



# Consultation Services Request

Department of Consumer & Business Services

Building Codes Division • 1535 Edgewater St. NW, Salem, Oregon

Phone: 503-373-1268 • Fax: 503-378-2322

Web: [bcd.oregon.gov](http://bcd.oregon.gov)

## CONSULTATION SERVICES

Oregon Building Codes Division offers consultation services to parties planning to build structure(s) within the state's jurisdiction. These services include, but are not limited to, plan review consultation for approval of alternate materials or methods of construction and advice on applicable building codes, rules, or statutes.

**Note:** Consultation services do not include designing or engineering a project.

To request these consultation services, please complete the form on page 2. Your request must include:

- Details regarding your proposed project
- The type of consultation you are requesting
- Preference for location, date, and time of the meeting (BCD office or other — identify)
- Number of BCD staff to be included — (structural, electrical, plumbing, fire & life safety, etc.)

**Note:** In-state only

BCD staff will work with the owner or representative to schedule the meeting as requested, and will confirm the date/time/location in writing. In the event the confirmed meeting must be canceled, the owner or representative agrees to notify BCD a minimum of 48 business hours prior to the meeting.

**Fees:** Consultation service fees are charged at an hourly rate per staff member with a one-hour minimum.

- Construction codes/rules for all trades.....\$70 per hour/per BCD staff (including travel time)
- Review and approval of alternate materials and/or methods of construction (requires building official).....\$75 per hour/per BCD staff (including travel time)

Fees may be paid by cash, check or Visa/Mastercard/Discover. Contact MaryJane Whittemore at 503-378-6237 for submittal and payment instructions.

For more information, please contact us at: State Inspections Services Section  
Building Codes Division  
P. O. Box 14470  
1535 Edgewater St. NW  
Salem, OR 97309-0404



# Consultation Services Request

Department of Consumer & Business Services

Building Codes Division • 1535 Edgewater St. NW, Salem, Oregon

Phone: 503-373-1268 • Fax: 503-378-2322

Web: bcd.oregon.gov

### OWNER / REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_ Work phone: - -  
 Mailing address: \_\_\_\_\_ Fax: - -  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-mail: \_\_\_\_\_

### PRIMARY CONTACT INFORMATION

Name: \_\_\_\_\_ Work phone: - -  
 Mailing address: \_\_\_\_\_ Fax: - -  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-mail: \_\_\_\_\_

### CONSULTATION INFORMATION

Requested meeting date: \_\_\_\_\_ Requested meeting time: \_\_\_\_\_  a.m.  p.m.  
 BCD staff request (check all that apply): Requested meeting location (in-state travel only):  
 Structural  Manager  BCD office  
 Electrical  Building official  Alternate location: \_\_\_\_\_  
 Plumbing  Permit coordinator Address: \_\_\_\_\_  
 Mechanical  Fire & life safety City: \_\_\_\_\_  
 Other (please specify): \_\_\_\_\_

### PROJECT INFORMATION

**Include size, location, and use of structure in your description:**

Structure will be used for (check one)  Commercial  Residential

### CONSULTATION FEES

Consultation fees are charged at an hourly rate per staff member, with a one-hour minimum. Fees may be paid by cash, check, or Visa/MasterCard/Discover. Call 503-378-6237 for submittal and payment information.

- Construction codes/rules for all trades disciplines.....\$70 per hour/per BCD staff (Including travel time)
- Review and approval of alternate materials and/or methods of construction (requires building official).....\$75 per hour/per BCD staff (Including travel time)

BCD staff will work with the owner or representative to schedule the meeting as requested and will confirm the date, time, and location in writing or via fax. In the event the confirmed meeting must be canceled, the owner, or representative, agrees to notify BCD a minimum of 48 business hours prior to the meeting.

