



Oregon

Kate Brown, Governor

Department of Consumer and Business Services

Building Codes Division

1535 Edgewater Street NW

P.O. Box 14470

Salem, OR 97309-0404

503-378-4133

Fax: 503-378-2322

bcd.oregon.gov

October 15, 2015

To: Building Officials and Interested Persons
From: Tyler Larson, Policy Analyst
Re: Notice of Proposed Program Assumption – **City of Turner**

The Building Codes Division is providing notice that the following jurisdiction has notified the division of their intent to assume a municipal inspection program, effective on July 1, 2016:

City of Turner

Assumption of building inspection program from Marion County

Any objections to the proposal must be submitted to the division within thirty (30) of this notice. Send any objections by mail or e-mail to the following address:

Tyler Larson, Policy Analyst
PO Box 14470
Salem, OR 97309-0404
tyler.j.larson@oregon.gov

Objections must include:

- An explanation of the objection to the proposed program assumption.
- Identification of the program standard not met by the proposed assumption.
- For those objections made on the basis of economic impairment against a municipality, include a projected impact on existing building inspection program revenues, expenses, and staffing levels and demonstrate the ability to continue carrying out remaining portions of the affected program.

For more information, please contact Tyler Larson at (503) 373-1227 or via e-mail at tyler.j.larson@oregon.gov.

5255 Chicago Street SE
Post Office Box 456
Turner, Oregon 97392-0456



Phone: (503) 743-2155
Fax: (503) 743-4010
www.cityofturner.org

September 29, 2015

Tyler Larson
Oregon Building Codes Division
PO Box 14470
Salem, OR 97309-0404

RE: City of Turner Program Assumption

Dear Tyler:

This letter provides information the Division may need in order to process the City of Turner's application to assume administration of its program. I have attached the operating plan and the signed Program Administration Request.

As required under OAR 918-020-0095, the City is prepared to administer the program for at least four years beginning July 1, 2016. The City has agreed to contract with The Building Department LLC to perform the actual daily work now performed by Marion County. I suspect you are familiar with The Building Department LLC ("TBD"). It performs these services for a number of jurisdictions and has over 30 years' experience in code administration. Should that agreement fail another contractor will be sought through the RFP process.

The City will require a level of service equal to or better than that of the current contractor. We are providing you with a copy of TBD's model contract. Other jurisdictions have found this contract workable, and the City expects to use this or something comparable at the appropriate time.

Recent Years Permit Revenues: Revenues were obtained based on data provided by Marion County. No substantial negative changes in permit volume or revenues are anticipated in the next fiscal year and a potential increase in development is expected. The city's share of the permit fees will increase slightly and as such more funds will be available for City staff to increase service hours, manage permits, provide office space and use the dedicated funds as required for the program.

4 th Quarter 2013	\$23,028.25	8 Single Family Homes; 1 Commercial
2014 Total Fees	\$49,951.63	11 Single Family Homes; 1 Commercial
2015 Fees to Date	\$35,524.61	11 Single Family Homes; 1 Demolition

The City cannot, of course, guarantee the cost of permits will never increase. However, the purpose of this assumption is to improve service for the City's customers, not to generate revenue. The City can commit to no increase of those fees for the first fiscal year, and it fully expects to maintain fees at their current levels until adjustments are needed based on changing economic factors similar to all building department programs in Oregon. Copies of the current applications including fees charged by Marion County are attached. The City expects to replicate those forms as closely as possible following assumption.

To facilitate the transition the City proposes that Marion County complete work on all permit applications it receives prior to the July 1, 2016 change. The City will handle all applications received on or after July 1. If this is unworkable for Marion County for any reason, the City is open to other transition arrangements. Because of the small volume of permits and simplicity of any potential transition, the City believes this outline of a plan should be acceptable while this application is pending. The City does not object to a

requirement of a more detailed plan as condition of approval. At that point, both jurisdictions should be more willing to invest staff and legal time to accomplish the transfer.

A very small number of permit applications are received and processed each year. On one hand that makes an accurate revenue forecast difficult. On the other hand it makes it highly unlikely that the program assumption will adversely affect the County's revenue. Again, the City's purpose in the assumption has nothing to do with revenue, but is driven by the need to develop a more robust, multi-service relationship that can grow and adapt with City needs. Losses of monies from permit income versus expenditures are very unlikely but should it occur will be covered by the general fund.

The City conducted a meeting of the City Council regarding program assumption on September 24, 2015. The Council meets on the 2nd and 4th Tuesday of each month and will continue to receive regular updates on the progress of this application and the transition as they become available. Further, the Council anticipates discussing this matter thoroughly at its March 10th, 2016 meeting. The City Council authorized the filing of this application at the September 24th 2015 meeting, I have attached a draft of a Resolution the City Council would consider at the March, 10th 2016 meeting. Unless public input at the meeting or other factors dictate a different decision, I expect the Council will adopt the Resolution.

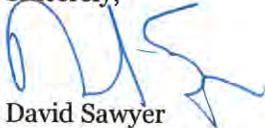
The City will inform contractors, home and building owners via mail, signs at City Hall, and press releases of their opportunity to address the Council at the March 10 meeting on any matters of concern related to this transfer and assumption. This notice will be in addition to normal public meeting notice requirements. This will give the City adequate time to address any concerns raised prior to the July 1st 2016 Program Assumption.

The City expects to work closely with the Division and the public over the next few months in earnest consultation. So far, the City has notified the County of its program assumptions intentions. The County has not made any direct objection. The City will continue to welcome any discussion regarding transferring the program.

I believe this application meets the requirements of the rule. If you determine any additional information is required, you may contact the following City Officials:

David Sawyer, City Administrator
5255 Chicago Street SE, Turner, Oregon 97392
E: manager@cityofturner.org
P: 503-743-2155

Sincerely,



David Sawyer
City Administrator
City of Turner

Attachments: Sample Contract, Marion County Fee Schedule, Operating Plan 2016, Program Administrative Request

Cc: The Building Department. LLC
Marion County

5255 Chicago Street SE
Post Office Box 456
Turner, Oregon 97392-0456



Phone: (503) 743-2155
Fax: (503) 743-4010
www.cityofturner.org

**CITY OF TURNER, OREGON
RESOLUTION 15-18**

**AUTHORIZING THE CITY MANAGER TO SIGN AND SUBMIT THE PROGRAM ASSUMPTION APPLICATION TO
THE STATE OF OREGON BUILDING CODES DIVISION FOR THE BUILDING INSPECTION PROGRAM**

WHEREAS, the City of Turner wishes to assume the Building Program Administration currently operated by Marion County and;

WHEREAS, the program assumption application will be submitted in accordance with the applicable statutes and rules found in ORS 455.148, ORS 479.855, and OAR Chapter 918 Divisions 20 and 308. The City of Turner is authorizing the City Administrator to appoint Jack Applegate, BD Manager for the Building Department LLC as the signer to submit the program assumption application #440-2510 and all required associated documentation to the Oregon Building Codes Division; and

WHEREAS, the City of Turner and all persons under it will agree that if the application is granted, to operate the Program in a manner consistent with the provisions noted in the applicable Oregon Revised Statutes; and

WHEREAS, The City of Turner also agrees that if the application is granted, the municipality and all persons under it agree to comply with and be bound by the Electrical Delegation Rules noted in OAR 918-308-0000.

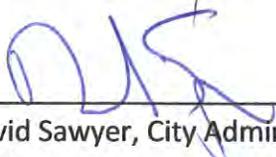
NOW THEREFORE BE IT RESOLVED, That the Turner City Council:

Authorizes the City Administrator or his designee to sign the Program Administration request and authorizes the application to be submitted to the State of Oregon Building Codes Division.

BE IT FURTHER RESOLVED, That this Resolution shall be effective upon its approval and adoption.

ADOPTED by the City Council of the City of Turner the 29th of September, 2015

APPROVED: 
Gary Tiffin, Mayor

ATTEST: 
David Sawyer, City Administrator



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 Turner

Building official: Jack Applegate

Address: 5255 Chicago Street SE / PO Box 456

City: Turner

State: OR

ZIP: 97392

Office location: 144 East 14th Avenue, Eugene, OR 97401

Phone: (541) 484-9043

Fax: (541) 484-6859

E-mail: <bo>@thebldgdept.com

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	X	X	X	X	X	X	X	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.) *N/A*
- Current fee schedules for all programs
- Name of a contact person for surcharge report of assumed programs

Name: Jack Applegate

Phone: 541-484-9043

Address: 144 East 14th Avenue

City: Eugene

State: OR

ZIP: 97401

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 16.

Authorized signature: *Jack E. Applegate*

Title: Building Official

Date: 8/19/15

Request will not be accepted without signature.



CITY OF TURNER OPERATING PLAN 2016

City Building Department Location:
5255 Chicago Street, Turner, Oregon

Hours of Operation:
Monday through Thursday 8:30a – 5:00p
Friday 8:30a – 12:00p

Contact Information:
Phone: 503-743-2155
Fax: 503-743-4010

ADMINISTRATIVE STANDARDS

Adequate funds and equipment

Funds:

All fees collected by the City of Turner in connection with the administration and enforcement of building inspection programs are dedicated and are used only for the administration and enforcement of those programs.

Permit fee schedules are available upon request.

Equipment:

Inspectors will be supplied equipment necessary to administer and enforce the state specialty codes in an efficient, effective, and timely manor.

Authority and Responsibility of the Building Official, Chief Inspectors, Plans Examiners, and Inspectors:

Building Official:

Provide interpretations of the state building codes in conformance with the intent and purpose of this code. Provide administration of the program including oversight of conformance to the applicable State of Oregon Statutes and Rules.

Lead Inspectors:

Provide code guidance and council on technical issues and technology, advice and problem solving assistance to City staff and inspectors. They provide specialty code interpretations in conformance with the intent and purpose of each code.

Plans Examiners:

Examine commercial and residential construction and mechanical plans, blueprints, architectural drawings, designs, and other documents for compliance with applicable codes. They provide code interpretation guidance on technical issues, and advice and problem-solving assistance to

City staff, inspectors, fire departments, architects, engineers, and others seeking assistance relevant to codes.

Structural/Mechanical/Plumbing Inspectors:

Enforce the Oregon Structural Specialty, Plumbing Specialty and Mechanical Codes through plan reviews and inspections of all building types.

Electrical Inspectors:

Enforce the Oregon Electrical Specialty Code through plan review and inspection of electrical installations in all building types.

Manufactured Dwelling Installation Inspectors:

Enforce the 2010 Oregon Manufactured Dwelling Installation Specialty Code as well as the 2002 Oregon Manufactured Dwelling and Park Specialty Code adopted by reference in OAR 918-500-0020.

Resumes of the staff are available upon request.

Appeals

Appeal Process:

Decisions of the Building Official, plans examiner, or inspector may be appealed. The City will not hear appeals and advise aggrieved persons to appeal to the appropriate Oregon Building Codes Division Specialty Code Chief Inspector and advisory board under the pertinent provisions of ORS 455.475, OAR 918-001-0130 and 918-008-0120. The State Building Code Appeal Application can be found on our website at <http://www.bcd.oregon.gov/pdf/4623.pdf>.

Appeal of Board Decisions:

Judicial review of decisions of advisory boards is available as provided in ORS Chapter 183.

Receipts Collected in the Administration and Enforcement of Building Inspection Programs:

Revenues and Expenditures:

The City separately accounts for revenues and expenditures for each specialty code program it administers and enforces, including income and expense projections for each code program. The budgets for the structural, plumbing, and mechanical programs have been consolidated because most of the plan review and inspection activities are integrated.

Retention and Retrieval of Records:

The City maintains permits, structural plans, plan review notices, and inspection records at City Hall. Permit records are kept through a combination of electronic and hard copy file. Residential dwelling (including duplex) & commercial files with approved final inspections are retained for two years. Essential facilities with approved final inspections are retained for the life of the structure. All public records requests must be made in writing. The Public Records Request Form is available at City Hall

Operational Plan:

Copies of the City's Operational Plan are available to the public by contacting City Hall.

Customer inquiries, comments, complaints and questions regarding the following:

Code issues (including plan review or inspection code-related issues):

Office hours are 8 am to 5 pm Monday through Thursday and 8a to 12p on Fridays. You may call 541-484-9043 or toll free at 1-800-358-8034.

Voice messages outside of 8 am and 5 pm will be returned the next working day. You may also email to bldgdept@thebldgdept.com or fax inquires to 541-484-6859. Customer service inquiries, comments and complaints will be referred to the appropriate staff member for review and resolution.

Inspection requests Customers may call 503-743-2155 to request inspections. After office hours a voice mail system will take the requests.

Jurisdictional Boundaries: The City of Turner.

PERMITTING STANDARDS

Purchasing Permits:

Permits may be purchased during the City Hall’s business hours. Applications, checklists, and general information regarding permits and codes can be found at the City’s web site <http://www.cityofturner.org/> The City will mail, fax, or e-mail permit applications.

Permit applications that do not require plan review (i.e., residential plumbing, residential mechanical, and manufactured dwelling placement permits):

Permit applications not requiring a plan review, may be able to purchase the permit over the counter, otherwise they will be reviewed by staff and if no further information is required issued within 48 hours of application. If additional information is required the applicant will be advised of what is needed to complete the application. When the permit application is deemed complete, the requested permit will be issued immediately upon payment of permit fees.

License verification prior to issuing permits: Persons (other than homeowners) applying for permits will be required to provide proof of a valid license or registration. Permit applications received by mail will be reviewed for valid license and/or registration upon receipt.

PROGRAMS

Plumbing - Minor Label Program:

Licensed plumbing contractors may apply for commercial and residential minor plumbing labels through the minor label program. Minor plumbing labels are "permits" for a limited scope of work, available only to licensed plumbing contractors. Minor label applications will be reviewed

by appropriate staff immediately upon receipt. If additional information is required, the applicant will be advised of what is needed to complete the application. For specific information, please contact the minor label program at 503-378-2804 or toll free at 1-800-442-7457.

Plumbing - Master Permit Program:

The plumbing master permit program is designed to assist operators of commercial facilities to perform basic maintenance and/or repair of plumbing work under certain guidelines without obtaining individual permits and inspections. The master permit program provides flexibility while continuing to meet the requirements of the Plumbing Specialty Code. Owners, operators, or plumbing contractors can apply to the City for participation in the master permit program. Requests to participate in the master permit program will be reviewed to ensure individual applicability. The plumbing master permit program contains certain restrictions and limitations. For specific information, please contact the Building Official.

Electrical - Minor Label Program:

Licensed Electrical Contractors may apply for minor electrical labels through the minor label program. Electrical labels are “permits for a limited scope of work” and are subject to certain restrictions. Minor label applications will be reviewed immediately upon receipt. If additional information is required, the applicant will be advised of what is needed to complete the application. For specific information, please contact the minor label program at 503-378-2804 or toll free at 1-800-442-7457.

Electrical - Master Permit Program:

The electrical master permit program is designed to assist operators of commercial facilities to perform basic maintenance and/or repair of electrical work under certain guidelines without obtaining individual permits and inspections. The master permit program provides flexibility while continuing to meet the Electrical Safety Law. Owners, operators, or electrical contractors can apply to the division for participation in the master permit program. Requests to participate in the master permit program will be reviewed by appropriate staff to ensure individual applicability. The electrical master permit program contains certain restrictions and limitations. For specific information, please contact the Building Official.

PLAN REVIEW STANDARDS

Plan Review Process:

The plans examiners review structural, mechanical, plumbing, electrical, fire life safety plans and engineering and energy calculations to ensure compliance with applicable codes. Plan intake staff shall use Building Codes Division approved checklists to ensure the customer has submitted all necessary information and, verify plans are stamped by an Oregon licensed architect or engineer.

Permit applications requiring plans, i.e., structural, fire & life safety, commercial plumbing, and commercial mechanical:

If plans are required, permits will not be issued until a minimum of two (2) sets of plans for commercial and two (2) sets of plans for residential dwellings have been reviewed and approved. Plans may be submitted in person, by fax, mail, or via e-mail. Plans received in person in City

Hall are reviewed by plan intake or plan review staff to verify appropriate information and materials are included with the plans. If plans are incomplete a letter detailing information needed to complete the plan review will be sent, faxed, e-mailed or handed to the applicant in person. The plans are returned to the applicant if present or placed "on hold" until the information and/or appropriate fees are received.

Pursuant to OAR 918-020-0090 and 918- 020-0210, for simple residential dwelling plans, the City will follow the plan review timeline of ten working days set forth in ORS 455.467, provide notification within three working days as to whether the plans are complete, and offer other plan review options if applicable.

Plans complete but not in compliance:

Where the plan has the required information but is found to be in non-compliance with the applicable code, the applicant is notified immediate by the most expedient method. If the information needed is greater than can be handled by a simpler means, a letter will be sent by the most expedient means identifying the areas of non-compliance with a request for corrective action or additional information. The plan is placed "on hold" until additional information is received.

Plans Complete & In Compliance:

Where the plan is deemed complete, the plan will be stamped "reviewed" by the plans examiner of record, the applicant notified, and the available to pick them up at City Hall.

Plan review will be completed within ten (10) working days of receipt of a complete application. All plans are approved prior to issuing permits.

Applicants are encouraged to call 1-800-358-8034, 8 am to 5 pm Monday through Friday for any code or process questions. Appointments are encouraged for preliminary consultations with a plans examiner.

Inspection Services:

Field Offices & Contract Offices:

Inspection services are covered by inspectors as follows:

The Building Department, LLC, 144 East 14th, Eugene, OR 97401

Phone 1-800-358-8034 or 541-484-9043 Fax 541-484-6859

Email: bldgdept@thebldgdept.com

Inspection Process:

Inspection request line - 1-800-358-8034 or 541-484-9043 phone

Persons with valid permits may request inspections either by telephone, fax or in person during normal business hours. Inspections may also be requested by mail or by fax or by leaving a voice message during non-business hours. Inspections need to be called/emailed in by 5p the day before inspection. All faxes and voice mails received after 5p will be processed for the next business inspection day.

Inspection requests shall include -

1. Permit number with Site Address
2. Date of Inspection requesting
3. Name and contact telephone number of person requesting inspection
4. Type of inspection requested

Inspection requests that do not contain the required information may be considered incomplete. Upon arrival at a job site, an inspector will verify the correct permit has been posted and that approved plans are available. Where approved plans are required, inspections will be performed based on the approved plans. After completing the requested inspection, the inspector will sign the yellow inspection card (or white electrical label) and prepare a written report describing items requiring correction in accordance with the applicable specialty code and cite the applicable code section. A copy of the inspector's report may be left on site. Should the inspector identify necessary corrections, a copy may be mailed, faxed or phoned in to the contractor if contractor has made that arrangement. If the inspector finds that all minimum code requirements have been met, the inspector will indicate his or her approval on the yellow inspection card (or white electrical label) on the site.

Electrical Inspections –

Inspection requests shall include the above. Written inspection results will be left on site or sent to the contractor who has made arrangements otherwise.

List of persons employed to provide inspections: A list of inspectors along with certifications and continuing education credits is maintained by the City.

Investigate and enforce electrical and plumbing violations under ORS 455.156: The inspector will also verify compliance with all applicable plumbing, electrical and contractor licensing and registration requirements. Persons found to be performing work without required licenses will be instructed to immediately cease all work and will be issued a notice of proposed assessment of civil penalty. Where violations have not been witnessed first hand, inspector shall note the violation by completing a Preliminary Investigation Report and file with the Enforcement Section of the Division.

Permit and Inspection Follow-Up System: The City will maintain signed records from applicants, stating they are responsible for requesting inspections within 180 days of issuance, or last inspection. A courtesy notification of expiring permit by telephone or other means may be made. Failure to respond or request an inspection within the allotted time, will result in the expiration of the permit

COMPLIANCE PROGRAMS

Procedures to respond to public complaints: Public complaints shall include at a minimum: Individual or business name of alleged violator, date or period of alleged violation, location (address) of alleged violation, property owner or lessee name, description of work performed, and complainant's name and phone number or address for follow-up contacts. A Preliminary Compliance Report form is obtainable by calling Building Codes Division, Enforcement Section, at 503-373-1367 or toll free at 1-800-442-7457 between 8-00 a.m. and 5:00 p.m. Monday

through Friday or on the BCD website. Complaints received by the Building Codes Division regarding alleged violations for permits, licensing or specialty codes, are forwarded to the Enforcement Section for investigation.

Investigation of Complaints:

Public complaints received by Inspection Services Section are forwarded to the Enforcement Section for investigation.

Assessments of Penalty and Orders of Corrective Action for Violations of Specialty Codes, Statutes, and Rules:

Notices of Proposed Assessment of Civil Penalty (NPACP) and Orders of Corrective Action (OCA) are issued by both State Inspection Services staff and Enforcement staff. NPACP's and OCA's issued by State Inspection Services staff are forwarded to the Enforcement Section for processing. Contested case hearings are scheduled and processed by Enforcement staff.

Compliance with State Licensing Requirements:

License checks are conducted by City staff during permit sales and during field inspections conducted by inspectors for compliance with ORS 455.156 to ensure that only properly licensed personnel are performing work. Field inspections shall include work sites where the City has no record of permit application or issuance as well as those sites for which a permit has been issued. Alleged violators are reported to the Enforcement Section by Preliminary Compliance Report.

ELECTRICAL PROGRAM OPERATION PLAN CITY OF TURNER

DELEGATION OF AUTHORITY

- A. The City of TURNER assumed enforcement and administration of the electrical safety program on July 1, 2016 under the authority of ORS 479-.855.

B. Local Jurisdiction Formation

The City of TURNER is a municipal corporation. The electrical safety program encompasses all areas within the City limits. The Building Official is Jack Applegate. The City contracts with The Building Department, LLC to provide electrical inspections and plan review.

C. Adoption and Update of Local Ordinance

The State of Oregon Electrical Specialty Code and One and Two Family Dwelling Specialty Code are adopted locally through Ordinance No. **TBD** of the City of TURNER Municipal Code. The fees associated with the electrical safety program are calculating using the fee methodologies in accordance with the City of TURNER Resolution. The adopting ordinances are reviewed and updated annual as per OAR 918-308.0190. Any proposed amendments to these ordinances will be forwarded to the Building Codes Division at least 45 days prior to public hearing, and any amendments and intended effective dates regarding OAR 918-308.0040 (2)(b) to (j) will be forwarded to the Division at least 45 days prior to implementation as per OAR 918-308-0020.

D. Amendment of Existing Plan

As per OAR 918-308-0190 the City of TURNER will annually review and update this operating plan including the provisions of OAR 918-308-0040(2)(b) to (j).

REQUIREMENTS FOR CONTINUED DELEGATION

- A. Employment of Electrical Specialty Code Inspector, limited One and Two Family Dwelling Electrical Inspector

The City of TURNER contracts with The Building Department, LLC to perform consistent and timely inspections and plan reviews. TBD, LLC has employed 4 electrical.

B. Public Contact Procedure

The electrical inspectors have established office hours of <day and time> to <day and time>. Additionally, they are available via cell phone at any time during regular business hours when a customer needs are immediate. The electrical inspectors' office is located in TURNER's City Hall.

C. Code Interpretation/Dispute Resolution

The electrical inspectors are responsible for all initial interpretations of the Electrical Specialty Code. If there is an appeal of his decision, it is then reviewed by the Building Official. Further appeals are processed in accordance with ORS 479.853.

[Type here]

PLAN REVIEW AND PERMIT PROCEDURES

A. Permit Sales Office

The City Hall is open to the public from 8am to 5pm each workday. Inspectors are available via telephone each workday. Electrical permits are available at City Hall any time during these hours. Additionally, permit applications may be mailed or faxed to City Hall.

B. Electrical Plan Reviews

Electrical plan reviews are conducted in accordance with OAR 918-311-0050 and coordinated with the fire & life safety plans examiner and building official.

C. Electrical Permits

Permit applications are available from City Hall. For the convenience of electrical contractors, bulk permits are offered.

D. Electrical Permit Issuance

The procedures followed by City staff are in compliance with all applicable Oregon Administrative Rules and Oregon Revised Statutes.

E. Minor Installation Labels

Oregon State Building Codes Division maintains the electrical minor label program including issuing labels, and notifying jurisdictions, and assigning inspections to the jurisdictions. City will perform inspection assigned by BCD.

F. Temporary Permits

The City offers temporary electrical permits complying with OAR 918-309-0080.

G. Master Permits

The City offers the electrical Master Permit Program as per OAR 918-309-0100.

INSPECTION STANDARDS

A. Minimum Standards for Adequate Electrical Inspections

City electrical inspectors adhere to the standards established by the Oregon Electrical Specialty Code and OAR 918-271-0040 through 918-271-0050 when making electrical inspections.

B. Enforcement

License checks will be performed by intake staff and field checks will be performed by the inspectors. All code officials and City staff will monitor for suspected unlicensed and unpermitted activity.

C. Inspections by Uncertified Individuals

Under no circumstances will persons not holding the appropriate certification from the Building Codes Division conduct an electrical inspection on behalf of the City.

D. Turnaround Time

The City offers electrical inspections twice weekly with the goal of no more than 48 hours from request.

[Type here]

ACCOUNTING AND DISPOSITION OF REVENUES

A. Accounting

All revenues collected under the electrical program are accounted for separate from other revenues. Any surplus electrical program revenues are carried forward to the next fiscal year.

B. Disposition of Revenues

The fees collected by the City for electrical plan review and permits are sole used for expenditures in the regulation and administration of the electrical specialty codes per ORS 479-845.

**DIVISION 308
MUNICIPAL ADMINISTRATION**

Delegation and Oversight

918-308-0000**Electrical Delegation Rules**

The rules in OAR 918-308-0000 to 918-308-0430 shall be referred to as the Electrical Delegation Rules.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96

918-308-0010**Standards for Delegation**

Administration and enforcement of the electrical program shall only be delegated under ORS 479.855 to municipalities meeting the following minimum performance standards:

(1) The municipality shall be ready, willing and able to fully operate the electrical program on the effective date of delegation, July 1, except when a municipality is assuming the program from the division.

(2) The municipality shall create and maintain minimum services at least reasonably the same level as the electrical administrative, enforcement, and inspection services presently provided to the area. Minimum administrative, enforcement, and inspection services include the "Ongoing Requirements" in the Electrical Delegation Rules.

(3) Operation of the program shall be financially feasible without unduly increasing short or long-term costs of electrical inspection services to the public, both in the areas delegated and, if applicable, the remaining program in the surrounding area.

(4) The municipality shall demonstrate its ability to carry out the proposed electrical program.

(5) The requirements in the Electrical Delegation Rules are in addition to rules adopted by the department in OAR 918-020-0070 through 918-020-0220 for municipalities that apply to undertake inspection programs.

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0100; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0020**Check List for Application for Delegation of Electrical Program**

Except when a municipality requests responsibility for an electrical program administered by the division, a municipality seeking delegation or renewal of delegation of the electrical program shall:

(1) Comply with ORS 455.148 or 455.150; and

(2) File an application for delegation of the electrical program under the Electrical Delegation

Rules, if the municipality is applying for delegation for the first time. The application shall:

(a) Be filed by the governing body of the municipality by October 1 prior to the year for which delegation is sought;

(b) Be based on a resolution of the municipality formally authorizing the application, and representing if the application is granted, that the municipality and all persons under it will comply with and be bound by the Electrical Delegation Rules;

(c) Include a proposed ordinance for administration and enforcement of the electrical program;

(d) Include an operating plan showing it meets the minimum standards for delegation in the Electrical Delegation Rules; and

(e) Note any differences in services or inspections from present services and inspections to be provided upon delegation.

(3) If the municipality is requesting its first renewal, it shall file relevant amendments or updates to its initial application and note this is its first renewal application.

(4) A municipality requesting delegation of the electrical program administered by the division must meet the requirements of ORS 455.148 (7) and 11(c). Notwithstanding the timelines in ORS 455.148 (11)(c), a municipality assuming the program from the division must submit an assumption plan prior to administering the program.

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0130; BCD 28-2002(Temp), f. & cert. ef. 10-1-02 thru 3-29-03; BCD 36-2002, f. 12-31-02, cert. ef. 1-1-03; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0030**Check List for Proposed Ordinance**

The proposed ordinance establishing the municipal electrical program shall, among other things, adopt:

(1) The **Oregon Electrical Specialty** and **Oregon Residential Specialty Codes** by reference;

(2) Identical or compatible administrative provisions for the electrical program, including requirements for permits and authority to issue stop work and correction orders;

(3) Enforcement authority dealing with persons who start work without permits, fail to call for inspections, fail to make corrections, or otherwise violate the electrical requirements;

(4) Plan review requirements, if any;

(5) Minor label and bulk label procedures, as applicable;

(6) Temporary permit procedures; and

(7) Electrical fees.

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0140; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0040

Check List for Operating Plan and Documentation

An "operating plan" is the municipality's strategy for carrying out the goals and objectives of its electrical inspection program. "Strategy" means what, how, and when it will be done. The operating plan for a municipality assuming the electrical program from another municipality shall include:

(1) Strategies and written agreements, where relevant, for handling the transition from the losing municipality to applicant, including arrangements made for:

(a) Open permits and inspections ongoing as of July 1;

(b) Enforcement actions pending on July 1;

(c) Being fully operational on July 1, including staffing and training of permit and other personnel;

(d) Informing contractors and others of the changeover of inspecting jurisdictions, jurisdictional boundaries and requirements covering permits and procedures, inspection procedures, temporary permit procedures, plan review requirements, and fees; and

(e) Employees presently providing the electrical inspection services in the area covered by the application and how applicant will deal with ORS 236.605:

(A) If the matter was resolved by the applicant and losing jurisdiction, or with the jurisdiction and the inspector, provide a copy of the agreement and a statement by applicant's municipal council that all employee rights under ORS 236.605 were preserved;

(B) Any assertion that ORS 236.605 is not applicable to the transaction must be from applicant's municipal council.

(2) Strategies for electrical operations including:

(a) Inspectors and inspections:

(A) When will certified electrical inspectors be hired, how will applicant be operational by July 1, and how will inspectors be used to carry out the program;

(B) Where more than one inspection office is involved, how will inspectors be deployed;

(C) If the electrical program is offered jointly with another municipality or parts of another municipality, the agreement between municipalities, which ordinances will apply in the different areas, what offices and staff assignments will be made and what boundaries are involved; and

(D) If electrical services will be provided by a contractor, the operating plan to be followed including inspection, coverage of prolonged absences and administration and an agreement by the contractor to be bound by the Electrical Delegation Rules.

(b) Code interpretations. How will code interpretations be provided and when will electrical inspectors be available to provide them. This should cover each office;

(c) Conflict resolution. How will conflicts in electrical code interpretations between inspectors, or inspectors and the public, be resolved at the local level, what rights of appeal will the public be advised of, and how will conflicts of interest involving staff be resolved;

(d) Plan review. Will plan review be required and if so, which installations require plan review;

(e) Turn-around time. What will be the response time to inspection requests, what correction notices will be used, when will reinspection be required, and how and where will permit and inspection records be kept. If a contractor is used, will contractor records be made available at the municipality's offices in the event of a review of electrical operations. Attach related forms to be used;

(f) Enforcement. How and when will license checks and permit and code compliance be monitored, who will be involved and how will corrections be enforced. If the electrical inspector is not full time with the municipality, who will do license checks and other enforcement during the inspector's absence;

(g) Use of labels. What labels will be used and what internal procedures will be followed for minor installation labels and bulk labels if the municipality uses bulk labels;

(h) Temporary permits. What temporary permit procedures are adopted by the municipality to deal with OAR 918, division 309 or for days during a regular workweek when the municipality is not open for permit sales;

(i) Forms and records. What electrical permit application, appeal, and other forms will be used and where will formal permit and inspection records be kept. Attach forms;

(j) Accounting. How will electrical revenues, direct and indirect including interest earned, be segregated from other revenues and accounted for; how will payments from and charges to that account be accounted for; and if there are electrical surpluses, will these be carried over for the electrical program between fiscal years. How will overhead, including all administrative costs, be allocated;

(k) Projections. What is applicant's projection for electrical income and expenses for the fiscal period for which the application is filed and what assumptions, such as growth or increased inspections, are relied on. What are the projections for following periods if losses are projected for the first period. If losses are projected, how these will be funded. If a contractor is used, show projections for the municipality and the contractor.

(l) Contingency plan. A plan for "back-up" inspection services.

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 21-1993, f. 10-5-93, cert. ef 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0150; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0050

Effect on Losing Municipality

(1) The division shall request the municipality losing inspection territory to provide:

(a) Projected revenue loss if the area involved is delegated, strategies for operations and advice if fee increases will be necessary to sustain its electrical program;

(b) Estimates of impact on staffing and continuity of services on remaining territory;

(c) Comments concerning assertions made by the applicant regarding enforcement and services presently provided; and

(d) Estimated monthly number of calls for electrical inspections and days per week required to serve the area.

(2) Responses from the losing municipality shall also be provided to applicant.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 21-1993, f. 10-5-93, cert. ef 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0160

918-308-0060

Review and Approval Process

(1) The division shall, after review of the application, submit the application to the board for comments and recommendations, and grant or deny the application, or seek clarification or corrections. If additional information or technical corrections are necessary, comments may be provided and the municipality may be allowed to submit changes.

(2) If a complete and acceptable plan is not on file by January 1, the request for delegation shall be denied for that year. An extension may be granted if agreed to by the municipality, division, and county involved, if the municipality is a city.

(3) If a municipality whose authority was previously revoked reapplies for delegation of the electrical program, it shall, in addition to its application, show how past deficiencies were corrected and how they will be prevented in the future.

(4) A new delegation of authority shall be provisional for a year. A municipality receiving a provisional delegation shall amend its application, if necessary, to reflect desired changes. If no amendments are filed by January 1, the prior application shall be used. The division shall make site visitations as necessary to inform itself of how the electrical program is being administered and how the operating plan is being followed and file its report with the application. Once the application is renewed no new applications are

necessary unless the delegation is revoked or yielded by the municipality.

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 21-1993, f. 10-5-93, cert. ef 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0170; BCD 28-2002(Temp), f. & cert. ef. 10-1-02 thru 3-29-03; BCD 36-2002, f. 12-31-02, cert. ef. 1-1-03; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

Follow-Through Requirements

918-308-0070

Filing of Municipal Ordinance and Review of Operations

Within 60 days of delegation of the electrical program, the municipality shall file its electrical program ordinance, including adoption of local fees, with the division.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 21-1993, f. 10-5-93, cert. ef 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0200

918-308-0080

Updating by Existing Municipalities

(1) If a municipality is unable to implement the program following delegation, the municipality shall notify the division explaining why and outlining how enforcement will be accomplished.

(2) Municipalities with ongoing electrical programs shall update their ordinances and operating plans, to reflect current operations according to the Electrical Delegation Rules.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 21-1993, f. 10-5-93, cert. ef 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0210

Ongoing and Minimum Requirements

918-308-0090

Employment of Electrical Specialty Code Electrical Inspector

(1) Each municipality shall employ at least one electrical inspector certified to inspect under the **Oregon Electrical Specialty Code**. This requirement may be satisfied by contracting with another municipality having a qualified inspector. Regardless of how the staffing is provided, the minimum operating requirements in these rules shall also be met.

(2) The municipality shall provide the division with names and qualifications of its certified inspectors for general electrical and for one- and two- family dwelling inspections.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 479.730
 Stats. Implemented: ORS 479.855, 455.148 & 455.150
 Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0250; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0100

Public Contact Procedure

Each office having electrical inspectors shall publicize and post regular office hours providing at least one hour per day when electrical inspectors are available to take calls and provide interpretations.

Stat. Auth.: ORS 479.855
 Stats. Implemented: ORS 479.855
 Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0260

918-308-0110

Code Interpretation Dispute Resolution

Municipalities shall provide:

- (1) A reasonable method to resolve conflicts in code interpretation within the municipality; and
- (2) Information concerning appeal rights to the division under ORS 479.853.

Stat. Auth.: ORS 479.855
 Stats. Implemented: ORS 479.855
 Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0270; Suspended by BCD 16-2005(Temp), f. & cert. ef. 7-7-05 thru 12-31-05

Permits and Permit Issuance

918-308-0120

Permit Sales Office

A municipality shall establish at least one office within each noncontiguous service area where electrical permits can be obtained directly or have self-issuing or temporary permit procedures for all regular work days, which excludes weekends and holidays.

Stat. Auth.: ORS 479.855
 Stats. Implemented: ORS 479.855
 Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0280

918-308-0130

Electrical Permits

Notwithstanding OAR 918-309-0010, which requires uniform permit forms and procedures, a municipality may include legal descriptions of the property where the electrical installation will be made or other information on the electrical permit application as long as the permit applicant is not required to provide the information.

Stat. Auth.: ORS 479.730
 Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0290; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0140

Internal Operations

The municipality shall have written handouts or instructions on:

- (1) Whether electrical plan review is required and when plan review is required; and
- (2) How the municipality will deal with the temporary permit requirements.

Stat. Auth.: ORS 479.855
 Stats. Implemented: ORS 479.855
 Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0300

918-308-0150

Plan for Inspection Operations

The municipality shall:

- (1) Offer and provide inspection services within its service area excluding weekends and holidays, to meet the electrical 48-hour inspection notice requirements in the inspection section of the electrical rules.
- (2) Establish a written policy showing estimated response time for inspection requests, how and when correction notices will be used, when reinspection will be required, and how and where permit and inspection records will be kept.
- (3) Provide inspections normally between 7 a.m. and 6 p.m. unless otherwise agreed to by the inspecting authority and the permit holder.

Stat. Auth.: ORS 479.730
 Stats. Implemented: ORS 479.855, 455.148 & 455.150
 Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0320; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0160

Plan for Compliance

The municipality shall have a plan on how electrical permit and code violations will be handled. It shall have an ordinance allowing enforcement actions for violations.

Stat. Auth.: ORS 479.855
 Stats. Implemented: ORS 479.855
 Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0330

918-308-0170

Accounting Plan

The municipality shall have an accounting system which segregates electrical revenues, shows the source of electrical income including interest earned on held funds, shows charges, and where electrical revenues were spent. If overhead charges to the inspecting

organization are based on allocations, the allocations must be supportable under general accounting principles.

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0340; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0180

Formation of Municipal Program

(1) Municipalities combining electrical programs shall, to the extent practicable, centralize administration and use similar procedures, regulations, permit application, and permit fees within the area served.

(2) Nothing in this rule prevents a municipality from being served by more than one combination of municipalities.

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0350; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

Maintenance and Amendment of Plans

918-308-0190

Review and Update of Plans and Ordinances

Each municipality shall annually review and update its electrical ordinance and operating plan to meet the requirements of the Electrical Delegation Rules.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0400

918-308-0200

Amendment of Plans by All Municipalities with Electrical Programs

All municipalities providing electrical inspections shall submit:

(1) Ordinance amendments and intended effective dates and change of electrical fees, regardless of whether fees are adopted by ordinance, at least 45 days prior to the adoptive date.

(2) Amendments and intended effective dates regarding the operating plan at least 30 days prior to implementation.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0410; BCD 28-2002(Temp), f. & cert. ef. 10-1-02 thru 3-29-03; BCD 36-2002, f. 12-31-02, cert. ef. 1-1-03

918-308-0210

Automatic Renewal

(1) A municipality finishing its first term of operations under its delegation must reapply for

delegation the second term as provided in the Electrical Delegation Rules.

(2) Subject to OAR 918-020-0070 through 918-020-0220, once a municipality receives a renewal of delegation when it provides subsequent timely notice prior to January 1, as required by ORS 455.148 and 455.150, the electrical delegation is continued without further action by the division, unless during the interim the division revokes the delegation.

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-300-0420; BCD 28-2002(Temp), f. & cert. ef. 10-1-02 thru 3-29-03; BCD 36-2002, f. 12-31-02, cert. ef. 1-1-03; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

Program Review

918-308-0300

Review of Municipality Program

(1) The division shall conduct a comprehensive review of each municipality delegated administration of the electrical program at least every five years.

(2) A comprehensive review shall be conducted by a minimum team of:

(a) One local building official;

(b) One electrical contractor or contractor's representative;

(c) Division chief electrical inspector or **Oregon Electrical Specialty Code** inspector if the chief inspector is unable to serve; and

(d) One division representative;

(e) Optionally, a general contractor registered with the Construction Contractors Board, if nominated by the municipality involved;

(f) Optionally, additional persons, depending on the size and complexity of the municipality involved, as determined and selected by the division.

(3) A single-purpose review shall be conducted by the division chief electrical inspector or designee and others selected by the division if the operations of the municipality are at variance with its approved operating plan.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-303-0010; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0310

Notice of Review

(1) The division shall notify a municipality 60 days in advance of a comprehensive review.

(2) The division shall notify a municipality at least 48 hours in advance of a single purpose review.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-303-0020

918-308-0320

Initial Interview

(1) The division shall conduct an initial interview with the building official or designated representative as the first step in the comprehensive review process.

(2) The initial interview shall give the building official or representative an understanding of the manner in which the review will be performed.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-303-0030

918-308-0330

Review of Records

(1) The municipality shall maintain and make records available for division review. For the purpose of this rule except where the context requires otherwise, a "previous year" is the last full fiscal year for the municipality. The required records are:

(a) Electrical permits issued during the previous two years;

(b) Minor installation labels issued during the previous year;

(c) Inspections performed by electrical inspectors during the previous fiscal year;

(d) Written code interpretations made during the previous two years;

(e) Written or recorded complaints about the program lodged with the municipality and disposition of the matters for the previous fiscal year; and

(f) Records of revenues from electrical permits, inspections, and penalties, and expenses incurred in the administration and enforcement of the electrical program for the previous fiscal year.

(2) The municipality shall report the number of electrical, structural, mechanical, plumbing, and manufactured structures set-up permits issued, the number of minor labels issued, and the number of electrical inspections performed by the municipality during the previous fiscal year.

(3) The program review team:

(a) Will review the operating plan for program delegation submitted to the division under these rules to determine if the municipality is following the plan;

(b) May require additional financial information if municipal records do not satisfactorily show application of permit and inspection funds, including interest, to the electrical program or shows charges not related to the electrical program.

Stat. Auth.: ORS 479.730

Stats. Implemented: ORS 479.855, 455.148 & 455.150

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-303-0040; BCD 23-2008, f. 9-30-08, cert. ef. 10-1-08

918-308-0340

Inspection Review

The division shall reinspect jobs previously inspected by municipality inspectors and accompany municipality inspectors on inspections.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-303-0050

918-308-0350

Inspector Performance Ratings

(1) During a comprehensive review, the division shall review selected electrical inspections.

(2) The reviewer shall assess points for any electrical violation not noted by the inspector on the following basis:

(a) Ten points for each mandatory item in OAR 918, division 271;

(b) One-tenth point for each secondary item in OAR 918, division 271.

(3) An individual performance rating for selected municipality inspectors shall be determined by dividing the total points assessed for all inspection items missed by the number of inspections reviewed.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-303-0060

918-308-0360

Program Inspection Rating

An inspection rating for the municipality program shall be determined by dividing the combined points assigned for all inspections reviewed pursuant to these rules by the total number of inspections reviewed.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-303-0070

918-308-0370

Exit Interview

(1) Immediately following completion of a comprehensive review, the division shall conduct an exit interview with the building official or designated representative.

(2) The exit interviewer shall provide:

(a) The general result of the review;

(b) Formal notification of any items requiring immediate attention; and

(c) Specific information to the extent such is available.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-303-0080

918-308-0380

Program Report

The division shall provide the municipality a written report of its findings within 60 days of completion of a comprehensive review or within 15 days of completion of a single-purpose review.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-303-0090

Deficiency Citation

918-308-0400

Deficiency Citation

(1) Notice of deficiencies shall only be issued following a comprehensive or single-purpose review of the municipal electrical program.

(2) A notice of deficiency shall be served on the building official by certified mail when:

(a) The municipality has an inspection rating of over 6.0;

(b) Any inspector has an inspection rating over 8.0;

(c) The municipality fails to provide minimum services as outlined in its plan; or

(d) The municipality fails to comply with the Electrical Delegation Rules.

(3) Within 30 days from the date of receipt of the deficiency notice, the municipality shall file with the division a written proposal for correcting the deficiencies noted in the audit report. The proposal shall include:

(a) Specific methods by which the municipality intends to correct the deficiencies; and

(b) A proposed timeline for completing the corrections.

(4) The division shall review the proposed correction plan and notify the municipality in writing of any items in the plan found to be unsatisfactory. The division shall set a date for submission of the final correction plan.

(5) Subject to OAR 918-308-0410 providing for a contested case hearing, if no objection is made, it will be presumed that the municipality agrees to the terms of the deficiency notice or correction requirements.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-304-0010

918-308-0410

Appeal of Deficiency Citations

A municipality aggrieved by a notice of deficiency or the denial of proposed correction procedures may ask for a contested case hearing under ORS Chapter 183 and the Attorney General's Model Rules of Procedure.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-304-0020

918-308-0420

Notice of Program Revocation

(1) A municipality shall be considered to be failing to comply with standards adopted by the board or as not effectively carrying out duties assumed by the municipality under ORS 479.855 if it:

(a) Receives an inspection rating that exceeds 6.0 and fails to submit an acceptable correction plan; or

(b) Fails to submit a corrective plan after receiving a notice of deficiency.

(2) The provisions of section (1) of this rule are not intended to limit the conditions when the division can seek revocation under ORS 479.855.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-304-0030

918-308-0430

Appeal of Program Revocation

A municipality served with a notice of proposed program revocation under ORS 479.855 may ask for a contested case hearing under ORS Chapter 183 and the Attorney General's Model Rules of Procedure.

Stat. Auth.: ORS 479.855

Stats. Implemented: ORS 479.855

Hist.: BCA 11-1988, f. & cert. ef. 7-20-88; BCA 21-1993, f. 10-5-93, cert. ef. 12-1-93; BCD 19-1996, f. 9-17-96, cert. ef. 10-1-96; Renumbered from 918-304-0040

**THE
BUILDING
DEPARTMENT, LLC**

Contact Person for Surcharge Report for Assumed Programs

Primary:

Marita Mickelson

Executive Secretary/ Secretary to the President

The Building Department LLC

Telephone: 1-541-684-3593

Address: 144 E 14th Ave Eugene Oregon 97401

Secondary:

Jack Applegate, CBO, CHI

BD Manager

The Building Department LLC

Telephone: 1-541-684-3593

Address: 144 E 14th Ave Eugene Oregon 97401

An Ordinance of the City of Turner Repealing Ordinance No. TBD and Providing Standards and Rules for the Building Code Ordinance

WHEREAS, the City of Turner has assumed the administration and enforcement of the state building code from Marion County; and

WHEREAS, the City of Turner wishes to provide standards and rules to administer and enforce state building codes; now, therefore,

The City of Turner ordains as follows:

Section 1.000 Definitions.

For the purposes of this ordinance, the following definitions shall apply:

1. **Building Official.** "Building Official" means the person(s) appointed by the City Administrator who is responsible for building inspections and enforcement of the building code.
2. **State Building Code.** "State building code" means the combined specialty codes as listed in Section 1.020.

Section 1.010 Purpose of Ordinance.

The purpose of this ordinance is to establish uniform performance standards providing reasonable safeguards for health, safety, welfare, comfort and security of the residents of the City who are occupants and users of buildings and for the use of modern methods, devices, materials, techniques and practicable maximum energy conservation.

The Ordinance shall apply to the construction, alteration, moving, demolition, repair, maintenance and work associated with any building or structure except those located in a public way. Where, in any specific case, different sections of this Ordinance specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

Where, in any specific case, there is a conflict between this Ordinance and Oregon Revised Statute, the statute shall govern.

Section 1.020 State Codes Adopted.

1. Except as otherwise provided in this chapter, the following codes, standards and rules are adopted and shall be in force and effect as part of this Municipal Code.

The provisions of these codes shall also apply to demolition of structures, equipment and systems regulated by such codes:

- a. Under the authority of ORS 455.150 (effective 9/5/95), the City of Turner administers those specialty codes and building requirements adopted by the state which the City of Turner is granted authority to administer, including: the Structural, Mechanical, Plumbing, Electrical and Residential Specialty Codes; mobile or manufactured dwelling parks requirements: temporary parks requirements; manufactured dwelling installation, support and tie down requirements and park or camp requirements;
- b. Appendix Chapter J of the International Building Code, as published by the International Code Council, regarding Excavation and Grading, including the recognized standards for Appendix Chapter J listed in Chapter 35 of the International Building Code;
- c. Section 104.8 of the International Building Code, as published by the International Code Council, regarding Liability;

- d. AN109.4.2 through AN109.4.3 of the State of Oregon Residential Specialty Code for alternate fire sprinkler systems requirements.
2. At least one copy of each of these specialty codes shall be kept by the Building Official and the Turner City Hall, and shall be available for inspection upon request.

Section 1.030 Administration.

1. The City shall provide a program of building code administration, including plan review, permit issuing and inspection for structural, electrical, mechanical, and plumbing work. The program shall be administered by the Building Official, under the supervision of the City Administrator. The program shall operate pursuant to the state specialty code listed in Section 1.020 of this ordinance and the remainder of this chapter.
2. The Building Official and City Engineer shall enforce Appendix Chapter J of the International Building Code, regarding Excavation and Grading, as adopted by Section 1.020.1b. Where the term "Building Official" is used in Appendix Chapter J, it shall mean either the Building Official or City Engineer.
3. Fees for permits and other related services pursuant to the building code administration program shall be established by resolution of the City Council.

Section 1.040 Power and Duties of Building Official

1. **General.** The Building Official is authorized and directed to enforce all the provisions of the building code. For such purposes, the building official shall have the powers of a law enforcement officer. In addition, the Building Official shall have the power to render written and oral interpretation of this Ordinance and to adopt and enforce administrative procedures in order to clarify the application of its provisions. Such interpretations, rules, and regulations shall be in conformance with the intent and purpose of this Ordinance.
2. **Revocation of Permits.** The Building Official may, in writing, suspend or revoke a permit issued under the provisions of this chapter whenever the permit is issued in error or on the basis of incorrect information supplied or in violation of other ordinances or regulation of the jurisdiction.
3. **Right of Entry.** When it may be necessary to inspect to enforce the provisions of this Ordinance, or the Building Official has reasonable cause to believe that there exists in a building or upon a premises a condition which is contrary to, in violation of this Ordinance or which otherwise makes the building or premises unsafe, dangerous, or hazardous, the Building Official may enter said building or premises at reasonable times to inspect or to perform the duties imposed by this Ordinance, provided that if such building or premises be occupied that credentials be presented to the occupant and entry requested. If such building or premises be unoccupied, the Building Official shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the Building Official shall have recourse to the remedies provided by state law to secure entry.
4. **Stop Work Orders.** Whenever any work is being done contrary to the provisions of this Ordinance (or other pertinent laws or ordinances implemented through its enforcement), the Building Official may order the work stopped by notice in writing served on any person(s) engaged in the doing or causing of such work to be done. Such person(s) shall stop such work until specifically authorized by the Building Official to proceed thereafter.
5. **Disconnection of Utilities in Emergencies.** The Building Official shall have the authority to disconnect fuel-gas utility service, and/or other energy supplies to a building, structure, premises or equipment regulated by this Ordinance when necessary to eliminate an immediate hazard to life or property. The Building Official shall, whenever possible, notify the serving utility, the owner

and occupant of the building, structure, or premises of the decision to disconnect prior to taking such action, and shall notify such serving utility, owner, and occupant of the building, structure or premises in writing of such disconnection within a reasonable time thereafter.

6. **Abatement of Hazardous Equipment.** When the Building Official ascertains that equipment or any portion thereof, regulated by this Ordinance has become hazardous to life, health or property, the Building Official shall order the equipment either removed from its location or restored to a safe and/or sanitary condition, as appropriate. The notice shall be in writing and contain a fixed time limit for compliance. Persons shall not use the defective equipment after receiving the notice. When equipment or an installation is to be disconnected, written notice of this disconnection (and causes therefore) shall be given within 24 hours to the involved utility, the owner and/or occupant of the building, structure or premises. When equipment is maintained in violation of this Ordinance and in violation of a notice issued pursuant to the provisions of this Section, the Building Official deems necessary to prevent, restrain, correct or abate the violation.
7. **Reconnection after Order to Disconnect.** The Building Official must authorize the reconnection and/or use of any equipment regulated by this Ordinance which has been disconnected, ordered disconnected or discontinued by the Building Official before any person may make a connection to or from an energy, fuel or power supply to such equipment.
8. **Maintenance Reinspection.** The Building Official may cause the reinspection of any building, structure, both existing and new, or any part thereof to ensure that such building or structure is being maintained in a safe and sanitary condition. All devices or safeguards which are required by this Ordinance shall be maintained in conformance with the Building Code edition under which installed. The owner or the owner's designated agent shall be responsible for the maintenance of buildings and structures.
9. **Occupancy Violations.** Whenever any building, structure or equipment therein regulated by this Ordinance is used contrary to the provisions of this Ordinance, the Building Official may order such used discontinued and the structure (or portion thereof) vacated. All persons using the structure (or portion thereof) shall discontinue the use within the time prescribed by the Building Official in the notice and make the structure, or portion thereof, comply with the requirements of this Ordinance.
10. **Validity of Permit.** The issuance of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or other ordinances of that jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinations of the jurisdiction shall not be valid.
11. **Investigation Fees.** Work without a permit
 - a. **Investigation.** Whenever any work for which a permit is required by this Ordinance has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.
 - b. **Fee.** An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the current permit fee that would be required by the code if a permit were to be issued. The payment of such investigation fee shall not exempt any person from compliances with all other provisions of this code nor from any penalty prescribed by law.
12. **Fee Refunds.**
 - a. The Building Official may authorize the refunding of any fee paid hereunder which was erroneously paid or collected.

- b. The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.
 - c. The Building Official may authorized refunding of not more than 80 percent of the plan review fee paid when an application for a plan review fee has been paid is withdrawn or cancelled before any plan review effort has been expended.
 - d. The Building Official shall not authorize refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.
13. **Permit Required.** Except as permitted by OAR 918-261-0000 through 0039, electrical work exempt from permits, subsection 1.050.15 of this section for minor installations, subsection 1.050.16 of this section for temporary electrical permits and subsection 1.050.17 of this section for industrial plant electrical permits, no electrical work shall be performed unless a separate electrical permit for each separate building or structure has first been obtained from the Building Official.
14. **Expiration of Plan Review.** Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may extend the time for action by the applicant for a period not exceeding 180 days upon request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

Section 1.050 Electrical Program Administration.

- 1. Expiration of Permits. Permit shall expire pursuant to OAR 918-309-0000(7).
- 2. Plan Review Requirements. Electrical plan reviews shall be required. Plan review requirements and procedures shall be as stipulated in OAR 918-311-0000 through 0060.
- 3. Permit Fees. Fees for electrical permits shall be established by resolution of the City Council.
- 4. Minor Installation Labels. Rules for the use, issuance, and inspection of minor installation labels shall be stipulated in OAR 918-100-0020 through 0065.
- 5. Temporary Electrical Permits. Rules for the use of temporary electrical permits shall be stipulated in OAR 918-309-0080.
- 6. Industrial Plant Electrical Permits and Inspections. Rules for the use of industrial plan electrical permits and inspections shall be as stipulated in OAR 918-309-0100.

Section 1.060 Violation – Penalty – Remedies.

- 1. No person shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, occupy or maintain a building or structure in the City, or cause the same to be done contrary to or in violation of this chapter.
- 2. No person shall install, alter, replace, improved, convert, equip or maintain any mechanical equipment or system in the City, or cause the same to be done contrary to or in violation of this chapter.

3. No person shall install, alter, replace, improve, convert, equip or maintain any plumbing or drainage piping work or any fixture or water heating or treating equipment in the City, or cause the same to be contrary to or in violation of this chapter.
4. No person shall install, alter, replace, improve, convert, equip or maintain any electrical equipment or system in the City, or cause the same to be done contrary to or in violation of this chapter.
5. A person, firm or corporation violating a provision of this ordinance is guilty of an offense punishable by a fine of not more than \$500.00.
6. Each day that a violation of a provision of this chapter exists constitutes a separate violation.
7. Notwithstanding the other remedies in this chapter, if the building official determines that any building under construction, mechanical work, electrical work, or plumbing work on any building or any structure poses an immediate threat to the public health, safety, or welfare, he may order the work halted and the building or structure vacated pending further action by the City and its legal counsel.
8. The penalties and remedies provided in this section are not exclusive and are in addition to other penalties and remedies available under City ordinance or state statute.

Section 1.070 Additional Enforcement Procedures.

The provisions of this chapter are not exclusive and may be used in addition to other enforcement provisions authorized by Turner Ordinances, except as precluded by law.

Section 1.080 Severability.

The section and subsections of this ordinance is severable. The invalidity of any section or subsection shall not affect the validity of the remaining sections and subsections.

Section 1.090 Repeal.

This ordinance is hereby repeals Ordinance _____. Implementing the State Building Code and Providing Penalties as enacted _____ in its entirety.

Section 2.000 Effective Date.

Under the provision of the City of Turner, Charter of _____, the provision of this Ordinance shall become effective on the thirtieth (30th) day after its adoptions and authentication.

Section 2.010 Recorders Duties.

The City Recorder is hereby directed, upon its adoption and authentication, to number this Ordinance as the next adopted ordinance of the City of Turner.

May be read in full if requested:

Adopted as read by title only this _____ day of _____, 20__ by the following vote:

Ayes _____ Nays _____ Abstain _____ Absent _____

Mayor _____

Attest: _____

_____, City Recorder

CITY OF TURNER OPERATING PLAN 2016

City Building Department Location:

5255 Chicago Street, Turner, Oregon

Hours of Operation:

Monday through Thursday 8:30a – 5:00p

Friday 8:30a – 12:00p

Contact Information:

Phone: 503-743-2155

Fax: 503-743-4010

ADMINISTRATIVE STANDARDS

Adequate funds and equipment**Funds:**

All fees collected by the City of Turner in connection with the administration and enforcement of building inspection programs are dedicated and are used only for the administration and enforcement of those programs.

Permit fee schedules are available upon request.

Equipment:

Inspectors will be supplied equipment necessary to administer and enforce the state specialty codes in an efficient, effective, and timely manor.

Authority and Responsibility of the Building Official, Chief Inspectors, Plans Examiners, and Inspectors:**Building Official:**

Provide interpretations of the state building codes in conformance with the intent and purpose of this code. Provide administration of the program including oversight of conformance to the applicable State of Oregon Statutes and Rules.

Lead Inspectors:

Provide code guidance and council on technical issues and technology, advice and problem solving assistance to City staff and inspectors. They provide specialty code interpretations in conformance with the intent and purpose of each code.

Plans Examiners:

Examine commercial and residential construction and mechanical plans, blueprints, architectural drawings, designs, and other documents for compliance with applicable codes. They provide code interpretation guidance on technical issues, and advice and

problem-solving assistance to City staff, inspectors, fire departments, architects, engineers, and others seeking assistance relevant to codes.

Structural/Mechanical/Plumbing Inspectors:

Enforce the Oregon Structural Specialty, Plumbing Specialty and Mechanical Codes through plan reviews and inspections of all building types.

Electrical Inspectors:

Enforce the Oregon Electrical Specialty Code through plan review and inspection of electrical installations in all building types.

Manufactured Dwelling Installation Inspectors:

Enforce the 2010 Oregon Manufactured Dwelling Installation Specialty Code as well as the 2002 Oregon Manufactured Dwelling and Park Specialty Code adopted by reference in OAR 918-500-0020.

Resumes of the staff are available upon request.

Appeals

Appeal Process:

Decisions of the Building Official, plans examiner, or inspector may be appealed. The City will not hear appeals and advise aggrieved persons to appeal to the appropriate Oregon Building Codes Division Specialty Code Chief Inspector and advisory board under the pertinent provisions of ORS 455.475, OAR 918-001-0130 and 918-008-0120. The State Building Code Appeal Application can be found on our website at <http://www.bcd.oregon.gov/pdf/4623.pdf>.

Appeal of Board Decisions:

Judicial review of decisions of advisory boards is available as provided in ORS Chapter 183.

Receipts Collected in the Administration and Enforcement of Building Inspection Programs:

Revenues and Expenditures:

The City separately accounts for revenues and expenditures for each specialty code program it administers and enforces, including income and expense projections for each code program. The budgets for the structural, plumbing, and mechanical programs have been consolidated because most of the plan review and inspection activities are integrated.

Retention and Retrieval of Records:

The City maintains permits, structural plans, plan review notices, and inspection records at City Hall. Permit records are kept through a combination of electronic and hard copy file. Residential dwelling (including duplex) & commercial files with approved final

inspections are retained for two years. Essential facilities with approved final inspections are retained for the life of the structure. All public records requests must be made in writing. The Public Records Request Form is available at City Hall

Operational Plan:

Copies of the City's Operational Plan are available to the public by contacting City Hall.

Customer inquiries, comments, complaints and questions regarding the following:

Code issues (including plan review or inspection code-related issues):

Office hours are 8 am to 5 pm Monday through Thursday and 8a to 12p on Fridays. You may call 541-484-9043 or toll free at 1-800-358-8034.

Voice messages outside of 8 am and 5 pm will be returned the next working day. You may also email to bldgdept@thebldgdept.com or fax inquiries to 541-484-6859. Customer service inquiries, comments and complaints will be referred to the appropriate staff member for review and resolution.

Inspection requests Customers may call 503-743-2155 to request inspections. After office hours a voice mail system will take the requests.

Jurisdictional Boundaries: The City of Turner.

PERMITTING STANDARDS

Purchasing Permits:

Permits may be purchased during the City Hall's business hours. Applications, checklists, and general information regarding permits and codes can be found at the City's web site <http://www.cityofturner.org/> The City will mail, fax, or e-mail permit applications.

Permit applications that do not require plan review (i.e., residential plumbing, residential mechanical, and manufactured dwelling placement permits):

Permit applications not requiring a plan review, may be able to purchase the permit over the counter, otherwise they will be reviewed by staff and if no further information is required issued within 48 hours of application. If additional information is required the applicant will be advised of what is needed to complete the application. When the permit application is deemed complete, the requested permit will be issued immediately upon payment of permit fees.

License verification prior to issuing permits: Persons (other than homeowners) applying for permits will be required to provide proof of a valid license or registration. Permit applications received by mail will be reviewed for valid license and/or registration upon receipt.

PROGRAMS

Plumbing - Minor Label Program:

Licensed plumbing contractors may apply for commercial and residential minor plumbing labels through the minor label program. Minor plumbing labels are "permits" for a limited scope of work, available only to licensed plumbing contractors. Minor label applications will be reviewed by appropriate staff immediately upon receipt. If additional information is required, the applicant will be advised of what is needed to complete the application. For specific information, please contact the minor label program at 503-378-2804 or toll free at 1-800-442-7457.

Plumbing - Master Permit Program:

The plumbing master permit program is designed to assist operators of commercial facilities to perform basic maintenance and/or repair of plumbing work under certain guidelines without obtaining individual permits and inspections. The master permit program provides flexibility while continuing to meet the requirements of the Plumbing Specialty Code. Owners, operators, or plumbing contractors can apply to the City for participation in the master permit program. Requests to participate in the master permit program will be reviewed to ensure individual applicability. The plumbing master permit program contains certain restrictions and limitations. For specific information, please contact the Building Official.

Electrical - Minor Label Program:

Licensed Electrical Contractors may apply for minor electrical labels through the minor label program. Electrical labels are "permits for a limited scope of work" and are subject to certain restrictions. Minor label applications will be reviewed immediately upon receipt. If additional information is required, the applicant will be advised of what is needed to complete the application. For specific information, please contact the minor label program at 503-378-2804 or toll free at 1-800-442-7457.

Electrical - Master Permit Program:

The electrical master permit program is designed to assist operators of commercial facilities to perform basic maintenance and/or repair of electrical work under certain guidelines without obtaining individual permits and inspections. The master permit program provides flexibility while continuing to meet the Electrical Safety Law. Owners, operators, or electrical contractors can apply to the division for participation in the master permit program. Requests to participate in the master permit program will be reviewed by appropriate staff to ensure individual applicability. The electrical master permit program contains certain restrictions and limitations. For specific information, please contact the Building Official.

PLAN REVIEW STANDARDS

Plan Review Process:

The plans examiners review structural, mechanical, plumbing, electrical, fire life safety plans and engineering and energy calculations to ensure compliance with applicable

codes. Plan intake staff shall use Building Codes Division approved checklists to ensure the customer has submitted all necessary information and, verify plans are stamped by an Oregon licensed architect or engineer.

Permit applications requiring plans, i.e., structural, fire & life safety, commercial plumbing, and commercial mechanical:

If plans are required, permits will not be issued until a minimum of two (2) sets of plans for commercial and two (2) sets of plans for residential dwellings have been reviewed and approved. Plans may be submitted in person, by fax, mail, or via e-mail. Plans received in person in City Hall are reviewed by plan intake or plan review staff to verify appropriate information and materials are included with the plans. If plans are incomplete a letter detailing information needed to complete the plan review will be sent, faxed, e-mailed or handed to the applicant in person. The plans are returned to the applicant if present or placed "on hold" until the information and/or appropriate fees are received.

Pursuant to OAR 918-020-0090 and 918- 020-0210, for simple residential dwelling plans, the City will follow the plan review timeline of ten working days set forth in ORS 455.467, provide notification within three working days as to whether the plans are complete, and offer other plan review options if applicable.

Plans complete but not in compliance:

Where the plan has the required information but is found to be in non-compliance with the applicable code, the applicant is notified immediate by the most expedient method. If the information needed is greater than can be handled by a simpler means, a letter will be sent by the most expedient means identifying the areas of non-compliance with a request for corrective action or additional information. The plan is placed "on hold" until additional information is received.

Plans Complete & In Compliance:

Where the plan is deemed complete, the plan will be stamped "reviewed" by the plans examiner of record, the applicant notified, and the available to pick them up at City Hall.

Plan review will be completed within ten (10) working days of receipt of a complete application. All plans are approved prior to issuing permits.

Applicants are encouraged to call 1-800-358-8034, 8 am to 5 pm Monday through Friday for any code or process questions. Appointments are encouraged for preliminary consultations with a plans examiner.

Inspection Services:

Field Offices & Contract Offices:

Inspection services are covered by inspectors as follows:
The Building Department, LLC, 144 East 14th, Eugene, OR 97401
Phone 1-800-358-8034 or 541-484-9043 Fax 541-484-6859
Email: bldgdept@thebldgdept.com

Inspection Process:

Inspection request line - 1-800-358-8034 or 541-484-9043 phone

Persons with valid permits may request inspections either by telephone, fax or in person during normal business hours. Inspections may also be requested by mail or by fax or by leaving a voice message during non-business hours. Inspections need to be called/emailed in by 5p the day before inspection. All faxes and voice mails received after 5p will be processed for the next business inspection day.

Inspection requests shall include -

1. Permit number with Site Address
2. Date of Inspection requesting
3. Name and contact telephone number of person requesting inspection
4. Type of inspection requested

Inspection requests that do not contain the required information may be considered incomplete.

Upon arrival at a job site, an inspector will verify the correct permit has been posted and that approved plans are available. Where approved plans are required, inspections will be performed based on the approved plans. After completing the requested inspection, the inspector will sign the yellow inspection card (or white electrical label) and prepare a written report describing items requiring correction in accordance with the applicable specialty code and cite the applicable code section. A copy of the inspector's report may be left on site. Should the inspector identify necessary corrections, a copy may be mailed, faxed or phoned in to the contractor if contractor has made that arrangement. If the inspector finds that all minimum code requirements have been met, the inspector will indicate his or her approval on the yellow inspection card (or white electrical label) on the site.

Electrical Inspections –

Inspection requests shall include the above. Written inspection results will be left on site or sent to the contractor who has made arrangements otherwise.

List of persons employed to provide inspections: A list of inspectors along with certifications and continuing education credits is maintained by the City.

Investigate and enforce electrical and plumbing violations under ORS 455.156:

The inspector will also verify compliance with all applicable plumbing, electrical and contractor licensing and registration requirements. Persons found to be performing work without required licenses will be instructed to immediately cease all work and will be issued a notice of proposed assessment of civil penalty. Where violations have not been witnessed first hand, inspector shall note the violation by completing a Preliminary Investigation Report and file with the Enforcement Section of the Division.

Permit and Inspection Follow-Up System: The City will maintain signed records from applicants, stating they are responsible for requesting inspections within 180 days of issuance, or last inspection. A courtesy notification of expiring permit by telephone or other means may be made. Failure to respond or request an inspection within the allotted time, will result in the expiration of the permit

COMPLIANCE PROGRAMS

Procedures to respond to public complaints: Public complaints shall include at a minimum:

Individual or business name of alleged violator, date or period of alleged violation, location (address) of alleged violation, property owner or lessee name, description of work performed, and complainant's name and phone number or address for follow-up contacts. A Preliminary Compliance Report form is obtainable by calling Building Codes Division, Enforcement Section, at 503-373-1367 or toll free at 1-800-442-7457 between 8-00 a.m. and 5:00 p.m. Monday through Friday or on the BCD website. Complaints received by the Building Codes Division regarding alleged violations for permits, licensing or specialty codes, are forwarded to the Enforcement Section for investigation.

Investigation of Complaints:

Public complaints received by Inspection Services Section are forwarded to the Enforcement Section for investigation.

Assessments of Penalty and Orders of Corrective Action for Violations of Specialty Codes, Statutes, and Rules:

Notices of Proposed Assessment of Civil Penalty (NPACP) and Orders of Corrective Action (OCA) are issued by both State Inspection Services staff and Enforcement staff. NPACP's and OCA's issued by State Inspection Services staff are forwarded to the Enforcement Section for processing. Contested case hearings are scheduled and processed by Enforcement staff.

Compliance with State Licensing Requirements:

License checks are conducted by City staff during permit sales and during field inspections conducted by inspectors for compliance with ORS 455.156 to ensure that only properly licensed personnel are performing work. Field inspections shall include work sites where the City has no record of permit application or issuance as well as those sites for which a permit has been issued. Alleged violators are reported to the Enforcement Section by Preliminary Compliance Report.

Marion County Public Works Building Inspection Division

Sample Applications Attached
Will modify but use
Tri-county format

SAMPLE

FEE SCHEDULE

Fees will not be
increased at
time of Assumption

The final determination of valuation, occupancy, and/or construction type under any of the provisions of this order shall be made by the Building Official.

A. Structural Permits:

The valuation shall be calculated in accordance with Oregon Administrative Rule (OAR) Chapter 918, Division 50. The valuation to be used in computing the structural permit and structural plan review fees shall be the total value (rounded up to the nearest dollar) of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment. It also includes the contractor's profit which should not be omitted.

The valuation for new commercial structures and additions will be calculated using the valuation table adopted and required by the State of Oregon multiplied by the square footage of the structure or as stated by the applicant, whichever is greater.

The valuation for new residential structures and additions will be calculated using the valuation table adopted and required by the State of Oregon multiplied by the square footage of the new structure or addition.

The valuation of pole buildings accessory to one or two family dwellings, carports, decks and covered patios/porches shall be calculated using the 50% of the valuation indicated for private garages.

- The fees for each structural permit for other than new one or two family dwellings, shall be as set forth in Tables A-1 and A-3.
- The fees for each structural permit for new one or two family dwellings shall be as set forth in Tables A-2 and A-3

Marion County Public Works Building Inspection Division

Table A-1: Structural Permit Fee Table

Total Valuation			Structural Permit Fee
\$1	to	\$2,000	\$60.00
\$2,001	to	\$25,000	\$60.00 for the first \$2000 plus \$8.00 for each additional \$1000, or fraction thereof, to and including \$25,000
\$25,001	to	\$50,000	\$244.00 for the first \$25,000 plus \$6.25 for each additional \$1000, or fraction thereof, to and including \$50,000
\$50,001	to	\$100,000	\$400.25 for the first \$50,000 plus \$4.75 each additional \$1000, or fraction thereof, to and including \$100,000
\$100,001		and up	\$637.75 for the first \$100,000 plus \$3.95 for each additional \$1000, or fraction thereof

Table A-2: Structural Permit Fee for New 1 & 2 Family Dwellings Only

Total Valuation			Structural Permit Fee
\$1	to	\$50,000	\$70.00
\$50,001	to	\$200,000	\$70.00 for the first \$50,000 plus \$4.00 for each additional \$1,000, or fraction thereof, to and including \$200,000
\$200,001	to	\$300,000	\$670.00 for the first \$200,000 plus \$6.50 for each additional \$1,000, or fraction thereof, to and including \$300,000
\$300,001	to	\$330,000	\$1,320.00 for the first \$300,000 plus \$7.50 each additional \$1,000 or fraction thereof.
\$330,001		and up	\$1,545.00 for the first \$330,000 plus \$3.95 each additional \$1,000 or fraction thereof.

Marion County Public Works Building Inspection Division

Table A-3: Structural Permits - Related Fees:

Zoning Surcharge	20% of the structural permit fee	
Plan Review Fee	65% of the structural permit fee	
Fire Life & Safety Plan Review Fee	40% of the structural permit fee	
Investigation Fee - work done without permits	When assessed, in accordance with ORS 455.058 the fee will be based on, and will not exceed, the actual or average cost of the additional expense to Marion County to ensure compliance with the applicable codes.	
Reinspection Fee	\$52.00	
Inspections outside of normal business hours	See Table G	
Inspections for which no fee is specifically indicated	\$67.25/ hr (one hour minimum)	
Additional Plan Review required by changes to the approved plans	\$67.25/ hr (one-half hour minimum)	
Administrative fee for processing State of Oregon Master Plans or Plans reviewed by a Third Party Plans Examiner	10% of the structural permit fee, maximum fee of \$250.00	
Reissuance Fee – fee to reissue a permit that will expire by limitation and the project has not been abandoned.	\$67.25	
Phased Permitting – In addition to standard permit fees	\$250 application fee per phase plus 10% of the total Building permit fee.	
Residential 1& 2 Family Stand-Alone Fire Sprinkler Systems	Up to 2000 square feet	\$98.00
	2001 sf to 3600 sf	\$103.50
	3601sf to 7000 sf	\$139.75
	Over 7000sf	\$186.25
Review Fee for Deferred Submittals (for commercial projects only)	65% of the structural permit fee calculated using the valuation of the deferred portion of the project, with a minimum fee of \$250.	
Review Fee for Deferred Submittals for single family dwelling or duplex	35.00	
Solar Photovoltaic Systems installed using the prescriptive path described in section 305.4 of the Oregon Solar Installation Specialty Code (OSISC).	\$67.25 (includes application fee and one inspection)	
Temporary Certificate of Occupancy	\$150.00 for commercial/multifamily: Includes application fee and initial issuance if approved.\$75.00 for renewal of commercial/multifamily temporary certificate of occupancy	
	\$50.00 one-time fee for 1 & 2 Family Dwellings	
State Surcharge	As set by the State of Oregon	
Seismic Surcharge	As set by the State of Oregon	

Marion County Public Works Building Inspection Division

B. Mechanical Permits:

The fees for each permit shall be as set forth in Tables B-1, B-2 and B-3. The valuation used to determine the commercial mechanical permit fee using Table B-1 shall include the value of all mechanical materials, equipment, labor, overhead and profit.

Table B-1: Commercial Mechanical Permit Fee Table

Commercial: New, Alterations, Additions, Repairs, & Accessory Structure Multifamily: New, Alterations, Additions, Repairs, & Accessory Structures		
Total Valuation		Mechanical Permit Fee
\$1	to	\$2,000
\$67.25		
\$2,001	to	\$25,000
\$65.00 for the first \$2000 plus \$11.00 for each additional \$1000, or fraction thereof, to and including \$25,000		
\$25,001	to	\$50,000
\$318.00 for the first \$25,000 plus \$9.00 for each additional \$1000, or fraction thereof, to and including \$50,000		
\$50,001	to	\$100,000
\$543.00 for the first \$50,000 plus \$6.00 for each additional \$1000, or fraction thereof, to and including \$100,000		
\$100,001	and up	
\$843.00 for the first \$100,000 plus \$4.00 for each additional \$1000, or fraction thereof		

Table B-2: 1 & 2 Family Mechanical Permit Fee Schedule

1 & 2 Family Dwelling: New, Additions, Alterations, Repairs, & Accessory Structures Manufactured Dwellings: New, Additions, Alterations, Repairs, & Accessory Structures		
Item		Fee (per appliance/equipment)
HVAC	For the installation, replacement, or relocation of each: Air Handling Unit, Air Conditioner, Boiler, Heat Pump, Furnace, Heater (permit includes ducts and vents for the appliance)	\$20.75
Decorative Fireplace, Fireplace Insert, or Woodstove		\$20.75
Other		\$20.75
Fuel Piping - any number of outlets		\$20.75
Vents or Ducts (dryer, kitchen hood, exhaust fan)		\$10.25
Minimum Permit Fee		\$67.25
Reinspection Fee		\$52.00
State Surcharge		As required by the State

Marion County Public Works Building Inspection Division

Table B-3: Mechanical Permits Related Fees

Other Inspections and Fees	Fee
Mechanical Plan Review – when required or requested	25 % of the permit fee
Reinspection Fee	\$52.00
Inspections outside of normal business hours	See Table G
Inspections for which no fee is specifically indicated	\$67.25/ hr (one hour minimum)
Addition Plan Review required by changes, additions, or revisions to the approved plans	\$67.25/ hr (one-half hour minimum)
Investigation Fee	When assessed, in accordance with ORS 455.058 the fee will be based on, and will not exceed, the actual or average cost of the additional expense to Marion County to ensure compliance with the applicable codes.
State Surcharge	As set by the State of Oregon
Seismic Surcharge	As set by the State of Oregon

C. Manufactured Dwelling Placement Permits:

One single permit fee is assessed to cover the placement of the manufactured dwelling, earthquake-resistant bracing system, plumbing connection including 30 feet each of sewer and water lines, electrical feeder connection, and mechanical connection. This permit does not include an electrical service.

Manufactured Home Placement Permit Fee	\$ 285.00
Zoning Surcharge.....	\$ 50.00
State Surcharge.....	As required by the State
State Administrative Fee.....	As required by the State

D. Camp and Park Permits:

The fees for each permit issue for the construction, addition, or alteration of a manufactured dwelling park, recreational vehicle park, or organizational camp developed shall be calculated using the valuation of the work and Tables A-1 & A-3.

Marion County Public Works Building Inspection Division

E. Electrical Permits:

ITEM	FEE	Allowed Number of Inspections
A. Residential Per Unit, Service Included		
1000 ft ² or less	\$139.75	4
Each additional 500 ft ²	\$26.00	
Limited Energy	\$67.25	2
Manufactured Home or Modular Dwelling Service or Feeder	\$67.25	2
B. Services or Feeders Installation, Alterations or Relocation (Does not include branch circuits)		
200 amps or less	\$82.75	2
201 amps to 400 amps	\$98.25	2
401 amps to 600 amps	\$163.50	2
601 amps to 1000 amps	\$212.00	2
Over 1000 amps or volts	\$491.50	2
Reconnect only	\$67.25	1
C. Temporary Services/Feeders Installation, Alteration, or Relocation		
200 amps or less	\$67.25	2
201 amps to 400 amps	\$89.00	2
401 amps to 600 amps	\$129.50	2
601 amps to 1000 amps	\$212.00	2
Over 1000 amps or volts	\$491.50	2
D. Branch Circuits		
	Fee	Inspections
With service or feeder fee - each branch circuit	\$5.50	2
Without service or feeder fee - first branch circuit	\$67.25	2
- each additional branch circuit	\$5.50	
E. Miscellaneous (Service or Feeder Not Included)		
Each pump or Irrigation circle	\$67.25	2
Each sign or outline lighting	\$67.25	2
Signal circuit(s) or limited energy panel, alteration or extension	\$67.25	2
F. Renewable Electrical Energy		
5 kva or less	\$79.00	3
5.01 to 15 kva	\$94.00	3
15.01 to 25 kva	\$156.00	3
For wind generation systems in excess of 25 kva		
25.01 kva to 50 kva	\$204.00	3
50.10 kva to 100 kva	\$469.00	
Over 100 kva	Use sections C & D	
Base fee for solar generation systems in excess of 25 kva	\$156.00	
Plus for each additional kva over 25	\$6.25	3
(permit fee will not increase beyond the calculation for 100 kva)		

Marion County Public Works Building Inspection Division

Electrical Table (continued)

G. Other Inspections and Fees		
Each additional inspection over allowable	\$52.00	
Reinspection Fee	\$52.00	
Hourly rate for Inspections made outside of normal business hours	See Table G	
Hourly rate for during normal business hours	\$67.25	(1-hour min)
Master Electrical Permit (per hour)	\$67.25	
Investigation Fee	When assessed, in accordance with ORS 455.058 the fee will be based on, and will not exceed, the actual or average cost of the additional expense to Marion County to ensure compliance with the applicable codes.	
Plan Review Fee – A plan review is required for complex structures as defined by OAR Chapter 918, Division 311	25 % of the permit fee	
State Surcharge	As set by the State of Oregon	

(This section intentionally blank)

Marion County Public Works Building Inspection Division

F. Plumbing Permits:

The fees for each permit shall be as set forth in Table F-1, F-2 and F-3.

Table F-1: New 1 & 2 Family Dwelling Plumbing Permit Fee Schedule

1 & 2 Family Dwelling: New		
Description (Note: A "half" bath is equivalent to a single bathroom)		Fee
One Bathroom	Includes one kitchen and up to 100 feet each of water, sewer, and storm lines.	\$285.00
Two Bathrooms		\$363.00
Three Bathrooms		\$441.00
Each additional Bath/kitchen		\$78.00
Each additional 100 feet of water, sewer, or storm line		\$26.00
Multipurpose or Continuous Loop Fire Suppression System (13-D systems) (Plan Review Required)	Up to 2000 square feet	\$98.00
	2001 ft ² to 3600 ft ²	\$103.50
	3601 ft ² to 7200 ft ²	\$139.75
	Over 7200 ft ²	\$186.25

Table F-2: Plumbing Permit Fee Schedule

1 & 2 Family Dwelling: Additions, Alterations, Repairs, & Accessory Structures Commercial: New, Additions, Alterations, Repairs, & Accessory Structures Multifamily: New, Additions, Alterations, Repairs, & Accessory Structures Manufactured Dwellings: New, Additions, Alterations, Repairs, & Accessory Structures		
Each Fixture	area drain, backflow preventer, bathtub, bidet, catch basin, clothes washer, dental unit, cuspidor, drinking fountain, floor drain, hose bib, ice maker, interceptor, laundry tub, receptor, shower, sink, trough drain, tub/shower, urinal, water closet, water heater, water softener, wet bar	\$17.50
Multipurpose or Continuous Loop Fire Suppression System (13-D systems) (Plan Review Required)	Up to 2000 square feet	\$98.00
	2001 ft ² to 3600 ft ²	\$103.50
	3601 ft ² to 7200 ft ²	\$139.75
	Over 7200 ft ²	\$186.25
Water Line	First 100 feet	\$41.00
	each additional 100 feet	\$26.00
Storm Sewer	First 100 feet	\$41.00
	each additional 100 feet	\$26.00
Sewer Line	First 100 feet	\$41.00
	each additional 100 feet	\$26.00
Medical Gas Installation (plan review required)		Based on valuation using Table A-1
Other fixtures or items not named above		\$17.50
Minimum Permit Fee		\$67.25

Marion County Public Works Building Inspection Division

Table F-3: Plumbing Permits – Related Fees

Plan Review Fee – A plan review is required for Medical Gas Installations, Fire Suppression Systems, and complex structures as defined by OAR Chapter 918, Division 780.	30% of the permit fee
Investigation Fee – work done without permits	accordance with ORS 455.058 the fee will be based on, and will not exceed, the actual or average cost of the additional expense to Marion County to ensure compliance with

G. Expedited Services:

Expedited services are designed to help meet the specific and unique needs of our customers. These services are only available by special request, and are only available (with the exception of an onsite plan review) when staff is available to perform these duties outside of normal working hours. These fees are in addition to standard plan review and permit fees.

Table G: Expedited Services

Service Option	Fee
Expedited Plan Review	50% of the plan review fees, with a minimum fee of \$200.00
Expedited Inspections (after hours, etc.)	\$95.00/hr
Onsite Plan Review - Plan review specific to tenant improvements in an existing structure, considered minor in nature.	50% of the plan review fees, with a minimum fee of \$200.00

Table B-1: Commercial Mechanical Permit Fee Table

Commercial: New, Alterations, Additions, Repairs, & Accessory Structure Multifamily: New, Alterations, Additions, Repairs, & Accessory Structures			
Total Valuation		Mechanical Permit Fee	
\$1	to	\$2,000	\$67.25 minimum permit fee
\$2,001	to	\$25,000	\$65.00 for the first \$2000 plus \$11.00 for each additional \$1000, or fraction thereof, to and including \$25,000
\$25,001	to	\$50,000	\$318.00 for the first \$25,000 plus \$9.00 for each additional \$1000, or fraction thereof, to and including \$50,000
\$50,001	to	\$100,000	\$543.00 for the first \$50,000 plus \$6.00 for each additional \$1000, or fraction thereof, to and including \$100,000
\$100,001		and up	\$843.00 for the first \$100,000 plus \$4.00 for each additional \$1000, or fraction thereof

Commercial Plan Review Requirements

Plan Review – Job Involving (if yes to any, plan review required):

Yes / No

- New commercial building - other than warehouses, storage buildings, and those buildings where all tenant spaces are less than 2000 ft² in area.
- Equipment weighing over 400 lbs installed on roofs (except when replaced with a similar unit).
- Type I hood.
- Spray booth.
- Change of occupancy or use when the building or tenant space is over 4000 sf² in area (except warehouses & storage buildings).
- Work in a hospital, clinic or medical lab.

Two sets of plans must be submitted and plans review fees paid if you answered yes to any of the above questions.



Electrical Permit Application

Marion County Public Works

5155 Silverton Rd NE, Salem, Oregon 97305
 Phone: (503) 588-5147 Fax: (503) 588-7948
 Email: Building@co.marion.or.us
 Internet address: www.co.marion.or.us

CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
JOB SITE INFORMATION AND LOCATION		
Owner name: kelly richardson		
Owner phone number:		
Job site address:		
City/State/Zip:		
Suite/Bldg/apt no.:	Project name:	
Cross Street:		
Subdivision:	Lot no:	
Tax map/parcel no:		
DESCRIPTION OF WORK		
PROPERTY OWNER INSTALLATION		
Name:		
Address:		
City/State/ ZIP:		
Phone:	Fax:	
Email:		
Owner Installation: This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. ORS 479.540(1) and 479.560(1).		
Signature:	Date:	
CONTRACTOR INSTALLATION		
Business name:		
Contact name:		
Address:		
City/State/ZIP:		
Phone:	Fax :	
E-mail:		
CCB License no:	Electrical Lic:	
Supervising Electrician Lic no:		
Print name of signing supervisor:		
Signature of signing supervisor:		

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

PLAN REVIEW				
Please check all that apply:		<input type="checkbox"/> Service or feeder over 600 amps <input type="checkbox"/> Building over three stories <input type="checkbox"/> Marinas and boatyards <input type="checkbox"/> Floating buildings <input type="checkbox"/> Commercial-use agricultural buildings <input type="checkbox"/> Installation of 75 KVA or larger separately derived system <input type="checkbox"/> "A," "E," "I-2," "I-3" occupancy <input type="checkbox"/> Recreational vehicle parks <input type="checkbox"/> Health-care facilities <input type="checkbox"/> Hazardous locations		
<input type="checkbox"/> Service or feeder 400amps or more where the available fault current exceeds 10,000 amps at 150 volts or less to ground, or exceeds 14,000 amps for all other installations <input type="checkbox"/> Fire pump <input type="checkbox"/> Emergency system <input type="checkbox"/> Addition of new motor load of 100HP or more <input type="checkbox"/> Six or more residential units				
FEE SCHEDULE				
Description	Qty.	Fee	Total	*
Residential single-or-multifamily dwelling unit. Includes attached garage.				
1,000 sq. ft. or less		\$139.75		4
Ea. Add'l 500 sq ft or portion		\$26.00		
Limited energy, residential (with above sq ft)		\$67.25		2
Each manufactured or modular dwelling, service, and/or feeder		\$67.25		2
Services or feeders installation, alteration, and/or relocation				
200 amps or less		\$82.75		2
201 amps to 400 amps		\$98.25		2
401 amps to 600 amps		\$163.50		2
601 amps to 1,000 amps		\$212.00		2
Over 1,000 amps or volts		\$491.50		2
Reconnect only		\$67.25		2
Temporary services or feeders installation, alteration, and/or relocation				
200 amps or less		\$67.25		2
201 amps to 400 amps		\$89.00		2
401 amps to 599 amps		\$129.50		2
Over 600 amps or 1,000 volts, see services or feeders section above				
Branch circuits – new, alteration, or extension, per panel				
A. Fee for branch circuits with above service or feeder fee, each branch circuit		\$5.50		2
B. Fee for branch circuits without service or feeder fee, first branch circuit		\$67.25		2
Each add'l branch circuit		\$5.50		
Miscellaneous (service or feeder not included)				
Pump or irrigation circle		\$67.25		2
Sign or outline lighting		\$67.25		2
Signal circuit(s) or limited energy panel, alteration, or extension. Describe:		\$67.25		2
Hourly rate (no. of hrs. x fee per hour)		\$67.25		
Dwelling Permit Labels		NC		
Each additional inspection over allowable in any of the above				
Per inspection		\$52.00		
Investigation fee				
ELECTRICAL PERMIT FEES				
(A) Enter subtotal of above fees		\$		
(B) Enter 12% State of Oregon Surcharge (0.12 x [A])		\$		
(C) Plan review, if required (0.25 x [A])		\$		
TOTAL fees and surcharges (A through C)		\$		

* Number of inspections allowed per permit.

City of _____ Received by: _____ Date: _____



Structural Permit Application

Marion County Public Works
 5155 Silverton Rd NE, Salem, Oregon 9730
 Phone: (503) 588-5147 Fax: (503) 588-7948
 Email: Building@co.marion.or.us
 Internet address: www.co.marion.or.us

FOR CITY USE ONLY	
Required Setbacks	
Front:	Rear:
Left:	Right:
Special:	
Property located in flood plain: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Zoning by:	Received by:

CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
JOB SITE INFORMATION AND LOCATION		
Is there a septic tank or system on this property?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is there a well on this property?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Owner name:		
Owner phone number:		
Job site address:		
City:	State:	ZIP:
Cross Street:		
Subdivision:	Lot no.:	
PROPERTY OWNER INSTALLATION		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Fax :	
E-mail:		
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.		
Sign here:		
CONTRACTOR INSTALLATION		
Business name:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
E-mail:		
CCB license no.:		
Print name:		
Signature:		

FEE SCHEDULE	
1. Valuation information	
(a) Job description:	
Occupancy	
Construction type:	
Square feet:	
Cost per square foot:	
Other information:	
<input type="checkbox"/> new <input type="checkbox"/> alteration <input type="checkbox"/> addition	
(b) Foundation-only permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(c) Plan review only? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total valuation:	\$
2. Building fees	
(a) Permit fee (use valuation table):	\$
(b) Investigative fee (equal to [2a]):	\$
(c) Reinspection (\$52.00):	\$
(d) Enter 12% surcharge (.12 x [2a+2b+2c]):	\$
(e) Subtotal of fees above (2a through 2d):	\$
3. Plan review fees	
(a) Plan review (65% x permit fee [2a]):	\$
(b) Fire and life safety (40% x permit fee [2a])**	\$
(c) Subtotal of fees above (3a and 3b):	\$
4. Miscellaneous fees	
(a) Seismic fee, 1% (.01 x permit fee [2a]): **	\$
(b) Septic Record Review fee (\$47.00)**	\$
(c) Zoning review fee (___ % x permit fee [2a])**	\$
(d) Subtotal of fees above (4a through 4c)	\$
TOTAL fees and surcharges (2e+3c+4d):	
\$	

This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

** if applicable, see other side for details

1 & 2 Family Dwelling Fire Suppression System (13-D) Fee Schedule

(Fee includes permit & plan review)

Total Square Feet	Fee
0 to 2000	\$98.00
2001 to 3600	\$129.00
3601 to 7200	\$139.75
Over 7200	\$186.25

Two sets of plans must be submitted for review. NOTE: Standalone systems (13-R) are permitted under a separate building permit, however, a plumbing permit for a backflow prevention device is required.

Medical Gas Installation

The Permit Fee is based on the value of the installation

Total Valuation	Permit Fee
\$1 to \$2,000	\$60.00
\$2,001 to \$25,000	\$60.00 for the first \$2000 plus \$8.00 for each additional \$1000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$244.00 for the first \$25,000 plus \$6.25 for each additional \$1000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$400.25 for the first \$50,000 plus \$4.75 each additional \$1000, or fraction thereof, to and including \$100,000
\$100,001 and up	\$637.75 for the first \$100,000 plus \$3.95 for each additional \$1000, or fraction thereof

Commercial Plan Review Requirements

Plan Review – Job Involving (if yes to any, plan review required):

Yes / No

- Medical gas and vacuum system for healthcare facility?
- Chemical drainage waste and vent system?
- Sewer wastewater pretreatment?
(Grease pretreatment systems do not apply)
- Vacuum drainage waste and vent system?
- Commercial potable water pressure booster pump system?
- Water service line with interior diameter of two inches or larger?
Exception: those two inch systems which have been designed and stamped by a licensed engineer.
- Residential multi-purpose or continuous loop fire suppression system?

Two sets of plans must be submitted and plans review fees paid if you answered yes to any of the above questions.



Mechanical Permit Application

Marion County Public Works

5155 Silverton Rd NE

Salem, Oregon 97305

Phone: (503) 588-5147 Fax: (503) 588-7948

Email: Building@co.marion.or.us

Internet address: www.co.marion.or.us

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Residential	<input type="checkbox"/> Government <input type="checkbox"/> Commercial
JOB SITE INFORMATION AND LOCATION	
Owner name:	
Owner phone number:	
Job site address:	
City/State/Zip:	
Suite/Bldg/apt no.:	Project name:
Cross Street/ Directions to job site:	
Subdivision:	Lot no:
DESCRIPTION OF WORK	
PROPERTY OWNER INSTALLATION	
Name:	
Address:	
City/State/ ZIP:	
Phone:	Fax:
E-mail:	
This installation is being made on property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.	
Signature:	
CONTRACTOR	
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
E-mail:	
CCB License no.:	
Print name :	
Signature:	

See other side for Commercial Mechanical Permit Fee Schedule

FEE SCHEDULE			
Residential	Qty.	Cost each	Total cost
Furnace/burner including ducts and vents			
Up to 100k BTU/hr.		\$20.75	\$
Over 100k BTU/hr.		\$20.75	\$
Heaters/stoves/vents			
Unit heater		\$20.75	\$
Wood/pellet/gas stove/flue		\$20.75	\$
Repair/alter/add to heating appliance/refrigeration unit or cooling system/absorption system		\$20.75	\$
Evaporated cooler		\$20.75	\$
Vent fan with one duct/appliance vent		\$10.25	\$
Hood with exhaust and duct		\$10.25	\$
Floor furnace including vent		\$20.75	\$
Gas piping			
One to four outlets		\$20.75	\$
Additional outlets (each)		\$0.00	\$
Air-handling units, including ducts			
Up to 10,000 CFM		\$20.75	\$
Over 10,000 CFM		\$20.75	\$
Compressor/absorption system/heat pump			
Up to 3 hp/100k BTU		\$20.75	\$
Up to 15 hp/500k BTU		\$20.75	\$
Over 30 hp/1,000 BTU		\$20.75	\$
Incinerators			
Domestic incinerator		\$20.75	\$
Commercial			
Enter total valuation of mechanical system and installation costs \$.			
Enter fee based on valuation of mechanical system, etc.			\$
Miscellaneous fees	Items	Cost ea.	Total cost
Dwelling Permit Labels		NC	
Reinspection		\$52.00	\$
Specially requested inspections (per hr)		\$67.25	\$
Other regulated residential equipment		\$20.75	\$
FOR APPLICANT USE			
Minimum Permit Fee			\$67.25
(A) Enter subtotal of above fees (or min. permit fee, whichever is greater.)			
(B) Investigative fee - if applicable (equal to [A])			
(C) Enter 12% surcharge (.12 x [A+B])			
(D) Seismic fee, 1% (.01 x permit fee [A])			
(E) Plan review 25% - if applicable (0.25 x [A])			
TOTAL fees and surcharges (A through E):			

This permit is issued under OAR 918-440-0050. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

City of _____ Rec'd by: _____ Date: _____

