

---

# STRATEGIC PLAN TO RESTRUCTURE THE BUILDING DEPARTMENT

---

**MAY 2020**

## **List of Appendices**

- APPENDIX A – History of Building Department
- APPENDIX B – Ordinance 20-02 that Enforces the Building Codes
- APPENDIX C – Resolution No. 20-08 Establishing a Fee Schedule for Building Permits
- APPENDIX D - Building Fees for Tillamook County, City of Cannon Beach and Clatsop County
- APPENDIX E – Building Official Job Description
- APPENDIX F – Agreement with Cannon Beach for Building Services
- APPENDIX G – E-permitting Information

## APPENDIX A - History of Building Department

Year	Building Department Status	Notes
1969	The Building Official Department is established	In 1969, there was no state system of building codes and no certifications required for the Building Official (BO)
1970	City Manager Howard Wilson took on the building inspection duties	
1989	Howard Wilson retired as City Manager but continued as the building inspector	
1995	Arn Sorgatz was hired as a Building Official/Public Works Assistant	<p>It was assumed that Mr. Sorgatz would devote some time to Public Works duties when he was not handling building duties.</p> <p>The BO position was increased to a full-time position in the 1996-97 Budget because of the workload in administering all the codes.</p>
1996-2001	Arn Sorgarts was a full-time Building Official.	Unfortunately, Mr. Sorgarts passed away in September 11, 2001 while traveling.
2002	The City contracted Bybee Consulting for 3 hours per day for four days per week to provide A-level Plans examination, to process plans and to do any required inspections.	<p>Some of the City Council members at the time did not wanted to refill the position and thought the City should turn the program over to the county. They were concerned that the department was not self-supporting.</p> <p>The compromise was to hire a contract official for 12 hours.</p>

		Mr. Bybee then moved to Washington.
2002	Fall 2002 Doug Dick was hired as a 3 <sup>rd</sup> party Contracted Building Official.	Doug collected 75% of fees from what the City took in. Dick would make his own schedule but would have set office hours for Contractors questions.
2016	<p>Steve Winstead became the Building Official and Doug Dick became the building inspector.</p> <p>Steve Winstead of Building Codes Consultancy had to resign as of January 1, 2017 due to a change in State Building Code Division regulations which prohibit an architect from also being a building official.</p>	<p>Doug had some issues with the Building Codes Division, so the City had some other BO contractors who formally held the contract but used Doug as their local employee.</p> <p>Doug left the City December 31, 2016.</p>
January 2017	Leonard Brogden, Tillamook County BO, supplemented the building services while the City decided the next steps.	<p>Leonard was called when inspections and permits were ready to be completed while administrative staff had to cover all the clerical and customer service tasks.</p> <p>During this time administrative staff had to place tasks on hold to support the Building Department.</p>
July 2017	The City approved an agreement with Cannon Beach for building services. Cannon Beach hired BO Alton Butler and he was at the City 15 hours a week.	The idea of a shared BO was effective in paper but not in the level of customer service.
October 2018	<p>The City opened the BO position for 20 hours a week.</p> <p>We only received one applicant and after offering the job to the one candidate, he rejected it.</p> <p>The agreement with Cannon Beach continued.</p>	The agreement with Cannon Beach was revised in order to attempt to improve the service level and performed duties.

February 2019	Scott Gebhart, Utility Worker, completed the STR parking inspections while Alton did the safety and health portion of the inspection. This arrangement was very successful that it was decided to have Scott do the complete short-term rental inspection.	Alton had challenges in performing the STR inspections effectively as they are not related to building codes but to safety standards.
September 2019	BO Alton Butler's hours were reduced from 15 to 10 hours. To compensate, Scott started spending 8 hours a week in City Hall performing the short-term rental inspections and helping the Building and Planning Department.	This allowed the Building department to provide consistency and a higher level of service.
January 2020	Scott started working 4 hours per day supporting the Building, Planning and STR departments.	This gave the City the ability to catch more illegal activity and construction and helped enforcement of City Ordinances

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.  
~~Language to be deleted~~

### ORDINANCE 20-01

#### AN ORDINANCE AMENDING SECTIONS 1.4, 1.10, 2.1, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, OF ORDINANCE NO. 96-03 AN ORDINANCE PROVIDING ADMINISTRATION & ENFORCEMENT OF BUILDING CODES

**WHEREAS**, Ordinance 96-03 establishes the use of building codes and uniform performance standards; and

**WHEREAS**, The City of Manzanita wishes to update its rules and regulations relating to the administration and enforcement of buildings codes; now, therefore

**THE CITY OF MANZANITA DOES ORDAIN AS FOLLOWS:**

#### SECTION 1: ADMINISTRATION AND ENFORCEMENT

##### 1.1 Title

These regulations shall be known as the City of Manzanita Building Code, may be cited as such and will be referred to herein as “this code.”

##### 1.2 Purpose

The purpose of this code is to establish uniform performance standards providing reasonable safeguards for health, safety, welfare, comfort and security of the residents of this jurisdiction who are occupants and users of buildings and for the use of modern methods, devices, materials, techniques and practicable maximum energy conservation.

##### 1.3 Scope

This code shall apply to the construction, alteration, moving, demolition, repair, maintenance and work associated with any building or structure except those located in a public way.

Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

Where, in any specific case, there is a conflict between this Code and Oregon Revised Statute, the statute shall govern.

### 1.4 Definitions

For the purpose of the Code, the following definition shall apply:

- A. Building Inspector shall mean any person inspecting for compliance, under the direction of the Building Official, for the city.
- B. Building Official –shall mean the City appointed administrator empowered to enforce this code and all related City ordinances, as well as all the provisions of the building codes as adopted by the State of Oregon. shall mean the designated representative of the City charged with the authority to enforce within the City limits the provisions of the building and construction codes and render interpretations of these same codes consistent with the intent and purpose of the codes, under the direction of the city manager, for the city.
- C. Certificate of occupancy shall mean a certificate of occupancy is granted by the Building Inspector or Building Official prior to the connection of permanent electric service.
- D. Code enforcement officer or official shall mean the designated representative of the City charged with the responsibility of inspecting and reviewing health and environmental matters throughout the City, including, but not limited to, building and construction concerns.
- E. Contractor shall mean any person desiring to engage in the business of building, gas, electrical, mechanical, plumbing, sign, or swimming pool contracting within the City limits.
- F. General contractor shall mean any contractor that uses subcontractors or employs more than two additional persons in his or her work projects conducted in the city.
- G. Individual contractor shall mean a contractor that does not subcontract on any of his or her work projects and employs no more than two additional persons in his or her work projects conducted in the city.
- H. Inspection report shall mean the report attached to the code compliance certificate describing minimum requirements for inspection of each multifamily rental unit in the premises.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

- I. Lease shall mean any written agreement which sets forth any and all conditions concerning the use and occupancy of multifamily rental dwellings or multifamily rental units.
- J. Occupant shall mean all tenants, lessees and persons residing within a multifamily rental unit.
- K. Owner means any person, agent, firm, corporation or other entity having a legal interest in a premises.
- L. Owner-occupied shall mean any part of a structure used as living quarters by the owner of said structure where other parts of the structure are used as multifamily rental units. Example: Two-family dwelling, owner occupies one (1) flat; rooming house, owner occupies one (1) unit.
- M. Premise shall mean any lot or piece of land that includes a multifamily rental dwelling or multifamily rental units.
- N. Stop work order shall mean a citation issued by the building inspector to immediately halt construction activities on a site.

### 1.5 Alternate Materials and Methods

The provisions of this code are not intended to prevent the use of any alternate materials, design or method of construction not specifically proscribed by this code, provided such alternate has been approved and its use authorized by the building official.

The Building Official may approve any such alternate materials, design or method, provided the Building Official finds that the proposed material, design or method complies with the provisions of this code and that it is, for the purpose intended at least the equivalent of that prescribed in this code in suitability, strength, effectiveness, fire resistance, durability, safety and sanitation.

The Building Official shall require that evidence or proof be submitted to substantiate any claims that may be made regarding its use. The details of any approval of any alternate material, design or method shall be recorded and entered in the files of the agency.

### 1.6 Modifications

When there are practical difficulties in carrying out the provisions of this code, the Building Official may grant modifications provided the Building Official finds that the modification is in conformance with the intent and purpose of this code and that said modification does not lessen any fire-protection requirements nor the

**Commented [CA1]:**  
SECTION - 1.4 DEFINITIONS

The propose changes in this section is the addition of definitions that would facilitate the interpretation of the ordinance

## **APPENDIX B – Ordinance 20-01 that enforces the building codes**

Language to be added.

~~Language to be deleted~~

structural integrity of the building involved. Any action granting modification shall be recorded in the files of the code enforcement agency.

### **1.7 Tests**

Whenever there is insufficient evident of compliance with the provisions of this code or that any material, method or design does not conform to the requirements of this code, the Building Official may require tests as proof of compliance to be made at no expense to this jurisdiction.

Test methods shall be as specified by this code or by other recognized test standards. If there are not recognized and accepted test methods for the proposed alternate, the building official shall determine test procedures. All tests shall be made by an approved testing agency. Reports of such tests shall be retained by the building official for the period required for the retention of public records.

### **1.8 Powers and Duties of Building Official**

#### **1.8.1 General**

There is hereby established a code enforcement agency which shall be under the administrative and operational control of the building official.

The Building Official is authorized to enforce all the provisions of this code.

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.

#### **1.8.2 Deputies**

In accordance with the prescribed procedures and with the approval of the appointing authority, the Building Official may appoint technical officers and inspectors and other employees to carry out the functions of the code enforcement agency.

#### **1.8.3 Right of Entry**

When it may be necessary to inspect to enforce the provisions of this code, or the Building Official has reasonable cause to believe that there exists in a building or upon a premises a condition which is contrary to, in



## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

violation of this code or which otherwise makes the building or premises unsafe, dangerous or hazardous, the Building Official may enter said building or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that is such building or premises be occupied, that credentials be presented to the occupant and entry requested. If such building or premises be unoccupied, the Building Official shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the Building Official shall have recourse to the remedies provided by ORS to secure entry.

### 1.8.4 Stop Work Orders

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.

### 1.8.5 Authority to Disconnect Utilities in Emergencies

The Building official or the Building Official's authorized representative shall have the authority to disconnect fuel-gas utility service, and/or other energy supplies to a building, structure, premises or equipment regulated by this code when necessary to eliminate an immediate hazard to life or property. The Building Official shall, whenever possible, notify the serving utility, the owner and occupant of the building, structure or premises of the decision to disconnect prior to taking such action, and shall notify such serving utility, owner and occupant of the building, structure or premises in writing of such disconnection within a reasonable time thereafter.

### 1.8.6 Authority to Abate Hazardous Equipment

When the Building Official ascertains that equipment, or any portion thereof, regulated by this code has become hazardous to life, health or property, the building official shall order the equipment either removed from its location or restored to a safe and/or sanitary condition, as appropriate. The notice shall be in writing and contain a fixed time limit for compliance. Persons shall not use the defective equipment after receiving the notice.

When equipment or an installation is to be disconnected, written notice of the disconnection (and causes therefore) shall be given with 24 hours to the involved utility, the owner and/or occupant of the building, structure or premises. When equipment is maintained in violation of this code and in violation of a notice issued pursuant to the provisions of this section, the building official may institute such action as he/she deems necessary to prevent, restrain, correct or abate the violation.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

### **1.8.7 Connection after Order to Disconnect**

No person shall make a connection to or from an energy, fuel or power supply to any equipment regulated by this code which has been disconnected or ordered disconnected or discontinued by the building official until the building official specifically authorizes the reconnection and/or use of such equipment.

### **1.8.8 Maintenance**

All buildings and structures, both existing and new, and all parts thereof, shall be maintained in a safe and sanitary condition. All devices or safeguards which are required by this code shall be maintained in conformance with the code edition under which installed. The owner or the owner's designated agent shall be responsible for the maintenance of buildings and structures. To determine compliance with this section, the building official may cause a structure to be re-inspected.

### **1.8.9 Occupancy Violations**

Whenever any building, structure or equipment therein regulated by this code is used contrary to the provisions of this code, the building official may order such use discontinued and the structure (or portion thereof) vacated. All persons using the structure (or portion thereof) shall discontinue the use within the time prescribed by the Building Official in his notice and make the structure, or portion thereof, comply with the requirements of this code.

## **1.9 Liability**

The Building Official charged with the enforcement of this code, acting in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance shall not be rendered personally liable for damages that may accrue to persons or property as a result of an act or omission in the discharge of such duties. A suit brought against the building official or employee because of such an act or omission performed by the building official or employee in the enforcement of any provision of such codes or other pertinent law or ordinance implemented through the enforcement of this code or enforced by the code enforcement agency shall be defended by this jurisdiction until final termination of such proceedings, and any judgment resulting there from shall be assumed by the jurisdiction.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or its parent jurisdiction be held as assuming any such liability by reason of the inspections authorized by this code or any permits or certificates issued under this code.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.  
Language to be deleted

### **1.10 Appeals**

#### **1.10.1 Board of Appeals**

~~In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the is code, there shall be and is hereby created pursuant to Section 113 of the~~

~~2010 Oregon Structural Specialty Code a board of appeals consisting of members who are qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the jurisdiction. The building official shall be an ex officio member of and shall act as secretary to said board but shall have no vote on any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.~~

~~The board of appeals shall have no authority relative to interpretation of the administrative provisions of this code nor shall the board be empowered to waive requirements of this code. (Amended by Ord. 10-07, passed 12/8/10)~~

#### **1.10.2 Appeal Procedure**

~~Any decision relating to the suitability of alternate materials and methods of construction or interpretation by the Building official with regard to the Building Code may be appealed to the Board of Appeals in conformance with procedures provided herein.~~

### **1.10 Enforcement**

#### **1.10.1 Violations—Penalties—Remedies.**

- A. No person, firm, corporation or other entity however organized shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain a building or structure in the city, or cause the same to be done, contrary to or in violation of this code.
- B. Violation of a provision of this chapter shall be subject to an administrative civil penalty not to exceed five thousand dollars for a single violation or one thousand dollars for continuing violations and shall be processed in accordance with the procedures set forth in this code.

**Commented [CA2]:**  
SECTION 1.10 APPEALS SECTION

The proposed deletion is to remove vague language and replace it with a clearer appeal process.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

- ~~C.~~ Each day that a violation of a provision of this chapter exists constitutes a separate violation.
- ~~D.~~ In addition to the above penalties, a condition caused or permitted to exist in violation of this chapter is a public nuisance and may be abated by any of the procedures set forth under law.
- ~~E.~~ The penalties and remedies provided in this section are not exclusive and are in addition to other penalties and remedies available to the city under any ordinance, statute or law.

### **1.10.2 Building official—Authority to impose administrative civil penalty.**

- ~~A.~~ Upon a determination by the building official that any person, firm, corporation or other entity however organized has violated a provision of this chapter or a rule adopted thereunder, the building official may issue a notice of civil violation and impose upon the violator and/or any other responsible person an administrative civil penalty as provided by subsections A to K of this section. For purposes of this subsection, a responsible person includes the violator, and if the violator is not the owner of the building or property at which the violation occurs, may include the owner as well.
- ~~B.~~ Prior to issuing an order to correct a violation under this section, the building official may pursue reasonable attempts to secure voluntary correction.
- ~~C.~~ When a building permit has been issued, prior to issuing a notice of civil violation and imposing an administrative civil penalty under this section, the building official shall issue an order to correct a violation to one or more of the responsible persons.
- ~~D.~~ Following the date or time by which the correction must be completed as required by an order to correct a violation, the building official shall determine whether such correction has been completed. If the required correction has not been completed by the date or time specified in the order, the building official may issue a notice of civil violation and impose an administrative civil penalty to each responsible persons to whom an order to correct was issued.
- ~~E.~~ Notwithstanding subsections B and C, the building official may issue a notice of civil violation and impose an administrative civil penalty without having issued an order to correct violation or made attempts to secure voluntary correction where the building official determines that the violation was knowing or intentional or a repeat of a similar violation.
- ~~F.~~ In imposing an administrative civil penalty authorized by this section, the building official shall consider:

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

1. The person's past history in taking all feasible steps or procedures necessary or appropriate to correct the violation;
2. Any prior violations of statutes, rules, orders, and permits;
3. The gravity and magnitude of the violation;
4. Whether the violation was repeated or continuous;
5. Whether the cause of the violation was an unavoidable accident, negligence, or an intentional act; and
6. The violator's cooperativeness and efforts to correct the violation.

~~G.~~ Any notice of a civil violation that imposes an administrative civil penalty under this section shall either be served by personal service or shall be sent by registered or certified mail and by first class mail. Any such notice served by mail shall be deemed received for purposes of any time computations hereunder three days after the date mailed if to an address within this state, and seven days after the date mailed if to an address outside this state. Every notice shall include:

1. Reference to the particular code provision, ordinance number, or rule involved;
2. A short and plain statement of the matters asserted or charged;
3. A statement of the amount of the penalty or penalties imposed;
4. The date on which the order to correct was issued and time by which correction was to be made, or if the penalty is imposed pursuant to subsection E, a short and plain statement of the basis for concluding that the violation was knowing, intentional, or repeated; and
5. A statement of the party's right to appeal the civil penalty to the city manager or the designee a description of the process the party may use to appeal the civil penalty; and the deadline by which such an appeal must be filed.

~~H.~~ Any person, firm, corporation or other entity however organized who is issued a notice of civil penalty may appeal the penalty to the city manager or the designee. The city manager's designee shall not be the building official or building inspector. The provisions of Section 15.04.150 of this code shall govern any requested appeal.

~~I.~~ A civil penalty imposed hereunder shall become final upon expiration of the time for filing an appeal, unless the responsible person appeals the penalty to the city manager or the designee pursuant to, and within the time limits established by Section 15.04.150.

~~J.~~ Each day the violator fails to remedy the code violation shall constitute a separate violation.

~~K.~~ The civil administrative penalty authorized by this section shall be in addition to:

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.  
~~Language to be deleted~~

(1) assessments or fees for any costs incurred by the city in remediation, cleanup, or abatement; and  
(2) any other actions authorized by law provided that the city shall not issue a citation to municipal court for a violation of this chapter. (Ord. 10-1 § 2)

### **1.10.3 Appeal Procedures.**

~~A:~~ A person, firm, corporation or other entity however organized aggrieved by an administrative action of the building official taken pursuant to any section of this code that authorizes an appeal under this section may, within fifteen days after the date of notice of the action, appeal in writing to the building official. The written appeal shall be accompanied by a seventy-five dollar appeal fee and shall include:

1. The name and address of the appellant;
2. The nature of the determination being appealed;
3. The reason the determination is incorrect; and
4. What the correct determination of the appeal should be. If a person, firm, corporation or other entity however organized appeals a civil penalty to the city manager or the designee the penalty shall become final, if at all, upon issuance of the city manager or the designee decision affirming the imposition of the administrative civil penalty.

~~B:~~ If a notice of revocation of a license or permit is the subject of the appeal, the revocation does not take effect until final determination of the appeal. Notwithstanding this paragraph, an emergency suspension shall take effect upon issuance of, or such other time stated in, the notice of suspension.

~~C:~~ Unless the appellant and the city agree to a longer period, an appeal shall be heard by the city manager or the designee within thirty days of the receipt of the notice of intent to appeal. At least ten days prior to the hearing, the city shall mail notice of the time and location thereof to the appellant.

~~D:~~ The city manager or the designee shall hear and determine the appeal on the basis of the appellant's written statement and any additional evidence the city manager or the designee deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The burden of proof shall be on the building official. The rules of evidence as used by courts of law do not apply.

~~E:~~ The city manager or the designee shall issue a written decision within ten days of the hearing date. The written decision of the city manager or the designee is final.

#### **Commented [CA3]:** SECTION 1.10 ENFORCEMENT

This proposed addition is a new section to provide guidance and clarification on how building violations are addressed and enforced.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

~~F.~~ Other than as provided in this subsection, the appeal fee is not refundable. The city manager or the designee may make a determination on the motion of the appellant that the appeal fee shall be refunded to the appellant upon a finding by the city manager or the designee that the appeal was not frivolous.

~~G.~~ Failure to pay a penalty imposed hereunder within ten days after the penalty becomes final as provided in subsection A shall constitute a violation of this code. Each day the penalty is not paid shall constitute a separate violation. The building official is authorized to collect the penalty by any administrative or judicial action or proceeding authorized by Section 15.04, 160, other provisions of this code, or state statutes. (Ord. 10-1 § 3)

### **1.10.4 Unpaid Penalties.**

~~A.~~ Failure to pay an administrative penalty imposed pursuant to this code within ten days after the penalty becomes final shall constitute a violation of this code. Each day the penalty is not paid shall constitute a separate violation. The building official is authorized to collect the penalty by any administrative or judicial action or proceeding authorized by subsection B, other provisions of this code, or state statutes.

~~B.~~ If an administrative civil penalty is imposed on a responsible person because of a violation of any provision of this code resulting from prohibited use or activity on real property, and the penalty remains unpaid thirty days after such penalty become final, the building official shall assess the property the full amount of the unpaid fine and shall enter such an assessment as a lien in the docket of city and county liens. At the time such an assessment is made, the building official shall notify the responsible person that the penalty has been assessed against the real property upon which the violation occurred and has been entered in the docket of city and county liens. The lien shall be enforced in the same manner as all city liens. Interest shall commence from the date of entry of the lien in the lien docket.

~~C.~~ In addition to enforcement mechanisms authorized elsewhere in this code, failure to pay an administrative civil penalty imposed pursuant to this code shall be grounds for withholding issuance of requested permits or licenses, issuance of a stop work order, if applicable, or revocation or suspension of any issued permits or certificates of occupancy. (Ord. 10-1 § 4)

## **1.11 Plans and Permits**

### **1.11.1 Issuance**

The application, plans, specifications, computations and other data filed by an applicant for a permit shall be reviewed by the building official. Such plans may be reviewed by other departments of this jurisdiction to verify

**Commented [CA4]:**  
SECTION 1.10.3 APPEALS PROCEDURES

This section replaces previous section 1.10 Appeals. The new language clarifies the procedure better.

**Commented [CA5]:**  
SECTION 1.10.4 UNPAID PENALTIES

This proposed addition is a new section to provide guidance and clarification on how Unpaid Penalties are addressed and enforced.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

compliance with any applicable laws under their jurisdiction. If the building official finds that the work described in application for a permit and the plans, specifications and other data filed therewith conform to the requirements of this code and other pertinent laws and ordinances, and the fees have been paid, the building official shall issue a permit therefore to the applicant.

When the building official issues the permit where plans are required, the building official shall endorse in writing or stamp the plans and specifications APPROVED. Such approved plans and specifications shall not be changed, modified and altered without authorizations from the building official, and all work regulated by this code shall be done in accordance with the approved plans.

The building official may issue a permit for the construction of part of a building or structure before the entire plans and specifications for the whole building or structure have been submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of this code. The holder of a partial permit shall proceed without assurance that the permit for the entire building or structure will be granted.

### 1.11.2 Retention of Plans

One set of approved plans, specifications and computations shall be retained by the building official for a period of not less than 90 days from date of completion of the work covered therein; and one set of approved plans and specifications shall be returned to the applicant, and said set shall be kept on the site of the building or work at all times during which the work authorized thereby is in progress.

### 1.11.3 Validity of Permit

The issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction or any other federal, state, or local law, statute, rule, regulation, or ordinance.

The issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on there under when in violation of this code or of any other ordinances of this jurisdiction.

### 1.11.4 Expiration of Plan Reviews

Applications for which no permit is issued within 180 days following the date of the application shall expire by limitation and plans and other data submitted for review may thereafter be returned to the applicant or destroyed



## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

### 1.11.5 Permit Expiration, Extension and Reinstatement

Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized is not commenced within the time limitations set forth in this section.

Every permit issued by the building official shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. The work shall not be considered suspended or abandoned where the permittee has pursued activities deemed by the building official to indicate the intent to start and complete the project. The building official may require the permittee to document these activities.

Every permit issued by the building official shall expire by limitation and become null and void 24 months after the date of permit issuance. If the building or work authorized by such permit has not received final inspection approval prior to the permit expiration date, all work shall stop until a new permit is obtained. The new permit cost shall be for the value of the work remaining unfinished or 1/2 the cost of a new permit whichever is greater. EXCEPTION: At the time of permit issuance the building official may approve a period exceeding 24 months for completion of work when the permittee can demonstrate that the complexity or size of the project makes completing the project within 24 months unreasonable.

Any permittee holding an unexpired permit may apply for an extension of the time within which work is to be completed under that permit when the permittee is unable to complete work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding 180 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented work from being completed. No permit shall be extended more than once.

When a permit has expired, the permit can be reinstated and the work authorized by the original permit can be recommenced, provided the following are met:

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.

~~Language to be deleted~~

(a) The Building Code under which the original permit was issued and other laws which are enforced by the code enforcement agency have not been amended in any manner which affects the work authorized by the original permit.

(b) No changes have been made or will be made in the original plans and specifications for such work.

(c) The original permit expired less than one year from the request to reinstate.

The fee for a reinstated permit shall be one-half the amount required for a new permit. Where the request for reinstatement does not comply with the preceding criteria, a new permit, at full permit fees, shall be required.

### **1.11.6 Work Without a Permit/Investigation Fees**

Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

An investigation fee, in addition to the permit fee, may be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

### **1.11.7 Not Transferable**

A permit issued to one person or firm is not transferable and shall not permit any other person or firm to perform any work thereunder.

### **1.11.8 Suspension/Revocation**

The building official may, in writing, suspend or revoke a permit issued under the provisions of this code whenever the permit is issued in error on the basis of incorrect information supplied, or if its issuance (or activity thereunder) is in violation of any ordinance or regulation of any other provisions of the City code.

### **1.11.9 Inspections**

It shall be the duty of the permit holder or authorized agent to request all inspections that may be necessary or otherwise required in a timely manner, provide access to the site, and to provide all equipment as may be deemed necessary or appropriate by the building official. The permit holder shall not proceed with construction activity until authorized to do so by the building official. It shall be the duty of the permit holder to cause the work to remain accessible and exposed for inspection purposes. Any expense incurred by the permit holder to remove or replace any material required for proper inspection shall be the responsibility of the permit holder or his agent.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.  
~~Language to be deleted~~

Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder has posted or otherwise made available an inspection record card such as to allow the building official to conveniently make the required entries thereon regarding inspection of the work. This card shall be maintained available by the permit holder until final approval has been granted by the building official.

### 1.12 Demolition permits

A demolition permit shall be required from the Building Official prior to demolition and removal of a building or structure, as defined by the Oregon Residential Specialty Code or the Oregon Structural Specialty Code, from any platted lot within the City of Manzanita. For purposes of this section, “demolition” means the complete destruction or disassembly and complete removal of a building or structure from a platted lot.

A demolition permit is not required if a building permit has been issued for a replacement building or structure on the same site, and construction of the new building or structure commences no more than forty-five (45) days from the date of demolition of the older building or structure on the site. (Added by Ord. 10-01, passed 4/7/10)

## SECTION 2. VARIOUS CODES

### 2.1 Structural Code

#### 2.1.1 Enforcement of State Code

The Oregon Structural Specialty Code, as adopted by OAR 918-460-0010 through 918-460-0015 and Appendix Chapter 9, Division III, Alternate Group R, Division 1, Fire Sprinkler Requirements, except as modified in this code, is enforced as part of this code.

#### 2.1.2 Adoption of Fire Flow Requirements

Appendix B, Division II of the ~~2010 edition of the~~ Oregon Fire Code is adopted as part of this code with the following modifications:

1. Decreases. Fire-flow requirements may be modified downward by joint approval of the building official and the Chief of the Fire Department for isolated buildings or a group of buildings in rural areas or small communities where the development of full fire-flow requirements is impractical.
2. Increases. Fire-flow requirements may be modified upward by joint approval of the building official and the Chief of the Fire Department where conditions indicated an unusual susceptibility to group fires or

**Commented [CA6]:**  
SECTION 2.1 STRUCTURAL CODE

This proposed addition is to include Appendix Chapter 9 for reference.

**Commented [CA7]:**  
SECTION 2.1.2 ADOPTION OF FIRE FLOW REQUIREMENTS

Removed the reference to the edition to reduce future amendment requirements.

APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.  
Language to be deleted

conflagrations. An upward modification shall not be more than twice that required for the building under construction.

3. Required Fire Flow. No building shall be constructed, altered, enlarged, or repaired in a manner that by reason of size, type of construction, number of stories, occupancy, or any combination thereof creates a need for a fire flow in excess of 3000 gallons per minute (1.14 m3/min) at 20 pounds per square inch residual pressure, or exceeds the available fire flow at the site of the structure, whichever is less.

3.1 Fire flow requirements in excess of 3000 gallons per minute (1.14m3/min) for buildings protected with automatic sprinkler systems may be allowed by the building official and the Chief of the Fire Department when: (a) the greater flow is made available at the building site through the existing city water distribution system; and (b) vehicle access as specified in Section 902.2.2 of the Uniform Fire Code is provided to all sides of the building.

(Section 2.1.2 amended by Ord. 10-07, passed 12/8/10)

2.1.3 Adoption of Additional NFPA Standards

National Fire Protection Association (NFPA) standard 20, Centrifugal Fire Pumps (2010 Edition), is adopted as part of this code.

National Fire Protection Association (NFPA) standard 22, Water Tanks for Private Fire Protection (2010 Edition), is adopted as part of this code.

National Fire Protection Association (NFPA) standard 24, Private Fire Service Mains and Their Appurtenances (2010 Edition), is adopted as part of this code.

(Section 2.1.3 amended by Ord. 10-07, passed 12/8/10)

The Oregon Uniform Fire Code as authorized by ORS 476.030, except as modified in this code, is enforced as part of this code.

2.1.4 Excavation and Grading/Erosion Control

Appendix J of the 2010 Oregon Structural Specialty Code is adopted as part of this code.

(amended by Ord. 0304)

Commented [CA8]:  
SECTION 2.1.3 ADOPTION OF ADDITIONAL NFPA STANDARDS

Removed the reference to the edition to reduce future amendment requirements.

Commented [CA9]:  
SECTION 2.1.4 EXCAVATION AND GRADING/EROSION CONTROL

Eliminate the Code Book year to reduce future amendment requirements. Appendix J can be adopted by local jurisdictions.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.  
Language to be deleted

(Section 2.1.4 amended by Ord. 10-07, passed 12/8/10)

### 2.2 Mechanical Code

#### 2.2.1 Enforcement of State Code

The Oregon Mechanical Specialty Code, as adopted by OAR 918-440-0010 through 918-440-~~0012~~ 0040, except as modified in this code, is enforced as part of this code.

(Section 2.2.1 amended by Ord. 10-07, passed 12/8/10)

**Commented [CA10]:**  
SECTION 2.2 MECHANICAL CODE

Change replaces 0012 with 0040 to cover the correct OAR.

### 2.3 Plumbing Code

#### 2.3.1 Enforcement of State Code

The Oregon Plumbing Specialty Code, as adopted by OAR 918-750-~~0110~~ 0010, except as modified in this code, is enforced as part of this code. (amended by Ord. 03-04)

(Section 2.3.1 amended by Ord. 03-04, passed 7/9/03)

**Commented [CA11]:**  
SECTION 2.3 PLUMBING CODE

Change replaces 0110 with 0010 to cover the correct OAR.

### 2.4 Electrical Code

#### 2.4.1 Enforcement of State Code

The Oregon Electrical Specialty Code, as adopted by OAR 918-305-0010, except as modified in this code, is enforced as part of this code.

(Section 2.4.1 amended by Ord. 03-04, passed 7/9/03)

### 2.5 One and Two-Family Dwelling Code

#### 2.5.1 Enforcement of State Code

The Oregon Residential Specialty Code, as adopted by OAR ~~918-480-0005~~ 918-460-0010 through ~~918-480-0010~~ 918-460-0015, including the section entitled “Flood-Resistant Construction Requirements of the International Residential Code,” except as modified in this code, is enforced as part of this code.

(Section 2.5.1 amended by Ord. 10-07, passed 12/8/10)

**Commented [CA12]:**  
SECTION 2.5.1 ENFORCEMENT OF STATE CODE

Changes correct the codes referenced in this section.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.  
~~Language to be deleted~~

### 2.6 Manufactured Dwelling Code

#### 2.6.1 Parks-Enforcement of State Rules

The manufactured dwelling park and mobile home park rules adopted by OAR 918-600-~~0010~~ 0005 through 918-600-0110, except as modified in this code, are enforced as part of this code.

(Section 2.6.1 amended by Ord. 10-07, passed 12/8/10)

**Commented [CA13]:**  
SECTION 2.6.1 PARKS-ENFORCEMENT OF STATE RULES

Replace 0010 with 0005 to cover the correct OAR.

#### 2.6.2 Manufactured Home Installations-Enforcement of State Rules

The manufactured dwelling rules adopted by OAR 918-500-0000 through 918-~~500-0500~~ 0590 and OAR 918-~~520-0010 through 918-520-0020~~, except as modified in this code, are enforced as part of this code.

**Commented [CA14]:**  
SECTION 2.6.2 MANUFACTURED HOME INSTALLATION-ENFORCEMENT OF STATE RULES

Updated to cover the correct OAR.

### 2.7 Recreational Park and Organizational Camp Regulations

#### 2.7.1 Enforcement of State Rules

The recreational park and organizational camp rules adopted by OAR 918-650-0000 through 918-650-~~0085~~ 0080, except as modified in this code, are enforced part of this code.

**Commented [CA15]:**  
SECTION 2.7.1 ENFORCEMENT OF STATE RULES

Replace 0085 with 0080 to cover the correct OAR.

### 2.8 Dangerous Buildings Code

#### 2.8.1 Unsafe Buildings

~~The unsafe building rules adopted by OAR 918-470-0010 through 918-470-0020 and chapter 34 of the Oregon Structural Specialty Code (OSSC) are enforced as part of this code. The Abatement of Buildings Damaged By Earthquake rules adopted by OAR 918-470-020 through 918-470-0110 are enforced as part of this code. The 1994 ICBO Uniform Code for the Abatement of Dangerous Buildings is adopted as part hereof, except as modified by this jurisdiction.~~ All buildings or structures regulated by this code which are structurally unsafe or not provided with adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life are, for the purpose of this section, unsafe. Any use of buildings or structures constituting a hazard to safety, health or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage or abandonment is, for the purpose of this section, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary and other appendages or structural members which are supported by, attached to, or a part of a

**Commented [CA16]:**  
SECTION 2.8.1 UNSAFE BUILDINGS.

Updated to cover the correct OAR.

## APPENDIX B – Ordinance 20-01 that enforces the building codes

Language to be added.  
~~Language to be deleted~~

building and which are in deteriorated condition or otherwise unable to sustain the design loads which are specified in this code are hereby designated as unsafe building appendages.

All such unsafe buildings, structures or appendages are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with the procedures set forth in the Dangerous Buildings Code or such alternate procedures as may have been or as may be adopted by this jurisdiction. As an alternative, the building official, or another employee or official of this jurisdiction as designated by the governing body, may institute any other appropriate action to prevent, restrain, correct or abate the violation.

(Section 2.8.1 amended by Ord. 10-07, passed 12/8/10)

**2.8.2** (Repealed by Ord. 10-07, passed 12/8/10)

### **2.9 Housing Code**

All buildings, or portions thereof used, or designated or intended to be used, for human habitation are, for the purpose of this section, housing. Any use of buildings, or portions thereof which do not provide minimum standards to safeguard life or limb, health, property and public welfare to the tenants or occupants of the building, or portion thereof shall be considered as substandard housing.

All buildings, or portions thereof which are determined to be substandard as defined in this code are declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with the procedures set forth in the Housing Code or such alternate procedures as may have been or as may be adopted by this jurisdiction. As an alternative, the building official, or another employee or official of this jurisdiction as designated by the governing body, may institute any other appropriate action to prevent, restrain, correct or abate the violation.

### **SECTION 3: FEES**

Fees charged under this code shall be established by Council resolution.

The building official may authorize the refunding of fees paid in accordance with the refund policy in effect in the jurisdiction.

The determination of value or valuation under any provisions of this code shall be made by the building official. The value to be used in computing the building permit and plan review fees shall be the total value of all

**Commented [CA17]:**  
SECTION 2.9 HOUSING CODE

This section was added to help with the abatement of substandard properties.

## **APPENDIX B – Ordinance 20-01 that enforces the building codes**

Language to be added.

~~Language to be deleted~~

construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. Amended by Ord. 03-04 (7/9/03), Ord. 10-01 (4/7/10) and Ord. 10- 07 (12/8/10)

### **SECTION 4: SEVERABILITY**

If any section, paragraph, subdivision, clause, sentence, or provisions of this code shall be adjudged by any court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair, invalidate, or nullify the remainder of the code, but the effect thereof shall be confined to the section, paragraph, subdivision, clause, sentence or provision immediately involved in the controversy in which such judgment or decree shall be rendered, it being the intent of the governing body to enact the remainder of this code notwithstanding the parts to be declared unconstitutional and invalid.

### **SECTION 5: PENALTIES**

Any person violating any of the provision herein for which a special penalty has not been expressly provided shall, upon conviction thereof, be punished by a fine not to exceed \$500 per violation. Each day that a violation exists is a separate offense.



## APPENDIX C – Resolution No. 20-08 Establishing a Fee Schedule for Building Permits

RESOLUTION NO. 20-08

### A RESOLUTION ESTABLISHING A FEE SCHEDULE FOR BUILDING PERMITS

**WHEREAS**, the City of Manzanita has assumed responsibility for plan review and inspection under the CABO One and Two Family Dwelling Code and the Oregon Structural Specialty Code; and,

**WHEREAS**, ORS 455.210 (3)(a) permits a municipality to adopt by regulation such fees as may be necessary and reasonable to provide for the administration and enforcement of provisions of the structural code or One and Two Family Dwelling Code for which the City has assumed responsibility; and,

**WHEREAS**, the City Council determines that the fees set forth in Exhibit A are reasonable and necessary for the administration and enforcement of said codes; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANZANITA** that effective September 1, 2020, the City of Manzanita hereby adopts the fee schedule described in Exhibit A attached hereto and by this reference incorporated herein.

**PASSED** by the City Council and signed by me in authentication of its passage this \_\_\_\_<sup>th</sup> day of \_\_\_, 2020.

---

Michael Scott, Mayor

ATTEST:

---

Cynthia Alamillo, City Manager/Recorder

## APPENDIX C – Resolution No. 20-08 Establishing a Fee Schedule for Building Permits

### Proposed Fee Schedule

**Commented [MBD1]:**

New fees are for the purpose of e-permitting. Our prior fees do not break down the fees per item.

#### A. Structural Permit Fees

Construction values shall include all labor and material but shall exclude the cost of the land. This section covers Residential and Commercial Structural, Commercial Mechanical, Alarm, and Fire Suppression Systems. All structural permits use valuation as determined by the International Code Council Valuation Data Table current as of April 1 of each year, when applicable as per OAR 918-050-0000 and OAR 918-309-0020 through 0070.

Structural Permit Fee table	
Valuation	Fee
\$1 - \$500	\$106.00
\$501 - \$2000	\$106.00 for the first \$500 plus \$3.32 for each additional \$100 or fraction thereof, to and including \$2000
\$2001 - \$25000	\$155.80 for the first \$2000 plus \$13.26 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$50000	\$460.78 for the first \$25000 plus \$9.95 for each additional \$1000 or fraction thereof, to and including \$100000
\$50001 - \$100000	\$709.53 for the first \$50000 plus \$6.64 for each additional \$1000 or fraction thereof
\$100001 and up	\$1041.53 for the first \$100000 plus \$5.53 for each additional \$1000 or fraction thereof
<i>When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc – see Structural Permit fees by valuation</i>	
Other Structural Fees	
Structural Plan Review (when applicable)	75% of structural permit fee
Additional Plan Review (when applicable) – 30 minutes minimum	\$54.00
Fire Life Safety Plan Review (when applicable)	50% of structural permit fee
Each additional inspection, above allowable – per each	\$106.00
Inspections for which no fee is specifically indicated (as required) - hourly	\$106.00, minimum one hour
Inspection outside of normal business hours - hourly	\$106.00, minimum 2 hours
Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of the building permit fee calculated using the value of the deferred portion with a \$250 minimum

**Commented [MBD2]:**

Increase

**Commented [MBD3]:**

New

## APPENDIX C – Resolution No. 20-08 Establishing a Fee Schedule for Building Permits

Phased Project Plan Review Fee – in addition to project plan review fees	\$315.00 minimum plus 10% of total project building permits, not to exceed \$1500.00 for each phase. In addition to standard plan review fees.
Structural demolition – complete demolition, not subject to State Surcharge	\$106.00
Structural alteration ( <u>not</u> demo) – partial, soft, interior	See Structural Permit Fee table by valuation, incurs State Surcharge
Structural Minimum Permit Fee	\$106.00
Moving structure permit, other than U-1	\$583
Re-Roof residential when a permit is required	\$106
Commercial re-roof	See Structural Permit Fee table by valuation, incurs State Surcharge

Commented [MBD4]:  
New

Residential Fire Suppression – Standalone System 13R, fee includes plan review <i>[See Plumbing Fee section for Continuous Loop/Multipurpose System 13D]</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$400.00
2001 – 3600 sq ft	\$500.00
3601 - 7200 sq ft	\$650.00
7201 sq ft and greater	\$800.00
Commercial Fire Suppression	See Structural Permit Fee table by valuation
Solar Structural Installation Permits – <i>separate Electrical Permit application may also be required</i>	
Solar Permit – Prescriptive Path System, fee includes plan review	\$250.00
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>
Investigation Fees - <i>actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines.</i>	
Investigation Fee – hourly	\$106.00/hour, minimum two hours
<b>When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per <i>OAR 918-050-0000</i>.</b>	

Commented [MBD5]:  
New

Commented [MBD6]:  
New

Commented [MBD7]:  
New

Commented [MBD8]:  
New

## APPENDIX C – Resolution No. 20-08 Establishing a Fee Schedule for Building Permits

### B. Manufactured Dwelling Placement Permit Fees

Manufactured Dwelling Placement Fee *	
Single wide	\$202
Double wide	\$404
Triple wide	\$604
Earthquake resistant bracing system (when not part of original dwelling installation)	\$126
State (Cabana) Fee	\$30.00
* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.	
-- See Structural schedule by valuation for non-dwelling modular placements	

Commented [MBD9]:

New

Commented [MBD10]:

New

### C. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

Commented [MBD11]:

New

### D. Mechanical Permit Fees

Residential	Fee – per each appliance
Air conditioner	\$56.00
Air handling unit of up to 10000 cfm	\$41.00
Air handling unit 10001 cfm and over	\$56.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$41.00
Attic or crawl space fans	\$28.00
Chimney/liner/flue/vent	\$45.00
Clothes dryer exhaust	\$41.00
Decorative gas fireplace	\$41.00
Evaporative cooler other than portable	\$73.00
Floor furnace, including vent	\$56.00
Flue vent for water heater or gas fireplace	\$41.00
Furnace – greater than 100000 BTU	\$65.00
Furnace – up to 100000 BTU	\$56.00
Furnace/burner including duct work/vent/liner	\$56.00
Gas or wood fireplace/insert	\$41.00

Commented [MBD12]:

Breaks down each appliance and adds a fee to each. Per appliance fee increases.

## APPENDIX C – Resolution No. 20-08 Establishing a Fee Schedule for Building Permits

Gas fuel piping outlets 1 – 4 outlets	\$23.00
Each additional outlet	\$7.00
Heat pump	\$73.00
Hood served by mechanical exhaust, including ducts for hood	\$41.00
Hydronic hot water system	\$56.00
Installation or relocation domestic/type incinerator	\$56.00
Mini split system	\$73.00
Range hood/other kitchen equipment	\$41.00
Suspended heater, recessed wall heater, or floor mounted heater	\$56.00
Ventilation fan connected to single duct	\$28.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$41.00
Water heater	\$56.00
Wood/pellet stove	\$41.00
Other heating/cooling	\$41.00
Other fuel appliance	\$41.00
Other environment exhaust/ventilation	\$41.00
<b>Commercial Mechanical Fees</b>	
	Fee as per Structural Permit Fee table by valuation
<b>Other Mechanical Fees</b>	
Mechanical Plan Review (when applicable)	35% of mechanical permit fee
Additional Plan Review (when applicable) – 30 minutes minimum	\$54.00
Reinspection – per each	\$106.00
Each additional inspection, above allowable – per each	\$106.00
Inspections for which no fee is specifically – per each indicated (as required)	\$106.00, minimum one hour
Inspection outside of normal business hours	\$106.00, minimum 2 hours
Investigation fee - Mechanical	See Structural – Investigation Fees
Mechanical Minimum Permit Fee	\$106.00

**Commented [MBD13]:**  
New

**Commented [MBD14]:**  
New

### E. Plumbing Permit Fees

<b>Plumbing Permit Fees</b>	
New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. <i>Half bath counted as whole.</i>	
One bathroom, one kitchen	\$360.00
Two bathrooms, one kitchen	\$393.00
Three bathrooms, one kitchen	\$443.00

**Commented [MBD15]:**  
Increase

## APPENDIX C – Resolution No. 20-08 Establishing a Fee Schedule for Building Permits

Each additional bathroom > 3 – or – kitchen >1	\$52.00/each
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – <i>first 100 ft included in bathroom/kitchen fee</i>	\$45.00
Commercial and Non-New Residential	
Site Utilities	Fee
Sanitary Sewer - First 100 feet or less	\$82.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$45.00
Storm – first 100 feet or less	\$82.00
Storm – Each additional 100 feet or fraction thereof	\$45.00
Water – first 100 feet or less	\$82.00
Water – Each additional 100 feet or fraction thereof	\$45.00
Fixtures	Fee – per each
Absorption valve	\$28.00
Backflow preventer	\$56.00
Backwater valve	\$28.00
Catch basin or area drain	\$28.00
Clothes washer	\$28.00
Dishwasher	\$28.00
Drinking fountain	\$28.00
Ejectors/sump pump	\$28.00
Expansion tank	\$28.00
Fixture cap	\$28.00
Floor drain/floor sink/hub drain	\$28.00
Garbage disposal	\$28.00
Hose bib	\$28.00
Ice maker	\$28.00
Primer	\$28.00
Residential fire sprinklers	\$28.00
Sink/basin/lavatory	\$28.00
Stormwater retention/detention tank/facility	\$94.00
Swimming pool piping	\$62.00
Tub/shower/shower pan	\$28.00
Urinal	\$28.00
Water closet	\$28.00
Water heater	\$56.00
Other – plumbing	\$28.00
Alternate potable water heating system	\$65.00
Interceptor/grease trap	\$28.00
Manholes	\$28.00
Roof drain (commercial)	\$56.00
Medical Gas and Process Piping Permit Fees – Commercial Plumbing	
Valuation	Fee
\$1.00 - \$5,000	\$106.00

**Commented [MBD16]:**  
Increase

**Commented [MBD17]:**  
Breaks down fixtures and puts a fee to each. per fixture fee increases

## APPENDIX C – Resolution No. 20-08 Establishing a Fee Schedule for Building Permits

\$5,001 - \$10,000	\$106.00 for the first \$5,000 plus \$3.20 for each \$100 or fraction thereof
\$10,001 - \$100,000	\$266.00 for the first \$10,000 plus \$10.99 for each additional \$1,000 or fraction thereof
\$100,001 and above	\$1255.10 for the first \$100,000 plus \$7.78 for each additional \$1,000 or fraction thereof
Residential Fire Suppression – Multipurpose/Continuous Loop System 13D, fee includes plan review <i>[See Structural Fee section for Standalone System 13R]</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$250.00
2001 – 3600 sq ft	\$300.00
3601 – 7200 sq ft	\$350.00
7201 sq ft and greater	\$400.00
Other Plumbing Fees	
Plumbing Plan Review (when applicable) – commercial	35% of commercial plumbing permit fee
Plumbing Plan Review (when applicable) – residential	35% of residential plumbing permit fee
Additional Plan Review (when applicable) – 30 minutes minimum	\$54.00
Reinspection – per each	\$106.00/each
Each additional inspection, above allowable – per each	\$106.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$106.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$106.00/hour, minimum 2 hours
Investigation fee - Plumbing	See Structural – Investigation Fees
Plumbing Minimum Permit Fee – commercial	\$175.00
Plumbing Minimum Permit Fee – residential	\$106.00

Commented [MBD18]:  
New

Commented [MBD19]:  
New

### F. Miscellaneous Permit Fees

Miscellaneous Permit Fees	
Permit Reinstatement fee – expired permits not yet 12 months past their expiration date, as eligible, subject to State Surcharge	Value of the work remaining unfinished or ½ the cost of a new permit, whichever is greater.
Permit Reinstatement fee - Expired permits over one year past their expiration	New application with current valuation fees
Permit Reinstatement fee - Expired permits lacking only the final inspection	\$106.00

Commented [MBD20]:  
New

## APPENDIX C – Resolution No. 20-08 Establishing a Fee Schedule for Building Permits

Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	\$106.00 1 <sup>st</sup> request \$212.00 2 <sup>nd</sup> request
Copy fees	8 ½ x 11 B&W \$0.25 each Color \$0.50 each 11 x 17 B&W \$0.75 each
Returned Check fee (NSF)	\$35.00
Seismic Surcharge – Structural/Mechanical – review required on all essential structures	1% of building permit fee
Expedited Plan Review fee – Structural, in addition to standard plan review fees – plan review services outside of normal timeframes established, must be pre-approved, subject to availability/resources	\$106.00 per hour with a minimum of 50% of standard plan review fee.
Temporary Occupancy, Residential (30-day max)	\$200.00
<i>Temporary Occupancy, Commercial (30-day max)</i>	\$400.00
Change of Use or Change of Occupancy permit fee, when no structural work is proposed	\$126.00



# APPENDIX D - Building Fees for Tillamook County, City of Cannon Beach and Clatsop County

## BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON

In the Matter of Amending the  
Fee Schedule for the Department  
Of Community Development

)  
)  
)  
)

ORDER

#011 - 089

This matter came before the Tillamook County Board of Commissioners at their regular meeting on November 30, 2011 at the request of the Department of Community Development.

The Board of Commissioners, being fully apprised of relevant records and representations of the Department of Community Development staff, finds as follows:


1. The Fee Schedule set forth in this order has not been revised since September 15, 2010 under Board Order #10-064.
2. The current Fee Schedule does not accurately reflect current costs of providing desirable levels of service to the residents and property owners of Tillamook County.
3. The fees for building, planning and sanitation permits need to be increased six percent (6%) to correspond with the projected fee increase that was used to forecast revenues in the FY 2011-2012 budget, and to improve cost recovery for provision of necessary services to process and issue permits.

NOW THEREFORE, IT IS HEREBY ORDERED that:

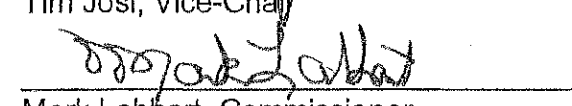
4. The Fee Schedule shall be revised as set forth in the attached Exhibit A, which is incorporated herein by reference as though set forth in full.

DATED THIS 30 DAY OF November, 2011.

BOARD OF COUNTY COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

  
Charles J. Hurliman, Chair

  
Tim Josi, Vice-Chair

  
Mark Labhart, Commissioner

Aye    Nay    Abstain/Absent

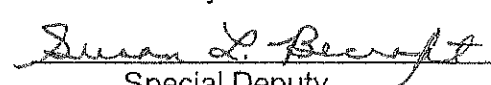
 ☒ ☐ ☐

☒ ☐ ☐

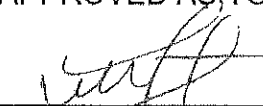
☒ ☐ ☐

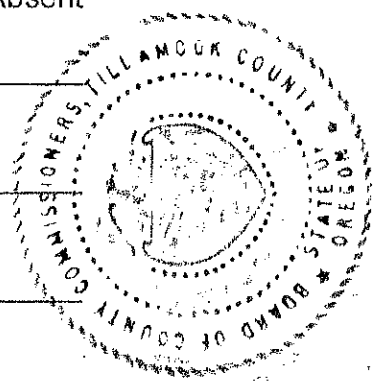
☒ ☐ ☐

ATTEST:    Tassi O'Neil,  
              County Clerk

BY:   
              Special Deputy

APPROVED AS TO FORM:

  
William K. Sargent, County Counsel



## EXHIBIT A

Planning Fees	Existing Fee	New Fee
<b>Amendments/Zone Change</b>		
Ordinance Amendment or Zone Change NOT involving an exception to the statewide planning goals	\$1,930.00	\$2,046.00
Ordinance Amendment or Zone Change involving an exception to the statewide planning goals	\$2,896.00	\$3,070.00
(This fee is for the first affected contiguous ownership. There is an added fee of \$215 for each additional affected ownership, with a maximum added fee of \$2,015)		
PUBLIC WORKS - Minimum 1-2 hours	\$100.00	\$106.00
<b>Appeals</b>		
Appeal to Building Official	\$386.00	\$409.00
Appeal of Planning Director's Decision (Refundable if appellant prevails ORS 215.41(11))	\$250.00	\$250.00
Appeal of Planning Commission Decision - same as original fee with set minimum and maximum	minimum \$858.00 maximum \$2,059.00	\$909.00 \$2,183.00
<b>Conditional Uses</b>		
Conditional Use for Planned Unit Developments or Condominiums	\$2,317.00	\$2,456.00
Conditional Use for aggregate sites	\$1,738.00	\$1,842.00
Conditional Use for nonfarm or nonforest dwellings/Land partitions	\$1,544.00	\$1,637.00
Conditional Use for Health Hardship	\$348.00	\$369.00
Conditional Uses reviewed by Planning Commission	\$1,544.00	\$1,637.00
Other Conditional Uses & Major Non Conforming Reviews reviewed by Planning Commission	\$927.00	\$983.00
PUBLIC WORKS (Involving Section 3.010 (4)(k) of Land Use Ordinance Public Works (all other reviews) minimum 1-2 Hours review	25% of DCD FEE \$100.00	25% of DCD FEE \$106.00
<b>Variances</b>		
Variances reviewed by Planning Commission	\$1,544.00	\$1,637.00
Variance reviewed by Planning Division	\$927.00	\$983.00
Public Works - Involving road setback or off-street parking issues	25% of DCD Fee	25% of DCD Fee
Public Works - all other reviews	\$100.00	\$106.00
<b>Development Permits</b>		
Beaches & Dunes, Estuarine and Riverine areas and Flood Plain	\$580.00	\$615.00
<b>Building Permit Reviews (In Addition to Standard Fees)</b>		
AG Building 5000 sq ft or less	\$43.00	\$46.00
AG Building more than 5000 sq ft	\$71.00	\$75.00
AG Building Floodplain 5000 sq ft or less	\$84.00	\$89.00
AG Building Floodplain more than 5000 sq ft	\$140.00	\$146.00
Commercial, apartments and multi-family dwellings	\$386.00	\$409.00
Commercial Accessory Structures, additions, etc		\$409.00
Commercial Interior Remodeling		\$100.00
One or two family dwellings	\$232.00	\$246.00
Residential Accessory structures, additions, etc	\$93.00	\$99.00
Residential Interior Remodeling	\$40.00	\$42.00
Farm or forest dwelling Review	\$695.00	\$737.00
Major Non-Conforming Review	\$927.00	\$983.00
Minor Non-Conforming Review	\$695.00	\$737.00
Geologic Hazard, Beaches & Dunes, and Flood Zone Review	\$139.00	\$147.00
Manufactured Dwelling Review (plus state fees)	\$293.00	\$311.00

Planning Fees	Existing Fee	New Fee
Pre-Construction meeting (may be required at DCD's discretion for major or complex projects)	\$0.00	\$0.00
Recreational vehicle Review	\$193.00	\$205.00
Time Extension for Building Permit Reviews	\$0.00	\$0.00
Public Works - Minimum 1-2 hours	\$100.00	\$106.00
Other Permits/Reviews		
Address Issuance without permit	\$31.00	\$33.00
Address issuance with permit	\$20.00	\$21.00
Consultation Fee (One hour minimum)	\$50.00	\$53.00
Consultant Fee (for consultant or expert retained by County to review application)	Consultant's Fee	Consultant's Fee
Dune Hazard Report Review	\$773.00	\$615.00
Geologic Hazard Report Review	\$773.00	\$615.00
Land Use Compatibility Review	\$139.00	\$147.00
Land Use Verification Letter	\$193.00	\$205.00
Lot of record verification	\$139.00	\$147.00
Research Fee (One hour minimum)	\$50.00	\$53.00
Setback Exception for 50' riparian areas, f, f-1, and SFW 20 Zones	\$580.00	\$615.00
Fee Exceptions	\$0.00	\$0.00
Similar use ruling	\$366.00	\$409.00
Temporary Use Permits	\$93.00	\$99.00
Public Works Review of Temporary use Permits	\$100.00	\$106.00
Time Extension Requests	\$0.00	\$0.00
Sanitation Permit Review (In Addition to Standard Fee)		
Site Evaluation	\$93.00	\$99.00
Construction Permit	\$47.00	\$50.00
Alteration Permit	\$47.00	\$50.00
Repair Permit	\$47.00	\$50.00
Authorization Permit	\$47.00	\$50.00
Public Works	\$50/hour as needed	\$50/hour as needed
Subdivisions/Partitions		
Preliminary Subdivision Plat Review	plus \$55 per lot	\$1,236.00
Public Works	plus \$25 per lot	\$1,310.00 plus \$55 per lot
Final Subdivision Plat Review	plus \$22 per lot	\$1,100.00 plus \$25 per lot
Public Works	plus \$10 per lot	\$464.00 plus \$22 per lot
Major Partition Review (Not in Resource Zone)		\$695.00
Public Works		\$737.00
Final Plat Review		\$700.00
Major Partition Review (In Resource Zone)		\$742.00
Public Works		\$386.00
Minor Partition Review (Not in Resource Zone)		\$409.00
Minor Partition Review in Resource Zone		\$927.00
Boundary Line Adjustment		\$983.00
Lot Line Adjustment		\$700.00
Pre-Application Conferences		\$386.00
Public Works		\$409.00
Road Approach Permit		\$114.00
Public Road Encroachment License (not collected at DCD)		\$121.00
Subdivision/Major Partition Improvement Agreement (not collected at DCD)		\$185.00
		\$196.10
		\$550.00
		\$583.00
		\$1,000.00
		\$1,060.00
		\$350.00
		\$371.00

An application shall be billed the actual cost of processing an application when the itemized cost exceeds the prescribed fee by at least 50%

Double fees shall be charged for work commenced without required land use approval.

Building Fees	Existing Fee	New Fee
Schedule of Permit Fees		
\$0.00 to \$3,000 valuation	\$27.03 - \$59.48	\$28.66 - \$63.00
\$3,001.00 to \$25,000.00	68.75 - \$263.54	\$72.84 - \$279.48
\$25,001.00 to \$50,000.00	\$270.64 - \$438.44	\$286.89 - \$464.73
\$50,000.00 to \$100,000.00	443.09 - 670.80	\$72.84 - \$279.48
\$100,001 and up	674.59 for the first \$100,000.00 and \$3.74 for each add'l \$1000.00 or fraction thereof	695.17 for the first \$100,000 and \$4.12 for each add'l \$1,000.00 or fraction thereof
MD/RV Fee (Building	\$309.00	\$328.00
Reinspection	\$56.00	\$59.00
Specially Requested inspection (per hour)	\$56.00	\$59.00
Electrical Permits		
Residential per unit service included		
1000 sq ft or less	\$164.00	\$174.00
Each add'l 500 sq ft or portion thereof	\$29.00	\$31.00
Limited Energy	\$40.00	\$42.00
Limited Energy, Commercial	\$77.00	\$82.00
Each MH dwelling service or feeder	\$77.00	\$82.00
Services or feeders: Installation, alteration		
200 amps or less	\$97.00	\$103.00
201 amps to 400 amps	\$116.00	\$123.00
401 amps to 600 amps	\$193.00	\$205.00
601 amps to 1,000 amps	\$252.00	\$267.00
Over 1,000 amps	\$586.00	\$621.00
Reconnect Only	\$77.00	\$82.00
Temporary Services or feeders		
200 amps or less	\$77.00	\$82.00
201 to 400 amps	\$107.00	\$113.00
401 to 600 amps	\$155.00	\$164.00
Over 600 amps or 1,000 volts see services or feeders		\$0.00
Branch Circuits: new, alteration or extension		
With purchase of service or feeder		
Each Branch Circuit	\$5.00	\$5.00
Without purchase of service or feeder		
First Branch Circuit	\$66.00	\$70.00
Each Additional branch circuit	\$5.00	\$5.00
Miscellaneous Electrical		
Each pump or irrigation circle	\$77.00	\$82.00
Each sign or outline lighting	\$77.00	\$82.00
Signal circuit(s)/limited enerl, panel, alteration	\$77.00	\$82.00
Additional inspection over the allowable	\$68.00	\$72.00
Restricted Energy Fees		
Beaches & Dunes, Estuarine and Riverine areas and Flood Plain		
Audio and Stereo Systems	\$40.00	\$42.00
Burglar Alarm	\$40.00	\$42.00
Garage Door Opener	\$40.00	\$42.00
Fire Alarm	\$40.00	\$42.00
HVAC	\$40.00	\$42.00
Vacuum systems	\$40.00	\$42.00
Commercial		
Audio and Stereo Systems	\$77.00	\$82.00
Boiler Controls	\$77.00	\$82.00
Clock Systems	\$77.00	\$82.00
Data telecommunications installations	\$77.00	\$82.00
Farm or forest dwelling Review	\$77.00	\$82.00

Building Fees	Existing Fee	New Fee
HVAC	\$77.00	\$82.00
Instrumentation	\$77.00	\$82.00
Intercom and paging systems	\$77.00	\$82.00
Landscape irrigation control	\$77.00	\$82.00
Manufactured Dwelling Review (plus state fees)	\$77.00	\$82.00
Medical	\$77.00	\$82.00
Nurse Calls	\$77.00	\$82.00
Outdoor landscape lighting	\$77.00	\$82.00
Protective signaling	\$77.00	\$82.00
<b>Mechanical Permits</b>		
Forced air/Air Handler < 100,000 BTU	\$26.00	\$28.00
Forced air/Air Handler > 100,000 BTU	\$43.00	\$46.00
Wall or Suspended Heater/Other Furnace (vented)	\$26.00	\$28.00
Heat pump < 10,000 CFM	\$26.00	\$28.00
Heat pump > 10,000 CFM	\$43.00	\$46.00
<b>Residential Installations</b>		
Vent/fan connected to duct	\$12.00	\$13.00
Range Hood (Up/Down draft)	\$12.00	\$13.00
Dryer Vent/Gas Vent/Mfg Chimney	\$12.00	\$13.00
Gas Appliance (range, BBQ, water heater, etc)	\$19.00	\$20.00
Gas/Wood/Pellet/Oil - Stove/Fireplace	\$19.00	\$20.00
Gas Piping/Outlets (First 4)	\$8.00	\$8.00
each add'l connection (5 or more)	\$3.00	\$3.00
Hydronic Heat System	\$19.00	\$20.00
<b>Commercial Installations</b>		
Commercial Dampers	\$19.00	\$20.00
Compressor 3 - 9 HP	\$26.00	\$28.00
Compressor 10 - 29 HP	\$34.00	\$36.00
Compressor 30 - 49 HP	\$43.00	\$46.00
Compressor 50 HP or more	\$63.00	\$67.00
Evaporative cooler	\$23.00	\$24.00
Exhaust system commercial	\$26.00	\$28.00
Commercial or Industrial incinerator	\$127.00	\$135.00
Each appliance or piece of equipment not classified in other itemized categories - i.e. ductwork, VAV units, seismic bracing	\$23.00	\$24.00
Fire damper	\$14.00	\$15.00
Type I Hood with duct	\$22.00	\$23.00
Fire Suppression System	\$22.00	\$23.00
<b>Other Mechanical Charges</b>		
New, replace, relocate vent, without appliance	\$8.00	\$8.00
Repair, alter, add to heating and cooling appliance and controls	\$23.00	\$24.00
Re-inspection or Special Inspection Fee	\$68.00	\$72.00
Addition plans review, required by change - minimum 1/2 hour	\$75.00	\$80.00
Base Mechanical Permit Fee	\$56.00	\$59.00
<b>Plumbing Permits</b>		
<b>New Residential including multi family</b>		
Kitchen per fixture	\$23.00	\$24.00
Full bathroom	\$93.00	\$99.00
Half bath	\$47.00	\$50.00
Laundry per fixture	\$23.00	\$24.00
Miscellaneous fixtures	\$23.00	\$24.00
Storm Water drainage/rain drains		
1st 100' of pipe or fraction thereof	\$44.00	\$47.00
each add'l 100 ft of pipe or fraction thereof	\$33.00	\$35.00
Backflow Device	\$61.00	\$65.00
Water Service		

Building Fees	Existing Fee	New Fee
1st 100' of pipe or fraction thereof	\$44.00	\$47.00
each add'l 100 ft of pipe or fraction thereof	\$33.00	\$35.00
<b>Sewer Service</b>		
1st 100' of pipe or fraction thereof	\$44.00	\$47.00
each add'l 100 ft of pipe or fraction thereof	\$33.00	\$35.00
<b>Fire Suppression System</b>		
2,001 sq ft to 3,600 sq ft	\$182.00	\$193.00
3,601 sq ft to 7,200 sq ft	\$228.00	\$242.00
7,201 sq ft and greater	\$371.00	\$393.00
<b>Manufactured dwellings</b>		
Water service (new or replace > 30 ft)	\$44.00	\$47.00
Sanitary sewer > 30 ft	\$44.00	\$47.00
Connection to existing drain, sewer & water	\$61.00	\$65.00
<b>Maintenance</b>		
Alteration or repair of existing water piping or existing drainage or vent piping	\$44.00	\$47.00
<b>Commercial/Industrial</b>		
3 or less fixtures	\$77.00	\$82.00
Base fee (includes 4 to 10 fixtures)	\$189.00	\$200.00
11 or more fixtures                      base fee plus cost of fixture	\$24.00	\$25.00
<b>Water Service</b>		
1st 100' of pipe or fraction thereof	\$61.00	\$65.00
each add'l 100 ft of pipe or fraction thereof	\$33.00	\$35.00
<b>Storm water and/or sanitary sewer</b>		
1st 100' of pipe or fraction thereof	\$61.00	\$65.00
each add'l 100 ft of pipe or fraction thereof	\$33.00	\$35.00
<b>Building Storm Sewer</b>		
1st 100' of pipe or fraction thereof	\$61.00	\$65.00
each add'l 100 ft of pipe or fraction thereof	\$33.00	\$35.00
<b>RV and Manufactured Dwelling Parks</b>		
Base fee (includes 5 or less spaces)	\$293.00	\$311.00
6-9 spaces (base fee + cost per space)	\$51.00	\$54.00
10 or more spaces (base fee plus cost per space)	\$35.00	\$37.00
Structures and storm sewer system (per fixture)	\$24.00	\$25.00
<b>Medical Gas</b>		
Base Fee	\$267.00	\$283.00
Each inlet or outlet	\$1.00	\$1.00
<b>Remodel, additions and other:</b>		
Each fixture	\$23.00	\$24.00
Water service, new or replace	\$44.00	\$47.00
Backflow device	\$61.00	\$65.00
Solar Water heater	\$21.00	\$22.00
Pressure regulator	\$61.00	\$65.00
Water heater replacement	\$23.00	\$24.00
Reinspection & DWV	\$61.00	\$65.00
Special Inspection (per hour)	\$61.00	\$65.00
Shower Pan	\$61.00	\$65.00
Minimum Plumbing Permit Fee	\$61.00	\$65.00

<b>Sanitation Fees</b>	<b>Existing Fee</b>	<b>New Fee</b>
Site Eval SFD	\$470.00	\$498.00
Site Eval Commercial* first 1000 gallons	\$470.00	\$498.00
each 500 up to 5000 gallons	\$127.00	\$135.00
Site Eval Report Review	\$281.00	\$298.00
Rural Area Variance SE	\$470.00	\$498.00
Authorization Notice w/field	\$378.00	\$401.00
AN w/o field visit	\$122.00	\$129.00
Existing System Reviews	\$378.00	\$401.00
<b>added fee of \$215 for each additional affected ownership, with a maximum added fee of \$2,015)</b>		

<b>Construction Permits</b>		
Aerobic System	\$646.00	\$685.00
Alternative Treatment Tech	\$646.00	\$685.00
Capping Fill System	\$997.00	\$1,057.00
w/pump or siphon	\$1,032.00	\$1,094.00
Disposal Trenches in Saprolite	\$646.00	\$685.00
w/pump or siphon	\$681.00	\$722.00
Evapotranspiration System	\$0.00	\$0.00
Gray Water Waste Sump	\$281.00	\$298.00
Holding Tanks	\$0.00	\$0.00
Pressure Distribution System	\$969.00	\$1,027.00
Recirculating Gravel Filter	\$0.00	\$0.00
Redundant System	\$646.00	\$685.00
w/pump or siphon	\$681.00	\$722.00
Sand Filter System	\$1,236.00	\$1,310.00
Seepage Pit	\$646.00	\$685.00
w/pump or siphon	\$681.00	\$722.00
Seepage Trench System	\$646.00	\$685.00
w/pump or siphon	\$681.00	\$722.00
Standard System	\$646.00	\$685.00
w/pump or siphon	\$681.00	\$722.00
Steep Slope System	\$646.00	\$685.00
w/pump or siphon	\$681.00	\$722.00
Tile Dewatering System	\$969.00	\$1,027.00
w/pump or siphon	\$1,004.00	\$1,064.00
Major Alteration of System	\$485.00	\$514.00
Minor Alteration of System	\$133.00	\$141.00
Renewal of Permit w/field	\$457.00	\$484.00
Renewal w/o field visit	\$133.00	\$141.00
Reinstatement w/field visit	\$457.00	\$484.00
Reinstatement w/o field visit	\$133.00	\$141.00
Transfer of Permit w/field	\$457.00	\$484.00
Transfer w/o field visit	\$133.00	\$141.00
Major Repair SFD	\$344.00	\$365.00
Major Repair Commercial - Commercial Fees Apply		\$0.00
Minor Repair SFD	\$176.00	\$187.00
Beaches & Dunes, Estuarine and Riverine areas and Flood Plain	\$281.00	\$298.00

Sanitation Fees	Existing Fee	New Fee
Construction Re-inspect (SFD & Commercial)	\$197.00	\$209.00
Plan Review Fee Commercial	\$232.00	\$246.00
Pumper Truck Insp. 1st Truck	\$112.00	\$119.00
Each additional truck	\$63.00	\$67.00
Annual Evaluation ATT	\$330.00	\$350.00
Temp Hardship Mobile Home	\$330.00	\$350.00





## City of Cannon Beach Proposed Fee Schedule Exhibit A

### COMMUNITY DEVELOPMENT - BUILDING CODES

#### **A. Structural Permit Fees**

Construction values shall include all labor and material, but shall exclude the cost of the land. This section covers Residential and Commercial Structural, Commercial Mechanical, Alarm, and Fire Suppression Systems. All structural permits use valuation as determined by the International Code Council Valuation Data Table current as of April 1 of each year, when applicable as per OAR 918-050-0000 and OAR 918-309-0020 through 0070.

#### **New One and Two-Family Dwelling Permits**

\$1 - \$2250 .....	\$75
\$2,251-\$9,750.....	\$75.00 for the first \$2,251 plus \$3.00 for each additional \$100, or fraction thereof
\$9,751-\$19,500.....	\$300.00 for the first \$9,751 plus \$2.50 for each additional \$100 or fraction thereof
\$19,501-\$96,830.....	\$543.75 for the first \$19,501 plus \$1.75 for each additional \$100 or fraction thereof
\$96,831 & up .....	\$1897.03 for the first \$96,831 plus \$1.00 for each additional \$100 or fraction thereof

#### **Commercial Structural/Mechanical/Fire Suppression and Alarm, Multi-Family and Industrial Permits and all Other Residential Construction**

\$1 - \$500 .....	\$106
\$501-\$2,000.....	\$106.00 for the first \$500 plus \$3.32 for each additional \$100, or fraction thereof
\$2,001-\$25,000.....	\$155.80 for the first \$2,000 plus \$13.26 for each additional \$1,000 or fraction thereof
\$25,001-\$50,000.....	\$460.78 for the first \$25,000 plus \$9.95 for each additional \$1,000 or fraction thereof
\$50,001-\$100,000.....	\$709.53 for the first \$50,000 plus \$6.64 for each additional \$1,000 or fraction thereof
\$100,001 & up .....	\$1041.53 for the first \$100,000 plus \$5.53 for each additional \$1,000 or fraction thereof

#### **Other Structural Fees**

Structural Plan Review .....	75% of building permit fee
Additional Plan Review (when applicable) 30 minute minimum .....	\$54/hour
Fire and Life Safety Review .....	50% of building permit fee
Reinspection – per each.....	\$106
Each additional inspection, above allowable – per each .....	\$106
Inspection for which no fee is specifically indicated (as required) – one hour minimum.....	\$106/hour
Inspection outside of normal business hours – hourly, 2 hour minimum .....	\$106/hour
Deferred Submittal Plan Review Fee.....	65% of the building permit fee calculated using the valuation of the deferred portion with a \$250 minimum (in addition to standard plan review fees)
Phased Project Plan Review Fee .....	\$315 minimum plus 10% of total project building permits, not to exceed \$1500 for each phase. In addition to standard plan review fees.
Structural Demolition – complete demolition, not subject to State Surcharge .....	\$106
Structural Minimum Permit fee .....	\$106

**B. Residential Fire Suppression Permit Fees** – Standalone 13R, fee includes plan review

(See Plumbing Fee Section for Multi-Purpose/Continuous Loop System 13D)

Square footage of the residential structure to be covered:

Up to 2,000 square feet .....	\$400
2,001 – 3,600 square feet .....	\$500
3,601 – 7,200 square feet .....	\$650
Greater than 7,201 square feet .....	\$800
Commercial Fire Suppression.....	Fee as per Structural Permit Fee Table by Valuation

**C. Solar Structural Installation Permits**Solar Permit - Prescriptive Path System, fee includes plan review ..... \$250Solar Permit – Non-Prescriptive Path System

Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.

**D. Investigation Fees**

Actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines.

Investigation fee – hourly ..... \$106/hour, minimum of two hours

**E. Manufactured Dwelling Placement Permit Fees**

Placement fee includes concrete slab, runners or foundation when prescriptive, electrical feeder, plumbing connections and all cross-over connections, first 30 linear feet of site utilities. New electrical services or additional branch circuits, and new plumbing-may require separate permits. All decks 30" above ground, carports, garages, porches and patios are based on valuation and may also require separate permits. See Structural Schedule by valuation for non-dwelling modular placements.

Manufactured Dwelling Placement fee .....	\$202
Earthquake resistant bracing system (when not part of original dwelling installation) .....	\$126
Manufactured Dwelling Cabana .....	Requires separate structural permit – See Structural Permit Schedule
State of Oregon Manufactured Dwelling Fee .....	\$30

**F. Manufactured or RV Park Development Permit Fees**

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park and Organizational Camp and applying the valuation amount to Table 1 as referenced for each.

## **G. Mechanical Permit Fees**

Minimum Fee .....	\$106
Air Handling Unit .....	\$41 per appliance
Air Conditioning Unit .....	\$56 per appliance
Alteration of Existing HVAC System .....	\$41 per appliance
Attic/Crawl Space Fans.....	\$28 per appliance
Chimney/liner/flue/vent .....	\$45 per appliance
Clothes dryer exhaust .....	\$41 per appliance
Decorative Gas Fireplace .....	\$41 per appliance
Evaporative Cooler other than portable .....	\$73 per appliance
Floor furnace, including vent .....	\$56 per appliance
Flue vent for water heater or gas fireplace .....	\$41 per appliance
Furnace – greater than 100,000 BTU.....	\$65 per appliance
Furnace – up to 100,000 BUT .....	\$56 per appliance
Furnace/burner including duct work/vent/flue .....	\$56 per appliance
Gas or wood fireplace insert .....	\$41 per appliance
Gas fuel piping outlets (one to four) .....	\$23
Gas fuel piping outlets (more than four) .....	\$7 each
Heat pump .....	\$73 per appliance
Hood served by mechanical exhaust, including ducts for hood .....	\$41 per appliance
Mini-split system .....	\$73 per appliance
Range hood/other kitchen equipment .....	\$41 per appliance
Suspended heater, recessed wall heater or floor-mounted unit heater .....	\$56 per appliance
Ventilation fan connected to a single duct .....	\$28 per appliance
Ventilation system not part of heating or AC system authorized by a permit .....	\$41 per appliance
Wood/pellet stove .....	\$41 per appliance
Other fuel appliance .....	\$41 per appliance
Other heating/cooling .....	\$41 per appliance
Other environment exhaust/ventilation .....	\$41 per appliance
Water Heater .....	\$41 per appliance

### **Other Mechanical Fees**

Mechanical Plan Review (when applicable) .....	35% of Mechanical Permit Fee
Additional Plan Review (when applicable, 30 minute minimum) .....	\$54/hour
Re-Inspection – per each .....	\$106
Each additional inspection over the allowable – per each .....	\$106
Inspections –Mechanical, Outside of Normal Business Hours (minimum charge 2 hours) .....	\$106/hour
Inspections – Mechanical, for which no fee is specifically indicated (minimum charge 1 hour) .....	\$106/hour
Investigation Fee – Mechanical .....	See Structural Investigation Fees
Minimum Mechanical Permit Fee .....	\$106

## **H. Plumbing Permit Fees**

### **New One and Two-Family Dwellings**

Includes one kitchen, first 100 feet of each of site utilities, hose bibbs, icemakers, underfloor low-point drains and rain drain packages that include the piping, gutters, downspouts and perimeter systems. Half-baths counted as whole.

One Bathroom, One Kitchen .....	\$360
Two Bathrooms, One Kitchen .....	\$393
Three Bathrooms, One Kitchen .....	\$443
Each additional bathroom, half bathroom > 3, kitchen >1 .....	\$52
Each additional 100 feet of sanitary, storm and water service or fraction thereof .....	\$45
Stormwater retention/detention tank facility .....	\$94
Swimming Pool Piping .....	\$62
Alternative Potable Water Heating System .....	\$65
All other plumbing fixtures, appliances or appurtenances (each) .....	\$28

### **All Other and Existing Residential Additions/Remodels or Alterations**

Residential Minimum Fee .....	\$106
Plumbing fixtures, appliances, appurtenances (each) .....	\$28
Water service, storm or sanitary sewer (first 100 feet) .....	\$82
Each additional 100 feet of sanitary, storm and water service or fraction thereof .....	\$45

### **Commercial, Multi-Family and Industrial**

New, additions, remodels and alterations

Commercial Minimum Fee .....	\$175
Plumbing fixtures, appliances, appurtenances (each) .....	\$28
Water service, storm or sanitary sewer (first 100 feet) .....	\$82
Each additional 100 feet of sanitary, storm and water service or fraction thereof .....	\$45

### **Commercial Medical Gas Installation**

Fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixture and appliances.

\$1 – 5000 .....	\$106
\$5001 – 10,000 .....	\$106 for the first \$5,000 plus \$3.20 for each additional \$100 or fraction thereof
\$10,001 – 100,000 .....	\$266 for the first \$10,000 plus \$10.99 for each additional \$1,000 or fraction thereof
\$100,001 and above .....	\$1,255.10 for the first \$100,000 plus \$7.80 for each additional \$1,000 or fraction thereof

### **Residential Fire Suppression**

Multipurpose/Continuous Loop System 13D, fee includes plan review (See Structural Fee Section for Standalone System 13R)

Square footage of the residential structure to be covered:

Up to 2,000 square feet .....	\$250
2,001 – 3,600 square feet .....	\$300
3,601 – 7,200 square feet .....	\$350
Greater than 7,201 square feet .....	\$400

### **Other Plumbing Fees**

Plumbing Plan Review (when applicable) .....	35% of Mechanical Permit Fee
Additional Plan Review (when applicable, 30 minute minimum) .....	\$54/hour
Re-Inspection – per each .....	\$106
Each additional inspection over the allowable – per each .....	\$106
Inspections – Plumbing, Outside of Normal Business Hours (minimum charge 2 hours) .....	\$106/hour
Inspections – Plumbing, for which no fee is specifically indicated (minimum charge 1 hour) .....	\$106/hour
Investigation Fee – Plumbing .....	See Structural Investigation Fees
Minimum Plumbing Permit Fee .....	\$106

### **I. Re-instatement of Expired Permits**

Subject to state surcharge.

Expired permits not yet 12 months past their expiration date (Each code discipline) ... ½ the original permit fee or \$212, whichever is greater.

Expired permits over one year past their expiration date ..... New application with current valuation fees.

Expired permits lacking only the final inspection .....\$106

However, in the event the governing code has been updated, additional cost and requirements may be necessary.

### **J. Permit Extension Fees**

Extension of permits shall be requested in writing with justifiable cause demonstrated. Extension requests must be received prior to the expiration of the date of permits. Not subject to State Surcharge.

Residential extension fee (includes each code discipline) ..... \$106

Commercial extension fee (includes each code discipline) ..... \$106

**NOTE:** It is not the responsibility of the City of Cannon Building Department to notify the permit holder of expiration dates.

### **K. Miscellaneous Fees**

Temporary Certificate of Occupancy, Residential, Maximum 30 days (No charge for permanent certificates) ..... \$200

Temporary Certificate of Occupancy, Commercial, Maximum 30 days (No charge for permanent certificates) ..... \$200

Change of Use or Change of Occupancy permit fee, when no structural work is proposed .....\$126

## Clatsop County Fees

### **Structural (Residential, Commercial & Industrial) Permit Fees**

---

\$1 - \$500	\$106.00
\$501 to \$2,000	\$106.00 for the first \$500 plus \$3.32 for each additional \$100, or fraction thereof
\$2,001 to \$25,000	\$155.80 for the first \$2,000 plus \$13.26 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$460.56 for the first \$25,000, plus \$9.95 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$709.31 for the first \$50,000, plus \$6.64 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$1041.31 for the first \$100,000, plus \$5.53 for each additional \$1,000 or fraction thereof

### **Mechanical Permit Fees**

---

For Residential: New/Additions/Remodels or Alterations

Minimum Fee	\$106.00
Air Handling Unit	\$41.00 per appliance
Air Conditioning Unit	\$56.00 per appliance
Alteration of Existing HVAC System	\$41.00 per appliance
Heat Pump	\$73.00 per appliance
Install/Replace Furnace	
Up to 100,000 Btus	\$56.00 per appliance
Over 100,000 Btus	\$65.00 per appliance
Install/replace/relocate heaters, suspended, wall or floor mounted	\$56.00 per appliance
Vent for appliance other than furnace	\$45.00 per appliance
Appliance Vent	\$41.00 per appliance
Dryer exhaust	\$41.00 per appliance
Hood	\$41.00 per appliance
Exhaust fan connected to a single duct	\$28.00 per appliance

Gas Piping	
1 to 4 outlets	\$23.00 up to 4 appliances
Each additional outlets over 4	\$ 7.00 per appliance
Fireplace/Woodstove	\$41.00 per appliance
Other	\$41.00 per appliance
Permit Issuance Fee	Included in permit schedule
Supplement Fees	Included in permit schedule

## Plumbing Permit Fees

---

### One or Two-Family Dwellings

1 Bathroom *	\$360.00
2 Bathrooms *	\$393.00
3 Bathrooms *	\$443.00
Each additional bathroom, half bathroom > 3, kitchen > 1	\$52.00
Each additional 100 feet of sanitary, storm, and water service or fraction thereof	\$45.00
*Includes service one kitchen and first 100 feet of sanitary, storm and water service, hose bibbs, icemakers, underfloor low-point drain packages to include piping, gutters, downspouts, and perimeter system.	

### Existing Residential: Additions/Remodels or Alterations

Residential Minimum Fee	\$106.00
Plumbing fixtures, appliances, appurtenances (each)	\$28.00
Water Service (first 100 feet)	\$82.00
Sanitary Sewer (first 100 feet)	\$82.00
Storm Sewer (first 100 feet)	\$82.00

Each additional 100 feet of water, sanitary, storm or fraction thereof	\$45.00
--	---------

#### **Commercial, Multi-Family and Industrial: New/Additions/Remodels or Alterations**

Commercial Minimum Fee	\$175.00
More than 3 fixtures: Minimum Fee plus per fixture	\$28.00
Water Service (first 100 feet)	\$82.00
Sanitary Sewer (first 100 feet)	\$82.00
Storm Sewer (first 100 feet)	\$82.00
Each additional 100 feet of sanitary, storm and water service or fraction thereof	\$45.00

#### **Medical Gas & Process Piping Permit Fees**

---

Minimum Permit Fee	\$84.00
\$501 to \$2,000	\$58.00 for the first \$500, plus \$2.54 for each additional \$100 or fraction thereof
\$2,001 to \$25,000	\$172.00 for the first \$2,000, plus \$2.37 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$290.00 for the first \$25,000, plus \$2.20 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$1167.00 for the first \$50,000, plus \$2.11 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$2222.00 for the first \$100,000, plus \$2.45 for each additional \$1,000 or fraction thereof

#### **Manufactured Dwelling Placement Permit Fees**

---

<p>Manufactured Dwelling Placement (includes placement and concrete slab, runners or foundation when prescriptive, electrical feeder, plumbing connections, first 30 linear feet of site utilities)</p> <p>New electric services or additional branch circuits, and new plumbing may require separate permits. All decks 30" or more above ground, carports, garages, porches and patios are base on valuation and may also require separate permits. See Structural Schedule by valuation for non-dwelling modular placements and cabanas.</p>	
---	--



Singlewide	\$202.00
Doublewide	\$404.00
Triplewide	\$604.00
Earthquake resistant bracing system (when not part of original dwelling installation)	\$126.00
Administration Fee	\$30.00

#### Manufactured or RV Park Development Permit Fees

Base Fee (includes 5 or fewer space)	\$239.00
Each additional space	\$42.00
Structures and storm sewer systems	Cost as outlined for commercial

#### Other Inspections and Fees

---

Re-inspection fees assessed under provisions of Section 108.8 or each additional inspection over the allowable	\$106.00 each
Inspections outside normal business hours (minimum charge: 2 hours)	\$106.00 per hour **
Inspections for which no fee is specifically indicated (minimum charge: 1 hour)	\$106.00 per hour **
Additional plan review required by changes, additions or revisions to approved plans (minimum charge: 30 minutes)	\$54.00 per 1/2 hr **
Research fees, (minimum charge: 30 minutes)	\$54.00 per 1/2 hr **

\*\*Or total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

Structural Plan Review Fee	75% of building permit fee
Fire and Life Safety Plan Review Fee	50% of building permit fee
Electrical Plan Review Fee	35% of electrical permit fee
Mechanical Plan Review Fee	35% of mechanical permit fee
Commercial Fire Protection and Prevention	75% of permit fee
Manufactured Dwelling or RV Park	65% of permit fee

Plumbing Plan Review Fee	35% of plumbing permit fee
Medical Gas/Process Piping Plan Review Fee	35% of med gas permit fee
Additional plan review when applicable - all trades, 30 minutes minimum	\$54 per 30 minutes
State Surcharge	12% of permit fee
Temporary Occupancy Certificate, Residential	\$200.00
Temporary Occupancy Certificate, Commercial	\$400.00
Permit Extension-Residential (First Request) Includes all disciplines	\$106.00
Permit Extension-Residential (Second Request) Includes all disciplines	\$212.00
Permit Extension-Commercial (First request) Each code discipline	\$106.00
Permit Extension-Commercial (Second request) Each code discipline	\$212.00
Replacement Electrical Label	\$30.00
Agricultural Exempt Certificate	\$30.00

### Electrical Permit Fees

---

New Residential 1,000 square feet or less (includes service)	\$201.00
Each additional 500 square feet	\$56.00
Limited energy with above fees	\$64.00
Each manufactured home or dwelling service or feeder	\$104.00
New Multifamily Construction, fee for largest unit calculated using SF.rates - plus 50% of permit fee for each additional unit.	
Multifamily, new construction-Limited Energy System-per floor	\$64
Multifamily, new construction-Protective Signaling-per floor	\$64
Service or feeder (installation, alteration or relocations	
200 amps or less	\$121.00
201 amps to 400 amps	\$160.00
401 amps to 600 amps	\$240.00
601 amps to 1000 amps	\$360.00

Over 1000 amps or volts	\$674.00
Reconnect only	\$104.00
Temporary service or feeder 200 amps or less	\$104.00
Temporary service or feeder 201 amps to 400 amps	\$143.00
Temporary service or feeder 401 amps to 600 amps	\$201.00
Temporary service or feeder 601 amps to 1000 amps	\$360.00
Temporary service over 1000 amps	\$674.00
Branch Circuits (new, alteration or extension, per panel) Branch circuits with purchase of service or feeder	\$8.00 each
Branch circuits <u>without</u> purchase of service or feeder	
First branch circuit	\$79.00
Each additional branch circuit	\$8.00
Miscellaneous (service or feeder not included)	
Each well pump and alarm or irrigation	\$104.00
Each sign or outline lighting	\$104.00
Commercial limited energy panel, alteration or extension	\$104.00
Additional inspection over the allowable	\$94.00

# APPENDIX E – Building Official Job Description

## City of Manzanita, Oregon Position Description

---

**Job Title:** Building Official / Code Enforcement

**FLSA:** Non-Exempt

**Supervisor:** City Manager

**Type:** Full-Time

**Department:** Building and Planning

---

### **General Statement of Responsibilities**

Administers the provisions of the Building Codes and zoning ordinances related to the building and construction of public, commercial, and residential buildings and ensures or enforces compliance with City Code requirements and state adopted building codes. Supports the Planning and Short-term Rental Program.

### **Supervision Received**

Works under the general supervision of the City Manager.

### **Supervision Exercised**

Supervision of others is not a typical function assigned to this position.

### **Examples of Duties - Essential Functions**

*The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned, to a position in this class.*

1. Assist in intake of permit applications for planning, plumbing, mechanical, residential constructions, etc. Reviews over-the-counter permit applications against approval criteria; logs applications; processes permit requests as needed or refers to Building Official or City Planner for additional review.
2. Inspect buildings for planning, building, plumbing and mechanical installations for conformance with the appropriate codes, regulations and plans/specifications.
3. Advise homeowners, contractors, architects, and engineers on planning and building code requirements as applied to specific building plans; provide technical advice and interpretation to staff and contractors regarding planning review, building plan review and inspection.
4. Obtain participation of the City's Planning and Public Works department, and cooperation of Fire Departments or other jurisdictions in conducting or completing plan reviews as needed.
5. Assist in the calculation of City fees and State surcharge tax prior to the issuance of a permit. Ensure proper tracking and reporting of all fees and surcharge tax collected and submitted to the state.
6. Review, monitor and inspect the work of permitted projects to determine compliance with planning and building code requirements; advice on corrections required; conduct field

## APPENDIX E – Building Official Job Description

inspections on all permits issued and complete inspection forms for filling and tracking of projects as work progresses.

7. Investigate violations and complaints concerning alleged violations of planning, building, short-term rentals and City ordinances, including site visits, and assist Building Official and City Planner with compliance processes.
8. Answer questions by telephone, email, at the counter, or in the field regarding code requirements for planning, construction, plumbing, mechanical, building, permit application requirements, and other construction related questions. Serves as primary contact in providing information and assistance related to land use development and building codes.
9. Maintain both digital and paper records and files.
10. Complete short-term rental inspections.
11. Maintain effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
12. Performs other related duties as assigned.

### **Screening Criteria**

#### **Education and Experience:**

- A High School Diploma, or equivalent, supplemented by additional coursework related to planning and land use or related field;
- Two years or progressively responsible work experience in a building department
- A-Level Structural Certification
- A-Level Mechanical Certification
- Residential, Structural and Mechanical Certification
- Manufactured Dwelling Inspection Certification
- Oregon Inspector Certification
- Commercial Certification

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record are required.

**Knowledge of:** Significant knowledge of residential, and commercial building construction practices and techniques.

Significant knowledge of inspection practices and procedures, Oregon Revised Statutes, Oregon Specialty Codes, and City ordinances that govern building and mechanical inspections.

Knowledge of municipal planning and zoning principles and practices. General knowledge of building codes with the ability to interpret them for citizens and developer.

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

## APPENDIX E – Building Official Job Description

Basic knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment.

**Skills:** Basic computer skills, preferably in Microsoft Office Suite® products. Skilled in the operation and maintenance of equipment and tools used in the course of work. Verbal and written communication skills. Interpersonal skills. Excellent customer service skills. Strong organizational skills.

**Ability to:** Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions. Ability to follow oral and written instructions; prioritize tasks/workloads; complete assigned tasks with little functional oversight; and meet deadlines. Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to use good judgement during confrontational or high intensity situations. Ability to make decisions independently in accordance with established rules, regulations and policies. Ability to use initiative and judgement in carrying out tasks and responsibilities. Ability to pass a pre-employment criminal background check. Ability to meet the physical demands of the position.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 50 pounds and rarely move material over 50 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating hand tools, power tools, motor vehicles, and heavy equipment, in addition to standard office equipment such as computers, keyboards, and telephones. This position requires both verbal and written communication abilities.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working outdoors with exposure to all types of weather conditions on a year-round basis. The employee is exposed to inclement weather conditions, dirt, grease, oil, and exhaust. The noise level in the work environment may require hearing protection.

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

## APPENDIX E – Building Official Job Description

Employee will wear proper protective equipment in compliance with city policy and OSHA standards to include reflective vest, protective footwear, safety glasses, gloves, hearing protection, and hard hat where recommended/required.

---

### **SIGNATURES:**

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

---

Incumbent Name

---

Incumbent Signature

---

Date

---

Supervisor Name

---

Supervisor Signature

---

Date

Date Revised: December 2019

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

# APPENDIX F – Agreement with Cannon Beach for Building Services

## INTERGOVERNMENTAL AGREEMENT FOR BUILDING OFFICIAL & INSPECTION SERVICES

### AMENDMENT #1

This Intergovernmental Agreement (IGA) entered into on the 1st day of October, 2019, between the City of Cannon Beach (hereinafter referred to as “Cannon Beach”) and the City of Manzanita, (hereinafter referred to as “Manzanita”).

WHEREAS, Manzanita has the responsibility for enforcing certain construction code ordinances and performing inspections related to State of Oregon building codes; and

WHEREAS, Manzanita desires to contract with Cannon Beach for building official and inspection services, in relation to the State of Oregon building codes enforcement activities performed by the Cannon Beach Building Official; and

WHEREAS, Cannon Beach desires to provide building official and inspection services to Manzanita on a contract basis and agrees to do so for compensation. Now, therefore, the parties do mutually agree, as follows:

1. **STATEMENT OF WORK/DUTIES:** Manzanita hereby contracts with Cannon Beach in which Cannon Beach provides Building Official services to Manzanita. For the duration of this agreement, the Cannon Beach Building Official may provide the following services to Manzanita:
  - Plan Review and Building Inspections for the enforcement of the State of Oregon Building Codes.
  - Business inspections
  - Inspections and plan reviews
  - Advise homeowners, contractors, architects, and engineers on code requirements as applied to specific building plans; provide technical advice and interpretation to staff and contractors regarding building plan review and inspection.
  - Coordinate the permit and inspection services of contracted plan reviewers and inspectors; obtain participation of City’s Planning and Public Works department, and cooperation of Fire Departments or other jurisdictions in conducting or completing plan reviews as needed.



## APPENDIX F – Agreement with Cannon Beach for Building Services

- Review and inspect the work permitted of projects to determine compliance with code requirements; advise on corrections required; issue Stop Work Orders when necessary to obtain compliance.
  - Conduct field inspections on all permits issued and complete inspection forms for filing and tracking of projects as building work progresses.
  - Manage and maintain records, information or documents. Prepare, develop and maintain any information or reports related to building inspections, building code enforcement and plan review, and collection of fees or taxes; present reports as needed to City management, City Council, boards and/or other entities, as needed.
  - Work with Planning staff to implement and enforce planning requirements, including flood plain management and geotechnical requirements.
  - Calculate City fees and State surcharge tax prior to the issuance of a permit. Ensure proper tracking and reporting of all fees and surcharge tax collected and submitted to the State.
  - Building Code appeals will be handled through Manzanita and in accordance with the Manzanita Code.
2. **RESPONSIBILITY:** When the Cannon Beach Building Official is working for Manzanita, Manzanita will be responsible for providing the Cannon Beach Building Official with office space (to include a desk, desktop computer and file cabinets), a set of building code books, and all other forms and written materials needed to provide services outlined above. Manzanita will provide secretarial services and assistance to the Cannon Beach Building Official by accommodating inquiries and the processing of building permits. Manzanita shall enforce their planning and flood plain ordinances.
3. **SERVICE FEES/PAYMENT:** Manzanita shall pay Cannon Beach for the services rendered under this agreement on a annual contract amount of \$26,040 . This amount applies to all work done by the Cannon Beach Building Official for Manzanita, regardless of the specific task. The Cannon Beach Building Official will be scheduled to provide services for the City of Manzanita each business day for a minimum of 2 hours per day and for a total of 10 hours per week. This schedule may be modified informally if either City requires more services on a given day. The Building Official may adjust their schedule so that an average of 10 hours per week are provided to Manzanita. Travel time between

## APPENDIX F – Agreement with Cannon Beach for Building Services

Cannon Beach and Manzanita will be divided equally between the two cities. Cannon Beach will invoice Manzanita monthly in the amount of 2,170 and Manzanita will pay such invoices within 30 days of receipt of the invoice.

4. **FACILITIES AND EQUIPMENT:** Cannon Beach Building Official will use the Cannon Beach provided vehicle, fuel and equipment in the performance of the contractual services to Manzanita under this agreement.
5. **WORKER'S COMPENSATION INSURANCE:** Worker's Compensation is to be provided by Cannon Beach. The Cannon Beach Building Official is an employee of Cannon Beach and not an employee of Manzanita, and is not entitled to the benefits provided by Manzanita to its employees, such as group insurance and pension plan.
6. **INSURANCE:** The Cannon Beach Building Official is charged with enforcement of the State of Oregon building codes acting in good faith and without malice within the course and scope of his duties as expressed in this contract, shall not be personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of the duties performed under this contract. In accordance with the Oregon Tort Claims Act and Oregon Constitution, Manzanita shall provide legal counsel and representation for the Cannon Beach Building Official because of such act or omission performed by him while providing contractual services for Manzanita and acting in good faith and without malice within the course and scope of his duties as expressed in this contract in the enforcement of any provision of such codes, until final termination of such proceedings, and any judgment resulting there from shall be paid by Manzanita.
7. **TERMINATION:** Either party, with 60 days notification, may terminate this contract. Such notice shall be in writing and shall be delivered to the City Manager, representing City, or Building Official/Inspector, respectively.
8. **ENTIRE AGREEMENT:** This agreement contains the entire agreement between the parties. No statement, promises or endorsements made by either party or agents of either party that is not contained in this written contract shall be valid or binding, and this contract may not be enlarged, modified, or altered except in writing signed by the parties and endorsed herein. It is understood and agreed by the parties hereto that if any part, term or provision of this contract is by the courts held to be illegal or in conflict with any law of the State of Oregon or the United States, the validity of the remaining portions or provision shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

## APPENDIX F – Agreement with Cannon Beach for Building Services

9. **VENUE:** It is mutually understood and agreed that this contract shall be governed by the laws of the State of Oregon, both as to interpretation and performance. Any and all suits for any and every breach of this contract may be instituted and maintained in any court of competent jurisdiction in the County of Clatsop, State of Oregon. No waiver of any breach of this contract shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided by law.
10. **RENEWAL:** This agreement will be automatically renewed and extended for successive one (1) year periods.
11. **DISPUTE RESOLUTION:**
- Dispute Resolution. If a dispute arises between the parties regarding breach of this agreement or interpretation of any term of this agreement, the parties shall first attempt to resolve the dispute by negotiation, followed by binding arbitration if negotiation fails to resolve the dispute.
  - Negotiation. The persons designated by each of the disputing party will negotiate on behalf of the parties they represent. The nature of the dispute shall be reduced to writing and shall be presented to each of the disputing parties who shall then meet and attempt to resolve the issue. If the dispute is resolved at this step, there shall be a written determination of such resolution, signed by each disputing party and ratified by the IGA which shall be binding upon the parties.
  - Binding Arbitration. If the dispute cannot be resolved by negotiation within forty-five (45) days, the parties shall submit the matter to binding arbitration. The parties shall attempt to agree on an arbitrator. If they cannot agree upon an arbitrator within ten (10) days, the parties shall submit the matter of determining an arbitrator to the Presiding Judge of the Clatsop County Circuit Court. The common costs of the arbitration shall be borne equally by the parties. Each party must bear its individual costs and fees.

In witness thereof, the City Manager of Cannon Beach and City Manager of Manzanita have executed this agreement effective October 1, 2019.

CITY OF CANNON BEACH

CITY OF MANZANITA

---

Bruce St. Dennis, City Manager

---

Cynthia Alamillo, City Manager

# APPENDIX G - E-permitting Information

## Participating Jurisdictions

Find contact information for these jurisdictions on the [Local Building Department Directory](#).

The ePermitting system provides Building, Planning, Licensing, Onsite/Septic, and Public Works to many cities and counties in Oregon. For the un-bolded jurisdiction, we only offer basic trade permits.

**Key:** **B** = Building; **P** = Planning; **P\$** = Accepts Planning Online Payments; **L** = Licensing;  
**O** = Onsite/Septic; **PW** = Public Works

### CITIES

Ashland - [Refund Policy](#)  
**Astoria (119) – B** - [Refund Policy](#)  
**Aurora (122) – B** - [Refund Policy](#)  
**Baker City / Baker County (124) – B** - [Refund Policy](#)  
**Brookings (154) – B, P** - [Refund Policy](#)  
**Central Point (175) – B** - [Refund Policy](#)  
Beaverton - [Refund Policy](#)  
**Coburg (189) – B, P** - [Refund Policy](#)  
**Coos Bay (187) – B, P\$** - [Refund Policy](#)  
**Cornelius (197) – B, P** - [Refund Policy](#)  
**Cottage Grove (199) – B, P\$** - [Refund Policy](#)  
**Creswell (215) – B, P, PW** - [Refund Policy](#)  
**Dallas (233) – B** - [Refund Policy](#)  
**Florence (309) – B, P** - [Refund Policy](#)  
**Forest Grove (311) – B, P, PW** - [Refund Policy](#)  
**Happy Valley (385) – B** - [Refund Policy](#)  
**Hermiston(407) – B, P** - [Refund Policy](#)  
Hillsboro - [Refund Policy](#)  
**Hood River (413) – B** - [Refund Policy](#)  
**Junction City (467) – B** - [Refund Policy](#)  
**Keizer (469) – P\$** - [Refund Policy](#)  
**La Grande / Union County (489) – B** - [Refund Policy](#)  
**Lake Oswego (499) – B** - [Refund Policy](#)  
**Lebanon (517) – B** - [Refund Policy](#)  
**Lincoln City (521) – B, P\$** - [Refund Policy](#)  
Medford - [Refund Policy](#)  
**McMinnville (569) – B, P\$, PW, L** - [Refund Policy](#)  
**Milwaukie (601) – B, P\$** - [Refund Policy](#)  
**Monmouth (605) – B, P, PW** - [Refund Policy](#)  
**Newport (625) – B, P\$** - [Refund Policy](#)  
Oregon City - [Refund Policy](#)  
**Pendleton (673) – B, P\$, PW** - [Refund Policy](#)  
**Philomath (675) – B, P** - [Refund Policy](#)  
**Redmond (711) – B, P\$, L** - [Refund Policy](#)  
Salem - [Refund Policy](#)  
**Sandy (755) – B, P, PW** - [Refund Policy](#)  
**Scappoose (759) – B, P\$, PW** - [Refund Policy](#)  
**Springfield (811) – B, P\$, PW** - [Refund Policy](#)  
**Sweet Home (827) – B, P** - [Refund Policy](#)  
**Talent (831) – B** - [Refund Policy](#)  
Troutdale - [Refund Policy](#)

### CITIES CONT..

**Umatilla (877) – B, P\$, PW** - [Refund Policy](#)  
**Veneta (893) – B** - [Refund Policy](#)  
**Woodburn (971) – B, P, PW** - [Refund Policy](#)  
**West Linn (935) – B** - [Refund Policy](#)  
Wilsonville - [Refund Policy](#)

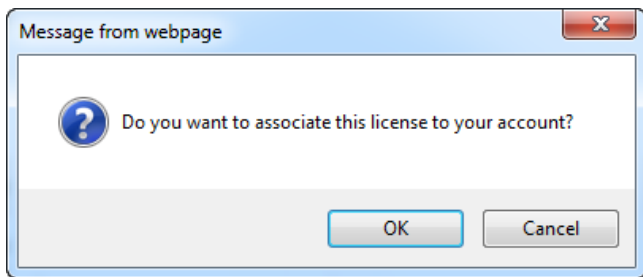
### COUNTIES

**Benton County (138) – B, P, O** - [Refund Policy](#)  
**Clatsop County (186) – B, P, O** - [Refund Policy](#)  
**Columbia County (192) – B, P, O** - [Refund Policy](#)  
**Coos County (194) – B** - [Refund Policy](#)  
**Crook County (217) – B, P, O** - [Refund Policy](#)  
**Curry County (221) – B, P** - [Refund Policy](#)  
**Deschutes County (247) – B, P\$, O** - [Refund Policy](#)  
**Gilliam County (347) – B** - [Refund Policy](#)  
**Grant County (371) – B, P, O** - [Refund Policy](#)  
**Harney County (389) – B, O** - [Refund Policy](#)  
**Hood River County (415) – B, P\$** - [Refund Policy](#)  
**Jackson County (439) – B, P** - [Refund Policy](#)  
**Jefferson County (451) – B, P, O** - [Refund Policy](#)  
**Klamath County (483) – B, P\$, O** - [Refund Policy](#)  
**Lake County (497) – B, P** - [Refund Policy](#)  
**Lane County (509) – B, P\$** - [Refund Policy](#)  
**Lincoln County (519) – B, P\$, O** - [Refund Policy](#)  
**Malheur County (541) – B** - [Refund Policy](#)  
**Marion County (555) – B, O** - [Refund Policy](#)  
**Polk County (687) – B, O** - [Refund Policy](#)  
**Sherman County (783) – B** - [Refund Policy](#)  
**Tillamook County (851) – B, P, L, O** - [Refund Policy](#)  
**Umatilla County (879) – B** - [Refund Policy](#)  
**Wallowa County (903) – B, P** - [Refund Policy](#)  
**Wasco County (921) – B, P** - [Refund Policy](#)  
Washington County - [Refund Policy](#)  
**Wheeler County (949) – B, P** - [Refund Policy](#)  
**Yamhill County(979) – B, P, O** - [Refund Policy](#)

### DEQ

**DEQ-Coos (246) – O**  
**DEQ-Medford (248) – O**  
**DEQ-Pendleton (250) – O**

Click "OK" on the message box.



**Now you have added a license to your account!**  
You can add additional licenses by repeating this process.

## Need Assistance?

**Contact the ePermitting Help Desk:**

**Email:**

Oregon.ePermitting@Oregon.gov

**Phone:**

503-373-7396 (located in Salem)

1-800-442-7457

## Frequently Asked Questions



**Why can't I schedule an inspection on my permit?**



The following jurisdictions only offer "Basic Services," which means you can apply for your permit online but you have to contact them directly to schedule inspections:

Ashland	Hillsboro	Portland	Beaverton
Pendleton	LaGrande	Salem	Clackamas Co
Yamhill Co	Medford	Troutdale	Columbia Co
Corvallis	Oregon City	Wilsonville	Washington Co
Union Co			



**Why isn't my jurisdiction on ePermitting?**



ePermitting is a voluntary program that costs your city or county nothing. So ask them to offer ePermitting in your area.



**Why doesn't the address come up when I search for it?**



First, make sure that your search was broad enough, enter the exact street number and 3 letters of the street name.

**For example:**

**Searching for:** 178500 E Mayflower Street

**Enter:** 178500 May

If it's still not there, contact your jurisdiction. They may not be on ePermitting or it may be a new address.

## How to Use Oregon ePermitting

**BuildingPermits.Oregon.gov**

- > Pull Permits
- > Submit Plans
- > Schedule Inspections
- > Pay Fees
- > Track Permit Process



*All just a click away.*



*Register and start using it today!*



**Web:**

BuildingPermits.Oregon.gov

**Email:**

Oregon.ePermitting@Oregon.gov

**Phone:**

503-373-7396

## APPENDIX C: E-permitting Information

### How to Register

Go to:

[www.BuildingPermits.Oregon.gov](http://www.BuildingPermits.Oregon.gov)

Click:

"I want to register for an ePermitting account"

#### New Users

If you are a new user, you must [register](#) for an ePermitting account.

[Register Now »](#)

Read and agree to the Terms and Conditions:

#### Account Registration

To register for an ePermitting account, please provide the following:

- A user name and password
- Personal and contact information
- License information where applicable

You must also review and accept the terms below.

#### ONLINE PURCHASING TERMS AND CONDITIONS

Cities and counties that participate in the ePermitting system do so voluntarily and retain individual discretion regarding the specific ePermitting services offered and ultimately provided within the system for both Basic and Full Service options. For information on participating Basic and Full Service cities and counties, [click here](#).

The ePermitting system may be used to purchase only those permits

☒ I have read and agree to the terms and conditions above.

[Continue Registration »](#)

Add account information and click "Continue":

Account Registration  
My Account Information

Login Information

\* User Name: [?](#)

\* E-mail Address:

\* Password: [?](#)

\* Re-type Password:

\* Enter Security Question: [?](#)

\* Answer: [?](#)

Now you are registered!

To apply for permits, you need to add your license(s) to your account.

### How to Add Licenses

Log into your account.

Click on "Account Management":

+ New    📅 Schedule    ? Resources

[Announcements](#)   [Logged in as: state\\_combo](#)   [Portfolio \(2\) ▼](#)   [Account Management](#)   [Log out](#)

Click "Add a License":

License Information

[Add a License](#)

Pick "License Type" from the dropdown menu, enter license number, and click "Find License":

Updating Your Account  
Add My Licenses

The license information you provide will be verified by the agency with whom the license is held.

\* indicates a required field.

License Information

\* License Type: [?](#)  
--Select--

\* License Number: [?](#)

[Find License »](#)

Click on "Connect" to attach the correct license to your account:

License Information				
Showing 1-1 of 1				
License Number	Type	Name	Business Name	Action
C797	(C) Electrical Contractor	First Middle Last	EPERMITTING	<a href="#">Connect</a>

More ...



**DRAINFIELD/SANITATION**  
 7010 Scarification  
 7020 Pre-cover  
 7030 Squirt Test  
 7060 Test Holes Dug  
 7100 Septic Tank  
 7110 Septic Tank Uncovered  
 7150 Septic System  
 7155 Septic Connection  
 7157 Line to Septic Tank  
 7160 Sewer/Septic Cap  
 7170 Septic Tank Abandonment  
 7200 Moisture Check  
 7210 Consultation/Staking Check  
 7220 Bottomless Sand Filter  
 7230 Initial Sand Filter  
 7240 Secondary Sand Filter  
 7250 Sand Filter Cover  
 7260 Sand Filter Liner/Box  
 7270 Tank Water Tightness  
 7300 Pump  
 7310 Pump/Alarm System  
 7350 Pressure or Effluent Line  
 7370 Pressure Test  
 7400 Gravelless Drainfield  
 7450 Drainfield  
 7460 Drainfield Cap  
 7470 Underdrain

7480 Curtain Drain  
 7490 Steep Slope System/Disposal  
 7510 Tile Dewatering  
 7520 Tile Dewatering Trench  
 7530 Gray Water Sump  
 7550 Initial Holding Tank  
 7560 Secondary Holding Tank  
 7580 Final Holding Tank  
 7590 Pressure Distribution  
 7600 Pumping System  
 7630 Redundant System  
 7640 Double Pump/Primary Shut off  
 7650 Vault/Pit Privy  
 7700 ATT Start-up Checklist  
 7710 Initial Advanced Treatment Technology  
 7730 Secondary Advanced Treatment Technology  
 7750 Final Advanced Treatment Technology  
 7770 Alternative System  
 7800 Sanitation Investigation  
 7810 Initial Capping Fill  
 7830 Secondary Capping Fill  
 7850 Miscellaneous Sanitation  
 7900 Final Record Form  
 7999 Final Inspection

## APPENDIX G - E-permitting Information

### IVR call flow

The following is the general call flow when using the Oregon ePermitting IVR System:

**Call: 1-888-299-2821**

Enter 12 digit **IVR Number** located on the permit  
*(This is different from the permit number.)*

Press **1** to schedule.

Press **2** to cancel or reschedule.

Press **3** to hear results.

Press **0** to contact the jurisdiction who issued your permit during regular business hours.

Press **\*** for general info about the IVR system.

Press **\*** to hear the available inspection codes, if the jurisdiction has pended inspections they will be read first in the list.

Otherwise, enter the **4 digit inspection code**.

*(You cannot enter an inspection code that is not related to the permit type. **Example:** 3999 Final Plumbing cannot be scheduled on an electrical permit.)*

Press the appropriate number for the desired inspection date.

Press **1** to leave the inspector a message.

Press **2** to skip leaving the inspector a message.

Enter **10 digit phone number** where the inspector can reach you.

Inspection is scheduled and confirmation number listed.

**Use these commands any time during the call:**

- ◆ Press **#** to go back one step.
- ◆ Press **0** to be connected to the jurisdiction who issued your permit.



Permitting

## Inspection Codes

*Last modified: 6/7/2019*

*Schedule* your inspections

**Online:** BuildingPermits.Oregon.gov

**Phone:** 1-888-299-2821

**Download the ORinspect app** - Available for IOS and Android

*Questions* about your inspections

*Contact your local building department*

**Online:** BuildingPermits.Oregon.gov

➤ Click on **Resources**

*Questions* about ePermitting

*Contact the ePermitting Help Desk*

**Email:** Oregon.ePermitting@oregon.gov

**Phone:** 503-373-7396

## STRUCTURAL

### - Site

1020 Zoning/Setbacks  
1050 Excavation  
1060 Driveway Approach  
1065 Sidewalk  
1070 Parking Lot  
1090 Street Trees  
1095 Misc. Site

### - Footing/Foundation/Concrete

1110 Footing  
1120 Foundation  
1124 Foundation Drain/  
Waterproofing  
1135 Elevation Certificate  
1140 Post Holes  
1150 Slab/Flatwork  
1160 UFER Ground  
1190 Retaining Wall

### - Framing

1155 CMU Wall/Concrete Wall  
1220 Underfloor Framing/Post and  
Beam  
1240 Reinforcing Steel  
1260 Framing

### - Masonry

1350 Masonry Construction  
1380 Fireplace

### - Insulation

1400 Perimeter Slab Insulation  
1410 Underfloor Insulation  
1430 Insulation Wall  
1440 Insulation Ceiling  
1460 Insulation

### - Wall Assemblies

1520 Interior Shearwall  
1530 Exterior Shearwall  
1540 Gypsum Board/Lath/Drywall  
1550 Firewall/Fire Resistance Rated  
Wall

### - Roof/Ceiling

1600 Ceiling Grid  
1610 Roof Construction  
1630 Roof Sheathing  
1645 Commercial Re-roof

### - Fire protection systems

1712 Fire Sprinkler Underground  
1714 Fire Sprinkler Rough  
1720 Fire Sprinkler Final  
1730 Fire Alarm  
1745 Fire Sprinkler Hydro Test

### - Miscellaneous

1800 Emergency Egress Lighting  
1820 Demolition  
1827 Structural Observation Report  
Required

1823 Special Inspection Report  
Required

1830 Sign Attachment  
1840 Pool Barrier  
1900 Structural Investigation  
1910 Progress Inspection  
1920 Miscellaneous Building  
1925 Consultation - Building  
1990 Final Inspection - LDC  
1995 Final Inspection - Engineering  
1996 Final Inspection - Planning  
1999 Final Building

## MECHANICAL

2010 Underground Mechanical  
2020 Underground Gas  
2040 Underslab Mechanical  
2100 AC/Furnace/Heat Pump/HVAC  
2116 Radon Mitigation  
2140 Pellet, Gas, Fireplace or Wood  
Stove  
2150 Chimney Preinspection  
2180 Fire/Smoke Damper  
2200 Underfloor Mechanical  
2250 Gas Piping/Pressure Test  
2300 Rough Mechanical  
2420 Hydronic Piping  
2430 Refrigeration Line  
2520 Duct Work  
2530 Kitchen Exhaust/Commercial  
Hood  
2900 Mechanical Investigation  
2910 Progress Inspection  
2920 Miscellaneous Mechanical  
2925 Consultation Mechanical  
2999 Final Mechanical

## PLUMBING

3130 Footing/Foundation Drains  
3150 Underslab Plumbing  
3170 Underfloor Plumbing  
3200 Sanitary Sewer  
3206 Site Utilities  
3300 Water Service  
3400 Storm Sewer  
3410 Rain Drains  
3500 Rough Plumbing  
3610 Grease Trap/Interceptor  
3620 Backflow Device  
3650 Shower Pan  
3770 Fire Sprinkler System  
3775 Combined Fire Sprinkler System  
3800 Medical Gas Piping  
3900 Plumbing Investigation  
3910 Progress Inspection  
3920 Miscellaneous Plumbing  
3925 Consultation Plumbing  
3930 Plumbing Minor Labels  
3999 Final Plumbing

## ELECTRICAL

4000 Temporary Power Service  
4110 Grounding/Bonding  
4120 UFER Ground  
4140 Underground Electric  
4150 Underslab Electric  
4155 Floor Heating  
4200 Reconnect Service  
4220 Electrical Service  
4240 Electrical Feeder  
4250 Branch Circuits  
4500 Rough Electrical  
4550 Limited Energy  
4610 Electrical Sign  
4630 Renewable Energy  
4710 Pool Bonding  
4760 Industrial Plant  
4900 Electrical Investigation  
4910 Progress Inspection  
4920 Miscellaneous Electrical  
4925 Consultation Electrical  
4930 Electrical Minor Labels  
4999 Final Electrical

## MFD DWELLING

5240 Footing  
5300 MH Setup  
5310 MH Sanitary Sewer  
5330 MH Storm Sewer  
5350 MH Water Service  
5480 Electrical Connections  
5620 Steps/Rails/Landings  
5630 Skirting  
5900 Manufactured Dwelling  
Investigation  
5910 Progress Inspection  
5920 Miscellaneous Manuf. Dwelling  
5999 Final Manufactured Dwelling

## FIRE

8010 Access  
8020 Site Inspection  
8030 Water Supply  
8040 Underground System  
8050 Fire Sprinkler Underground  
8060 Water Hydrant System  
8070 Underground Fire Main -  
Hydrostatic Undergrnd  
8080 Underground Fire Main -Flush  
Undergrnd  
8090 Underground Fire Main - Thrust  
Block & Cover  
8300 Emergency Generators  
8310 Haz Chem Systems  
8320 High Tech Tools  
8330 Hood Suppression  
8340 Detection Systems  
8350 Fire Suppression Systems  
8360 Paint Booths  
8370 Clean Agent System

8400 Fire Hydrant  
8410 Fire Connection (FDC)  
8420 Post Indicator Valve  
8430 Fire Protection System  
8440 Fire Protection Supply  
8450 Fire Service  
8460 Standpipe  
8470 Propane Tanks  
8480 Tanks (install/remove)  
8500 Ceiling Cover  
8600 Sprinkler underfloor/slab  
8610 Fire Sprinkler Rough  
8620 Fire Sprinkler Pressure Test  
8640 Sprinkler/Alarm/Other -  
Hydrostatic Undergrnd  
8650 Sprinkler/Alarm/Other-  
Installation and Cover  
8660 Sprinkler/Alarm/Other -  
Other Fire  
8664 Flushing  
8670 Sprinkler Alarm  
8675 Overhead Sprinkler Systems  
8688 Fire Sprinklers  
8690 Fire Sprinkler Final  
8710 Fire Alarm System Test  
8730 Fire Alarm Rough  
8750 Fire Alarms  
8790 Fire Alarm Final  
8900 Smoke Detectors  
8910 Suppression Trip Test  
8920 Miscellaneous Fire  
8925 Consultation Fire  
8999 Final Fire

## SIGNS

6900 Sign Location  
6910 Sign Footing  
6930 Sign Structure  
6940 Sign Attachment  
6960 Miscellaneous Sign Inspection  
6971 Blimp, etc. Removal  
6972 Banner Removal  
6999 Final Sign

## PUBLIC WORKS

6010 Preliminary Erosion Control  
6012 Mid Erosion Control  
6025 Erosion Control - Ground  
Cover  
6030 Erosion Control  
6047 Erosion Control -  
Miscellaneous  
6049 Erosion Control -  
Investigation  
6050 Final Erosion Control  
6100 Site Prep  
6110 Space Configuration  
6120 Tree Preservation/Env Zone  
6122 Tree protection

6130 Clearing Limits  
6140 Landscape Mitigation/Env  
Zone Planting  
6150 Pedestrian Pathway/Trail  
6160 LDC Natural Features  
6170 LDC Cuts and Fills  
6200 Rough Grade  
6220 Excavation & Grading  
6240 Special/Other Grading  
6250 Fill Inspection  
6260 Grading Final  
6270 Trench Backfill Compaction  
6272 Backfill Compaction-Other  
6300 On-site Stormwater Facility  
6301 On-site Stormwater  
Facility-Dig Out/Piping  
6302 On-Site Stormwater Facility  
-Soil and Plantings  
6303 Final On-Site Stormwater  
Facility  
6310 Retaining Wall Footing  
6350 Retaining Wall Forms/  
Reinforcing  
6352 Final Retaining Wall  
6370 Stormwater Culvert/Riprap  
6375 Parking Lot  
6377 Parking Landscape  
6410 Hot Tub/Spa  
6500 Sprinkler Supply Lines  
6501 Hydrant Meter  
6510 Fire Regulation  
6600 Private Street  
Construction  
6690 Private Street Final  
Inspection  
6700 Site Development  
Inspection  
6720 Miscellaneous Inspection  
6799 Final Site Development  
Inspection  
6800 Floodplain - foundation  
6801 Final Floodplain  
9501 Curbcut - Overwidth  
9502 Curbcut - Second  
9503 Curbcut - Close & Replace  
9504 Curbcut - Standard  
9505 Sidewalk - Curbside  
9506 Sidewalk - Setback  
9507 Driveway Approach  
9508 Sidewalk  
9509 Shoulder Repair  
9510 Curb and Gutter  
9511 Pavement

9512 Encroachment  
9513 Utility Connection  
9514 Decommissioned Utilities  
9515 Final Driveway  
9516 Septic Tank Decommissioning  
9517 Water Well Decommissioning  
9518 Final Approach  
9520 Approach Forms  
9522 As-Built Review  
9524 Consult-On Site  
9526 Final Curb  
9528 Curb Forms  
9530 Franchise/Dry Utilities  
9532 Franchise/Dry Utility-New  
Install  
9534 Franchise/Dry Utility-Repair  
9536 Manhole Installation  
(Including Pipe Connections)  
9538 Manhole Testing  
9540 Final Pavement  
9542 Pavement Prep  
9544 Plat Review  
9548 Sewer Laterals  
9550 Sewer Main Connection  
9552 Sewer Main Installation  
9554 Sewer Main Testing  
9556 Sewer Pipe Repair  
9558 Final Sidewalk  
9560 Sidewalk Forms  
9562 Storm Laterals  
9564 Storm Main Connection  
9566 Storm Main Installation  
9568 Storm Main Testing  
9570 Storm Pipe Repair  
9572 Street Curb Form  
9574 Street Curb Grade Proofroll  
9576 Street Paving  
9578 Street Subgrade  
9580 Street Subgrade Proofroll  
9582 Streetlights  
9584 Water Laterals  
9586 Water Main Connection  
9588 Water Main Installation  
9590 Water Main Testing  
9592 Water Pipe Repair  
9990 Miscellaneous Public Works  
9995 Final Public Works  
9999 Final ROW

More ...