights

vii. Records Retention and Retrieval

All records will be retained in accordance with the Oregon State Archive Division laws that apply. The building program will utilize the E-permitting systems (Accela). This will help with a seamless transition. There may be modifications made under the credit card policy to meet the County Accounting Policies and Retention Process. The County Planning Department is set up on the system although they have not started using they will. This will also help users of the program. A webpage dedicated to building, notices, contacts, records and other helpful information will be developed. In addition staff are available 8:30 – 12:00 and 1:00 to 5:00 to assist with any records request.

viii. Availability of Operation Plan

Once the plan is fully developed it will be available on the webpage and upon request. There will be an area set up for anyone that would like to view documents.

ix. Public Comment/Complaint Process

Public comments or complaints may be submitted by email, phone, in person, form, mail or fax. If this is an enforcement complaint regarding illegal building there is a form will be a form to complete and a process set up.

Complaints about employee behavior or performance will be forwarded to the employee's supervisor. The complaint will be investigated, and action taken, as governed by the employing the County Personnel Policies.

x. Public Inquiry Process

Coos County offices are open from 8 am to 12 pm and 1 pm to 5 pm weekdays excluding holidays. Phones and emails are answered by staff and message returned no later than the next business day. Inspection appointments may be made at the office or through the e-permitting system.

Phone: 541-396-7770, email will be set up building@co.coos.or.us for general inquires. Other details to be worked out.

IV. PERMITTING STANDARDS - OAR 918-020-0090

a. Purchase of Permits:

Permits may be purchased at the Community Development Office 60 E. Second Street during regular business hours or special appointment. Permits may be done through the e-permitting site or electronically through the website (payment can be made and permit emailed).

b. Permit Purchasing Procedure/Policy:

All permit applications are through the state on-line electronic system – ‘e-Permitting’. A computer terminal and monitor will be available to the public at the Community Development Office for those who might not have their own access. In addition, ‘e-Permitting’ written instructions will be available and staff is able to assist an applicant through the process. The permits may be accepted in alternative via over-the-counter paper submittals or emails with payments made through a credit card system (Point and Pay).

Permit applications that do not require plan or land use review may be issued over-the-counter, by mail or emailed the same day or the next day if all information is complete and the fee paid. If there a land use reviews requires any length of time the scheduled will be amended to allow for that time. There may be times in which planning reviews have to be fully completed prior to acceptance of a building, plumbing, electrical or mechanical review. The applicant will be notified and permits put on hold or returned to permittee if there is an extended time period.

If additional information is needed with the permitting processes the applicant will be notified as soon as possible and the permit will be placed on hold until the information is received or the timer period lapses and the permit is voided. A refund request may be made if the person is unable to provide the information necessary. The refund will be reduced by anytime it took staff to process the permit.

c. Licensing Verification:

Persons other than homeowners applying for permits will need to demonstrate proof of valid licensing registration prior to issuance of a permit or user on the e-permitting system.

d. Permit Issuance Time Frames, Plan Review Standards, Inspection Standards, Compliance Program and Electrical Program

The procedures for permit issuance time frames, plan review standards, inspection standards, compliance program and electrical program standards will be developed consistent with OAR 918 for all types of building permits. The County will follow the

same timelines that the Coos Bay Field Office has utilizing. There may be some modifications due to IGA's with the City of Coos Bay.

The county understands that the Elevator and Boiler programs are not part of the local plan.

V. SUMMARY:

Coos County has some details to work through with the cities, draft codes, draft budget, and confirmation of timelines. Coos County is very interested in assuming the building codes program and hope that you will accept this application.

Jill Rolfe, Coos County Planning Director

jrolfe@co.coos.or.us

541-396-7770



Coos County
Boundaries and
location of cities. The
City of Lakeside will
not be covered by any
portion of this program
at this time.