

ORDINANCE NO. 96-03
AN ORDINANCE PROVIDING ADMINISTRATION
& ENFORCEMENT OF BUILDING CODES

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.

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 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 after all required final inspections have been completed.
- 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. 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.
- I. Occupant shall mean all tenants, lessees and persons residing within a multifamily rental unit.
- J. Owner means any person, agent, firm, corporation or having a legal interest in a premises.
- K. 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.
- L. Premise shall mean any lot or piece of land that includes a single-family dwelling unit, multifamily dwelling unit or rental units.
- M. Stop work order shall mean a citation issued by the building official or building inspector to immediately halt construction activities on a site.

(Section 1.4 amended by Ord. 20-01, passed 9/9/20)

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 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 evidence 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.

(Section 1.7 amended by Ord. 20-01, passed 9/9/20)

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 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 if 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.

(Section 1.8.5 amended by Ord. 20-01, passed 9/9/20)

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.

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.

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, Board of Appeals, of the current 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.

(Section 1.10.1 Amended by Ord. 10-07, passed 12/8/10 and by Ord. 20-01, passed 9/9/20)

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.

1.11 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 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 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:

- (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.

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.

(Section 1.12 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, except as modified in this code, is enforced as part of this code.

(Section 2.1 amended by Ord. 20-01, passed 9/9/20)

2.1.2 Adoption of Fire Flow Requirements

Appendix B, 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 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 and by Ord. 20-01, passed 9/9/20)

2.1.3 Adoption of Additional NFPA Standards

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

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

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

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

(Section 2.1.3 amended by Ord. 10-07, passed 12/8/10 and by Ord. 20-01, passed 9/9/20)

2.1.4 Excavation and Grading/Erosion Control

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

(Section 2.1.4 amended by Ord. 03-04, passed 7/9/03, by Ord. 10-07, passed 12/8/10 and by Ord. 20-01, passed 9/9/20)

2.2 Mechanical Code

2.2.1 Enforcement of State Code

The Oregon Mechanical Specialty Code, as adopted by OAR 918-440-0010 through 918-440-0040, 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 and by Ord. 20-01, passed 9/9/20)

2.3 Plumbing Code

2.3.1 Enforcement of State Code

The Oregon Plumbing Specialty Code, as adopted by OAR 918-750-0010, 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 and by Ord. 20-01, passed 9/9/20)

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 918-460-0010 through 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 and Ord. 20-01, passed 9/9/20)

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 918-600-0005 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 and by Ord. 20-01, passed 9/9/20)

2.6.2 Manufactured Home Installations-Enforcement of State Rules

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

(Section 2.1 amended by Ord. 20-01, passed 9/9/20)

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 918-650-0080, except as modified in this code, are enforced part of this code.

(Section 2.1 amended by Ord. 20-01, passed 9/9/20)

2.8 Unsafe Buildings

All buildings or structures which are structurally unsafe or not provided with adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use constitute a hazard to safety or health, or public welfare, by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster damage, or abandonment, as specified in the effective ordinance, are for the purpose of this section, unsafe buildings. All such unsafe buildings are declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal by any procedures provided by law.

(Section 2.8.1 amended by Ord. 10-07, passed 12/8/10 and by Ord. 20-01, passed 9/9/20)

2.8.2 (Section 2.8.2 repealed by Ord. 10-07, passed 12/8/10)

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 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.

(Section 3 amended by Ord. 03-04, passed 7/9/03, Ord. 10-01, passed 4/7/10 and Ord. 10-07, passed 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.