



**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:** Submitting an Application for a Building Permit - Standard Operating Policy (SOP)

**Effective Date:** May 19, 2020

**Prepared By:** Michael Roberts, MCP – Building Official

**Purpose**

Establishes a policy that provides direction when an application for a *Building Permit* can be submitted when a *Land Use* action is required.

**Definitions**

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

**Building Division** – Is responsible for issuing building, plumbing, heating/cooling, and electrical permits on all work within its jurisdiction. This also includes reviewing plans and conducting inspections for the work allowed under these permits.

**Development Services** – Responsible for the planning, design, construction, and database mapping for Oregon City public infrastructure including capital improvement projects, development projects, and asset management. Development Services Generally comprised of Engineering Services and the Right of Way (ROW) Permitting Program.

**Land Use** – For the purpose of this policy Land Use means any development, as the term development is defined per OCMC 17.04.300, that requires approval from the City of Oregon City Planning Division or Development Services.

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

**Planning Division** – The Planning Division is responsible for all long range and current planning as well as the implementation of the Oregon City Comprehensive Plan and associated Municipal Ordinances.

**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**

To avoid redundant submittal of construction documents after meeting requirements of various City departments or other agencies.

The Building Division requires prior to submittal of an application for permit(s) that all Land Use requirements from the City of Oregon City Planning Division and Development Services have been satisfied.

When an *application* is submitted, it will be reviewed for completeness by verifying with other City departments that land use has been completed. Once verified, the applicant will be notified that they are approved to submit to the *Building Division*.