

City of Woodburn

Building Inspection Program Operating Plan

January 2022



Introduction

Delegation of Building Inspection Programs (OAR 918-020-0080)

The 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 describing the manner in which the municipality or the division will do so. The operating plan shall establish specific processes and 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, administrative rule. Pursuant to those administrative rules, the City of Woodburn's Operating Plan will be filed 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 Woodburn Building Division located within the Community Development Department. This plan will be updated as necessary to reflect service changes.

Any questions related to this operating plan shall be directed to:

Melissa Gitt, Building Official
City of Woodburn
270 Montgomery Street
Woodburn, OR 97071

Phone: (503)980-2430
E-mail: Melissa.gitt@ci.woodburn.or.us
Website: www.ci.woodburn.or.us

Funds

The Building Department, a sub-section of Woodburn's Community Development Department, has established accounting procedures, pursuant to OAR 918-020-0090 (1)(d), to separately account for all revenues collected and expenditures made in connection with the administration of the State wide adopted codes. The Building 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 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, individual personal computers, vehicles for inspections, personal protection equipment, codes and code-related publications, business and identification cards. Additionally, cellular telephones, iPad (for inspections), printers, desktop computers and personal access to Accela (State e-permitting system).

Staff Authority and Responsibility

Building Official:

The Building Official provides interpretations of the Oregon Specialty Codes in conformance with the intent and purpose of these codes. The Building Official enforces policies, rules, and supplemental regulations in order to clarify the application of the Oregon Specialty Codes provisions. The Building Official is authorized and directed to enforce all the provisions of the codes through City Ordinance No. 2415.

Plans Examiners:

The Plans Examiners examine construction plans, blueprints, architectural drawings, designs, and other documents for compliance with the State of Oregon Structural Specialty Code, Mechanical Specialty Code, Residential Specialty Code and The Manufactured Dwelling and Park Specialty Code, and all other associated codes and references. As referenced in OAR 918-098-1010, plans examiners review plans for compliance. Plans examiners are certified by the International Code Council and/or the State of Oregon and possess valid Oregon Inspector Certifications.

Inspectors:

Inspectors conduct plan review and perform onsite inspections of work covered by the State of Oregon Adopted Codes, also conforming to OAR 918-098-1010. Inspectors are

certified by the International Code Council and/or the State of Oregon and possess valid Oregon Inspector Certifications.

Fire Marshal:

The Building Division maintains a working relationship with the Woodburn Fire District that conforms to the BCD/OSFM-joint letter. <https://www.oregon.gov/bcd/codes-stand/Documents/20180515-joint-bcd-osfm-letter.pdf>

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

Appeals Process:

In an informal appeal of a plans examiner's decision, the plans examiner refers the request and any related information to the Building Official who, in consultation with appropriate technical staff, reviews the request and makes a final determination, responding to the applicant, usually within 3 business days.

When there is an appeal of a field inspector's interpretation of a particular code item, the field inspector refers the customer and related information to the Building Official. The Building Official, in consultation with appropriate technical staff, reviews the request and provides a final decision to the customer, usually within 3 days.

In a formal appeal of the Building Official's decision, the request is forwarded to the appropriate specialty code, chief inspector, of the Department of Consumer Business Services. The decision of the division 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. (ORS 455.475 and OAR 918-001-0130)

Accounting:

All revenues collected are deposited in a dedicated building fund. These revenues are service area specific and are segregated by individual accounts. These individual program accounts can be reviewed and analyzed separately through the use of accounting object codes.

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

Records Retention and Retrieval:

All City records are retained for at least the minimum time outlined by the Oregon State Archivist. Hard copy permits and related inspection records are retained in their original "paper" format in file cabinets or in electronic format through the Laser Fiche micro-imaging equipment and software.

Approved plans and related construction documents are stored in a room with planning documents. These documents are typically retrievable within 48 business hours of a request to the Division.

Availability of Operating Plan:

The City of Woodburn's operating plan is available to any interested party upon written request. A copy can be supplied in electronic format, as well, if desired. The operating plan may be requested and picked up at the Community Development Department office, located at Woodburn City Hall.

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 Woodburn's personnel policies.

Public Inquiry Process:

The Department maintains office hours from 8:00 a.m. to 5:00 p.m. Telephones are answered by administrative staff during office hours. Inspection requests are accepted via an automated inspection request line 24 hours per day.

The Departments phone number is (503) 982-5250. The fax number is (503) 982-5244. The inspection request number is (503) 980-2443. Each staff member has his/her own phone extension with voicemail.

Customers may telephone to inquire on matters related to permitting, plan review, and/or inspection processes anytime during office hours. Customers may visit our public service counter to inquire on matters related to permitting, plan review, or inspection processes anytime during office hours. 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 business hours of receipt.

Customer Service Information:

The jurisdiction of this department covers all areas within the city limits. A map of the jurisdictional boundaries is maintained at the public service counter.

The department issues; structural, mechanical, manufactured home set-up and park and camp permits at the public service counter.

Fee Schedules:

The fees charged for plan review and inspection services are listed in Woodburn's Master Fee schedule and available on its website within the Ordinance Compilation under Master Fee Schedule.

Notifications:

All notices issued pursuant to OAR 918-020-0070 through -0220 shall be sent to the City Of Woodburn, Melissa Gitt; Building Official.

Permitting Standards

Office Location and Hours of Operation:

City of Woodburn
Building Department
270 Montgomery St.
Woodburn, OR 97071

The Department maintains office hours from 8:00 a.m. to 5:00 p.m., Monday through Friday. All staff members answer telephones during office hours. Permit applications are accepted and issued anytime during office hours. Permit applications are also accepted via mail and fax. The Department maintains a 24-hour phone line with voice mail for inspection requests.

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 submitted using forms developed by the State of Oregon Building Codes Division and digitally through Oregon E-permitting, 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 necessary information is lacking, the customer is contacted immediately.

Application and 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 in-depth review and cannot be issued over-the-counter, the Department will inform the applicant within 3 working days of receiving the application, whether or not the application is complete and whether or not it is 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 a list of State licensed third party approved contractors (SRB license type), 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 plan” exceeds 10 days. For the purpose of this operating plan “simple one and two family dwelling plans” shall:

1. Comply with the requirements for prescriptive construction under the Oregon Residential Specialty Code; or
2. Comply with the Oregon Manufactured Dwelling Standard; and
3. 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:

1. 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 appropriate specialty board, that require no additional analysis; and
2. 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”:

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; over-the-counter permits are issued, when possible. Plans that comply with the requirements for a simple residential plan are reviewed within the 10 (working) 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.

Structural and Mechanical;

Permit applications for work regulated by the Oregon Structural Specialty Code and the Oregon Mechanical Specialty Code are issued over the counter when possible. If the permit requires in-depth review and cannot be issued over the counter, the Department will notify the applicant within 14 (working) days of any plan deficiencies. Staff are, generally, ready to issue the permit within 21 (working) days, 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.

Electrical and Plumbing;

Permit applications for work regulated by the Oregon Electrical Specialty Code and the Oregon Plumbing Specialty Code are completed through Marion County Building Department.

“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.

All minor label programs are administered through 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.

Plan Review Standards

Compliance with Specialty Codes:

Plan review staff are certified by the State of Oregon in all codes administered by the division. The plans 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 by the Marion County plumbing inspectors/ plan reviewers. Electrical plans, when required, are reviewed and approved by Marion County electrical inspectors/ plan reviewers.

The Building Department contracts with the City of Silverton, Clair Company, and Marion County to assist during periods of peak work load. The City will request from the plan review contractors to assist with plan review when the time period for review of a “simple one and two family dwelling plan” 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 Interpretive Rulings, Checklists, Brochures:

The Department has created a variety of informational brochures and checklists to assist the public with the permit application process. The brochures and checklists are available on the City of Woodburn’s web page under “Building” and “Forms”.

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

Completeness of Plans/ Plans Not Requiring Plan Review:

Plans that meet the requirements for conventional light frame construction for detached one and two family dwellings as defined in ORS 918-480-0130 are exempt from plan review by the City of Woodburn, Building Division when designed, prepared, and sealed by an Oregon licensed architect or engineer who is also a certified State of Oregon one and two family dwelling plans examiner per ORS 455.628. To receive the exemption from plan review, the Oregon licensed architect or engineer must submit a signed and sealed letter requesting exemption from plan review and include a copy of their one and two family plans examiner

certificate. The signed and sealed letter with the copy of their one and two family plans examiner certificate must be presented at the time of permit application or the exemption may not be granted. The fee for processing these types of permit applications is based on the current City hourly rate with a minimum charge of two (2) hours.

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 plans bearing the appropriate stamp are provided.

Consultations:

The Building Department contracts with various code consultants as necessary to assist in the review of plans and permitting of projects which are highly complex or specialized. Consultants are retained for assistance in the fields of hazardous materials, toxic gases, structural engineering, seismic engineering, and geotechnical engineering. Further information regarding these contracts is available upon written request.

Availability and Listing of Plan Review Staff:

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

Inspection Standards

Inspection Schedule:

Inspection staff provides inspection services between 8:00 a.m. and 4:00 p.m. each business day. Inspections outside of these hours may be arranged through the Building Official.

Inspection Policies and Procedures:

The department utilizes the State of Oregon E-permitting system. Inspections can be scheduled or tracked at www.buildingpermits.oregon.gov. The department also utilizes an automated inspection request line available 24 hours a day, seven days a week. The applicant can call or text the word "schedule" to 1-888-299-2821 or use the IVR number: 971038499515. Another option for the applicant to schedule inspections, using the Oregon ePermitting Inspection App.

Inspections requested prior to 7:00 a.m. are normally conducted on the date requested; inspection requests received after 7:00 a.m. will be accomplished the following day unless a later date is requested. Inspection requests that are received after 7:00 a.m. but which are

needed on the same day, requested because of unforeseen issues, may be accomplished as requested if approved by the Building Official.

Approved plans are required to be available on the job site, unless other arrangements have been made with the inspector.

The inspector issues a written report for each inspection. The report will reflect approval, partial approval or denial. A partial approval allows the work to proceed while documented corrections are made and a re-inspection requested. In the case of a denied inspection, a list of needed corrections is provided in the report and left on the job site and in the ePermitting system. Specialty code sections are listed (cite-it and write-it) on the inspection report.

In certain circumstances the inspector assesses a re-inspection fee. Department policy outlines these circumstances and the policy is available upon request.

Listing of Inspection Staff:

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

Stop Work Orders:

Section 15 of the City of Woodburn Ordinance No. 2284, section 15 states as follows;

Noncomplying Work. Subject to the notice requirements in Section 13, all work that does not comply with the permit, the approved or corrected plans and specifications for the work, or the requirements of this Ordinance, shall be removed at the sole expense of the permittee. The City is authorized to stop work in order to assure compliance with this Ordinance.

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.

Compliance Programs

Process for Response to Reported Code Violations:

Reports of work being performed without a permit, in violation of City Ordinances, 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 Code Compliance Officer or the inspection staff.

Investigation of Reported Violations:

Reports as described above are investigated to determine whether or not a violation exists. If no violation is determined to exist, 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 Municipal or Circuit Court, and referral to Building Codes Division Compliance section through the process identified in ORS and OAR.

Notices of Proposed Civil Penalties:

Under ORS 455.156, the Department acts as an agent of the respective State Boards in the issuance of proposed assessments of civil penalties.

Electrical and Plumbing Programs

The electrical and plumbing program is administered by Marion County for the City of Woodburn.

List of Approved Plan Review Agencies or Persons

In order to comply with the provisions of OAR 918-020-0090(3)(d) the following list of plan review service providers that the City of Woodburn will accept:

Clair Company Inc. License No: 014SRB
 525 NW 2nd St. (suite 3) License Type: SRB-Plan Review and Inspection
 Corvallis, OR 97330

City of Silverton Building Official: Daryl Jones
 306 S. Water St. Contract: Current IGA
 Silverton, OR 97381

Marion County Building Official: Chris Trussell
 555 Court St. NE (Suite 5232) Contract: Current IGA
 Salem, OR 97301

Other State Licensed (Third Party) Plan Review & Inspection Firms

Department of Consumer and Business Services report_header_2 LICENSES BY STATUS						
License No.	License Type Sec License Type	Licensee Name DBA	Address	SSN Federal ID	Issue Date	Exp. Date
0001SRB	SRB-Plan Review & Inspection	ROGERS ENGINEERING	558 SE JACKSON ST ROSEBURG OR 97470		12/08/2005	03/01/2022
014SRB	SRB-Plan Review & Inspection	CLAIR COMPANY	525 NW 2ND ST SUITE 3 CORVALLIS OR 97330		12/08/2005	03/01/2022
0023SRB	SRB-Plan Review & Inspection	THE BUILDING DEPARTMENT LLC	144 E 14TH AVE EUGENE OR 97401-3533		12/08/2005	03/01/2022
0030SRB	SRB-Plan Review & Inspection	MILLER CONSULTING ENGINEERS INC	9600 SW OAK STREET #400 PORTLAND OR 97223		12/08/2005	03/01/2022
SRB20	SRB-Plan Review & Inspection	CODE UNLIMITED LLC	13515 SW MILLIKAN WAY BEAVERTON OR 97005		10/18/2013	03/01/2022
SRB26	SRB-Plan Review & Inspection	BUREAU VERITAS NORTH AMERICA INC	180 PROMENADE CIRCLE STE 150 SACRAMENTO CA 95834		09/26/2017	03/01/2022
SRB27	SRB-Plan Review & Inspection	HAZEN ENGINEERING CONSULTANTS LLC	21 FOX STREET POUGHKEEPSIE NY 12601		06/01/2018	03/01/2022
SRB28	SRB-Plan Review & Inspection	FORTIS OF OREGON LLC	1765 OLYMPIA AVE NW SALEM OR 97304		04/28/2020	03/01/2022

Run Date: 3/30/2021
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Profession: BCD-Certification
 License Status: Active

City of Woodburn, Building Division Fees

**Commercial, Industrial, Public, and Multi-Family Permit and Plan Review Fees
(All Permits Except One- and Two-Family Building and Mechanical Permits)
Effective August 11, 2011**

Service	Fee	Notes (Additional Fees, Units, etc.)
Building and Mechanical Permit Valuations (includes fire suppression and fire alarm permits):		
\$1.00 to \$2000.00	\$97.50	minimum permit fee.
\$2001.00 to \$25,000.00	\$97.50	for the first \$2,000, plus \$11.10 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$352.50	for the first \$25,000, plus \$9.30 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$585.00	for the first \$50,000, plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.
\$100,001.00 and up	\$885.00	for the first \$100,000, plus \$5.50 for each additional \$1,000.00 or fraction thereof.
Note 1: The mechanical valuation includes the cost of all equipment and installation costs.		
Note 2: The building valuation shall be the greater of the ICC Building Valuation Data Table current as of April 1 of each year or the valuation as provided by the applicant.		
Building and Mechanical Plan Review Fees (includes fire suppression and fire alarm permits):		
Plan Review (Building and Mechanical)	100%	of permit fee.
Plan Review (Fire- and Life-Safety)	65%	of building permit fee.
Additional Plan Review (required by changes, additions, or revisions to approved plans)	\$100	minimum one hour, charged per hour.
Additional Plan Review (prior to permit approval, charged after the second plan review)	\$100	minimum one hour, charged per hour.

(The fees listed above do not include the State of Oregon permit fee surcharge or the statewide code development, training, and monitoring fee for manufactured dwellings or the school district construction excise tax.)

City of Woodburn, Building Division
One- and Two-Family Building Permit and Plan Review Fees
Effective August 11, 2011

Service	Fee	Notes (Additional Fees, Units, etc.)
One- and Two-Family Dwelling Building Permit Valuations:		
\$1.00 to \$2000.00	\$67.00	minimum permit fee.
\$2001.00 to \$25,000.00	\$67.00	for the first \$2,000, plus \$7.62 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$242.00	for the first \$25,000, plus \$6.40 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$402.00	for the first \$50,000, plus \$4.12 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.
\$100,001.00 and up	\$608.00	for the first \$100,000, plus \$3.55 for each additional \$1,000.00 or fraction thereof.
Note 1: The building valuation for new construction and additions shall be based on the ICC Building Valuation Data Table current as of April 1 of each year.		
One- and Two-Family Dwelling Carport, Covered Porch, Patio, and Deck:		
The square footage of a carport, covered porch, patio, or deck shall be calculated separately at fifty (50) percent of the value of a private garage from the most current ICC Building Valuation Data table.		
One- and Two-Family Dwelling Addition, Alteration, and Repairs:		
Permit fees shall be calculated based on the fair market value as determined by the building official and then applying the valuation to the permit fee table.		
One- and Two-Family Dwelling Building Plan Review Fees:		
Plan Review (One- and Two-Family Dwelling)	85%	of building permit fee.
Additional Plan Review (required by changes, additions, or revisions to approved plans)	\$100	minimum one hour, charged per hour.
Additional Plan Review (prior to permit approval, charged after the second plan review)	\$100	minimum one hour, charged per hour.

(The fees listed above do not include the State of Oregon permit fee surcharge or the statewide code development, training, and monitoring fee for manufactured dwellings or the school district construction excise tax.)

**City of Woodburn Building Division
One- and Two-Family Dwelling Mechanical Fees
(Includes Manufactured Homes)
Effective August 11, 2011**

ITEM	Fee (per appliance/equipment)
Heating & Cooling (includes relocation)	
Gas Connections (unlimited number of connections)	\$25.00
Furnace including ductwork & vent (forced air)	\$25.00
Air Conditioner, Heat Pump, or Evaporative Cooler	\$25.00
Unit Heater (suspended, recessed wall, floor mounted)	\$25.00
Air Handling Unit	\$25.00
Fireplace / Insert / Stove / Log Lighter / Decorative Fireplace	\$25.00
Boiler (Gas Connection and Venting Only)	\$25.00
Venting (includes relocation)	
Range Hood	\$25.00
Bath Fan	\$25.00
Clothes Dryer Exhaust	\$25.00
Exhaust Fan	\$25.00
Water Heater Venting	\$25.00
Miscellaneous (includes relocation)	
Barbecue	\$25.00
Other Equipment or Appliance not Listed above	\$25.00
Minimum Permit Fee	\$90.00

(The fees listed above do not include the State of Oregon permit fee surcharge or the statewide code development, training, and monitoring fee for manufactured dwellings or the school district construction excise tax.)

Specialty Program Fees:		
Deferred Submittals (Plan Review)	100%	of permit fee calculated using the value of the deferred portion of the project, with a minimum fee of \$300.00. This fee is in addition to the building or mechanical permit fee. A separate fee is assessed for each deferred submittal of the project.
Phased Permits (Plan Review)	20%	of building permit fee calculated using the value of the entire project, plus \$300.00 up to a maximum fee of \$1,500.00. This fee is in addition to the permit fee. A separate fee is assessed for each phase of the project.
Master Plan Review Fee	100%	of building permit fee for first plan and 45% of building permit fee for each separate review of same construction plan.
Administrative Fee for Processing State of Oregon Master Plans or Plans Reviewed by a Third Party Plans Examiner	10%	of building permit fee with a minimum fee of \$200.00
Expedited Plan Review	\$150.00	charged per hour, in addition to the calculated plan review fee.
Inspection Fees:		
Inspections Outside Normal Hours	\$150	charged per hour (minimum 2 hours).
Re-Inspections (for which no fee specifically indicated)	\$100	charged per hour (minimum 1 hour).
Inspections (for which no fee specifically indicated)	\$100	charged per hour (minimum 1 hour).
Other Fees:		
Investigation Fee	150%	of permit fee, fee is in addition to the permit fee with a minimum fee of \$300.00.
Temporary Certificate of Occupancy	\$300.00	Issued for 30 days, \$100 for each 30 day reissue.
Change of Occupancy	\$100.00	charged per hour, minimum fee of two hours.
Stand Alone Residential Sprinkler System Fees:		
Square Footage	Fee	
0 to 2,000 square feet	\$450.00	
2,001 to 3,600 square feet	\$600.00	
3,601 to 7,200 square feet	\$750.00	
7,200 square feet and above	\$900.00	

Manufactured Dwelling and Cabana Installation Permits:		
A single fee is charged for the set-up of manufactured homes. This single fee includes the concrete slab, runners, or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling standard, electrical feeder and plumbing connections, and all cross-over connections.		
Decks, other accessory structures, and foundations that do not comply with the prescriptive requirements of the Oregon Manufactured Dwelling and Park Specialty Code, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, new plumbing, and other such items that fall under the building code require separate permits.		
Installation Permit	\$370.00	
Earthquake- and wind-resistant bracing systems	\$130.00	
Reinspections	\$130.00	
Camp and Park Permits:		
The fees for each permit issued for the construction, addition, or alteration of a manufactured dwelling park, recreational vehicle park, or organizational camp developed shall be calculated using the valuation of the work and the most recently adopted commercial building permit valuation table.		
Plan Review	100%	of permit fee.
Excavation and Grading Permits:		
The fee for an excavation and grading permit shall be calculated using the valuation of the work and the most recently adopted commercial building permit valuation table.		
Plan Review	100%	of permit fee.
Demolition Permits:		
The fee for a demolition permit shall be calculated using the valuation of the work and the most recently adopted building permit valuation table.		
Plan Review	100%	of permit fee.
Residential Roof-Top Solar System Fees:		
	Fee	
Prescriptive system	\$300.00	Flat fee, includes one inspection.
Engineered system		Building Permit Fee is based on the valuation using the residential building permit valuation table.
Building Permit Fee	100%	of permit fee calculated using the valuation of the project, with a minimum fee of \$300.00.
Plan Review Fee	100%	of permit fee for plan review.

(The fees listed above do not include the State of Oregon permit fee surcharge or the statewide code development, training, and monitoring fee for manufactured dwellings or the school district construction excise tax.)