

CITY OF OREGON CITY, OREGON

BUILDING INSPECTION PROGRAM

OPERATING PLAN



March 2015

Introduction

OAR 918-020-0080 Delegation of Building Inspection Programs

The state Building Codes Division and every municipality that administers and enforces a building inspection program or desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan that describes the manner in which the municipality or the division will do so. The operating plan shall establish specific goals, consistent with the program standards described in ORS 455.153 and OAR 918-020-0090.

This operating plan was developed to comply with the above statute and administrative rule. The plan is on file with the State of Oregon Building Codes Division, has been distributed to surrounding jurisdictions, and is available through this office upon request.

This plan reflects the standards, policies, procedures and services administered and offered through the City of Oregon City/Community Development Department. The plan will be updated as necessary to reflect service changes.

Any questions related to this plan should be directed to:

Michael G. Roberts M.C.P.
Building Official
221 Molalla Ave. Suite 200
Oregon City, Oregon 97045
MAILING ADDRESS:
P.O. Box 3040
Oregon City, Oregon 97045

Phone: (503) 496-1517
Email: mroberts@orc.org

ADMINISTRATIVE STANDARDS

FUNDS

The Department operates through a dedicated fund. All plan review and permit revenues are deposited in this fund and all division expenditures are drawn from this fund.

EQUIPMENT

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, open office spaces, vehicles for inspections, cellular telephones, computers, personal protection equipment, flashlights, code and code-related publications, business and identification cards.

STAFF AUTHORITY AND RESPONSIBILITIES

Building Official:

Section 15.04.010 of the Oregon City Municipal Code states as follows

- 1) The building official is authorized to enforce all the provisions of this code.*
- 2) The building official shall have the power to render written and oral interpretations of this code and to adopt and enforce administrative procedures in order to clarify the application of its provisions. Such interpretations, rules, and regulations shall be in conformance with the intent and purpose of this code.*

Plans Examiners:

As per OAR 918-098-1010, plan examiners review plans for compliance with the City of Oregon City Municipal Building Code ordinance at the level for which the plans examiner is certified by the International Code Council or the State of Oregon and possess a valid Oregon Inspector Certification.

Inspectors:

As per OAR 918-098-1010 inspectors conduct and inspections of work covered by the specialty code and the level certified by the International Code Council or the State of Oregon and possess a valid Oregon Inspector Certification.

Detailed job descriptions for all staff members are available upon request.

APPEALS PROCESS

Any appeal of a plan examiner decision is reviewed by the Building Official. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally rendered within 24 hours of the request.

Any appeal of an inspector decision is reviewed by the Building Official. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally rendered within 24 hours of the request.

As provided in ORS 455.475 an applicant for a building permit may appeal the decision of a building official on any matter relating to the administration and enforcement of 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.

An appeal of a decision of the Building Official unrelated to code provisions is reviewed by the Community Development Director.

ACCOUNTING

All revenues collected are deposited in the Department's dedicated fund. These revenues are segregated by service area. See Attachment 1 for FY 2014-2015 year end revenues and revenue projections for the fiscal year.

All program expenditures are budgeted in the Department's dedicated fund. See Attachment 2 for FY 2014-2015 year end expenditures and expenditure projections for the fiscal year.

Administrative costs are assessed through the Finance Department's administrative service charge.

RECORDS RETENTION AND RETRIEVAL

All City records are retained at least for the minimum time outlined by the Oregon State Archivist. Residential single-family plans are available to the homeowner after the required retention period.

Currently records are retained in their original "paper" format in file cabinets. The Department is currently converting existing files to electronic copies and expect completion of electronic files in 2016. This process will save space and enhance the ability to efficiently retrieve the records.

AVAILABILITY OF OPERATING PLAN

The City of Oregon City operating plan is available to any interested party upon request. A copy can be supplied in electronic format if desired.

PUBLIC COMMENT/COMPLAINT PROCESS

Public comments or complaints may be submitted verbally (in person or via telephone) or in writing (via fax, mail, personal delivery) or electronically by email.

Comments or complaints related to code provisions are processed by the most appropriate staff member. If the comment or complaint becomes an appeal, procedures outlined above will be followed.

Comments or complaints related to employee behavior are processed by the employee's supervisor as per City of Oregon City personnel policies.

PUBLIC INQUIRY PROCESS

The Department maintains office hours from 8:30 am to 3:30 pm. Telephones are answered by administrative staff between 7:00 am and 4:00 pm. Inspection requests are accepted via an inspection request line during work hours and an automated inspection request line between the hours of 4:00 p.m. to 6:00 a.m. on week days and 24 hours on Saturday and Sunday. The city uses an Integrated Voice Response (IVR) system for inspection requests. Inspection requests are also processed via fax or on the internet.

The Department's phone number is (503) 722-3789. The fax number is (503) 722-3880. The inspection request number is (503) 496-1551.

Customers may telephone to inquire on matters related to permitting, plan review, or inspection processes anytime between 7:00 am and 4:00 pm. Customers may visit our public service counter to inquire on matters related to permitting, plan review, or inspection processes anytime between 8:30 am and 3:30 pm. Customers may mail or fax inquiries of this nature at any time.

Responses to customer inquiries are generally conducted on the same day they are received, but not later than 48 hours of receipt.

CUSTOMER SERVICE INFORMATION

The jurisdiction of this Department covers all areas within the City of Oregon City city limits. A map of the jurisdictional boundaries is maintained at the public service counter and is available on the City of Oregon City Website.

The City of Oregon City is a "full service" jurisdiction. Permits for work governed by each specialty code are available through this office.

NOTIFICATIONS

All notices issued pursuant to OAR 918-020-0070 through -0220 shall be sent to City of Oregon City, Michael Roberts, Building Official.

PERMITTING STANDARDS

OFFICE LOCATION AND HOURS OF OPERATION

The City of Oregon City Building Division is located at 221 Molalla Ave, Suite 200 Oregon City, Oregon. The Building Division is part of the Community Development Department which maintains office hours from 7:00 am to 4:00 pm Monday through Friday, excluding Holidays.

Telephones are answered by administrative staff between 7:00 am and 4:00 pm. Permit applications are accepted and permits are issued anytime between 8:30 am and 3:30 pm. Permit applications are also accepted via mail, fax or the e-permitting system.

APPLICATION PROCEDURES

Applicants for permits are required to provide 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. Issues which may arise from this verification process are referred to the Building Official for resolution.

Applications for permits are made on forms developed by the State of Oregon Building Codes Division to ensure uniformity for permit applications and submittals. Permit applications received in person are checked for completeness before the customer leaves. Permit applications received via mail are checked on the day of receipt for completeness, and, if some necessary information is lacking, the customer is contacted immediately.

APPLICATION & PERMITTING TIME FRAMES

Oregon Residential Specialty Code Permits:

Permit applications for work regulated by the Oregon Residential Specialty Code are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter, the Department will inform the applicant within three working days of receiving the application, whether or not the application is complete and whether or not it is for a simple residential plan, for the purpose of this operating plan and ORS 455. 467, a "complete application" shall be defined in OAR 918-090-0320. If deemed a simple residential plan, the department informs the applicant of the time period in which the plan review will generally be completed. Once plans are determined to be complete, they are entered in the plan review log. Plans are reviewed in the order that they were determined to be complete.

The Building Department has designated a list of three licensed plan reviewers (see enclosed) from which the department will accept plan reviews when the time period specified in the following section cannot be met.

The applicant may select a plan reviewer from the list to perform a plan review when the time period for review of a “simple one and two family dwelling plans” exceeds 10 days. For the purpose of this operating plan “simple one or two-family dwelling plans” shall:

- (a) Comply with the requirements for prescriptive construction under the Oregon Residential Specialty Code; or
- (b) Comply with the Oregon Manufactured Dwelling Standard; 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).

“Simple one and two family dwelling plans” may;

- (a) Include pre-engineered systems listed and approved by nationally accredited agencies as approved 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 plan”.

The following shall be considered “simple one and two family dwelling plans”:

- (a) Master Plans approved by the department or under ORS 455.685, which require no additional analysis and plans that include an engineering soils report if the soil report allows prescriptive building construction and requires no special systems or additional analysis.

A plan that does not meet the definition of “simple” in this operating plan is deemed to be “complex”. In order to provide timely customer service, the department may accept a residential plan review performed by a licensed plan reviewer for a complex one and two family dwelling.

Issuance of the permit for “complex” residential plans is normally 3 weeks after submission from the date of application, subject to delays in receiving additional information as requested in the plan review process to resolve code issues.

The Department utilizes a process and procedure defined in OAR 918-050-0010 for deferred submittals.

Manufactured Dwelling Permits:

Permit applications for work regulated by the Oregon Manufactured Dwelling Standards are issued over-the-counter when possible. Plans that comply with the requirements for a simple residential plan are reviewed within the 10 day time period allowed by OAR and ORS requirements. If the plan is considered to be complex, staff generally issues the permit within two weeks from the date the complete application and plan information are received.

Other Permits:

Permit applications for work regulated by the Structural, Mechanical, Plumbing, and Electrical Codes are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter, the Department will try to notify the applicant within three weeks of any plan deficiencies. Staff generally is ready to issue the permit within four weeks from the date that complete application and plans are received subject to delays in receiving any additional information as requested in the plan review process.

“OVER THE COUNTER” PERMIT PROCEDURES

Permits not involving a plan review are generally issued over-the-counter. Emergency permits can be issued over-the-counter or, with the approval of the Building Official, via any reasonable means (i.e. via telephone).

Master permits are issued only after receiving a written application describing various aspects of the program.

All minor label programs are administered thru the State of Oregon Building Codes Division under OAR 918-309-0210 and 918-780-0130.

FAXED APPLICATIONS

The Department accepts faxed applications with the condition that an application with an original signature will be submitted at a later date. Faxed applications are processed in the same manner as any other application. If the application with the original signature is not received within a reasonable period of time, the applicant is contacted.

STANDARDS

COMPLIANCE WITH SPECIALTY CODES

Plan review staff are certified by the State of Oregon in all codes administered by the Department. The plan examiners review and approve structural, mechanical, fire/life safety, energy, accessibility, and manufactured dwelling plans including any current interpretive rulings adopted pursuant to ORS 455.060 or 455.475(2). Plumbing plans, when required, are reviewed and approved by the Clackamas County Plumbing Inspector. Electrical plans, when required to be reviewed, are reviewed by the Clackamas County Electrical Inspector.

The Building Department has designated a list of three licensed plan reviewers (see enclosed) from which the department will accept plan reviews when the time periods in the following section cannot be met.

The applicant may select a plan reviewer from the list to perform a plan review when the time period for review of a “simple one and two family dwelling plans” exceeds 10 days.

A roster of the plan review staff, including current certifications and continuing education

records, is available upon request to any interested party.

AVAILABILITY OF CHECKLISTS/BROCHURES

The Department is utilizing forms developed by the State of Oregon Building Codes Division to comply with Oregon Administrative Rules Division 50. To ensure uniformity for permit applications and submittals.

The Department also offers optional predevelopment at no cost to the applicant. Predevelopment meetings generally occur prior to the time of plan submittal and provide an opportunity for the applicant to summarize the project being submitted for review, discuss any requested alternate methods or materials, request interpretations, and hear a preliminary assessment of the project.

VERIFICATION OF STAMP BY DESIGN PROFESSIONALS

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.

COMPLETE PLANS/ NOTICE TO APPLICANTS

Plans are reviewed at the counter for completeness if delivered in person, and within 3 days after receiving them by other means. Whenever possible, plans are approved and permits issued at the time of application. Applicants are informed at the time of application whether we consider their plans as a simple residential plan as defined in OAR 918-020-0090 (4), (5), and (6). If determined to be a simple residential plan, the plan review will be completed in 10 business days or less. If it appears that we will be unable to meet that time period, we will inform the applicant that he has a right to seek a plan review from certain individuals licensed by the State of Oregon.

AVAILABILITY AND LISTING OF PLAN REVIEW STAFF

A roster of the plan review staff, including current certifications and continuing education records, is available to any interested party upon request.

STANDARDS

INSPECTION SCHEDULE

Inspection staff provides inspection services between 8:30 am and 3:30 pm each working day. Inspections outside of these hours may be arranged through the Building Official.

INSPECTION POLICIES AND PROCEDURES

The Department utilizes an inspection request telephone line. Inspections can also be requested by fax or the internet. Inspections which are requested prior to 7:00 am are conducted on the

date requested; inspection requests received after 7:00 am will be accomplished the following day unless a later date is requested. Inspection requests that are received after 7:00 am but which are needed on the same day requested because of unforeseen issues may be accomplished as requested if approved by the Building Official.

Inspection requests are placed in the active permit file containing all information on the permit. These files are carried to the jobsite for the inspection.

A written report is issued by the inspector for each inspection. The report will reflect approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and a reinspection requested. In the case of a failed inspection, a list of needed corrections are provided in the report. A copy of the written report is left on the jobsite and entered into the Department's project file.

ASSESSMENT OF A REINSPECTION FEE

In certain circumstances the inspector assesses a re-inspection fee. Policy outlines these circumstances; Inspection was requested before the work was ready for inspection; Failure to provide access on the date and time the inspection was requested; Permit card not posted; Approved plans not readily available on the job site; Deviating from the approved plans that require approval by the Building Inspection Office; Manufactured Dwelling blocking, installation of temporary or permanent stairs, plumbing, electrical and mechanical connections not completed prior to request for inspection. The specific reason is printed on the re-inspection fee notice, and posted on the job site. The re-inspection fee is typically not applied for the first occurrence on any single project of any item mentioned above.

LISTING OF INSPECTION STAFF

A roster of the inspection staff, including current certifications and continuing education records, is available to any interested party upon request.

STOP WORK ORDERS

Section 15.08.070 of the Oregon City Municipal Code states as follows:

Whenever any work is being done contrary to the provisions of this code (or other pertinent laws or ordinances implemented through its enforcement), the building official may order the work stopped by notice in writing served on any person(s) engaged in the doing or causing of such work to be done. Such person(s) shall stop such work until specifically authorized by the building official to proceed thereafter.

The authority to issue stop work orders is delegated to the inspection staff; however, Department policy requires that the inspector contact the Building Official to discuss the decision prior to issuance of the stop work order.

INVESTIGATION OF ELECTRICAL AND PLUMBING VIOLATIONS

The City of Oregon City Inspectors require proof of compliance with the licensing, permitting, registration and certification requirements of persons engaged in any activity regulated by ORS Chapters 447, 455, 479, 693, and 701. Inspectors shall note any violation of a licensing, permitting, registration or certification requirement and file a report with the appropriate enforcement agency.

All inspectors conduct random spot checks to verify compliance with plumbing and electrical licensing and registration requirements. In cases of a suspected violation, the inspector is provided the discretion to stop the work and (a) issue a warning, (b) issue a “Citation, Notice of Proposed Assessment of Civil Penalty, and First Order of Corrective Action” (on forms supplied by the Building Codes Division) (c) complete a “Preliminary Compliance Report”, or (d) discuss alternative options as may be available with the building official.

Complaints received by the Department related to alleged violations of plumbing or electrical licensing or registration requirements are investigated by the appropriate inspector.

SUSPENSION / REVOCATION

The building official may, in writing, suspend or revoke a permit issued under the provisions of the Oregon City Code Section 15.04.020, whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation of the jurisdiction.

COMPLIANCE PROGRAMS

PROCESS FOR RESPONSE TO REPORTED CODE VIOLATIONS

Reports of work being performed without permit, in violation of the City Building Code, and/or in violation of ORS 479.550, 479.620, 447.030, 447.040, 693.030, and 693.040 are accepted in person or via mail, telephone or fax. All reports are investigated by the inspection staff.

INVESTIGATION OF REPORTED VIOLATIONS

Reports as described above are investigated to determine whether or not a violation exists. If no violation exists, the case is closed. If a violation exists, there are several possible actions that may be taken by the Department, including but not limited to stop work orders, assessment of investigation fees, citation into Oregon City Municipal Court, and referral to the Building Codes Division Compliance Section through the process identified in ORS and OAR.

NOTICES OF PROPOSED CIVIL PENALTIES

Under ORS 455.156, the Department does not act as an agent of the respective state boards in the issuance of proposed assessments of civil penalties

LIST OF APPROVED PLAN REVIEW AGENCIES OR PERSONS

To comply with the provisions of OAR 918-020-0090(3) (d) the following is the list of plan review service providers that the City of Oregon City will accept:

Ravi Mahajan PE CBO Phone : 503.302.8591
RSS Code Consulting & Inspections
2230 Soapstone Ave SE
Salem, Oregon 97306

Steve Winstead Phone: 503.723.8003
PO Box 2198
Oregon City, Oregon 97045

Burrows Consulting Services LLC Phone:541.926.2131
Mark Burrows, President
2787 Toni St. NE
Albany, Oregon 97321