



# Oregon

Theodore R. Kulongoski, Governor

## Department of Consumer and Business Services

**Building Codes Division**  
1535 Edgewater Street NW  
PO Box 14470  
Salem, OR 97309-0404  
(503) 378-4133  
FAX (503) 378-2322  
<http://bcd.oregon.gov>

**November 20, 2008**

**To: INTERESTED PARTIES**

**From: CHRIS HUNTINGTON, MANAGER  
POLICY AND TECHNICAL SERVICES**

**Subject: CITY OF WOODBURN PROPOSED FEE ADOPTION**

The State Building Codes Division (division) has received the enclosed notice of intent to adopt building inspection program fees from the above listed municipality. Pursuant to Oregon Administrative Rule 918-020-0220, municipalities seeking to adopt fees are required to provide the following summary information 45 days prior to the proposed adoptive date.

- (A) The affected specialty code or program areas;
- (B) A description of the proposed building inspection program fees including the approximate percentage change when applicable;
- (C) The proposed effective date;
- (D) The date of the last fee increase in the specialty code or program area if applicable;
- (E) The anticipated date, time and location of the local municipal hearing scheduled pursuant to Oregon Revised Statute (ORS) 294.160;
- (F) The name, phone number, and title of a contact person; and
- (G) A narrative explaining the purpose of the proposed fee adoption.

The division is required to notify interested parties after receiving a notice of intent to adopt building inspection program fees from a municipality. Enclosed is the information the municipality provided to the division pursuant to the above administrative rule requirements.

If you have concerns about this proposed fee change, you may contact the municipality directly by contacting Steve Krieg, 503-980-2430, or attend the local municipal hearing on Monday, November 24, 2008, at 7:00 PM, Woodburn City Hall, Council Chambers, Woodburn. If you still have unresolved concerns, you may, pursuant to ORS 455.210(3) and 479.845, appeal this fee adoption by sending a written request to the division within 30 days of the municipality's fee adoption date.

cc: City of Woodburn



**CITY OF WOODBURN**  
**Community Development Department**  
**Building Division**

270 Montgomery Street

Woodburn, Oregon 97071

Phone (503) 982-5250

Fax (503) 982-5244

November 17, 2008

Oregon State Building Codes Division  
P.O. Box 14470  
1535 Edgewater Street NW  
Salem, OR 97039-0404

RE: Notification of a Proposed Permit Fee Increase for the City of Woodburn

In accordance with OAR 918-020-0220, the City of Woodburn, Building Division, is providing notification to the Oregon State Building Codes Division of intent to raise permit fees. OAR 918-020-0220 lists several criteria that must be included in a fee increase notification. Please see the OAR criteria and explanations that follow.

**918-020-0220 Fee Adoption Standards**

**(1)(a) The municipality shall notify the division of such adoptions 45 days prior to the adoptive date. The notification shall include a summary of the following:**

**(A) The affected specialty code or program areas;**

The specialty code areas are being adjusted to conform to the new consistent form and fee methodology rules found in OAR 918-050 and include the residential and commercial building, mechanical, manufactured dwelling, and fire suppression programs.

**(B) A description of the proposed building inspection program fees including the approximate percentage increase when applicable;**

The building inspection program fees that are proposed to be increased are the building, mechanical, manufactured dwelling, and fire suppression permit and plan review fees. As required by OAR 918-050 the proposed new fees for the City of Woodburn include commercial mechanical permits, deferred submittals, phased permits, partial permits, and fire suppression permit. All the proposed new fees, descriptions, and schedules are listed in the included City of Woodburn, Building Division fee schedule.

Currently the City of Woodburn is one of a very few jurisdictions that uses two fee schedules for calculating building permit fees. One fee schedule is for commercial building permits and the other fee schedule is for one- and two-family dwelling building permits. Woodburn's commercial building permit fee schedule is currently the lowest fee schedule, found, that is used in the State of Oregon. This fee schedule is from the 1976 Uniform Building Code (UBC) fee schedule. The 1976 UBC fee schedule was the first fee schedule adopted statewide in the State of Oregon. Woodburn's one- and two-family dwelling building permit fee schedule equals the lowest fee schedule, found, that is used in the State of Oregon. This fee schedule is from the 1979 UBC fee schedule.

The City of Woodburn is proposing to eliminate the dual building permit fee schedules. The commercial fee schedule is proposed to be eliminated. The current one- and two-family dwelling building permit fee schedule is proposed to be increased by approximately 5%. The net result of eliminating the commercial fee schedule and raising the current one- and two-family dwelling fee schedule approximately 5% will increase commercial building permits by approximately 35%. A new minimum permit fee is proposed for all building and mechanical permits and the mechanical permit base fee has been eliminated in accordance with OAR 918-050.

The one-and two-family dwelling mechanical permit fee schedule is being modified to comply with the new rules in OAR 918-050. The mechanical permit base fee is being eliminated and a minimum mechanical fee of \$65 is proposed. The current mechanical equipment fees vary from \$6 to \$95, not including the base fee. The mechanical permit fees are proposed to be adjusted to a flat \$20 fee for each piece of mechanical equipment. It is estimated that the majority one-and two-family dwelling mechanical permits issued by the City of Woodburn (mechanical alterations to existing one- and two-family dwellings) will fall under the minimum permit fee. This will have a minimal increase for some mechanical permits and will provide a lower fee for other mechanical permits with an anticipated net result in no fee increase for alterations under one- and two-family dwelling mechanical permits. The percentage of increase will vary from zero (0) percent to over 100% for new one-and two-family dwelling mechanical permits (with two bathrooms and depending on gas or electrical appliances). This increase is necessary to cover the costs associated with providing mechanical permit and inspection services.

The City of Woodburn currently charges 25% of the building permit fee for fire- and life-safety plan reviews. The City of Woodburn is proposing to raise this fee 15% to help recover the costs of providing fire- and life-safety plan reviews. Woodburn currently reimburses third party reviewers based

on a 40% fire- and life-safety plan review fee as charged by other jurisdictions for providing this service. This proposed fee increase will help Woodburn recover our operating costs and fees for paying third party plan reviewers for this service.

To comply with the new rules under ORS 918-050 commercial mechanical permit and plan review fees will be based off of the proposed permit fee table. Woodburn hasn't ever issued commercial mechanical permits based on this method of fee calculation. With the minimum commercial mechanical permit fee, and a valuation based commercial mechanical permit fee, the percentage of increase will vary from five (5) percent to over 40 percent for some larger projects. This increase is necessary to cover the costs to provide mechanical permit, inspection, and plan review services which have been subsidized by building permit revenue in the past. The proposed method of fee calculation is the same method used in the majority of the Woodburn's neighboring jurisdictions to comply with the common fee methodology rules in OAR 918-050. Commercial mechanical plan review fees are proposed to be raised 40% (from 25% to 65% of the mechanical permit fee) to help recover the costs of providing mechanical plan review services. Currently the 25% fee doesn't allow the City to recover the costs associated with commercial mechanical plan review.

Manufactured dwelling permits are proposed to be increased 36 percent (from \$160 to \$250) to cover the current costs of issuing permits and providing inspections for manufactured dwellings. A new fee is proposed for reviewing and inspecting earthquake bracing systems for manufactured homes.

A new fee is proposed for issuing a temporary certificate of occupancy, a change of occupancy, expedited plan review, and master plan review. The hourly fee is proposed to be raised more than 76 percent for inspections outside of normal hours, reinspections, and inspections for which no fee is specifically indicated to cover the costs associated with providing these services.

**(C) The proposed effective date;**

As specified in the common forms and fee methodology rules of OAR 918-050, the proposed effective date is January 1, 2009.

**(D) The date of the last fee increase in the specialty code or program area if applicable:**

The date of the last fee increase in the specialty code program areas was November 13, 2002.

**(E) The anticipated date, time, and location of the municipal hearing scheduled pursuant to ORS 294.160;**

Location: Woodburn City Hall  
Council Chambers  
270 Montgomery Street  
Woodburn, OR 97071  
Meeting Type: City Council Meeting  
Anticipated Date: November 24, 2008  
Anticipated Time: 7:00 p.m.

**(F) The name, phone number, and title of the contact person; and**

Contact Information:  
City of Woodburn  
Community Development Department  
Steve Krieg, Building Official  
270 Montgomery Street  
Woodburn, OR 97071  
503-980-2430 phone  
503-982-5244 fax  
[steve.krieg@ci.woodburn.or.us](mailto:steve.krieg@ci.woodburn.or.us)

**(G) A narrative explaining the purpose of the proposed fee adoption.**

The purpose of the proposed fee increase is to align with the new State mandated fee methodologies required in OAR 918-050 and to assist in recovering costs for inspection, plan review, and other services relating to the administration of the City of Woodburn's permit programs for residential and commercial building, mechanical, manufactured dwelling, and fire suppression programs.

Questions or comments relating to this notification of the proposed fee increase should be directed as noted above.

Sincerely,

Steve Krieg  
Building Official

SK

Enclosure

**City of Woodburn, Building Division**  
**Permit, Plan Review, and Other Miscellaneous Fees**  
**(Except One- and Two-Family Residential Mechanical Permits)**  
*Effective January 1, 2009*

Service	Fee	Notes (Additional Fees, Units, etc.)
<b>Building and Mechanical Permit Valuations (includes fire suppression and fire alarm permits):</b>		
\$1.00 to \$2000.00	\$65.00	minimum permit fee
\$2001.00 to \$25,000.00	\$65.00	for the first \$2,000, plus \$7.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$235.00	for the first \$25,000, plus \$6.20 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$390.00	for the first \$50,000, plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 and up	\$590.00	for the first \$100,000, plus \$3.45 for each additional \$1,000.00 or fraction thereof

Note 1: The commercial mechanical valuation includes the cost of all equipment and installation costs.

Note 2: The commercial building valuation shall be the greater of the ICC Building Valuation Data Table current as of April 1 of each year or the valuation as provided by the applicant.


**One- and Two-Family Dwelling Carport, Covered Porch, Patio, and Deck:**

The square footage of a carport, covered porch, patio, or deck shall be calculated separately at fifty (50) percent of the value of a private garage from the most current ICC Building Valuation Data table.


**One- and Two-Family Dwelling Addition, Alteration, and Repairs:**

Permit fees shall be calculated based on the fair market value as determined by the building official and then applying the valuation to the permit fee table.


**Building and Mechanical Plan Review Fees (includes fire suppression and fire alarm permits):**

Plan Review (Residential Building)	65%	of building permit fee
Plan Review (Commercial Building)	65%	of building permit fee
Plan Review (Fire- and Life-Safety)	40%	of building permit fee
Plan Review (Commercial Mechanical)	65%	of mechanical permit fee
Additional Plan Review	\$85.00	charged per hour, (required by changes, additions, or revisions to approve plans)

<b>Specialty Program Fees:</b>		
Deferred Submittals (Plan Review)	100%	of permit fee calculated using the value of the deferred portion of the project, with a minimum fee of \$300.00. This fee is in addition to the building or mechanical permit fee. A separate fee is assessed for each deferred submittal of the project.
Phased Permits (Plan Review)	10%	of building permit fee calculated using the value of the entire project, plus \$300.00 up to a maximum fee of \$1,500.00. This fee is in addition to the permit fee. A separate fee is assessed for each phase of the project.
Master Plan Review Fee	65%	of building permit fee for first plan and 30% of building permit fee for each separate review of same construction plan
Administrative Fee for Processing State of Oregon Master Plans or Plans Reviewed by a Third Party Plans Examiner	10%	of building permit fee with a minimum fee of \$200.00
Expedited Plan Review	\$150.00	charged per hour, in addition to the calculated plan review fee.
<b>Inspection Fees:</b>		
Inspections Outside Normal Hours	\$130	charged per hour (minimum 2 hours)
Re-Inspections (for which no fee specifically indicated)	\$85	charged per hour (minimum 1 hour)
Inspections (for which no fee specifically indicated)	\$85	charged per hour (minimum 1 hour)
<b>Other Fees:</b>		
Investigation Fee	100%	of permit fee, fee is in addition to the permit fee
Temporary Certificate of Occupancy	\$250.00	Issued for 30 days, \$100 for each 30 day reissue
Change of Occupancy	\$85.00	charged per hour, minimum fee of two hours
<b>Stand Alone Residential Sprinkler System Fees:</b>		
<b>Square Footage</b>	<b>Fee</b>	
0 to 2,000 square feet	\$180.00	
2,001 to 3,600 square feet	\$240.00	
3,601 to 7,200 square feet	\$330.00	
7,200 square feet and above	\$432.00	
Plan Review (Residential Building)	65%	of building permit fee
<b>Manufactured Dwelling and Cabana Installation Permits:</b>		

A single fee is charged for the set-up of manufactured homes. This single fee includes the concrete slab, runners, or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling standard, electrical feeder and plumbing connections, and all cross-over connections.

Decks, other accessory structures, and foundations that do not comply with the prescriptive requirements of the Oregon Manufactured Dwelling and Park Specialty Code, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, new plumbing, and other such items that fall under the building code require separate permits.

Installation Permit	\$250.00	
Earthquake-resistant bracing systems	\$130.00	
Reinspections	\$130.00	

**Camp and Park Permits:**

The fees for each permit issued for the construction, addition, or alteration of a manufactured dwelling park, recreational vehicle park, or organizational camp developed shall be calculated using the valuation of the work and the most recently adopted building permit valuation table.


**Excavation and Grading Permits:**

The fee for an excavation and grading permit shall be calculated using the valuation of the work and the most recently adopted building permit valuation table.

Plan Review	65%	of permit fee

**Demolition Permits:**

The fee for a demolition permit shall be calculated using the valuation of the work and the most recently adopted building permit valuation table.

Plan Review	65%	of permit fee

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

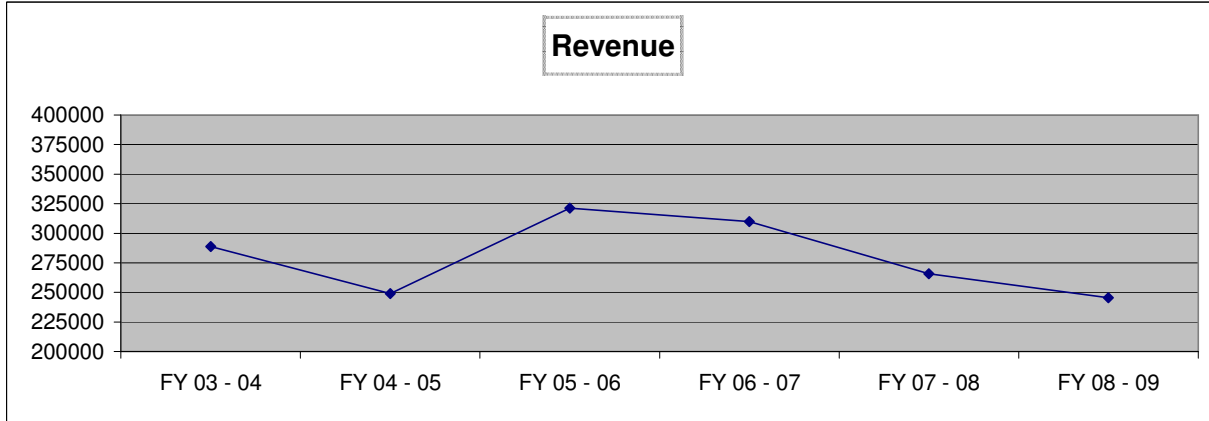
**City of Woodburn Building Division**  
**One- and Two-Family Dwelling Mechanical Fees**  
*(Includes Manufactured Homes)*  
**Effective January 1, 2009**

ITEM	Fee (per appliance/equipment)
<b>Heating &amp; Cooling (includes relocation)</b>	
Gas Connections (unlimited number of connections)	<b>\$20.00</b>
Furnace including ductwork & vent (forced air)	<b>\$20.00</b>
Air Conditioner, Heat Pump, or Evaporative Cooler	<b>\$20.00</b>
Unit Heater (suspended, recessed wall, floor mounted)	<b>\$20.00</b>
Air Handling Unit	
Water Heater	<b>\$20.00</b>
Range	<b>\$20.00</b>
Clothes Dryer	<b>\$20.00</b>
Fireplace / Insert / Stove / Log Lighter / Decorative Fireplace	<b>\$20.00</b>
Barbecue	<b>\$20.00</b>
Boiler Gas Connection and Venting Only	<b>\$20.00</b>
<b>Venting (includes relocation)</b>	
Range Hood	<b>\$20.00</b>
Bath Fan	<b>\$20.00</b>
Clothes Dryer Exhaust	<b>\$20.00</b>
Exhaust Fan	<b>\$20.00</b>
<b>Miscellaneous (includes relocation)</b>	
Other Equipment or Appliance not Listed above	<b>\$20.00</b>
<b>Minimum Permit Fee</b>	<b>\$65.00</b>

*(The fees listed above do not include the State of Oregon permit fee surcharge.)*

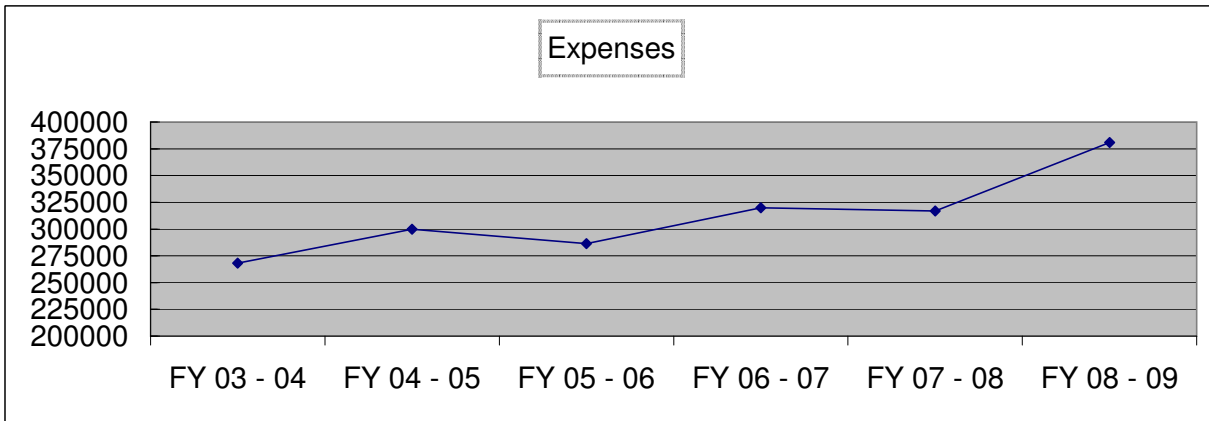
**Building Division Budget  
Revenue  
Fund 000-3081-**

	<b>FY 03 - 04</b>		<b>FY 04 - 05</b>		<b>FY 05 - 06</b>		<b>FY 06 - 07</b>		<b>FY 07 - 08</b>		<b>FY 08 - 09</b>	<b>Comparison of FY 03-04 to FY 08-09</b>
<b>Revenue Total</b>	\$ 288,651	\$	249,025	\$	321,188	\$	309,992	\$	265,833	\$	245,470	85%



**Building Division Budget  
Expenses  
Fund 123-521-2241 - Building Inspection Fund**

	<b>FY 03 - 04</b>		<b>FY 04 - 05</b>		<b>FY 05 - 06</b>		<b>FY 06 - 07</b>		<b>FY 07 - 08</b>		<b>FY 08 - 09</b>	<b>Comparison of FY 03-04 to FY 08-09</b>
<b>Expense Total</b>	\$ 268,021.00	\$	299,727.00	\$	286,504.00	\$	319,764.00	\$	316,946.03	\$	381,013.00	142%



**Building Division Contingency**

<b>Date</b>	<b>Contingency</b>	<b>Increase / Decrease</b>
July 1, 2002	\$ 304,995	
July 1, 2003	\$ 353,044	\$ 48,049
July 1, 2004	\$ 373,822	\$ 20,778
July 1, 2005	\$ 323,120	\$ (50,702)
July 1, 2006	\$ 366,579	\$ 43,459
July 1, 2007	\$ 361,653	\$ (4,926)
July 1, 2008	\$ 310,540	\$ (51,113)
September 30, 2008	\$ 256,006	\$ (54,534)
October 31, 2008	\$ 239,761	\$ (16,245)