Phased Development

Summary:

1. Outlines the predetermined permitting phases for a development.
2. Specifies the fees for the phased submittal process.

Background:

For some construction projects, there may be a need or desire to complete the development in phases. This often means that construction plans will also be submitted to the Building Division in phases. This policy provides information related to phased development and permitting processes.

Policy:

OAR 918-020, and section 106.4.1 of the Oregon Structural Specialty Code authorizes the Building Official to issue phased or partial permits for the construction of a foundation or other parts of the building when adequate information has been submitted to show compliance with the code. In most cases, phased permitted projects are relatively large and complex. However, there are rare occasions when plans for single-family residences need to be submitted in phases. It is important to note that other regulations or impacts such as land use planning, financial security, or complex site constraints may dictate the sequence of development.

The Building Official's approval is required for all phased permit projects via a signed agreement. In general phased permitting may be requested for the following predetermined construction phases in new construction:

1) Multi-family residential projects:
   a) Foundation
   b) Remainder of project "build-out"

2) Commercial and Industrial projects:
   a) Foundation
   b) Remainder of project "build-out"

There may be unique situations in which the sequence of submittals would deviate from that listed above. Those situations require prior approval of the Building Official.

In each phase listed above, the construction documents shall provide all of the required information to complete the review of the proposed work under that phase.

Phased Development

Building Division staff must evaluate if the proposed phasing sequence will comply with other land use approvals or conditions. A signed Phased Development Agreement will be required to be completed for each project and each phase.

Because of the additional staff time needed for processing plans tracking sequential submittals, and coordinating field inspections, review fees for phased development are higher than a standard plan review. The calculation of the plan review and structural permit fees is outlined in OAR 918-050 and the City of Woodburn fee schedule. Fees for phased development submittals will be as follows:

1) Multi-family, Commercial, and Industrial:

   (ex. 971-22-000001-PH) Is the <u>Phased Permit</u> number for the entire project. This is the "parent permit" which contains all of the Permit Fees for the project; including system development charges, building permit fees, Public Work fees, Planning fees, State Surcharge, and Construction Excise Tax (fees are different for each project and there could be other fee's).

   (ex. 971-22-000001-STR-01) is the 1st Phased Permit number for the Foundation phase of the project. This is the 1st permit that will be issued in the phased permit process. The applicant will be responsible for payment of the structural "foundation" plan review, a phased application fee, and the phased plan review fee. See the miscellaneous building fees schedule to locate the adopted fee. This is the 1st "child" permit in the phased permit series.

   (ex. 971-22-000001-STR-02) is the 2nd Phased Permit number for the Build-Out phase of the project. This is the 2nd and final phased permit that will be issued in the phased permit process. With the payment of the final phase permit the applicant will also be responsible for the payment of the "parent permit" (the –PH permit). The "build-out" permit fees include; the structural "build-out" plan review, a 2nd phased application fee, and the 2nd phased plan review fee. This is the 2nd "child" permit in the phased permit series.

For each of the phases listed above, or any phase approved by the Building Official, the structural permit fee will be based on the valuation of the entire project (100%) and the plan review fee will be the standard 100% of the permit fee; further broken down to a 20% for the

"foundation" phase and 80% for the "build-out" phase. A phased development plan review fee will be applied to each phased application. Each phase will incur an application fee of $300 plus a phased development review fee of 20% of the building permit fee, not to exceed $1,500.

Timing for the Collection of Fees:

For the –PH permit, the associated permit application will reflect the total valuation of the project and will be paid for prior to the issuance of the final phase, "build-out" phase.

For the –STR-01 and -02 permits, the associated permit application will reflect the valuation associated with the corresponding phase. For example; the STR-01 "foundation" phase of the project will reflect 20% of the total valuation and the STR-02 "build-out" will reflect 80% of the total valuation for purposes of plan review fees associated with each phase.

PHASED PROJECT PERMIT APPLICATION

PROJECT INFORMATION	
Project Name:	
Project Address:	
Description of Entire Project:	

CONTACT INFORMATION		
Primary Contact Name: o Same as Applicant		If no, Applicant Name:
Primary Contact Phone:		Applicant Phone:
Primary Contact Mailing Address:		Applicant Mailing Address:
Primary Contact Email Address:		Applicant Email Address

PHASED PERMIT INFORMATION		
Project will be used for:	o Commercial o Residential	# of Buildings: _____
Valuation of completed structure (per building):	$ _____	
Phase 1 Description:		
Phase 2 Description:		

FEES
o Refer to the Building Division's Phased Development Policy and the Adopted Fee Schedule for phased application fees. o Plan Review fees are due at the time of permit submittal.