

County Administration Workshop: June 9, 2016

9:00 a.m. – Board Conference Room

Attending: Commissioners Cheryl Walker and Simon G. Hare (Keith Heck was unavailable); Terri Wharton, Recorder

Chair Cheryl Walker called the meeting to order at 9:00 a.m.

1. LEGAL COUNSEL

A. Amendment to Lease Agreement with State of Oregon DEQ for Lease of Office Space in Planning Department

Wally Hicks, County Legal Counsel, said this is a two-year extension to the lease agreement. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

B. Order No. 2016-___; In the Matter of the Regulation of Motor Vehicle Parking on Turtle Lane

Wally Hicks reported this was to create a no parking zone for the northern most 300 feet of Turtle Lane. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

2. DEPARTMENT BUSINESS and QUARTERLY UPDATES

Department Business

A. Planning

1) Order No. 2016-0xx; In the Matter of Application for Road Name Change for White School Road; Waiver of Planning Department Fee (Black)

Julie Schmelzer, Community Development Director, advised this was a request to waive Planning Department fees. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

B. Public Works

1) Order No. 2016-0xx; In the Matter of Proceedings to Legalize a Portion of Allen Creek Road County Road No. 3410; Scheduling Public Hearing and Directing Notice of Hearing (Brandes)

Rob Brandes, Public Works Director, and Richard Pike, Engineering Technician IV, explained this schedules a public hearing and directs the County Engineer to post and provide notices to owners of abutting land. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

Commissioner Hare discussed the logging trucks driving through Graves Creek Bridge. Rob Brandes said he will talk with the Weight Master to see if the companies can be cited using a camera.

C. Human Resources

1) Request for Position Change: Juvenile Justice (Scofield)

JJ Scofield, Human Resources Director, advised Jim Goodwin, Juvenile Justice Director, would like to change one Parole Officer to a Parole Officer Supervisor to offset some of the administrative burden and the cost is within his budget. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

2) Board Administrative Secretary Position (Scofield)

JJ Scofield discussed workload options with the Board regarding the open position. Commissioner Hare suggested outsourcing minutes except for Weekly Business Sessions and Commissioner Walker said she is waiting for an opinion from Legal Counsel to determine if audio recordings are sufficient.

3) Building and Safety Director Position (Scofield)

JJ Scofield asked for direction on recruiting for the Building and Safety Director position. Robert Rice, Building Safety Director, distributed **Exhibit 1 – Building Inspection Program Operating Plan** and discussed the necessity and requirements of a Building Official (Building and Safety Director) along with several options for an Interim Building Official. *Staff was directed to place the item on the June 7, 2016 General Discussion Agenda.*

Department Quarterly Updates

A. Building Maintenance

Ryan Johnson, Building Maintenance Manager, gave an update on department activities and proposed a new Piece of the Rock design and will bring one back to the Board.

3. FINANCE REPORT and BUSINESS UPDATE

Arthur O'Hare, Finance Director, reported the Finance Department will be closed on Friday, June 10, 2016 due to new carpeting being installed and the Grant Accountant starts work on June 14, 2016.

4. BOARD BUSINESS (ORS 192.640(1) “. . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”)

A. Strategic Plan for Economic Development (Walker)

Staff was directed to place the item on the June 14, 2016 General Discussion Agenda.

B. Resolution No. 2016-046; In the Matter of a Reappointment to the Grants Pass Airport Advisory Board

Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.

C. Matters from Commissioners

Commissioner Hare asked if Commissioner Walker received a response regarding the Board's letter to the Bureau of Land Management and she said no.

D. Liaison Update

Nothing reported.

E. Miscellaneous Items

Nothing reported.

Meeting adjourned at 9:53 a.m.

EXHIBITS:

Exhibit 1 – Building Inspection Program Operating Plan

EXHIBIT 1
ADMIN
6/09/16

JOSEPHINE COUNTY BUILDING SAFETY DEPARTMENT

BUILDING INSPECTION PROGRAM OPERATING PLAN (Updated: December 2015)



Mission:

To assist the citizens of Josephine County in the application of the state's specialty codes in a flexible, fair and safety-focused manner with the goal of providing safe buildings in our community.

(NOTE: This is a working draft for 2016 revisions. It includes some updated changes from the December, 2015 version.)

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This **Building Inspection Program Operating Plan** is prepared pursuant to and in accordance with the requirements of OAR 918-20-0090 "Program Standards" (Appendix A)

Supplemental documentation of primary significance is included in the appendices of this plan and are referenced accordingly throughout. Other referenced information can be viewed at the following links:

Oregon Revised Statute (ORS)	www.leg.state.or.us/ors/
Oregon Administrative Rules (OAR)	www.sos.state.or.us/archives/banners/rules.htm
Oregon Specialty codes	http://www2.iccsafe.org/states/oregon/

ADMINISTRATIVE STANDARDS – OAR 918-20-0090(1)

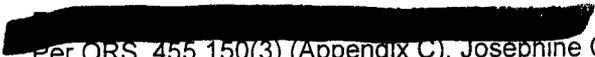
FUNDS, EQUIPMENT AND RESOURCES – OAR 918-20-0090(1)(a)

The Josephine County Building Safety Department (hereafter referred to as the "Department") operates on permit and plan-review fees as provided for in ORS 455.210(3)(a) (Appendix B). Per ORS 455.210(3)(c) (Appendix B) the funds collected are "dedicated" and used solely for the department. The surplus or ending operating balance each year shall be maintained and carried over each year in order to assure maintenance of customer service levels.

The Departments financial plan anticipates that the ending operating balance will be sufficient to maintain an adequate beginning balance each year to maintain customer service levels. This level of funding is sufficient to insure compliance with this operating plan as required by OAR 918-20-0090(1)(a) (Appendix A). See "Accounting" for additional information.

All staff members are provided with the equipment and other resources needed to complete their work in an efficient and service oriented manner. Such equipment includes, but is not limited to office spaces, vehicles used for inspections, cellular telephones as required, code and code-related publications, business and identification cards, networked personal computers and personal protective equipment as required.

STAFF AUTHORITY AND RESPONSIBILITIES - OAR 918-20-0090(1)(b)


Per ORS 455.150(3) (Appendix C), Josephine County Resolutions No. 76-10, dated April 22, 1976 (Appendix D) and No. 77-12, dated April 14 1977, Oregon Residential Specialty Code section 104, "DUTIES AND POWERS OF BUILDING OFFICIAL"  the Building Official provides interpretations of the State Specialty Codes and administers rules and supplemental regulations in order to clarify the application of its provisions. Such interpretations, rules, and regulations shall be in conformance with the intent and purpose of the codes.

The Building Official is also responsible for the planning and administration of the departmental budget, personnel supervision, staffing levels, public relations, and departmental services. The Building Official is certified as a "Building Official" per the requirements of the State of Oregon. The Building Official also maintains multiple certifications as Plans Examiner and Inspector and performs such duties. Work is performed under the general direction of the Board of County Commissioners.

Plans Examiners:

Per OAR 918-99-055, Plans Examiners review plans for compliance with the appropriate codes at the level for which the Plans Examiner is certified by the State of Oregon. Plans Examiners provide code clarification, interpretation, guidance and technical expertise to Building Inspectors, Design Professionals, other county departments and the public. A Plans Examiner is generally available at the front counter during open hours to take in plans, resolve issues where plans do not meet code requirements, answer questions and provide information and assistance. Plans examiners may be called on to assist with inspections as required according to the level they are certified.

Inspectors:

Per OAR 918-99-045, Inspectors conduct inspections of work covered by the Oregon State Specialty Codes, in accordance to the level they are certified, to verify that work is done in accordance with the State's specialty codes and the reviewed plans. Inspectors may be called upon to assist in plan review according to their level of certification, obtaining evidence in complaint or violation cases and to provide expert testimony in court. Inspectors are certified in more than one discipline.

Permit Technician II:

Permit Technician II coordinates permit issuance; plan review intake; permit fee calculations; inspection requests via person, phone, machine, and fax; and provides direct customer service, issues over-the-counter permits, assists in preparation of office budget, projects revenues, and coordinates office procedures and manages confidential and personnel activities of office with direction and approval of the Building Official.

Department Specialist:

Department Specialist assists at the front counter, receives applications for permits, issues over-the-counter permits, provides informational handouts to the customers, provides clerical duties, scans permits for archiving and other office-related duties.

Detailed classification descriptions of all positions are available at the County Building Safety Department or the County Human Resources Department.

APPEALS PROCESS - OAR 918-20-0090(1)(c), ORS 455.475

Any appeal of the decision of a plans examiner or inspector is reviewed by the Building Official. The appeal may be verbal or in writing. A decision is generally rendered within 24- hours of the request. The response may be written or verbal depending on whether the applicant is requesting a formal or informal response.

An appeal of the Building Official's decision may be made in accordance with the provisions of ORS 455.475

ORS 455.475 Appeal of decision of building official. (1) An applicant for a building permit may appeal a decision made by a building official under authority established pursuant to ORS 455.148, 455.150 or 455.467. The following apply to an appeal under this subsection:

(a) An appeal regarding the interpretation or application of a particular specialty code provision shall be made first to the appropriate specialty code chief inspector of the Department of Consumer and Business Services. The decision of the department chief inspector may be appealed to the appropriate advisory board. The decision of the advisory board may only be appealed to the Director of the Department of Consumer and Business Services if codes in addition to the applicable specialty code are at issue.

(b) If the appropriate advisory board determines that a decision by the department chief inspector is a major code interpretation, then the inspector shall distribute the decision in writing to all applicable specialty code public and private inspection authorities in the state. The decision shall be distributed within 60 days after the board's determination, and there shall be no charge for the distribution of the decision. As used in this paragraph, a "major code interpretation" means a code interpretation decision that affects or may affect more than one job site or more than one inspection jurisdiction.

(2) Except as provided in subsection (1) of this section, an applicant for a building permit may appeal the decision of a building official on any matter relating to the administration and enforcement of this chapter to the department. The appeal must be in writing. A decision by the department on an appeal filed under this subsection is subject to judicial review as provided in ORS 183.484.

(3) If an appeal is made under this section, an inspection authority shall extend the plan review deadline by the number of days it takes for a final decision to be issued for the appeal. [1999 c.1045 §23; 2001 c.573 §15; 2013 c.528 §13]

ACCOUNTING - OAR 918-20-0090(1)(d)

All revenues generated from permit and plan review fees are deposited in the Building Safety Inspection fund. All related expenditures are managed from the fund. The Electrical Code Program has a separate cost center for the management of revenues and expenditures related to that program as required by OAR 918-20-0090(1)(d) (Appendix A). Projected revenues and expenditures are monitored closely in order to keep funds solvent with adequate reserves.

General administrative overhead costs, as referenced in OAR 918-20-0090 (1)(d)(B), are levied by the Board of County Commissioners and shall be consistent with other departments in the municipality.

RECORD RETENTION AND RETRIEVAL - OAR 918-20-0090(1)(e)

All permits, plan review notes, inspection and correction records are maintained in the Department office for the period of time specified by the State Archivist (OAR 166-150-020, see Appendix J). All records, other than residential plans, since 01 July 1974, are maintained in the office, either on disk or hard copy. Once residential plans have been retained for the required amount of time they are mailed to the owner. Copies of existing records may be obtained at the Department counter for a nominal fee. Permit records may be viewed, or copies requested at the Department counter during normal business hours. Plans can be checked out to make copies with the written approval of the permit holder. A minimal amount of record information can be obtained via the telephone, depending on the availability of staff time. (per ORS. 192.000)

AVAILABILITY OF OPERATING PLAN - OAR 918-20-0090(1)(f)

Upon request, this "Josephine County Building Inspection Program Operating Plan" is available to view at the department counter, 700 N.W. Dimmick, Suite A during business hours. ~~to any interested party.~~ A copy can be supplied at the per-page copy rate or in electronic format upon request.

PUBLIC INQUIRY, COMMENT AND COMPLAINT PROCESS - OAR 918-20-0090(1)(g)

Public comments or complaints may be submitted verbally (in person or via telephone) or in writing (via fax, mail, personal delivery or online at www.co.josephine.or.us, Building Safety home page).

Comments or complaints related to code provisions will be processed by the most appropriate staff member. If the comment or complaint becomes an appeal, procedures outlined in ORS 455.475 and OAR 918-020-0090(1)(C) will be followed. Comments or complaints related to employee behavior will be processed by the Building Official in accordance with county policy.

PROCESS TO ADDRESS QUESTIONS REGARDING PERMITS, PLAN-REVIEW AND INSPECTIONS - OAR 918-20-0090(1)(h)(i)

The department currently maintains open office hours from 8:00 am to 12:00 (Noon) Monday through Friday. Telephones are typically answered by staff between 8:00 am and 5:00 pm and supplemented with a voice mail system for when staff is not available. Inspection requests are accepted via an automated inspection request line available 24-hours per day at 1-541-474-5408 or online at www.co.josephine.or.us, Building Safety home page).

The Department's contact information is:

Josephine County Building Safety
700 N.W. Dimmick Street, Suite A
Grants Pass, OR 97526

Phone number	(541)474-5405
Fax number	(541)474-5406
Inspection request number	(541)474-5408
Building Safety Webpage	www.co.josephine.or.us

CUSTOMER SERVICE INFORMATION - OAR 918-20-0090(1)(j)

The jurisdiction of this Department covers all areas of Josephine County with the exception of areas within the City of Grants Pass or the Urban Growth Boundary of the City of Grants Pass. A map of the jurisdictional boundaries is maintained at the public service counter. Any questions or disputes regarding boundaries are resolved by contacting either Josephine County Planning Department or the City of Grants Pass Planning Department. Maps are also available at the County Surveyors office and at the cities of Grants Pass and Cave Junction.

Josephine County is a "full service" jurisdiction. Permits for work governed by each specialty code are available through this office including: Structural, Mechanical, Plumbing, Electrical, Manufactured Home placement and R.V. Parks.

The Department has created a variety of informational brochures to assist the public in the permit application process. These brochures are available at the public service counter, 700 N.W. Dimmick Street, Suite A, during the hours noted above. Many of the handouts are available online at www.co.josephine.or.us, Building Safety home page.

The Department also offers optional pre-development and pre-construction meetings upon request at no cost to the applicant. Pre-development meetings can occur at anytime during the development period and provide an opportunity for the applicant to summarize the project, discuss any requested alternate methods or materials, request interpretations, and hear an

assessment of the project. The meeting provides an opportunity for the applicant and his/her associates to meet with the Inspector/Plans Examiner who is involved in the project, discuss any unique aspects of the project, clarify special inspection requirements, coordinate public infrastructure issues, and reach consensus on remaining issues identified during the review process.

NOTIFICATIONS - OAR 918-20-0090(1)(k)

All notices issued pursuant to OAR 918-020-0070 through -0220 shall be sent to the Josephine County Building Safety Director, 700 N.W. Dimmick Street, Suite A, Grants Pass, OR 97526.

PERMITTING STANDARDS - OAR 918-20-0090(2)

OFFICE LOCATION & HOURS OF OPERATION- OAR 918-20-0090(2)(a) & (b)

The department currently maintains open office hours from 8:00 am to 12:00 (Noon) Monday through Friday. Telephones are typically answered by staff between 8:00 am and 5:00 pm and supplemented with a voice mail system for when staff is not available. Inspection requests are accepted via an automated inspection request line available 24-hours per day at 1-541-474-5408 or online at www.co.josephine.or.us, Building Safety home page).

APPLICATION PROCEDURES - OAR 918-20-0090(2)(c)

Applications for permits are filed at the Department. Permit applications processed over-the-counter are checked for completeness before the customer leaves.

APPLICATION & PERMITTING TIME FRAMES- OAR 918-20-0090(2)(d)

Structural and One and Two Family Dwelling Code Permits:

Permit applications for work regulated by the One and Two Family Dwelling Code are issued over-the-counter when possible. If the permit requires in-depth review and cannot be issued over-the-counter, a Plans Examiner, when available, will consult with the applicant at the counter and do a pre-review to identify major items that do not comply with code requirements or what additional information is required. The plans are then taken in for plan review.

Manufactured Dwelling Permits:

Permit applications for work regulated by the Oregon Manufactured Dwelling Standards are typically issued over-the-counter. If the permit requires in-depth review and cannot be issued over-the-counter the plans are taken in for review.

Other Permits:

Permit applications for work regulated by the Mechanical, Plumbing, and Electrical codes are issued over-the-counter when possible.

"OVER THE COUNTER" PERMIT PROCEDURES - OAR 918-20-0090(2)(e)

Permits not requiring a plan review and not requiring approvals by other departments are generally issued over-the-counter at the time of application. Permits for pre-approved plans and handouts are issued over the counter provided a plans examiner, or other personnel in accordance with OAR 918-098-1010(3), is available. Emergency permits can be issued over-the-counter or, with the approval of the Building Official, via any reasonable means (i.e. via telephone, fax or email).

FAXED APPLICATIONS OAR 918-20-0090(2)(f)

The Department can accept faxed applications for electrical, plumbing and mechanical permits from licensed contractors that have established an account with the Department. Contact the Department if you would like to set up an account. Faxed applications are processed in the same manner as any other application.

ONLINE APPLICATIONS

The Department accepts online applications for electrical, plumbing and mechanical permits from licensed contractors. Online permits can be purchased through the "Quickpermits" program which is available at <http://www.buildingpermits.oregon.gov>

PLAN REVIEW STANDARDS - OAR 918-20-0090(3)

COMPLIANCE WITH SPECIALTY CODES - OAR 918-20-0090(3)(a)

Plan review staff are certified by the State of Oregon in all codes administered by the Department. The plans examiners review and approve structural, mechanical, fire/life safety, energy, disabled access, and manufactured dwelling plans. Electrical plans are reviewed and approved by the Department's Electrical Inspector when applicable. As applicable, and permitted by OAR 918-020-0090(3)(a)(G), plans complying with the limitations of OAR 918-098-1010(3) and ORS 455.052 may be reviewed by "non-certified" permit technicians according to the limitations of OAR 918-098-1010(4), (5), (6) and (7).

Subject to the scope and limitations of ORS 455.062, some typical plans and specifications are available from the Department along with state approved typical plans. Pre-approved typical plans are issued over the counter to the extent possible.

***ORS 455.062 Provision of typical plans and specifications.** (1) A Department of Consumer and Business Services employee acting within the scope of that employment may provide typical plans and specifications:*

(a) For structures of a type for which the provision of plans or specifications is exempted under ORS 671.030 from the application of ORS 671.010 to 671.220 and exempted under ORS 672.060 from the application of ORS 672.002 to 672.325; and

(b) Notwithstanding ORS 671.010 to 671.220 and 672.002 to 672.325, for structures that are metal or wood frame Use and Occupancy Classification Group U structures under the structural specialty code.

(2) A building official or inspector, as those terms are defined in ORS 455.715, when acting within the scope of direct employment by a municipality, may provide typical plans and specifications for structures of a type for which the provision of plans or specifications is exempted under ORS 671.030 from the application of ORS 671.010 to 671.220 and exempted under ORS 672.060 from the application of ORS 672.002 to 672.325.

(3) This section does not alter any applicable requirement under ORS 671.010 to 671.220 or 672.002 to 672.325 regarding stamps and seals for a set of plans for a structure. [2013 c.528 §4]

Per OAR 918-020-0090(3)(a)(C), the applicant is notified within three (3) working days if the application is complete for "Simple one and two family dwelling plans". If plan review for "Simple one and two family dwelling plans" are not done within ten (10) working days the applicant can use a licensed plan reviewer as allowed in OAR 918-020-0090(3)(e). "Simple one and two family dwelling plans" are defined in OAR 918-020-0090(4) and (5).

During the plan review process the Plans Examiner will generally notify the applicant by phone of any plan deficiencies or additional information required and work with the applicant in a positive manner to assist them in complying with the applicable codes.

See Appendix F for information regarding the plan review staff, including current certifications.

The Department contracts with a third-party firm for plan review services to assist during periods of peak workload or in specialized areas such as large commercial projects, commercial plumbing plan review and special projects. A copy of the current firm's employees and their qualifications are available upon request. The Department has an established Inter-Governmental Agreement (IGA) with the City of Grants Pass for reciprocal assistance in plan review services.

A plan review deposit is required at the time the plans are submitted for review. No permit will be issued without evidence of County Planning and Oregon State Department of Environmental Quality approval as required. Applicants are notified by phone when the permit is ready to be issued.

The School Districts (SD) in Josephine County have enacted a Construction Excise Tax (CET) on residential and non-residential construction. In accordance with the established IGA between the County and the School Districts, the Department collects the applicable CET for the SD at the time the building permit is issued. The CET monies are sent to the appropriate SD on a regular basis. As established in the IGA, the Department retains one percent (1%) of the funds to assist with the administrative costs of collecting, tracking and forwarding the funds to the SD.

COOPERATION WITH OTHER STATE AGENCIES- OAR 918-20-0020

FIRE MARSHAL COMMUNICATION/PLAN REVIEW COMMENTS

Building Safety cooperates other State and local departments and/or other jurisdictions as necessary to facilitate plan review and permit issuance. As outlined in OAR 918-020-0020, the following provisions have been established to facilitate plan review comments.

The State fire code officials during plan review is beneficial to both the Building Code Authority as well as to the Fire Code Authority.

Josephine County Building Safety values communication and cooperation.....

Notes below for reference only

918-020-0020

Cooperation with Other Agencies

(1) Each municipality assuming any portion of the plan review program shall, with the notice of program assumption, include a procedure for communication and cooperation with the State Fire Marshal or the Fire Marshal's certified designee. The procedure shall provide the Fire Marshal an opportunity to examine construction plans for those buildings that the Fire Marshal inspects for occupancy standards under ORS 476.030. If a procedure is not adopted and signed by both the building official and the State Fire Marshal or the Fire Marshal's certified designee, the request for program assumption shall include the following minimum provisions for notice to the Fire Marshal:

- (a) The time and place where construction plans and specifications will be available;*
- (b) The proposed type of building construction and occupancy;*
- (c) Any changes from the fire and life safety standards of the applicable code proposed as alternate methods of construction; and*
- (d) Any procedure or agreement which may shorten or eliminate the time the construction plans and specifications may be available for examination.*

(2) The procedure shall establish a reasonable time limit for comment by the Fire Marshal.

Stat. Auth.: ORS 455.150 Stats. Implemented: ORS 455.150 Hist.: BCD 4-1994, f. 2-25-94, cert. ef. 3-1-94; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98

837-039-0110

Certification and Training Requirements for Plan Review

(1) These rules establish standards for certification of fire officials who review plans for input to a building official for new construction, alterations, and specifications from a Fire Code approved by the State Fire Marshal.

(2) All fire officials who review plans for new construction, alterations, and specifications must obtain an ICC Fire Inspector II and ICC Fire Plans Examiner certification or equivalent certification approved by the State Fire Marshal.

(3) Fire Officials who review plans only for fire department access and fire protection water supplies must successfully complete the State Fire Marshal's Fire and Life Safety Awareness courses on fire department access, water supply, and fire flow.

(4) All fire chiefs and every assistant to the state fire marshal meeting the definition under ORS 476.060 must complete the state fire marshal's Fire and Life Safety Awareness course module 1, Scope of Authority and Assembly Group A Occupancies.

(5) The State Fire Marshal must maintain a roster of ICC Fire Inspector II and ICC Fire Plans Examiner certified fire officials. A current list of ICC Fire Inspector II and ICC Fire Plans Examiners certified fire officials are provided to each building jurisdiction annually. Certifications must be maintained to continue participation in the plan review process.

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

Stat. Auth.: ORS 479.165
Stats. Implemented: ORS 479.165
Dist.: FM 3-1994, 1 & cert. ef. 3-1-94 OSFM 9-2000 1 & cert. ef. 5-22-00 OSFM 5-2000 1 & cert. ef. 5-22-06 OSFM 4-2008, 1 & cert. ef. 7-2-08

637-036-0120

Certification and Training Requirements for Conducting Fire Code Enforcement

(1) These rules establish statewide standards for certification and training requirements of fire officials responsible for administration of a Fire Code approved by the State Fire Marshal.

(a) Every person who performs fire code enforcement must possess an Oregon Fire and Life Safety Competency Recognition certificate for the scope of work being performed.

(A) Company Inspector certificate for fire officials performing fire code enforcement at this scope of practice. Fire officials have until January 1, 2009 to comply with the Oregon Fire and Life Safety Competency certificate provisions.

(B) Fire and Life Safety Specialist I certificate for fire officials whose scope of practice is equivalent to DPSST's NFPA Fire Inspector I. Fire officials have until July 1, 2010 to comply with the Oregon Fire and Life Safety Competency certificate provisions.

(C) Fire and Life Safety Specialist II certificate for fire officials whose scope of practice is equivalent to DPSST's NFPA Fire Inspector II. Fire officials have until January 1, 2011 to comply with the Oregon Fire and Life Safety Competency certificate provisions.

(D) Fire Marshal certificate for fire officials whose scope of practice is equivalent to DPSST's NFPA Fire Inspector III. Fire officials have until July 1, 2011 to comply with the Oregon Fire and Life Safety Competency certificate provisions.

(b) Every person who is transitioning between recognition levels or newly hired must receive the necessary on-the-job training experience and related technical instruction under the direct supervision of an appropriately recognized fire official.

(A) When the fire code official determines that a newly promoted or hired fire official responsible for fire code enforcement are fully qualified to perform the duties of a Fire and Life Safety Specialist I, Fire and Life Safety Specialist II, or Fire Marshal, the newly hired fire official may work independently without direct supervision.

(B) The newly promoted or hired fire official responsible for fire code enforcement must meet the requirements of OAR 637-036-0120 (1)(a) within 12 months from date of hire.

(2) All persons who seek to perform the scope of practice of a Company Inspector must successfully complete the State Fire Marshal's course Company Inspection.

(3) All persons who seek to perform the scope of practice of a Fire and Life Safety Specialist I, Fire and Life Safety Specialist II, or Fire Marshal must apply for the Oregon Fire and Life Safety Competency Recognition certificate as follows: Submit a Fire and Life Safety Competency Recognition application to the Office of State Fire Marshal. Include proof of certifications held and training completed.

(4)(a) Fire and Life Safety Specialist I, Fire and Life Safety Specialist II, and Fire Marshal certificates expire three years from the issue date, unless renewed.

(b) The issue date is printed on all certificates.

(5)(a) Fire officials who fail to renew their Fire and Life Safety Specialist I, Fire and Life Safety Specialist II, or Fire Marshal certificates must not perform work within the respective scope of practice.

(b) A fire official who fails to renew a competency recognition certificate may reapply for certification, include with application proof of certifications held and trainings completed.

VERIFICATION OF STAMP BY DESIGN PROFESSIONALS - OAR 918-20-0090(3)(a)(E)

Staff verifies that plans are appropriately stamped by a registered design professional when required. Plans failing to meet this requirement are not approved until the appropriate stamp is provided.

INSPECTION STANDARDS - OAR 918-20-0090(8)

INSPECTION SCHEDULE

With the exception of the Illinois Valley, inspection staff generally provides inspection services each business day. Inspections in the Illinois Valley are done Monday, Wednesday and Friday. Inspections outside of these hours may be arranged through the Building Official.

(Note: Inspections such as non-residential plumbing and electrical are scheduled in accordance with the availability of third-party inspectors.)

INSPECTION POLICIES AND PROCEDURES

Inspection Request Policy: It is the duty of the permit holder or authorized agent to request all inspections that may be necessary or otherwise required. The permit holder/authorized agent must make the requests in a timely manner, provide access to the site, and provide all equipment as may be deemed necessary or appropriate by the Building Official. It shall be the duty of the permit holder to cause the work to remain accessible and exposed for inspection purposes.

The Department utilizes an automated telephone line and an online request form for inspection requests. The dedicated phone line (1-541-474-5408) is available 24- hours per day, 7 days per week. The online inspection request form is also available 24 hours per day, 7 days per week and can be found at the "Building Safety" Department webpage located at www.co.josephine.or.us. Customers are encouraged to use the online request form due to reliability and consistency.

Inspections which are requested 5 p.m. are normally conducted the following day unless a later date is requested. Inspection requests that are received after 5 p.m. but which are needed on the next day, because of unforeseen issues or emergencies, may be accomplished based on inspector availability.

A written report is performed by the inspector for each inspection when corrections are required. The report will reflect either a "Correct and Proceed" or "Correct and call for Re-inspection". A "Correct and Proceed" allows the work to continue without a re-inspection. A "Correct and call for Re-inspection" requires a call for re-inspection of the corrected items before proceeding to the next phase. A copy of the written report is left on the job site and entered into the Department's filing system. If no corrections were noted, and the inspection was approved, the inspector will sign the inspection record at the job site and the permit record that is on file at the Department.

The Department contracts with a third-party firm for inspection services to assist during periods of peak workload and in specialized areas such as; commercial plumbing inspection, commercial electrical inspection, and regular inspections during peak times or the absence of staff inspectors. A copy of the current firm's employees and their qualifications are available upon request.

The Department has an established IGA with the City of Grants Pass for reciprocal assistance in inspection services.

Re-inspection Policy: The permit holder shall not call for re-inspections, when required, until corrections have been completed. The permit holder shall not proceed with construction activity until authorized to do so by the Building Official. A re-inspection fee may be assessed for each inspection or re-inspection required when such portion of work for which requested inspection is not complete or when corrections called for are not made.

- Approved plans are required to be available on the job site unless other arrangements have been made with the inspector.
- Rough framing, rough plumbing, rough mechanical and rough electrical inspections are done concurrently. Each of the applicable inspection requests need to be received from the respective permit holders before the inspection can occur. Exceptions to this policy, for individual cases/circumstances, may be arranged through the Building Official.
- Other inspections are required based on the type of permit and construction such as under-floor, insulation, and finals. Consult the Department for inspection requirements for specific projects.

See Appendix F for information regarding inspection staff, including current certifications.

STOP WORK ORDERS

“Stop work” orders or “Notices of Violation” may be issued as a last resort to halt progress of a project when it is obvious that the work being performed is not in compliance with the applicable codes or the work is being done without the necessary permit(s). A stop work order is most commonly used if the permits have been revoked. All stop work orders require approval of the Building Official. Most violations and complaints are resolved informally with the Building Official and/or in conjunction with the County Ordinance Administrator

APPENDIX A

OAR 918-020-0090 - Program Standards

The division and every municipality that administers and enforces a building inspection program must establish and maintain the minimum standards, policies, and procedures set forth in this section.

(1) Administrative Standards. A building inspection program must:

- (a) Provide adequate funds, equipment, and other resources necessary to administer and enforce the building inspection program in conformance with an approved operating plan;
 - (b) Document in writing the authority and responsibilities of the building official, plan reviewers, and inspectors based on an ordinance or resolution that authorizes the building official on behalf of the municipality to administer and enforce a building inspection program;
 - (c) Establish a local process to review appeals of technical and scientific determinations made by the building official regarding any provision of the specialty codes the municipality administers and enforces, to include a method to identify the local building official or designee and notify the aggrieved persons of the provisions of ORS 455.475;
 - (d) Account for all revenues collected and expenditures made relating to administration and enforcement of the building inspection program, and account for the electrical program revenues and expenditures separately when administered by the municipality.
- (A) Prepare income and expense projections for each code program it will administer and enforce during the reporting period; and
- (B) Describe how general administrative overhead costs and losses or surpluses, if any, will be allocated.
- (e) Establish policies and procedures for the retention and retrieval of records relating to the administration and enforcement of the specialty codes it administers and enforces;
 - (f) Make its operating plan available to the public;
 - (g) Establish a process to receive public inquiries, comments, and complaints;
 - (h) Adopt a process to receive and respond to customers' questions regarding permitting, plan review, and inspections;
 - (i) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will receive and respond to customers' questions;
 - (j) Post its jurisdictional boundary, types of permits sold and hours of operation at each permit office it operates; and
 - (k) Identify all persons in addition to the building official to whom notices issued pursuant to these rules should be sent.

(2) Permitting Standards. A building inspection program must:

- (a) Provide at least one office within its jurisdictional boundary where permits may be purchased;
- (b) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will make permits available for purchase;
- (c) Establish policies and procedures for receiving permit applications, determining whether permit applications are complete and notifying applicants what information, if any, is required to complete an application;
- (d) Set reasonable time periods within which the municipality will:
 - (A) Advise permit applicants whether an application is complete or requires additional information; and
 - (B) Generally issue a permit after an application has been submitted and approved.
- (e) Establish policies and procedure for issuing permits not requiring plan review, emergency permits, temporary permits, master permits, and minor labels;
- (f) Provide a means to receive permit applications via facsimile; and
- (g) Require proof of licensing, registration, and certification of any person who proposes to engage in any activity regulated by ORS chapters 446, 447, 455, 479, 693, and 701 prior to issuing any permit.

(3) Plan Review Standards. A building inspection program must:

- (a) Establish policies and procedures for its plan review process to:
 - (A) Assure compliance with the specialty codes it is responsible for administering and enforcing, including any current interpretive rulings adopted pursuant to ORS 455.060 or 455.475;
 - (B) Make available checklists or other materials at each permitting office it operates that reasonably apprises persons of the information required to constitute a complete permit application or set of plans;
 - (C) Inform applicants within three working days of receiving an application, whether or not the application is complete and if it is for a simple residential plan. For the purposes of this rule and ORS 455.467, a "complete application" is defined by the division, taking into consideration the regional procedures in OAR

chapter 918, division 50. If deemed a simple residential plan, the jurisdiction must also inform the applicant of the time period in which the plan review will generally be completed;

(D) Establish a process that includes phased permitting and deferred submittals for plan review of commercial projects for all assumed specialty codes, taking into consideration the regional procedures in OAR chapter 918, division 50. The process may not allow a project to proceed beyond the level of approval authorized by the building official. The process must:

(i) Require the building official to issue permits in accordance with the state building code as defined in ORS 455.010 provided that adequate information and detailed statements have been submitted and approved with pertinent requirements of the appropriate code. Permits may include, but not be limited to: excavation, shoring, grading and site utilities, construction of foundations, structural frame, shell, or any other part of a building or structure.

(ii) Allow deferred submittals to be permitted within each phase with the approval of the building official; and

(iii) Require the applicant to be notified of the estimated timelines for phased plan reviews and that the applicant is proceeding without assurance that a permit for the entire structure will be granted when a phased permit is issued.

(E) Verify that all plans have been stamped by a registered design professional and licensed plan reviewer where required;

(F) Verify for those architects and engineers requesting the use of alternative one and two family dwelling plan review program that all plans have been stamped by a registered professional who is also a residential plans examiner. This process must require the building official to:

(i) Establish policies and procedures in their operating plan for this process;

(ii) Waive building inspection program plan review requirements for conventional light frame construction for detached one and two family dwellings; and

(iii) Establish an appropriate fee for processing plans submitted under this rule.

(G) Establish a process for plan review if non-certified individuals review permit applications under OAR 918-098-1010.

(b) Employ or contract with a person licensed, registered, or certified to provide consultation and advice on plan reviews as deemed necessary by the building official based on the complexity and scope of its customers' needs;

(c) Maintain a list of all persons it employs or contracts with to provide plan review services including licenses, registrations, and certifications held by each plan reviewer and evidence of compliance with all applicable statutory or professional continuing education requirements;

(d) Designate at least three licensed plan reviewers from whom the municipality will accept plan reviews when the time periods in subsection (e) of this section cannot be met; and

(e) Allow an applicant to use a plan reviewer licensed under OAR 918-090-0210 and approved by the building official when the time period for review of "simple one- or two-family dwelling plans" exceeds 10 days where the population served is less than 300,000, or 15 days where the population served is 300,000 or greater.

(4) For the purposes of these rules, "simple one- or two-family dwelling plans" must:

(a) Comply with the requirements for prescriptive construction under the Oregon Residential Specialty Code; or

(b) Comply with the Oregon Manufactured Dwelling Installation Specialty Code and the requirements in OAR chapter 918, division 500; and

(c) Be a structure of three stories or less with an enclosed total floor space of 4,500 square feet or less, inclusive of multiple stories and garage(s).

(5) "Simple one- or two-family dwelling plans" may:

(a) Include pre-engineered systems listed and approved by nationally accredited agencies in accordance with the appropriate specialty code, or by state interpretive rulings approved by the appropriate specialty board, that require no additional analysis; and

(b) Be designed by an architect or engineer and be considered a simple one- and two-family dwelling if all other criteria in this rule are met.

(6) The following are considered "simple one- or two-family dwelling plans":

(a) Master plans approved by the division or municipality or under ORS 455.685, which require no additional analysis; and

(b) Plans that include an engineering soil report if the report allows prescriptive building construction and requires no special systems or additional analysis.

(7) A plan that does not meet the definition of "simple" in this rule is deemed "complex". In order to provide timely customer service, a building official may accept a plan review performed by a licensed plan reviewer for a complex one- or two-family dwelling.

(8) Inspection Standards. A building inspection program must:

- (a) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will provide inspection services or alternative inspection schedules agreed to by the municipality and permittee;
- (b) Unless otherwise specified by statute or specialty code, establish reasonable time periods when inspection services will be provided following requests for inspections;
- (c) Establish policies and procedures for inspection services;
- (d) Leave a written copy of the inspection report on site;
- (e) Make available any inspection checklists;
- (f) Maintain a list of all persons it employs or contracts with to provide inspection services including licenses, registrations, and certifications held by persons performing inspection services and evidence of compliance with all applicable statutory or professional continuing education requirements;
- (g) Vest the building official with authority to issue stop work orders for failure to comply with the specialty codes the municipality is responsible for administering and enforcing; and
- (h) Require inspectors to perform license enforcement inspections as part of routine installation inspections.
- (i) Where a municipality investigates and enforces violations under ORS 455.156 or in accordance with the municipality's local compliance program, the municipality's inspectors must require proof of compliance with the licensing, permitting, registration, and certification requirements of persons engaged in any activity regulated by ORS Chapters 446, 447, 455, 479, 693, and 701. Inspectors must report any violation of a licensing, permitting, registration, or certification requirement to the appropriate enforcement agency.
- (9) Compliance Programs. A municipality administering a building inspection program may enact local regulations to create its own enforcement program with local procedures and penalties; utilize the division's compliance program by submitting compliance reports to the division; elect to act as an agent of a division board pursuant to ORS 455.156; or develop a program that may include, but not be limited to, a combination thereof. A building inspection program must establish in its operating plan:
 - (a) Procedures to respond to public complaints regarding work performed without a license or permit or in violation of the specialty codes the municipality is responsible for administering and enforcing;
 - (b) Procedures requiring proof of licensure for work being performed under the state building code utilizing the approved citation process and procedures in OAR 918-020-0091.
 - (c) Policies and procedures to implement their compliance program;
 - (d) Policies and procedures regarding investigation of complaints, where the municipality chooses to investigate and enforce violations pursuant to ORS 455.156; and
 - (e) Policies and procedures regarding issuance of notices of proposed assessments of civil penalties, where the municipality chooses to act as an agent of a board pursuant to ORS 455.156. Penalties under such a program are subject to the limitations set in 455.156 and 455.895.
- (10) Electrical Programs. Municipalities that administer and enforce an electrical program must demonstrate compliance with all applicable electrical rules adopted pursuant to ORS 479.855.

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

Stat. Auth.: ORS 455.030, 455.467, 455.469, 455.156 & 2013 OL Ch. 528

Stats. Implemented: ORS 455.150, 455.467, 455.469, 455.156 & 2013 OL Ch. 528

Hist.: BCD 9-1996, f. 7-1-96, cert. ef. 10-1-96; BCD 14-1998, f. 9-30-98, cert. ef. 10-1-98; BCD 11-2000, f. 6-23-00, cert. ef. 7-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 16-2002, f. & cert. ef. 7-1-02; BCD 27-2002, f. & cert. ef. 10-1-02; BCD 6-2004, f. 5-21-04, cert. ef. 7-1-04; BCD 11-2004, f. 8-13-04, cert. ef. 10-1-04; BCD 16-2005(Temp), f. & cert. ef. 7-7-05 thru 12-31-05; BCD 24-2005, f. 9-30-05, cert. ef. 10-1-05; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 1-2010, f. 3-1-10, cert. ef. 4-1-10; BCD 7-2013(Temp), f. 7-26-13, cert. ef. 8-1-13 thru 12-31-13; BCD 9-2013, f. 12-16-13, cert. ef. 1-1-14

APPENDIX B

Fees

ORS 455.210. (1) Fees shall be prescribed as required by ORS 455.020 for plan review and permits issued by the Department of Consumer and Business Services for the construction, reconstruction, alteration and repair of prefabricated structures and of buildings and other structures and the installation of mechanical heating and ventilating devices and equipment. The fees may not exceed 130 percent of the fee schedule printed in the "Uniform Building Code," 1979 Edition, and in the "Uniform Mechanical Code," 1979 Edition, both published by the International Conference of Building Officials. Fees are not effective until approved by the Oregon Department of Administrative Services.

(2) Notwithstanding subsection (1) of this section, the maximum fee the Director of the Department of Consumer and Business Services may prescribe for a limited plan review for fire and life safety as required under ORS 479.155 shall be 40 percent of the prescribed permit fee.

(3)(a) A municipality may adopt by ordinance or regulation such fees as may be necessary and reasonable to provide for the administration and enforcement of any specialty code or codes for which the municipality has assumed responsibility under ORS 455.148 or 455.150. A municipality shall give the director notice of the proposed adoption of a new or increased fee under this subsection. The municipality shall give the notice to the director at the time the municipality provides the opportunity for public comment under ORS 294.160 regarding the fee or, if the proposed fee is contained in an estimate of municipal budget resources, at the time notice of the last budget meeting is published in a newspaper under ORS 294.401.

(b) Ten or more persons or an association with 10 or more members may appeal the adoption of a fee described in this subsection to the Director of the Department of Consumer and Business Services. The persons or association must file the appeal no later than 60 days after the director receives notice of the proposed adoption of the fee from the municipality under paragraph (a) of this subsection. However, if the municipality failed to give notice to the director, an appeal may be filed with the director within one year after adoption of the new or increased fee. Upon receiving a timely appeal, the director shall, after notice to affected parties and hearing, review the municipality's fee adoption process and the costs of administering and enforcing the specialty code or codes referred to in paragraph (a) of this subsection. The director shall approve the fee if the director feels the fee is necessary and reasonable. If the director does not approve the fee upon appeal, the fee is not effective. The appeal process provided in this paragraph does not apply to fees that have been submitted for a vote and approved by a majority of the electors voting on the question.

(c) Fees collected by a municipality under this subsection shall be used for the administration and enforcement of a building inspection program for which the municipality has assumed responsibility under ORS 455.148 or 455.150.

(d) For purposes of paragraph (b) of this subsection, in determining whether a fee is reasonable the director shall consider whether:

(A) The fee is the same amount as or closely approximates the amount of the fee charged by other municipalities of a similar size and geographic location for the same level of service;

(B) The fee is calculated with the same or a similar calculation method as the fee charged by other municipalities for the same service;

(C) The fee is the same type as the fee charged by other municipalities for the same level of service; and

(D) The municipality, in adopting the fee, complied with ORS 294.160, 294.361 and 294.401 and this section and standards adopted by the director under ORS 455.148 (11) or 455.150 (11).

(4) Notwithstanding any other provision of this chapter:

(a) For the purpose of partially defraying state administrative costs, there is imposed a surcharge in the amount of four percent of the total permit fees or, if the applicant chooses to pay an hourly rate instead of purchasing a permit, four percent of the total hourly charges collected.

(b) For the purpose of partially defraying state inspection costs, there is imposed a surcharge in the amount of two percent of the total permit fees or, if the applicant chooses to pay an hourly rate instead of purchasing a permit, two percent of the total hourly charges collected.

(c) For the purpose of defraying the cost of administering and enforcing the state building code, there is imposed a surcharge on permit fees and on hourly charges collected instead of permit fees. The surcharge may not exceed one percent of the total permit fees or, if the applicant chooses to pay an hourly rate instead of purchasing a permit, one percent of the total hourly charges collected.

(5) Municipalities shall collect and remit surcharges imposed under subsection (4) of this section to the director as provided in ORS 455.220.

(6) The director shall adopt administrative rules to allow reduced fees for review of plans that have been previously reviewed.

APPENDIX C

Municipal Building Inspection Program

455.150 Selective municipal building inspection programs; building officials; rules; program duration, plan, failure and abandonment; limitation on program resumption.

(1) Except as provided in subsection (15) of this section, a municipality that assumes the administration and enforcement of a building inspection program prior to January 1, 2002, may administer and enforce all or part of a building inspection program. A building inspection program:

- (a) Is a program that includes the following:
- (A) The state building code, as defined in ORS 455.010, except as set forth in paragraph (b) of this subsection.
 - (B) Manufactured structure installation requirements under ORS 446.155, 446.185 (1) and 446.230.
 - (C) Manufactured dwelling parks and mobile home parks under ORS chapter 446.
 - (D) Park and camp programs regulated under ORS 455.680.
 - (E) Tourist facilities regulated under ORS 446.310 to 446.350.
 - (F) Manufactured dwelling alterations regulated under ORS 446.155.
 - (G) Manufactured structure accessory buildings and structures under ORS 446.253.
 - (H) Boilers and pressure vessels described in rules adopted under ORS 480.525 (5).
- (b) Is not a program that includes:
- (A) Boiler and pressure vessel programs under ORS 480.510 to 480.670 except those described in rules adopted under ORS 480.525 (5);
 - (B) Elevator programs under ORS 460.005 to 460.175;
 - (C) Amusement ride regulation under ORS 460.310 to 460.370;
 - (D) Prefabricated structure regulation under ORS chapter 455;
 - (E) Manufacture of manufactured structures programs under ORS 446.155 to 446.285, including the administration and enforcement of federal manufactured dwelling construction and safety standards adopted under ORS 446.155 or the National Manufactured Housing Construction and Safety Standards Act of 1974;
 - (F) Licensing and certification, or the adoption of statewide codes and standards, under ORS chapter 446, 447, 455, 479 or 693; and
 - (G) Review of plans and specifications as provided in ORS 455.685.

(2) A municipality that administers a building inspection program as allowed under this section shall do so for periods of four years. The Department of Consumer and Business Services shall adopt rules to adjust time periods for administration of a building inspection program to allow for variations in the needs of the department and participants.

(3) When a municipality administers a building inspection program, the governing body of the municipality shall, unless other means are already provided, appoint a person to administer and enforce the building inspection program or parts thereof, who shall be known as the building official. A building official shall, in the municipality for which appointed, attend to all aspects of code enforcement, including the issuance of all building permits. Two or more municipalities may combine in the appointment of a single building official for the purpose of administering a building inspection program within their communities.

- (4)(a) By January 1 of the year preceding the expiration of the four-year period described in subsection (2) of this section, the governing body of the municipality shall notify the Director of the Department of Consumer and Business Services and, if not a county, notify the county whether the municipality will continue to administer the building inspection program, or parts thereof, after expiration of the four-year period. If parts of a building inspection program are to be administered and enforced by a municipality, the parts shall correspond to a classification designated by the director as reasonable divisions of work.
- (b) Notwithstanding the January 1 date set forth in paragraph (a) of this subsection, the director and the municipality and, if the municipality is not a county, the county may by agreement extend that date to no later than March 1.

(5) If a city does not notify the director, or notifies the director that it will not administer certain specialty codes or parts thereof under the building inspection program, the county or counties in which the city is located shall administer and enforce those codes or parts thereof within the city in the same manner as it administers and enforces them outside the city, except as provided by subsection (6) of this section.

(6) If a county does not notify the director, or notifies the director that it will not administer and enforce certain specialty codes or parts thereof under the building inspection program, the director shall contract with a municipality or other person or use such state employees or state agencies as are necessary to administer and enforce those codes or parts thereof, and permit or other fees arising therefrom shall be paid into the Consumer and Business Services Fund created by ORS 705.145 and credited to the account responsible for paying such expenses. A state employee may not be displaced as a result of using contract personnel.

(7) If a municipality administering a building inspection program under this section seeks to administer additional parts of a program, the municipality must comply with ORS 455.148, including the requirement that the municipality administer and enforce all aspects of the building inspection program. Thereafter, the municipality is subject to ORS 455.148 and ceases to be subject to this section.

(8) The department shall adopt rules to require the governing body of each municipality to submit a written plan with the notice required under subsection (4) of this section. If the department is the governing body, the department shall have a plan on file. The plan shall specify how cooperation with the State Fire Marshal or a designee of the State Fire Marshal will be achieved and how a uniform fire code will be considered in the review process of the design and construction phases of buildings or structures.

(9) A municipality that administers a code for which persons or businesses are authorized under ORS 455.457 to perform activities shall recognize and accept those activities as if performed by the municipality. A municipality is not required to accept an inspection, a plan or a plan review that does not meet the requirements of the state building code.

(10) The department or a municipality that accepts an inspection or plan review as required by this section by a person licensed under ORS 455.457 has no responsibility or liability for the activities of the licensee.

(11) In addition to the requirements of ORS 455.100 and 455.110, the director shall regulate building inspection programs of municipalities assumed prior to January 1, 2002. Regulation under this subsection shall include but not be limited to:

- (a) Creating building inspection program application and amendment requirements and procedures;
- (b) Granting or denying applications for building inspection program authority and amendments;
- (c) Reviewing procedures and program operations of municipalities;
- (d) Creating standards for efficient, effective, timely and acceptable building inspection programs;
- (e) Creating standards for justifying increases in building inspection program fees adopted by a municipality;
- (f) Creating standards for determining whether a county or department building inspection program is economically impaired in its ability to reasonably continue providing the program or part of the program throughout a county, if another municipality is allowed to provide a building inspection program or part of a program within the same county; and
- (g) Enforcing the requirements of this section.

(12) The department may assume administration and enforcement of a building inspection program:

- (a) During the pendency of activities under ORS 455.770;
- (b) If a municipality abandons any part of the building inspection program or is no longer able to administer the building inspection program; and
- (c) If a municipality fails to substantially comply with any provision of this section or of ORS 455.465, 455.467 and 455.469.

(13) If the department assumes the administration and enforcement of a building inspection program under this section, in addition to any other power granted to the director, the director may:

- (a) Enter into agreements with local governments under ORS 455.185 regarding the administration and enforcement of the assumed building inspection program;
- (b) Take action as described in ORS 455.192 to ensure that sufficient staff and other resources are available for the administration and enforcement of the assumed building inspection program; and
- (c) Charge fees described in ORS 455.195 for department services provided in administering and enforcing the assumed building inspection program.

(14) If a municipality abandons or otherwise ceases to administer all or part of a building inspection program described in this section, the municipality may not resume the administration and enforcement of the abandoned program or part of a program for at least two years. The municipality may resume the administration and enforcement of the abandoned program or part of a program only on July 1 of an odd-

numbered year. To resume the administration and enforcement of the abandoned program or part of a program, the municipality must comply with ORS 455.148, including the requirement that the municipality administer and enforce all aspects of the building inspection program. Thereafter, the municipality is subject to ORS 455.148 and ceases to be subject to this section.

(15) A municipality that administers and enforces a building inspection program under this section shall include in the program the inspection of boilers and pressure vessels described in subsection (1)(a)(H) of this section. [Formerly 456.800; 1991 c.308 §1; 1991 c.410 §1; 1993 c.463 §1; 1993 c.744 §89; 1995 c.553 §1; 1999 c.1045 §15; 2001 c.573 §3; 2007 c.487 §2; 2009 c.696 §25; 2013 c.528 §12]

BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF JOSEPHINE,
STATE OF OREGON

APPENDIX D

In the Matter of Local Enforcement)
of the STATE BUILDING CODE)

RESOLUTION No. 77-12

WHEREAS, ORS 456.750 to 456.885 grant local governing bodies the option to administer and enforce the Oregon State Building Code on a local level: and

WHEREAS, the exercise of such a local option is in the best interest of all the people of Josephine County, Oregon; and

WHEREAS, pursuant to said statutes it is necessary and proper that the county governing body designate and appoint a local building official to administer and enforce said State Code; and

WHEREAS, the Josephine County Building Safety Director is the most appropriate person to be so designated;

NOW, THEREFORE, IT IS HEREBY RESOLVED that Josephine County, Oregon, by and through its Board of County Commissioners, shall exercise its local option under law, and administer and enforce the Oregon State Building Code, by and through the Josephine County Building Safety Department, with the Director thereof appointed as the local building official to administer and enforce said code, all in accordance with state law, and the standard State Administrative and Enforcement form, attached hereto and executed under authority hereof.

DONE and DATED this 14th day of April, 1977.

BOARD OF COUNTY COMMISSIONERS

M. C. Raughnidge

Ben F. Patrick

Paul H. Calvert

APPROVED AS TO FORM

James Schmitt
County Legal Counsel

APPENDIX E
Excerpts from the 2011 Oregon Residential Specialty Code
Other Oregon Specialty Codes Similar and available at;
<http://www2.iccsafe.org/states/oregon/>

SECTION R104

[REDACTED]

[REDACTED]

R104.1 General. The *building official* is hereby authorized and directed to enforce the provisions of this code. The *building official* shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code or statewide code interpretations.

R104.2 Applications and permits. The *building official* shall receive applications, review *construction documents* and issue permits for the erection, alteration and moving of buildings and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions of this code.

R104.3 Notices and orders. The *building official* shall issue all necessary notices or orders to ensure compliance with this code.

R104.4 Inspections. The *building official* is authorized to make all of the required inspections, or the *building official* shall have the authority to accept reports of inspection by *approved agencies* or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such *approved* agency or by the responsible individual. The *building official* is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

R104.6 Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or where the *building official* has reasonable cause to believe that there exists in a structure or upon a premises a condition which is contrary to or in violation of this code which makes the structure or premises unsafe, dangerous or hazardous, the *building official* or designee is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure 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 structure or premises and request entry. If entry is refused, the *building official* shall have recourse to the remedies provided by law to secure entry.

R104.7 Department records. The *building official* shall keep official records, as dictated by OAR 166-150-0020 where a county has jurisdiction; OAR 166-200-0025 where a city has jurisdiction; and OAR 166 Division 300 et al for the cities and counties where the State of Oregon has jurisdiction. Such records shall be retained in the official records for the period indicated in the respective OARs noted above. The *building official* shall maintain a permanent record of all permits issued in flood hazard areas, including copies of inspection reports and certifications required in Section R109.1.3. (See also Section R106.5)

R104.10 Modifications. Wherever there are practical difficulties involved in carrying out the provisions of this code, the *building official* shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the *building official* shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety

or structural requirements. The details of action granting modifications shall be recorded and entered in the jurisdiction's files.

R104.11 Alternative materials, design and methods of construction and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material, design or method of construction shall be *approved* where the *building official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. Compliance with the specific performance-based provisions of the current editions of the *Oregon Specialty Codes* in lieu of specific requirements of this code shall also be permitted as an alternate. For the process governing alternate rulings acceptable statewide, see ORS 455.060.

SECTION R105

PERMITS

R105.1 Required. A permit shall be obtained through application to the building official when constructing, enlarging, altering, repairing, moving or changing the occupancy, or installing any electrical, gas, mechanical or plumbing system regulated by this code. This requirement applies to an owner, contractor or authorized agent who constructs, enlarges, alters, repairs, moves, changes the occupancy of a building or structure; or for the purpose of erecting, installing, enlarging, altering, repairing, converting or replacing any electrical, gas, mechanical or plumbing system.

R105.2 Work exempt from permit (*See codes for exceptions*).

R105.3 Application for permit. To obtain a *permit*, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. Identify and describe the work to be covered by the *permit* for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by *construction documents* and other information as required in Section R106.1.
5. State the valuation of the proposed work.
6. Be signed by the applicant or the applicant's authorized agent.
7. Give such other data and information as required by the *building official*.

R105.3.1 Action on application. The *building official* shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the *construction documents* do not conform to the requirements of pertinent laws, the *building official* shall reject such application in writing stating the reasons therefor. If the *building official* is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the *building official* shall issue a *permit* therefor as soon as practicable.

R105.3.2 Time limitation of application. An application or a *permit* for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a *permit* has been issued; except that the *building official* is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

R105.4 Validity of permit. The issuance or granting of a *permit* shall not be construed to be a *permit* for, or an *approval* of, any violation of any of the provisions of this code or of any other ordinance of the *jurisdiction*. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the *jurisdiction* shall not be valid. The issuance of a *permit* based on *construction documents* and other data shall not prevent the *building official* from requiring the correction of errors in the *construction documents* and other data. The *building official* is also authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this *jurisdiction*.

R105.5 Expiration. Every *permit* issued shall become invalid unless the work authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced. The *building official* is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

R105.6 Suspension or revocation. The *building official* is authorized to suspend or revoke a *permit* issued under the provisions of this code wherever the *permit* is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

R105.8 Responsibility. It shall be the duty of every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical or plumbing systems, for which this code is applicable, to comply with this code. It shall be the duty of every contractor who performs work or enters into contract for work to comply with adopted state and local rules and regulations concerning licensing.

SECTION R106 CONSTRUCTION DOCUMENTS

R106.1 Submittal documents. Submittal documents consisting of *construction documents*, and other data shall be submitted in two or more sets with each *permit* application. The *construction documents* shall be prepared by a registered *design professional* where required by the statutes of the *jurisdiction* in which the project is to be constructed. Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a registered *design professional*.

R106.1.1 Information on construction documents. *Construction documents* shall be drawn upon suitable material. Electronic media documents are permitted to be submitted when *approved* by the *building official*. *Construction documents* shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the *building official*. All braced wall lines, shall be identified on the *construction documents* and all pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, foundation requirements of braced wall panels at top and bottom shall be provided.

R106.3 Examination of documents. The *building official* shall examine or cause to be examined accompanying *construction documents* and shall ascertain by such examination whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws or ordinances.

R106.3.1 Approval of construction documents. When the *building official* issues a *permit*, the *construction documents* shall be *approved* in writing or by a stamp which states "REVIEWED FOR CODE COMPLIANCE." One set of *construction documents* so reviewed shall be retained by the *building official*. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the *building official* or a duly authorized representative. Construction documents shall be approved in the timelines specified in ORS 455.467. **Note:** ORS 455.467 is available online at www.bcd.oregon.gov.

R106.5 Retention of construction documents. One set of *approved construction documents* shall be retained by the *building official* for a period of not less than that dictated by OAR 166-150-0020 where a county has jurisdiction; OAR 166-200-0025 where a city has jurisdiction; and OAR 166-300 et al for the jurisdictions where the State of Oregon has jurisdiction. One set of approved plans and specifications shall be returned to the applicant, and said set shall be kept on the site of the building or work at all times during which the work authorized thereby is in progress. The *building official* shall maintain a permanent record of all permits issued in flood hazard areas, including copies of inspection reports and certifications required in Section R109.1.3.

SECTION R108

FEES

R108.1 Payment of fees. A *permit* shall not be valid until the fees prescribed by law have been paid. Nor shall an amendment to a *permit* be released until the additional fee, if any, has been paid.

R108.2 Schedule of permit fees. Permit and plan review fees shall be as adopted by the authority having jurisdiction, except as otherwise limited by statute. On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the applicable governing authority municipality under authority of ORS 455.020 and 455.210, or as set forth in OAR chapter 918, division 480 where the State of Oregon has jurisdiction.

R108.2.1 Plan review fees. When submittal documents are required by Section R106.1, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be a percentage of the building permit fee as established under Section R108.2. The plan review fees specified in this section are separate from the permit fees specified in Section R108.2 and are in addition to the permit fees. The state surcharge is not applied to plan review fees. When submittal documents are incomplete or changed so as to require additional plans an additional plan review fee shall be charged according to the rate established by the municipality, or OAR chapter 918, division 480 where the State of Oregon has jurisdiction.

R108.3 Building permit valuations.

Structural and mechanical building permit valuations shall be based upon the Uniform Fee methodologies as established by OAR 918-050-0100.

R108.6 Work commencing before permit issuance. Any person who commences work requiring a *permit* on a building or structure, electrical, gas, or mechanical or plumbing system before obtaining the necessary permits shall be subject to an investigation fee equal to the permit fee that shall be in addition to the required *permit* fees. The amount of the investigative fee shall be the average or actual additional cost of ensuring that a building, structure or system is in conformance with this code and shall be in addition to the required *permit* fees.

Exception: Work as permitted in Section R105.2.

ORS 455.058 is not part of this code but is reprinted here for the reader's convenience: **455.058 Investigation fee for work commenced without permit; rules.**

(1) Except as provided in subsection (2) of this section, the Department of Consumer and Business Services, or a municipality administering and enforcing a building inspection program, may assess an investigation fee against a person that is required to obtain a permit for work on the electrical, gas, mechanical, elevator, boiler, plumbing or other systems of a building or structure if the work is commenced before the permit required for the work is obtained. The amount of the investigation fee shall be the average or actual additional cost of ensuring that a building, structure or system is in conformance with *State Building Code* requirements that results from the person not obtaining a required permit before work for which the permit is required commences.

(2) This section does not apply to:

a) An emergency repair required for health, safety, the prevention of property damage or the prevention of financial harm if the required building permit for the repair is obtained no later than five business days after commencement of the repair; or

(b) Any project for which construction, alteration, repair, maintenance or installation in a building or structure prior to obtaining a permit is expressly authorized by law.

(3) The department may adopt rules and establish policies and procedures for use by the department or municipalities in assessing an investigation fee under this section. [2013 c.324 §2]

SECTION R109 INSPECTIONS

R109.1 General. Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other laws or ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other laws or ordinances

of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

R109.1.6 Final inspection. Final inspection shall be made after all work required by the building permit is completed.

R109.3 Inspection requests. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the *building official* when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspection of such work that are required by this code.

R109.4 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the *building official*. The *building official* upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the *permit* holder or their duly authorized agent the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the *building official*.

SECTION R110

CERTIFICATE OF OCCUPANCY

R110.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing character, use or occupancy classification of a building or structure or portion thereof shall be made until the *building official* has issued a certificate of occupancy for such change in character, use or occupancy as specified in OAR 918-480-0140. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the *jurisdiction*.

Exceptions: (See codes for exceptions).

APPENDIX F

Josephine County Building Safety Personnel State and International Code Council (ICC) Certifications

Rice, Robert, Building Safety Director (Building Official)

Oregon State Certifications	International Code Council Certifications
OIC396 – Oregon Inspector Certification	0942892 BO – Certified Building Official (Legal, Management and Technical exams)
2036CAS – 1 & 2 Family Structural Inspector	0942892 R3 – Residential Plans Examiner
2032CAX – 1 & 2 Family Plans Examiner	0942892 B1 – Residential Building Inspector
5716 PEA – Plans Examiner A-level	0942892 M1 - Residential Mechanical Inspector
3301MHI – MFD Structure Installation Inspector	0942892 E1 – Residential Electrical Inspector
530GQI – Gen Post–Earthquake Inspector	0942892 B3 – Commercial Building Plans Examiner
SFI4017 – Spec. Finals Inspector-Residential	0942892 F3 – Fire Plans Examiner
1906CAE – Residential Electrical Inspector	0942892 B2 - Commercial Building Inspector
2008CAP – Residential Plumbing Inspector	0942892 B5 – Building Inspector
	0942892 M2 - Commercial Mechanical Inspector
	0942892 B6 – Certified Building Code Official

Stevenson, Mark, Multi-Certified Inspector

Oregon State Certifications	International Code Council Certifications
OIC2277 – Oregon Inspector Certification	
1820CAS – Residential Structural Inspector	
1843CAM – Residential Mechanical Inspector	
1822CAX – Residential Plans Examiner	
1922CAE – Residential Electrical Inspector	
1630CAP – Residential Plumbing Inspector	
765MHI – Mfd Structure Installation Inspector	
408PCI – Park and Camp Inspector	
158LQI – Ltd Post-Earthquake Inspector	
SEI3051 – Specialized Electrical Inspector	

Matiaco, Steve, Plans Examiner

Oregon State Certifications	International Code Council Certifications
OIC2995 – Oregon Inspector Certification	8376059 B1 - Residential Building Inspector
	8376059 M1 - Residential Mechanical Inspector

Wonsyld, Audra, Permit Tech II

Oregon State Certifications	International Code Council Certifications
OIC664 – Oregon Inspector Certification	5312049-14 Permit Technician
5026MHI – MFD Structure Installation Inspector	8027420- B1 – Residential Building Inspector

APPENDIX G

Building Safety Fee Schedule Josephine County Order 2014-040, November 25, 2014 In Accordance with OAR 918

Structural Specialty Code and Residential Specialty Code

Permit Fee

Building permit fees shall be charged based on the total valuation of the work to be performed. The valuation shall be based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or determined by the building official with the input from the applicant.	
Total Valuation of Work Performed	
\$1 to \$2000	\$42.25
\$2,001 to \$25,000	\$42.25 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$221.65 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, up to \$50,000
\$50,001 to \$100,000	\$367.90 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, up to \$100,000
\$100,001 and up	\$562.90 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof.
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.</p>	

Plan Review Fee

Plan Review Fees	A plan review fee equal to 65% of the permit fee shall be added to each permit fee for every permit issued. A deposit toward the plan review fee shall be made at the time of application.
Fire Life Safety Plan Review Fee.	An additional 40% of the permit fee shall be added for a fire life safety plan review when it is required on commercial applications.
Additional Plan Review Fees: Fees required by changes, additions or revisions to plans.	\$75/hour (One-half hour minimum)
Oregon State Master Plan Administrative Fees	Fees specified in "plan review fees" above will be reduced by 50% when a residential Oregon State Master Plan is used.
Reissued Plan Fees	Fees specified in "plan review fees" above will be reduced by 50% when a residential plans previously reviewed by Josephine County are reissued within the same code cycle.

Miscellaneous Fee

Demolition of Structure	\$50.00
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Commercial Automatic Fire Sprinkler/Fire Suppression/Fire Alarm System. Permit fees shall be charged based on the total valuation of work to be performed as follows.	
Total Valuation of Work to be Performed	
\$1 to \$2000	\$42.25
\$2,001 to \$25,000	\$42.25 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$221.65 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, up to \$50,000

\$50,001 to \$100,000	\$367.90 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, up to \$100,000
\$100,001 and up	\$562.90 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof.
Plan Review Fees for Fire Suppression and Fire Alarm (Payment of the plan review fee shall be made at the time of application)	A plan review fee, equal to 65% of the permit fee, shall be added to each permit fee for every permit issued. The plan review fee shall cover the cost of the plan and specification review, plan review processing and recording.
Residential Fire Sprinkler System.	
Residential fire sprinkler permits are based on square footage (\$2.60/sf per 2002 BVD) as indicated in the following table. The permit fee includes the costs of the plan review. OAR 918-050-0140	
0-2,000 sq. ft.	\$60.00
2,001 - 3,600 sq. ft.	\$90.00
3,601 - 7,200 sq. ft.	\$120.00
7,201- sq. ft. and up (based on 8500 sf)	\$140.00
Deferred Submittals OAR 918-050-0170	The fee for processing and reviewing deferred plan submittals shall be 10% of the building permit fee calculated using the value of the particular deferred portion or portions of the project. The fee is in addition to the project plan review fee based on the total project value.
Phased permits OAR 918-050-0160	The plan review fee for a phased project is 10% of the total project building permit fee.
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.</p>	

Inspection Fee

Re inspections: A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc... In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid.	\$50.00 per inspection
Other Inspections: Inspections that are not included with a permit as part of the regular inspection program.	\$50.00 per inspection for one-time inspections such as a Site Observation or Fire and Life Safety Observation. \$75/hour for other in-depth inspections (minimum charge one hour)
Investigation fee	\$75/hour (minimum charge one hour)
Inspections outside of normal business hours	One and one-half times the hourly rate (minimum charge one hour)
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee that shall be in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.</p>	

Mechanical Specialty Codes

Permit Fee – Residential Mechanical

Fee per individual fixtures as listed below, Minimum Permit Fee	\$42.25
Forced air or gravity-type furnace	\$7.80
Floor furnace, vented wall furnace or recessed wall heater, room heater, unit heaters (fuel, not electric). In wall, in duct, suspended, etc...	\$7.80
Wood stoves, pellet stoves, wood fireplace/insert (for the installation, relocation, or replacement of each woodstove, fire place, stove, or factory built fire place, including hearth and wall shield.	\$5.85
Flue/vent/liner: for furnace, HVAC, boiler, unit heater, water heater, gas fireplace, chimney (for the installation, relocation, or replacement of each.)	\$3.90
Residential water heater for radiator or hydronic system. For the installation, relocation or replacement of each water heater not exceeding 120 gallons, water temperature of 210F, or 200,000 BTU input.	\$7.80
Alteration of existing HVAC installation, relocation, or replace air handler, heat exchanger, furnace/burner.	\$7.80
Heat pumps for installation, relocation, or replacement of a ducted heat pump, including compressor, exchanger, and ducts attached thereto.	\$7.80
Air conditioning for the installation, relocation, or replacement of each condensing or evaporating air conditioner, except portable type.	\$7.80
Single duct exhaust (bathrooms, toilet compartments, utility rooms, clothes dryer.) For the installation, relocation, or replacement of each ducted ventilation fan.	\$3.90
Range hood/other kitchen equipment for installation, relocation, replacement of each ducted fan.	\$5.85
Fuel Piping for the installation, relocation, or replacement of gas piping	
One to four outlets	\$2.60
Each additional outlet	\$0.65
Gas water heater	\$7.80
Gas Fireplace	\$5.85
Log lighter, Gas Range/ BBQ	\$5.85
Attic/crawl space fans	\$5.85
Other	\$5.85
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.</p>	

Permit Fee – Commercial Mechanical

Total Valuation of Work Performed (OAR 918-050-0100(2)(b))	
\$1 to \$2000	\$42.25
\$2,001 to \$25,000	\$42.25 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$221.65 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, up to \$50,000
\$50,001 to \$100,000	\$367.90 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, up to \$100,000
\$100,001 and up	\$562.90 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof.

Inspection Fee - Mechanical

<p>Re-inspection fees: A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc... In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid.</p>	\$50.00 per inspection
<p>Other Inspections: Inspections that are not included with a permit as part of the regular inspection program.</p>	<p>\$50.00 per inspection for one-time, special-purpose inspections such as a Site Observation or Fire and Life Safety Observation.</p> <p>\$75/hour for other in-depth inspections (minimum charge one hour)</p>
Investigation fee	\$75/hour (minimum charge one hour)
Inspections outside of normal business hours	One and one-half times the hourly rate (One hour minimum)
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.</p>	

Electrical Specialty Codes

Permit Fee - Electrical

Each new residential single or multi-family dwelling unit:	
1,000 sq. ft. or less	\$133.00
Each additional 500 sq. ft. or portion thereof	\$24.00
Limited energy installation, One and Two Family	\$63.00
Service or Feeders Installation, alteration or relocation	
200 amps or less (2 inspections per permit)	\$79.00
201 amps to 400 amps (2 inspections per permit)	\$94.00
401 amps to 600 amps (3 inspections per permit)	\$156.00
601 amps to 1,000 amps (3 inspections per permit)	\$204.00
Over 1,000 amps or volts (4 inspections per permit)	\$469.00
Installation, alteration, or relocation of temporary services or feeders	
200 amps or less (2 inspections per permit)	\$63.00
201 amps to 400 amps (2 inspections per permit)	\$86.00
401 amps to 600 amps (2 inspections per permit)	\$125.00
Over 600 amps or 1,000 volts	See service or feeder installation, alteration or relocation above for applicable fees.
Branch circuits- new alteration or extension per panel	
Fees for branch circuits with purchase of service or feeder fee.	\$4.00
Fee for branch circuits without purchase of service or feeder fee.	\$54.00
Each additional branch circuit	\$4.00
Miscellaneous (service or feeder not included)	
Each pump or irrigation circle (2 inspections per permit)	\$63.00
Each sign or outline lighting	\$63.00

Signal circuits or a limited energy panel, alteration or extension (2 inspections per permit)	\$63.00
Each additional inspection over the allowable in any of the above, per inspection	\$50.00
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.</p>	

Permit Fee – Renewable Electrical Energy

5kva or less (2 inspections per permit)	\$79.00
5.01 to 15 kva (2 inspection per permit)	\$94.00
15.01 to 25 kva (2 inspections per permit)	\$156.00
Plan review fee for electrical specialty code (payment shall be made at the time of application)	<p>A plan review fee, for an additional amount equal to 25% of the amount charged for the services itemized in permit fee for electrical specialty code, shall be added when the installation involves 1 or more of the following:</p> <ol style="list-style-type: none"> 1) Sq. ft. more than 10,000 sq. ft; 2) Ampacity: <ol style="list-style-type: none"> a) more than 320 amperes continuous rating metered through a self-contained metering device, for one and two family dwelling; or b) more than 225 amperes for service and starting at 400 amperes for feeders for other than one and two family dwellings; 3) Voltage. More than 600 volts; 4) Height. More than three stories; 5) Occupancy. Four or more residential units in one structure, or occupancy rating of more than 99 persons; 6) Classified area. Any area or structure containing a special occupancy described in chapter 5 of the National Electrical Code adopted by the board by OAR 918-305-0100; or 7) Manufactured structures park or recreational vehicle park. A new manufactured park, a temporary manufactured structures park or recreation vehicle park, or any addition or alteration to an existing park.
<p>Re-inspection fees: A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc... In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid</p>	\$50.00 per inspection.
Other Inspections: Inspections that are not included with a permit as part of the regular inspection program.	<p>\$50.00 per inspection for one-time, special-purpose inspections such as a Site Observation or Fire and Life Safety Observation.</p> <p>\$75/hour for other in-depth inspections (minimum charge one hour)</p>
Investigation fee	\$75/hour (minimum charge one hour)
Inspections outside of normal business hours	One and one-half times the hourly rate (One hour minimum)
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 24 hours per OAR 918-309-0080 and ORS 479.550.</p>	

Plumbing Specialty Codes

Permit Fee – Residential and Commercial

Permit fees for plumbing specialty code Fees charged in this section related to individual building or structures systems. Multiple service, private plumbing or sewer disposal systems, included but not limited to planned unit developments, shall be subject to plan review fees as set forth.	Before a permit may be issued for the installation, renovation, alteration or repair of a plumbing or drainage system, the following fees shall be paid:
New construction for a single family dwelling, each unit with one bathroom and one kitchen	\$91.20
New construction for a single family dwelling, each unit with two bathrooms and one kitchen	\$160.00
New construction for a single family dwelling, each unit with three bathrooms and one kitchen	\$192.50
New construction for a single family dwelling, each unit with more than three bathrooms and one kitchen, each additional bath or kitchen	\$32.50
Existing dwelling, each unit fixture repair or remodel, each fixture	\$40.00 Minimum Fee \$16.50
New construction: First 100 feet of water and storm drain are included. Each additional 100 feet shall be charged as follows.	Fees shall be in accordance with water service/sanitary/storm sewer. \$26.25
Mobile home service connections that are not included with the manufactured home permit.	Sewer \$47.60 1 st 100 ft. 26.25 each additional 100 feet Water \$47.60 1 st 100 ft. 26.25 each additional 100 feet Storm \$47.60 1 st 100 ft. 26.25 each additional 100 feet
Commercial/industrial. The following fee shall be per fixture, plus any water service, sanitary and storm fees as required by water/sanitary/storm sewer	\$145 Minimum Fee \$16.50 Per Fixture
Water/storm/sanitary sewer	
Water/storm/sanitary sewer (first 100 feet or fraction thereof excluding residential) shall be charged as follows:	\$47.60
Water/storm/sanitary sewer (existing, each additional 100 feet or portion thereof) shall be charged as follows:	\$26.25
Miscellaneous	
Sewer cap, catch basin, area drain, drywells, leach line, trench drain, manholes, back flow preventer, back water valve, ejectors, sump shall be charged as follows:	\$16.50
Replacement water heater:	\$16.50
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.</p>	

Medical Gas System Permit Fee (OAR 918-050-0150)

Medical gas system permits shall be charged based on the total valuation of the work to be performed, as indicated below:	
Valuation of work	
\$1 to \$2000	\$140.00 Minimum Fee
\$2001 to \$25,000	\$140.00 for the first \$2,000 plus \$18.00 for each additional \$1,000
\$25,001 to \$50,000	\$554.00 for the first \$25,000 plus \$15.00 for each additional \$1,000
\$50,001 to \$100,000	\$929.00 for the first \$50,000 plus \$9.00 for each additional \$1,000
\$100,001 and up	\$1379.00 for the first \$100,000 plus \$8.00 for each additional \$1,000

Plan Review Fee - Medical Gas System

Plan review, when required per 918-780-0040 (complex structures)	25% of the permit fee
Additional Plan Review Fees: Fees required by changes, additions or revisions to plans (minimum charge one hour).	\$75.00/hour
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.</p>	

Inspection fee - Medical Gas System

Other Inspections: Inspections that are not included with a permit as part of the regular inspection program.	\$50.00 per inspection for one-time, special-purpose inspections such as a Site Observation or Fire and Life Safety Observation.
	\$75/hour for other in-depth inspections (minimum charge one hour)
Investigation fee	\$75/hour (minimum charge one hour)
Inspections outside of normal business hours	One and one-half times the hourly rate (One hour minimum)
Plumbing Minor Label Program	Minor installation inspections shall be conducted in accordance with Oregon Administrative Rules
Re-inspection fee: A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc... In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid	\$50.00 per inspection.
<p>Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates.</p> <p>Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.</p>	

Manufactured Dwelling and Park Specialty Code

Combined Permit and Inspection Fee

The permit fee is for installation and set-up of a manufactured home. This single fee shall include the concrete slab, runners or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling Standard, electrical feeder, plumbing connections and all cross-over connections.	
Permit fee	\$210.00
State Development fee	\$30.00
Re-inspection fees: A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc... In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid	\$50.00 per inspection
Other Inspections: Inspections that are not included with a permit as part of the regular inspection program.	\$50.00 per inspection for one-time, special-purpose inspections such as a Site Observation or Fire and Life Safety Observation. \$75/hour for other in-depth inspections (minimum charge one hour)
Investigation fee	\$75/hour (minimum charge one hour)
Inspections outside of normal business hours	One and one-half times the hourly rate (One hour minimum)
Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee in addition to the required permit fees. As established in ORS 455.058, the investigation fee shall be the average or actual additional cost of the investigation as determined by the established hourly rates. Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 5 business days.	

APPENDIX H

Josephine County, Oregon



BUILDING SAFETY DEPARTMENT
Robert Rice, Building Safety Director
 700 NW Dimmick Street Suite A Grants Pass, OR 97526
 (541) 474-5405 FAX (541) 474-5406
 Email: jacobldgsafe@co.josephine.or.us

PROJECT VALUATION AND PERMIT FEES

Per Oregon Structural Specialty Code Oregon Residential Code sections 108, structural permit and plan check fees are based on project valuation which is the estimated actual total value of construction including materials and labor.

Per Josephine County Order 78-118 and OAR 918-050-000 valuations are determined in accordance with the latest edition of "Building Valuation Data" shown below. In lieu of this table, the applicant can provide detailed estimates or other data to the Building Official for consideration. Per Oregon Structural Specialty Code section 108 and Oregon Residential Code section 108, final building permit valuation shall be set by the Building Official.

Project Type	Value (PSF)	W/AC (\$3.50)
Single Family Dwelling:		
Wood Framed (R3-VB)		
Main Floor	110.29	113.79
Other Floors (60%)	66.17	69.67
Masonry Concrete (R3-IIIB)		
Main Floor	122.71	126.21
Other Floors (60%)	73.63	77.13
Private Garage		
Wood Framed (U-VB)		
Main Floor	42.06	
Other Floors (60%)	25.24	
Masonry Concrete (U-IIIB)		
Main Floor	52.69	
Other Floors (60%)	31.61	
Carport Cov. Patio Patio Deck (50% of Garage)		
	21.03	
Unfinished Basement		
	15.00	
Storage shed Pole Barn (50% of Garage)		
	21.03	
Garage conversion to Residence		
	25.00	
Updated 1-15-14 per BVD update For occupancies and construction types not shown here, see the current ICC "Building Valuation Data" table. For shell only, deduct 20% The 60% figure for floors other than the main floor, which are used for living space (habitable rooms) shall apply to all occupancies.		

APPENDIX I

History of the Josephine County Building Safety Department

The Josephine County Building Safety Department was established July 1, 1974 by order of County Resolution.

Building Official	Years of Service
David A. Bassett	1974 – 1976
Richard Chandler Box	1976 – 1978
Frank Leigh Honeycutt	1978 – 1995
Larry Caudill	1995 – 1998
David A. Bassett	1998 – 2007
Robert W. Rice	2007 - Current

APPENDIX J

OAR 166-150-0020 COUNTY AND SPECIAL DISTRICT RETENTION SCHEDULE

(1) **Building Activity Records** Reports or statistical compilations tracking building activity on a monthly and annual basis. Used to plan budgets and staffing, as well as to monitor growth and chart building trends. Usually tracks number of permits issued, type of activity, value of projects, fees collected, and related information. May consist of reports compiled for the U.S. Bureau of the Census. (Minimum retention: (a) Retain reports summarizing activities on an annual basis: Permanently (b) Retain other reports: 2 years)

(2) **Building Board of Appeals Records** Records of appeals to decisions made by the agency staff regarding alternate building materials or methods of construction. The board interprets building code and requirements. Often includes staff reports, applications to appeal, minutes, exhibits, and related significant correspondence and memoranda. (Minimum retention: (a) Retain minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in county records): Permanently (b) Retain audio or visual recordings: 1 year after minutes prepared and approved (c) Retain other records and exhibits not pertinent to minutes: 5 years)

(3) **Building Code Violation Records** Building department documentation related to violations of building, electrical, sign, heating, plumbing, and related codes. May include notices of infractions, summons, complaints, compliance agreements, log books, compliance information, and related significant correspondence and memoranda. (Minimum retention: 10 years after last action)

(4) **Building Inspection Records** Records documenting on-site visits by inspectors. Usually includes comments noted as construction progresses. (Minimum retention: (a) Final inspections: For the life of the structure (b) All other inspections: 2 years)

(5) **Building Permit Applications** Applications from property owners to erect new structures, including signs, or make structural modifications to existing ones. Information usually includes name, address, phone number, and signature of applicant, permit number, type and location of building, name of builder or contractor, legal description, description of work, and value of construction. (Minimum retention: (a) If permit issued: 2 years (b) If no permit issued: 180 days)

(6) **Building Permits** Permits granted to property owners to erect new structures, including signs, or make structural to existing ones. Serves as official authorization for construction including installation of plumbing, electrical, and mechanical equipment and other related work. (Minimum retention: (a) Retain permits for completed structures: for the life of the structure (b) Retain demolition permits: 10 years after demolition (c) Retain other permits: 2 years after revoked or expired)

(7) **Building Plans, Nonresidential Blueprints** and specifications submitted by building contractors or owners applying for a permit to build commercial, industrial, or apartment structures. Used for enforcement of building codes and reference for later modifications. Includes specifications of type, grade, and brand, of materials used, as well as details related to temporary facilities, security, job cleanup, deadlines, and other conditions. Often includes change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed: 10 years after substantial completion (as defined by ORS 12.135(3)) (b) If no permit issued: 180 days (c) If permit issued, but structure not started, completed, or permit expired: 180 days after expiration date)

(8) **Building Plans, Publicly-Owned Structures** Blueprints and specifications submitted by building contractors or government agencies applying for a permit to construct government buildings. Used for enforcement of building codes and reference for later modifications. Includes specifications of type, grade, and brand of materials used as well as details related to temporary facilities, job cleanup, deadlines, and other conditions. May also include change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed: For the life of the structure (b) If no permit issued: 180 days (c) If permit issued, but structure not started, completed, or permit expired: 180 days after expiration date)

(9) **Building Plans, Residential** Blueprints, drawings, and specifications submitted by building contractors or owners applying for a permit to build residential structures. Used for enforcement of building codes and reference for later modifications. Often includes specifications of type, grade, and brand of materials, as well as details related to temporary facilities, security, job cleanup, deadlines, and other conditions. May include change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed 2 years after substantial completion (as defined by ORS12.135(3)) (b) If no permit issued: 180 days (c) If permit issued, but structure not started, completed, or permit expired 2 years)

(10) **Certificates of Occupancy** recognizing compliance with the minimum standards set by state and local laws for structures. Usually includes building name and location, city or county, occupancy, classification, load limit, date issued, and fee. (Minimum retention: For the life of the structure)

(11) **Registered Contractor Lists** Lists issued quarterly by the State Construction Contractors Board verifying registration by contractors with the Board. Used to ensure compliance with state requirements regarding insurance, bonding, etc. before the issuance of building permits. Includes registration number, name of contractor, county code, type of building trade, and related information. (Minimum retention: Until superseded or obsolete)

(12) **Unsafe Building Records** Records documenting the demolition, boarding, or other actions related to structures determined to be unsafe. Includes structures determined to be unsafe due to the manufacture of illegal drugs. Also documents related repairs or actions to remedy deficiencies. Used for reference and litigation. Usually includes complaints, building inspection reports, letters to property owners, and demolition documents. May also include photographs, copies of contracts and payment records, and related significant records. (Minimum retention: 5 years after final action)

Stat. Auth.: ORS 192 & ORS 357

Stats. Implemented: ORS 192.005 -192.170 & 357.805 - 357.895

Hist.: OSA 4-2004, f. & cert. ef. 9-1-04