

BUILDING CODES DIVISION – STATE INSPECTION SERVICES

REGIONAL INSPECTIONS - OPERATIONAL PLAN 2009

<http://www.bcd.oregon.gov>

ADMINISTRATIVE STANDARDS:

Adequate funds and equipment

Funds:

All fees collected by the Building Codes Division in connection with the administration and enforcement of building inspection programs are dedicated and are used only for the administration and enforcement of those programs.

Permit fees charged for construction, remodel/alteration/repair of prefabricated and site built structures; and the installation of mechanical heating/ventilating devices and equipment shall be equal to 130% of the fee schedule in the 1979 editions of the Uniform Building and Mechanical Codes as printed in the current editions of the state specialty codes.

Permit fees charged for installations of manufactured dwellings shall be equal to the fee schedules adopted by the Manufactured Structures and Parks Advisory Board. Permit fees charged for electrical installations shall be equal to the fee schedules adopted by the State Electrical Board. Permit fees charged for plumbing installations shall be equal to the fee schedules adopted by the State Plumbing Board. Permit fees for installations of manufactured dwellings shall not exceed the reasonable and necessary costs of carrying out effective administration and enforcement of the respective inspection programs.

The State of Oregon collects a surcharge on all building permits to pay the state's costs of administering building codes programs (4 percent), inspections programs (2 percent), training and other educational programs (1 percent), regional services for building departments and their customers (1 percent), and the statewide electronic-permitting project (4 percent).

Equipment:

Inspectors will be supplied equipment necessary to administer and enforce the state specialty codes in an efficient, effective, and timely manor.

Authority and Responsibility of the Building Official, Chief Inspectors, Plans Examiners, and Inspectors:

Building Official:

Provides interpretations of the state building codes in conformance with the intent and purpose of this code.

Chief Inspectors:

Provide code guidance and council on technical issues and technology, advice and problem-solving assistance to division staff and inspectors, and building departments. They provide specialty code interpretations in conformance with the intent and purpose of each code.

Plans Examiners:

Examine commercial and residential construction and mechanical plans, blueprints, architectural drawings, designs, and other documents for compliance with applicable codes. They provide code interpretation guidance on technical issues, and advice and problem-solving assistance to division staff, inspectors, building departments, fire departments, architects, engineers, other state agencies, and the public throughout the State.

Structural/Mechanical Inspectors:

Enforce the Oregon Structural Specialty and Mechanical Codes through plan reviews and inspections of all building types.

Electrical Inspectors:

Enforce the Oregon Electrical Specialty Code through plan review and inspection of electrical installations in all building types.

Plumbing Inspectors:

Enforce the Oregon Plumbing Specialty Code through plan reviews and inspection of plumbing installations in all building types.

Manufactured Dwelling Installation Inspectors:

Enforce the 2002 Oregon Manufactured Dwelling and Park Specialty Code adopted by reference in OAR 918-500-0020.

Detailed position descriptions for all employees are on file with the division.

Appeal Process:

Decisions of the State Building Official, plans examiner, inspector, may be appealed. Aggrieved persons may appeal to the appropriate specialty code chief inspector and advisory board under the pertinent provisions of ORS 455.475, OAR 918-001-0130 and 918-008-0120. The State Building Code Appeal Application can be found on our website at <http://www.bcd.oregon.gov/pdf/4623.pdf>.

Appeal of Board Decisions:

Judicial review of decisions of advisory boards is available as provided in ORS Chapter 183.

Receipts Collected in the Administration and Enforcement of Building Inspection Programs:**Revenues and Expenditures:**

The Building Codes Division separately accounts for revenues and expenditures for each specialty code program it administers and enforces, including income and expense projections for each code program. The budgets for the structural and mechanical programs have been consolidated because most of the plan review and inspection activities are integrated.

Direct program expenditures are charged to the related program revenue. In order to determine the correct program to charge personal services to, the division conducts a time survey of every employee, every biennium. Services and supply costs are reviewed for relevance to specific programs and organizational units and charged accordingly. Personal services and services and supply costs benefiting more than one program are allocated based on the average allocation of positions within the associated organizational unit.

Retention and Retrieval of Records:

The division maintains permits, structural plans, plan review notices, and inspection records at its office in Salem and at various Field and Contract Offices where work occurs. Permit records are kept through a combination of electronic and hard copy files through the Sierra Permit Tracking system. Residential dwelling (including duplex) & commercial files with approved final inspections are retained for two years. Essential facilities with approved final inspections are retained for the life of the structure. OAR 918-01-200 and DCBS Policy COM-07 establishes the process and charges for public records requests. All public records requests must be made in writing. The Public Records Request Form is on our web site at

<http://www.bcd.oregon.gov/pdf/2568.pdf>. Please provide the plan review or permit number as a reference.

Operational Plan:

Copies of the Division's Operational Plan are available to the public by calling 503-378-5324, or toll-free at 1-800-442-7457, or may be printed from the division web site listed above.

Customer inquiries, comments, complaints and questions regarding the following:

Code issues (excluding plan review or inspection code-related issues):

Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You may call 503-378-4133 or toll free at 1-800-442-7457. You may also call the specific specialty code authority below.

- **Boilers:** 503-373-1216 or 503-373-7499
- **Continuing Education:** 503-373-3128.
- **Electrical Specialty Code:** 503-378-4459 or 503-378-5838
- **Elevator Specialty Code:** 503-378-3866
- **Enforcement:** 503-373-1367
- **Licensing Renewal, Licensing Applications or Licensing Exams:** 503-373-1367
- **Manufactured Homes Customer Assistance Section:** 503-373-1309 or 503-373-1249
- **Manufactured Structures:** 503-378-5975
- **Mechanical Specialty Code:** 503-373-7529
- **Permit and Inspection inquiries, comments, complaints and questions:**
503-378-4133 or toll free at 1-800-442-7457
- **Plumbing Specialty Code:** 503-373-7488 or 503-378-4486
- **Prefabricated Structures:** 503-378-2706
- **Recreational Vehicles & Parks:** 503-373-7542
- **Structural Specialty Code:** 503-378-4472

Voice messages outside of 8:00 am and 4:00 pm will be returned the next working day. You may also fax inquires to 503-378-3656. Customer service inquiries, comments and complaints will be referred to the appropriate staff member for review and resolution.

Plans or Plan Review questions or issues:

Main Office: For questions regarding a specific commercial project within a state jurisdiction call 503-378-6237 between 8:00 am and 4:00 pm, Monday through Friday, or write or visit at P.O. Box 14470, 1535 Edgewater NW, Salem, 97309. You may call toll free at 1-800-442-7457 or fax questions to 503-378-3656

Field Offices: For structural, mechanical, plumbing, electrical, and manufactured dwelling placement permits, plan reviews, and inspection questions, call, fax, write or visit the following offices:

Coquille Field Office 541-396-2148, write or visit at P.O. Box 398, 749 Riverside Dr.; Coquille, 97423, between 8:00 am and 4:00 pm (excluding noon hour), Monday through Friday; Fax Number: 541-396-3974.

Pendleton Field Office 541-276-7814 or 1-800-452-8156, write or visit at 700 SE Emigrant, #360, Pendleton, 97801, between 8:00 am and 4:00 pm (excluding noon hour), Monday through Friday; Fax Number: 541-276-9244.

Voice messages and faxes outside 8:00 am and 4:00 pm will be handled the next working day. Customers may call a 24-hour voice recording with a message center at each office to leave inspection requests.

Contract Offices:

For permits sold on behalf of the division, call, fax, write or visit the offices:

City of Boardman (electrical permits only **for Morrow County**) 541-481-9252, write or visit at P.O. Box 229, 202 N. Main, Boardman, 97818, between 8:00 am and 5:00 pm, Monday through Friday; Fax Number: 541-481-3244.

Curry County (electrical permits only) available at the Coquille Field Office 541-396-2148, write or visit at P O Box 398, 749 Riverside Dr., Coquille, 97423, between 8:00 am and 4:00 pm (excluding noon hour); Fax Number 541-396-3974.

Lake County (electrical permits only) 541-947-6032, write or visit at 513 Center St., Lakeview, 97630, between 8:30 am to 4:00 pm (excluding noon hour); Fax Number: 541-947-6015.

For any of the above, you may also call the Division at 503-378-5324, or toll free at 1-800-442-7457.

Jurisdictional Boundaries:

Maps are posted in each field and contract offices.

PERMITTING STANDARDS

Permits may be purchased in the following areas:

Field Offices: The Coquille, and Pendleton Field Offices sell structural, mechanical, electrical, plumbing, and manufactured dwelling placement permits for statewide use to the public between 8:00 am – 12 noon, and 1:00 pm - 4:00 pm, Monday through Friday. Permit applications can be obtained in person, by fax, mail or online at http://www.bcd.oregon.gov/form_index.html. Customers may leave a voice message request for a permit application. Permit applications will be faxed or mailed within 24 hours of a request.

Contract Offices: Two (2) contract offices sell permits on behalf of the Division through Intergovernmental Agreements.

Permit applications that do not require plan review (i.e., residential plumbing, residential mechanical, and manufactured dwelling placement permits): Permit applications not requiring a plan review, received in the appropriate office, will be reviewed by staff within 24 hours. If additional information is required the applicant will be advised of what is needed to complete the application. When the permit application is deemed complete, the requested permit will be issued immediately upon payment of permit fees.

Applicants who send completed permit applications through the mail will be issued permits within 24 hours of receipt. The applicant should receive the permit in three to five working days. When permit applications received by mail are found to be incomplete, the division will notify

the applicant within 24 hours of receipt of the application and advise applicant of what is needed to complete the permit application.

License verification prior to issuing permits: Persons (other than homeowners) applying for permits will be required to provide proof of a valid license or registration. Permit applications received by mail will be reviewed for valid license and/or registration upon receipt.

PROGRAMS

Plumbing - Minor Label Program:

Licensed plumbing contractors may apply for commercial and residential minor plumbing labels through the minor label program. Minor plumbing labels are "permits" for a limited scope of work, available only to licensed plumbing contractors. Minor label applications will be reviewed by appropriate staff immediately upon receipt. If additional information is required, the applicant will be advised of what is needed to complete the application. For specific information, please contact the minor label program at 503-378-2804 or toll free at 1-800-442-7457.

Plumbing - Master Permit Program:

The plumbing master permit program is designed to assist operators of commercial facilities to perform basic maintenance and/or repair of plumbing work under certain guidelines without obtaining individual permits and inspections. The master permit program provides flexibility while continuing to meet the requirements of the Plumbing Specialty Code. Owners, operators, or plumbing contractors can apply to the division for participation in the master permit program. Requests to participate in the master permit program will be reviewed to ensure individual applicability. The plumbing master permit program contains certain restrictions and limitations. For specific information, please contact any Field Office, Contract Office or the Main Office of the Building Codes Division.

Electrical - Minor Label Program:

Licensed Electrical Contractors may apply for minor electrical labels through the minor label program. Electrical labels are "permits for a limited scope of work" and are subject to certain restrictions. Minor label applications will be reviewed immediately upon receipt. If additional information is required, the applicant will be advised of what is needed to complete the application. For specific information, please contact the minor label program at 503-378-2804 or toll free at 1-800-442-7457.

Electrical - Master Permit Program:

The electrical master permit program is designed to assist operators of commercial facilities to perform basic maintenance and/or repair of electrical work under certain guidelines without obtaining individual permits and inspections. The master permit program provides flexibility while continuing to meet the Electrical Safety Law. Owners, operators, or electrical contractors can apply to the division for participation in the master permit program. Requests to participate in the master permit program will be reviewed by appropriate staff to ensure individual applicability. The electrical master permit program contains certain restrictions and limitations. For specific information, please contact any Field Office, Contract Office or the Main Office of the Building Codes Division. For specific information, please call 503-378-7538 or toll free at 1-800-442-7457.

PLAN REVIEW STANDARDS

Plan Review Process:

The Division plans examiners review structural, mechanical, plumbing, electrical, fire life safety plans and engineering and energy calculations to ensure compliance with applicable codes. Plan Intake staff use a the Commercial Checklist and a Residential Dwelling Checklist to ensure the customer has submitted all necessary information and, verify plans are stamped by an Oregon licensed architect or engineer. (Checklists are available at any Field Office, the Main Office in Salem, and by fax or mail).

Plan Review Personnel:

The Division's Salem Office has a structural engineer and full-time certified plans examiners on staff to provide consultation on plan reviews. The field offices have certified plans examiners and structural/mechanical inspectors who perform plan reviews. A list of these employees and contractors along with their certifications and continuing education credits is maintained by the Division.

Permit applications requiring plans, i.e., structural, fire & life safety, commercial plumbing, and commercial mechanical:

If plans are required, permits will not be issued until a minimum of three (3) sets of plans for commercial and two (2) sets of plans for residential dwellings have been reviewed and approved. Plans may be submitted in person or by mail. Plans received in person in the Field Offices are reviewed by plan intake or plan review staff to verify appropriate information and materials are included with the plans. Residential dwelling plans shall include all the information required by the division-approved checklist pursuant to OAR 918-050-0010. If plans are incomplete, a letter detailing information needed to complete the plan review will be sent, faxed, or handed to the applicant in person. The plans are returned to the applicant if present or placed "on hold" until the information and/or appropriate fees are received. Pursuant to OAR 918-020-0090 and 918-020-0210, for simple residential dwelling plans, the division will follow the plan review timeline of ten working days set forth in ORS 455.467, provide notification within three working days as to whether the plans are complete, and offer other plan review options if applicable.

Plans complete but not in compliance:

Where the plan has the required information but is found to be in non-compliance with the applicable code, a Plan Review Notice is sent or faxed to the applicant. The Plan Review Notice identifies the areas of non-compliance with a request for corrective action or additional information. The plan is placed "on hold" until additional information is received.

Plans Complete & In Compliance:

Where the plan is deemed complete, the plan will be stamped "approved" by the plans examiner of record, and a written plan review notice and permit will be sent to the applicant, or the applicant may pick them up at the office. A plan review for simple residential construction will be completed within ten (10) working days of receipt of a complete application. A plan review for all other structures will generally be completed within four (4) weeks of receipt of required information and materials. Each division office that receives plans will post a sign advising the public of the ten-working-day completion for simple residential plans, and that if the division is unable to meet that timeline, the applicant will be notified of other options. All plans are approved prior to issuing permits.

A plans examiners or inspectors are typically available in each Field Office between 8:00 am and 9:00 am, Monday through Friday to answer questions or provide advice, or in the Main Office

Monday through Friday between 8:00 am and 5:00 pm. Appointments are necessary for all preliminary consultations with a plans examiner. Please direct general technical questions to the Chief Inspector for the appropriate specialty code area at 503-378-4133 or toll free at 1-800-442-7457.

INSPECTION STANDARDS

Inspection Services:

Field Offices & Contract Offices:

Inspection services are covered by inspectors as follows: (A list of inspector's name, territory, day of week inspections are covered, office hours for customer questions, and inspection schedule is available by calling the Salem office at 503-378-5324 or toll free at 1-800-442-7457).

Inspection Process:

Persons with valid permits may request inspections either by telephone, fax or in person at any field or contract office during normal business hours. Inspections may also be requested by mail or by fax or by leaving a voice message during non-business hours. Inspection requests received by mail will be processed upon receipt. Fax and voice message requests will be processed the next regular business day. Inspections requests will be handled in accordance with location of the inspection and time of receipt.

Inspection requests shall include -

1. Permit number
2. Name of person to whom permit was issued
3. Name of person requesting inspection
4. Site address and directions
5. Nature of inspection requested
6. Statement as to whether request is for an initial inspection or re-inspection (note: re-inspection fees will be charged in accordance with the appropriate specialty code or administrative rule)
7. Telephone number where person requesting inspection may be contacted

Inspection requests that do not contain the required information will be considered incomplete. Inspections will not be performed until all required information has been provided.

Upon arrival at a job site, an inspector will verify the correct permit has been posted and that approved plans are available. Where approved plans are required, inspections will be performed based on the approved plans. After completing the requested inspection, the inspector will sign the job card and prepare a written report describing items requiring correction in accordance with the applicable specialty code and cite the applicable code section. A copy of the inspector's report will be left on site. Should the inspector identify necessary corrections, a copy will be mailed, faxed or phoned in to the contractor. If the inspector finds that all minimum code requirements have been met, the inspector will indicate his or her approval on the job card on the site.

List of persons employed to provide inspections: A list of inspectors along with certifications and continuing education credits is maintained by the division.

Investigate and enforce electrical and plumbing violations under ORS 455.156: The inspector will also verify compliance with all applicable plumbing, electrical and contractor licensing and registration requirements. Persons found to be performing work without required licenses will be instructed to immediately cease all work and will be issued a notice of proposed assessment of civil penalty. Where violations have not been witnessed first hand, inspector shall note the violation by completing a Preliminary Investigation Report and file with the Enforcement Section of the Division.

Permit and Inspection Follow-Up System: The field or contract office will maintain record of signed letters from applicants, stating they are responsible for requesting inspections within 180 days of issuance, or last inspection. Failure to do so will result in the expiration of the permit.

COMPLIANCE PROGRAMS

Procedures to respond to public complaints: Public complaints shall include at a minimum: Individual or business name of alleged violator, date or period of alleged violation, location (address) of alleged violation, property owner or lessee name, description of work performed, and complainant's name and phone number or address for follow-up contacts. A Preliminary Compliance Report form is obtainable by calling Building Codes Division, Enforcement Section, at 503-373-1367 or toll free at 1-800-442-7457 between 8-00 a.m. and 5:00 p.m. Monday through Friday or on the BCD website. Complaints received by the Building Codes Division regarding alleged violations for permits, licensing or specialty codes, are forwarded to the Enforcement Section for investigation.

Investigation of Complaints:

Public complaints received by Inspection Services Section are forwarded to the Enforcement Section for investigation.

Assessments of Penalty and Orders of Corrective Action for Violations of Specialty Codes, Statutes, and Rules:

Notices of Proposed Assessment of Civil Penalty (NPACP) and Orders of Corrective Action (OCA) are issued by both State Inspection Services staff and Enforcement staff. NPACP's and OCA's issued by State Inspection Services staff are forwarded to the Enforcement Section for processing. Contested case hearings are scheduled and processed by Enforcement staff.

Compliance With State Licensing Requirements:

License checks are conducted by State Inspection Services staff during permit sales and during field inspections conducted by inspectors. Alleged violators are reported to the Enforcement Section by Preliminary Compliance Report or, when appropriate, they are issued NPACP's and OCA's by State Inspection Services staff.