



**OREGON CITY BUILDING DIVISION
POLICIES & PROCEDURES**

Oregon Revised Statutes and City Municipal Code References: ORS 455.153; Oregon City Municipal Code 15.04.010

Subject: Fee Collection - Standard Operating Policy (SOP)

Effective Date: May 5, 2020

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Purpose

Establishes a policy that provides direction when payment to the Building Division is required.

Definitions

Application for a permit – A form furnished by the Department of Building Safety for the purpose of obtaining a permit.

Fees – Charges as authorized by the City Commission of Oregon City for Building Inspection and Plan Review purposes.

Permit – An official document or certificate issued by the Building Official that authorizes performance of a specific activity.

Plan Review Fees – Fee amount paid at time of submittal when review of construction documents are required.

City Code

OCMC 15.04.010 Adoption of the State of Oregon Specialty Codes pursuant to ORS 455.153

State Specialty Code(s)

1. 2019 Oregon Structural Specialty Code
2. 2019 Oregon Mechanical Specialty Code
3. 2017 Oregon Residential Specialty Code
4. 2017 Oregon Electrical Specialty Code
5. 2017 Oregon Plumbing Specialty Code

Policy

Fees collected at the time of permit application intake shall be limited to plan review fees only. Permit and other associated fees shall be calculated and collected at the time of permit issuance.