



CITY OF BEAVERTON
Community Development Department
Building Division
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BeavertonOregon.gov

BUILDING DIVISION OPERATING PLAN

Revised 11/14

CITY OF BEAVERTON
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
OPERATING PLAN

January 1, 1997

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INTRODUCTION

OAR 918-308-0190 Review and Update of Plans and Ordinances for the Electrical Inspection Program.

Each municipality shall annually review and update its electrical ordinance and operating plan to meet the requirements of the Electrical Delegation Rules. The operating plan shall establish specific goals, consistent with the program standards described in OAR 918-308-0040.

In order to effectively carry out the duties and responsibilities of administering an effective electrical code enforcement program, the following operating plan is hereby established. This plan will be updated as necessary to reflect changes in service.

Any questions related to this plan should be directed to:

Brad Roast, Building Official
City of Beaverton
Building Division
PO Box 4755
Beaverton, OR 97076

broast@beavertonoregon.gov

Phone: (503) 526-2524
Fax: (503) 526-2550

ADMINISTRATION

The Building Division (Division) is made up of five programs:

1. Administration
2. Plan Review and Permit Processing
3. Building and Mechanical Field Inspection
4. Plumbing Field Inspection
5. Electrical Plan Review and Field Inspection

Funding

The Building Official prepares and submits a budget prior to the beginning of each fiscal year (beginning July 1 of each year). The budget is established to provide for adequate funding, equipment, and resources to carry out the duties of the Division within the projected revenue and expenditures, as found to be acceptable to the City Administration.

The fees collected by the Division are established in Beaverton Code (BC) 8.02.040 to provide funding of each program. Each program is budgeted out of the Building Operating Fund, with revenue and expenditures not exceeding the reasonable and necessary costs of administration and enforcement of these programs (including establishing and maintaining a reasonable contingency fund).

The Division operates through a dedicated fund. Fees collected by the Division in connection with the administration and enforcement of the programs will be used only for the administration and enforcement of those programs. Each program will have revenue and expenditures accounted for individually.

Equipment

Building Division staff will be reasonably provided with equipment and supplies necessary to adequately administer, enforce, and otherwise carry out the duties of their job. This equipment may include but not be limited to:

- Adequate means of transportation.
- Necessary safety equipment to ensure employee safety.
- Workstations including desks, chairs, computers, and software.
- Tools necessary for conducting inspections including tape measure, ladders, pressure gauges, electrical current sensors, flashlights, etc.
- Communication equipment.
- Office supplies, code books, and technical manuals/periodicals.

Authority and Responsibility

- The *Building Official* is the City employee authorized by BC 8.02.010 to enforce the Building Code. The Building Official will provide interpretations of the State of Oregon Specialty Codes and establish policies and procedures for staff to carry out their duties and responsibilities. The Building Official recognizes current Interpretive Rulings adopted pursuant to ORS 455.060 - ORS 455.475 as applicable to the State Building Code.
- The *Senior Plans Examiner* is the City employee responsible for the supervision of the Plans Examiners and Support Specialists.
- *Plans Examiners* are the employees designated by the Building Official to review plans, calculations, specifications, and other construction documents for conformity with the applicable State of Oregon Specialty Codes for residential, commercial, and industrial structures.

- *Permit Technicians* are the employees responsible for receiving applications, collecting payment of fees, creating and issuing permits, preparing reports, filing, etc.
- The *Senior Field Inspector* (Building) is the City employee responsible for the supervision of the Building, Mechanical, Plumbing, and Electrical Inspection Staff.
- *Structural and Mechanical Inspectors* are the employees designated by the Building Official to conduct inspections of construction for conformity with the Oregon Structural and Mechanical Specialty Codes for residential, commercial, and industrial structures.
- *Plumbing Inspectors* are the employees designated by the Building Official to conduct inspections and plan reviews of construction for conformity with the Oregon Plumbing Specialty Code for residential, commercial, and industrial structures.
- The *Lead Plumbing Inspector* is the employee designated by the Building Official to perform the duties of a Plumbing Inspector and, in addition, assigning of daily workload, determining appropriate code interpretations, and similar lead worker duties.
- *Electrical Inspectors* are the employees designated by the Building Official to conduct inspections and plan reviews of construction for conformity with the Oregon Electrical Specialty Code for residential, commercial, and industrial structures.
- The *Lead Electrical Inspector* is the employee designated by the Building Official to perform the duties of an Electrical Inspector and, in addition, assigning of daily workload, determining appropriate code interpretations, and similar lead worker duties.
- *Professional Services* are person(s) or firms authorized under personal services contracts to perform plan reviews and inspections.
- *Extra Help* are part-time employees hired on an interim basis to provide plan review or inspection services.

Professional Services and Extra Help employees are provided to assist when workload exceeds normal resources and to provide access to registered professional engineers to review structures when necessary to assure compliance with the applicable codes.

Code Interpretations, Code Disputes, Appeals

Any person aggrieved by the decision of a staff member with respect to the application, interpretation of a code, or approval of an alternate material or method of construction may file an appeal to the local Beaverton Board of Construction Appeals in accordance with BC 8.02.030 or to the applicable State Building Codes Division Chief Inspector in accordance with ORS 455.475. The appellant must first submit an appeal in writing to the Building Official, who will, after consulting with the applicable Lead Inspector, respond in writing with a decision within a two-week (maximum) time period.

Appeals shall be submitted to either:

Brad Roast, Building Official
 City of Beaverton
 Building Division
 PO Box 4755
 Beaverton, OR 97076
 Phone: (503) 526-2524
 Fax: (503) 526-2550

- Exception: 1. Pursuant to ORS 479.853, appeals to the application, interpretation or approval of an alternate material or method of construction regulated by the Electrical Specialty Code must be made in writing to the Lead Electrical Inspector of the City.

If the appellant is aggrieved with the Building Officials or Lead Inspector's final decision, an appeal may be filed in one of two methods:

1. An appeal to the local City of Beaverton Board of Construction Appeals (on a form provided by the building official) may be submitted, along with the required fee of \$20.00. The City of Beaverton Board of Construction Appeals (as established by BC 2.03.030) will hear such appeal and render a decision. Pursuant to ORS 455.690, appeals of decisions by the Lead Electrical Inspector shall go to the State Electrical Board.

Or

2. An appeal to the applicable State Code "Chief" Inspector (on a form provided by the State of Oregon Building Codes Division) may be submitted, along with the required application fee pursuant to ORS 455.475

An appellant aggrieved with the decisions of the Beaverton Board of Construction Appeals or Chief Inspector may appeal to the appropriate State Board:

- Structural, Mechanical, and Dwelling Codes: Building Code Structures Board.
- Plumbing Code: Plumbing Board.
- Electrical Code: Electrical Board.
- Manufactured Home Installation Standards and Park and Camp Rules: Manufactured Structures and Parks Board.

For information regarding filing an appeal to the above State Boards, contact:

The State of Oregon Building Codes Division
1535 Edgewater NW
PO Box 14470
Salem, OR 97309
Phone: (503) 378-4133

Revenue and Expenditures

Each program has revenue and expenditures accounted for separately. Direct expenditures are charged to the applicable program fund account. Administration, general supplies, training, overhead, accounting, reprographic costs, and Information System Department (ISD) costs are charged to the Division Administration fund. These administrative costs are divided (based on number of employees) into two sections (Plan Review and Permits, and Building Inspection). Revenues collected in excess of expenditures are placed in the Building Division contingency fund for the purpose of maintaining services during short duration reductions in development activity. The amount of funds to be maintained in the contingency is determined by the City Administration with the consultation of the development community through the City Development Liaison Committee (DLC).

- Revenue from building and mechanical permit fees fund the Building and Mechanical Field Inspection Section.
- Revenue from plan review fees fund the Plan Review and Permit Processing Section.
- Revenue from plumbing permit fees fund the Plumbing Field Inspection Section.
- Revenue from electrical permit fees fund the Electrical Plan Review and Field Inspection Section.
- Revenue from miscellaneous fees is divided equally into the Building and Mechanical Field Inspection Section, Plan Review and Permit Processing Section, Plumbing Field Inspection Section, and Electrical Plan Review and Field Inspection.

- Revenue from investment income is divided equally into two sections (Plan Review and Permits, and Building Inspection).

Fee Adoption and Adjustments

Fees for Building, Plumbing, Mechanical, and Electrical Permit and Plan Reviews are established by Resolution after holding a public hearing before the City Council. Prior to holding a public hearing, the City presents the need for any fee adjustments to the local Development Liaison Committee (DLC). Upon presenting any fee proposals to the DLC, the City attempts to gain the support and approval of the DLC before proceeding with notification of a hearing date to the State Building Codes Division and other interested parties, which includes the: National Electrical Contractors Association; Plumbers and Steamfitters Local 290; Plumbing, Heating and Cooling Contractors Association; Associated General Contractors; and the Metropolitan Homebuilders Association. Pursuant to OAR 918-020-0220, the City notifies the Director of the State Building Codes Division of any fee modification a minimum of 45 days prior to the adoptive date of any fee adjustment. At the request of the DLC, the City has agreed to implement fee adjustments (when necessary) for Building, Mechanical, Plumbing, and Electrical permits on the first of January of each year. If fee adjustments are necessary, the City presents the information to the DLC six months or more prior to implementation.

Records Retention and Retrieval

The Building Division maintains all plans, correspondence, inspection notices and records in accordance with the procedures established under BC 2.02.100. Records are maintained in a combination of electronic, microfiche/film, and hard copy formats. Portions of hard copy records are located in the City archive vaults and may require up to 24 hours for retrieval. Records will be made available to the public during regular business hours. Records may not be removed from the department, except a recognized commercial courier service may transport records to and from commercial copying services.

Public Inquiries, Comments and Complaints

Inquiries, comments and complaints may be made in person, by telephone, or fax at:

Beaverton City Hall
Building Division, 4th Floor
12725 SW Millikan Way
Beaverton, OR 97076
Phone: (503) 526-2403
Fax: (503) 526-2550

Or in writing to:

City of Beaverton
Building Division
PO Box 4755
Beaverton, OR 97076

Inquiries, comments, and complaints made in person or telephone must be between 7:30 a.m. and 5:00 p.m. Monday through Friday. Voice mail messages will be returned within 24 hours. Comments or complaints related to code provisions will be processed by the most appropriate staff member. If the comment or complaint becomes an appeal, procedures outlined above will be followed.

In accordance with the City of Beaverton's personnel policies, the employee's supervisor will process comments or complaints related to employees.

Obtaining Copies of Operating Plan

Copies of this operating plan are available upon request by contacting the Building Division as described above. This Operating Plan is also posted on the City Web site at <http://www.BeavertonOregon.gov/DocumentView.aspx?DID=242>

Customer Questions Regarding Permits, Plan Reviews and Inspections, Types of Permits Sold, and Hours of Operation

For information regarding permits, plan reviews, inspections, types of permits sold, and hours of operation, contact the Building Division as described above.

Jurisdictional Boundary

A map located in the Community Development Department lobby indicating the jurisdictional boundaries is available for view during regular City Hall business hours. Boundary maps are available for purchase during regular City Hall business hours.

Notifications

All notices issued pursuant to OAR 918-020-0070 through 0220 shall be sent to the City of Beaverton's Building Official.

PERMITTING STANDARDS

Purchasing Permits

The City sells Building, Plumbing, Mechanical, Electrical, Restricted Electrical, Temporary Electrical, Manufactured Dwelling, and Sanitary Sewer permits between 7:30 a.m. and 5:00 p.m. Monday through Friday. Permits may be obtained at:

Beaverton City Hall
Building Division, 4th Floor
12725 SW Millikan Way
PO Box 4755
Beaverton, OR 97076
Phone: (503) 526-2403
Fax: (503) 526-2550

Electronic copies of these permits forms are available on the City Web site at <http://www.BeavertonOregon.gov/index.aspx?NID=305>. (These forms can be electronically completed.)

The City offers Master Plumbing and Electrical Permits. Programs are provided pursuant to ORS 455.190, OAR 918-100-070, ORS 470.540, and OAR 918-309-0100.

Application Procedures

Applications for permits are made on any Tri-County Permit Application. Permit applications received in person are checked for completeness before the customer leaves. Permit applications received via mail are checked within 24 hours of receipt for completeness, and, if some necessary information is lacking, the customer is contacted immediately. If the information lacking is minor in nature and can be provided over the telephone by the applicant, staff will complete the form and process the application. If the information cannot be provided by telephone, the application will be returned to the applicant to complete and resubmit.

Permits Not Requiring Plan Review

Scope: The following process applies to permits not associated with projects requiring plan review.

1. The applicant must submit a complete permit application. The application can be submitted:
 - In person, at the counter.
 - By mail.
 - By fax.
2. The permit application is reviewed for completeness.
3. When a permit cannot be issued, the applicant is notified by telephone, fax, mail, or e-mail that:
 - Additional information is needed.
 - A plan review is required.
 - Incorrect fees or no fees were submitted.
4. After receipt of the fee, the permit is issued:
 - In person, at the counter
 - By Mail
 - By fax

Complete permit applications received in person at the counter will be processed while the customer waits. Permit applications received through the mail or fax that are complete and have the correct payment included will be processed within 24 hours of receipt. If the information lacking is minor in nature and can be provided over the telephone by the applicant, staff will complete the form and process the application.

Permits with fees not exceeding \$1,000 may be paid for with a Visa® or MasterCard®. All other permits may be paid for with cash or check. Permits not requiring plan reviews that are provided with payment by Visa® or MasterCard® may be submitted by fax on payment authorization forms available from the Building Services.

Permit Fees Over/Under Correct Amount

Payments for permits made by check may occasionally be for the wrong amount. The applicant may be needlessly delayed in obtaining a permit while a new check is prepared, when the difference is small. The cost for postage alone may exceed the difference. In order to save time and money for both the applicant and City, the following procedure will be used:

If payment received is for a small amount over the required fee, the applicant will be contacted by telephone of the overage. The applicant will be informed they can either send a check for the correct amount or if the amount is immaterial, the additional amount will be placed in miscellaneous revenue and noted in the comment screen of the permit system "overage immaterial per applicant". As a general rule, an immaterial amount would be:

1. Under 5 percent of the permit's value of total fees, or
2. Not to exceed \$10, or
3. Agreed by the applicant that the overage does not need to be refunded.

Otherwise, the overage amount shall be placed in a miscellaneous revenue account and a refund shall be processed.

If payment received is for a small amount under the required permit fee (less than a \$1), the shortage shall be recorded as a negative adjustment and noted in the comment screen of the permit system "shortage immaterial per operating plan". If the shortage is over \$1, a supervisor shall be contacted for approval to process. Habitual shortages by an applicant will be cause to reject inaccurate applications.

Faxed Applications

The Division accepts faxed applications. Faxed applications are processed when payment is received and, if applicable, when plans and specifications are submitted.

Licensing and Registration Requirements

The City verifies compliance with state licensing requirements as well as all other administrative and judicial aspects of code enforcement. Prior to issuing permits, the applicant will be required to provide proof of compliance with all applicable licensing, registration, and signature requirements of ORS Chapters 446, 447, 455, 479, 693, and 701. When required, plans examiners will verify if plans, specifications, and calculations have been stamped by a registered design professional in accordance with the laws governing the practice of Architecture and Engineering.

Fee Refunds and Waivers

1. The Building Official may authorize the refunding of:
 - Any fee not authorized by City Ordinance or Resolution or the Division Administrative Rules;
 - The fee paid for a permit under which no work is commenced, subject to the limitation of subsection 2 of this section; and,
 - The plan review fees, if the application for which the plans are submitted is withdrawn before the plan review commences, subject to the limitation of subsection 2 of this section; and,
 - No fee shall be refunded except on a written request by the applicant and received by the Building Official no later than 180 days after payment. Requests for waiver or refunding of all other permit fees shall be made to the City Council.
2. The City shall retain, for repayment of the costs of administration, 20 percent of any fee to be refunded or \$100, whichever is less.

PLANS REVIEW STANDARDS

Plans Review Process

The Division reviews plans for structural, fire and life safety, energy, disabled access, plumbing, mechanical, and electrical compliance with the applicable codes. Each applicant for a permit is required to complete and sign a *Tri-County Application Checklist* that outlines the information necessary for a complete submittal. By reviewing and signing the *Tri-County Application Checklist*, the applicant signifies that all the information is included, or that which is not included will be provided prior to the review of the plans, or delays will occur. This form is available at the Building Services counter or may be printed from the Forms/Fee Center at <http://www.BeavertonOregon.gov/DocumentView.aspx?DID=553>.

Certified staff is available for consultation on plans from 7:30 a.m. - 9:00 a.m. Monday through Friday, 1:30 p.m. - 2:30 p.m. Monday through Friday, or by appointment. Over-the-counter plans reviews will be conducted at the above scheduled times.

For minor non-structural modifications with a tenant improvement or single-family projects, applicants may request an over-the-counter plan review. All of the applicable information listed in the "Permit application requirements and plan review procedures" section of this

plan must be submitted with the application. The plans examiner will determine if the proposed work is minor, and an over-the-counter plan review is warranted. Plans with structural alteration may or may not be issued over the counter depending on the complexity of the structural alteration. Plans in need of Land Use or Zoning approvals will not be done over the counter.

Temporary tenant improvement (TI) permits are available. A temporary TI permit authorizes construction work to begin prior to the issuance of a permit subject to the restrictions and limitations contained within the application. A copy of the Temporary TI permit application and requirements may be obtained from the Building Services.

The building permit will not be issued prior to the approval and issuance of any plumbing, mechanical, electrical, fire sprinkler, fire alarm, or smoke detection system permits related to the project. When Land Use, Zoning, Building Design Review (BDR), and other applicable approvals are required, the conditions of the BDR must be satisfied, and the Engineering Section Site Development Permit must be issued before the building permit can be issued. The BDR and site development permit review can run concurrent with the building plan review. Upon request, the Division will issue partial Shell Building and Foundation Only permits.

Permit Application Requirements and Plan Review Procedures

Three sets of plans must be submitted for single-family and duplex buildings; multi-family buildings; commercial and industrial buildings (including applicable plumbing, mechanical, electrical, fire alarm and sprinklers plans). Where applicable, two sets of structural calculations and specifications shall be submitted. Each application must include a completed and signed application checklist, a completed and signed permit application, and the appropriate plan review fee. Permit fee schedules are available at the Building Services counter or may be printed from the Forms/Fee Center at <http://www.BeavertonOregon.gov/index.aspx?nid=455>. Applications must include the name, address, and telephone number of the owner, tenant, designer, architect, and/or engineer. Applications must include the site address of the building (if no address exists, one will be assigned by the Division). The contractor information must be completed, including appropriate signatures, prior to issuance of permits.

The City offers phased permits for foundation/slabs, structural frame, shell and interior build-out (TI). An applicant desiring to phase any portion of the project must complete the Tri-County Commercial Phased Project Matrix for each phased portion. This form is available at the Building Services counter or may be printed from the Forms/Fee Center at <http://www.BeavertonOregon.gov/DocumentView.aspx?DID=611>.

Note: Except for private site utilities (potable water, sanitary and storm sewer lines), Excavation and Shoring, Site Utilities and Grading are not permits issued by the Building Services and, therefore, are not part of part of the City's phased permit process.

Plan submittals may be deferred as outlined in the Tri-County Deferred Submittals list. Each deferred submittal shall be identified on the building plans. This list is available at the Building Services counter or may be printed from the Forms/Fee Center at <http://www.BeavertonOregon.gov/DocumentView.aspx?DID=597>.

Permit applicants are responsible for ensuring that deferred plan review items listed on the plans are submitted for approval well in advance of the need to begin work on that portion of the project (anticipate a minimum of three weeks plan review turnaround time for tenant improvement and six weeks plan review turnaround for new construction projects). No work

on any of the deferred items shall begin prior to the plans being submitted, reviewed, and approved.

Unless they are identified as a deferred submittal on the plans, building permits will not be issued until all related plans and permits have been reviewed, approved, and issued (i.e., mechanical, plumbing, electrical, fire sprinkler systems, fire alarm systems, etc. [City policy]).

Applications with incomplete plans, details, and/or specifications will not be accepted. If an application is received through the mail and found to be incomplete, the applicant will be contacted by telephone and informed of the necessary information. If the applicant cannot be reached by telephone, a letter will be mailed outlining the necessary information.

Permit applications will be received by the Division counter staff, who will create a permit on the Division's computerized permit tracking system. The plans, calculations, specifications, and related information will be stamped with the date received and applicable information entered into the plan check logbook. The plans will be placed in the applicable plan review bin to wait its turn for review.

After completing the plan review, the plans examiner will prepare a plan review letter, when necessary, outlining if the plans are approved and the permits may be issued or what information is necessary in order to obtain approval for issuance of the permit. A copy of the letter will be faxed (if a fax number is provided) to the applicant and the owner, and the original will be placed in the mail. If a revision or additional information is needed, the plans examiner will notify the applicant that the revision submittal must include a completed *Revision Request* form. Revisions will be received and logged in the same manner as new applications, except revisions will be placed in the applicable revision bin.

The Division will attempt to review plans as soon as possible. Where possible (subject to workload and staff availability), the Division will begin the first review of plans in the following time frames:

Single Family Homes	2 weeks*
Commercial Interior Tenant Improvements	3 weeks
Commercial, Industrial and Multi-Family Buildings	6 weeks
Revisions	1-2 weeks

When the plan review is completed and approved, the plans examiner will prepare a plan review approval letter, when necessary, (except single-family and duplex buildings) outlining any conditions of approval. If the project does not have all other applicable approvals, the plan review letter will indicate the plans are approved, and the permit may be issued when the other approvals are obtained. A copy of the letter will be faxed to the applicant and the owner (if a fax number is provided), and the original will be placed in the mail. The plans will be stamped "Approved." The address(es), permit number(s), plan review letter(s), calculations, specifications, and substantiating information will be added or attached to the plans.

*The City will review single-family applications on Mondays and Wednesdays to ensure the applicant can be informed within three working days whether the proposed building is simple or complex as defined in OAR 918-030-0090 and if the application is complete. The City will continually monitor the time frames for completing the plan review, and if there is an indication that the length of time will exceed ten days, the plans will be sent to a plans examiner under contract with the City. If a contract plans examiner is not available, the applicant will be notified that he/she may contact a minimum of three designated licensed

plans examiners that are acceptable to the City for conducting the review. The current list is as follows:

Burrows Consulting, Services, Inc.
PO Box 5962
Salem, OR 97304-0962
Phone: (541) 990-3005

Clair Company, Inc.
525 NW Second Street
Corvallis, OR 97330
Phone: (541) 758-1302

Building Codes Consultancy
6950 SW Hampton St, Suite 330
Phone: (503) 969-8333

List of Persons Employed to Provide Plan Reviews

Upon request, the Division will provide a list of plans examiners and the certifications they hold along with continuing education credits.

Cooperation with Other Agencies

The Building Services cooperates with other City divisions, departments, and/or other jurisdictions as necessary to facilitate plan review and permit issuance. Pursuant to OAR 918-020-0020, the City provides the Fire Marshal of the Tualatin Valley Fire and Rescue with notification of proposed developments that may be regulated by the Fire Marshal under ORS 476.030. The Fire Marshal is provided with a reasonable time frame with which to submit comments pertaining to a specific development. Specific Fire Code requirements identified by the Fire Marshal are incorporated into the conditions of approval for the project. The Building Services regularly consults with the Fire Marshal on issues that include but are not limited to: fire department access, fire flow, occupancy concerns, and alternative methods of construction.

The Building Services reviews plans for conformity with the Fire Code as it relates to new construction. This includes fire department access (during construction and permanent access), fire flow, fire hydrant number, and location. In the event an alternative method of construction is proposed relating to a Fire Code requirement, the Fire Marshal is notified to provide a final determination on the matter.

Architect and Engineer 1&2 Family Dwelling Code Plan Review Exemption

Architects or Engineers possessing a State of Oregon 1&2 Family Dwelling plans examiner certification may exempt plans and calculations for 1&2 family dwellings prepared under their direct supervision from a plan review by the Division for conformity to the Oregon One and Two Family Dwelling Specialty Code (OOTFDSC) as authorized and conforming with OAR 918-480-0130. An Architect and Engineer choosing to use the plan review exemption shall affix to each set of submitted drawings a signed statement that reads "I have reviewed this plan for conformity with the Oregon One and Two Family Dwelling Specialty Code under authority of OAR 918-480-0130 and determined they comply with the applicable regulations." The statement shall also include the State 1&2 Family Dwelling Plans Examiner certification number.

Plans submitted under this exemption require the same information in the Permit Application Requirements and Plan Review Procedures as outlined above, and will be processed in the same manner as other submittals in the Plans Review Process as outlined above. Plans

reviewed by the Architect and/or Engineer under this exemption shall only be charged an administrative plan review fee to defray the cost of permit application and plan processing.

State Master Plan Review Exemption

One and two family dwelling plans reviewed and approved by the State Building Code Division as authorized under ORS 455.685 are exempt from a plan review by the Division for conformity to the Oregon One and Two Family Dwelling Specialty Code (OOTFDSC).

Plans submitted under this exemption require the same information in the Permit Application Requirements and Plan Review Procedures as outlined above and will be processed in the same manner as other submittals in the Plans Review Process as outlined above. Plans reviewed by the Architect and/or Engineer under this exemption shall only be charged an administrative plan review fee to defray the cost of permit application and plan processing.

INSPECTION STANDARDS

Inspection Process (Building, Mechanical, Plumbing, and Electrical)

Requested inspections are normally conducted on the same day requested, provided the request is received prior to the cut-off time, and all the necessary information is provided.

Applicants possessing a valid permit may request an inspection by telephone, fax, in person at the building division counter, or online at:

<http://apps.BeavertonOregon.gov/departments/CDD/PermitsApps/PermitInspection/PermitInspection.aspx>

Requests made by telephone must be made to the inspection request line at (503) 526-2400. All requests must be received prior to 7:00 a.m. of the day requested. All requests received after 7:00 a.m. will be made on the following work day. Inspection requests must include the following information:

1. Type of inspection requested
2. Permit number
3. Job site address (including building and suite number)
4. Contractor name
5. Contact telephone number (optional)

Inspection requests failing to provide all of the above information may be considered incomplete, and the inspection may not be performed. The applicant will not be notified of incomplete inspection requests unless adequate information is provided (i.e., a telephone number). If support staff is available, the number of incomplete inspection requests is small, and if the missing information can be readily found, the request will be completed and forwarded to the inspection staff.

The project must be ready at any time during the day requested. The Division cannot specify a time when the inspector will be at the site. Special consideration will be given to inspections involving concrete, grouting, hazardous situations (open trenches, etc...), or a homeowner's inspection request. The approved plans must be available to the inspector on the site. Projects not ready for inspection when the inspector arrives or not supplying the approved plans will not be inspected.

When arriving at the site, the inspector will review the approved plans and conduct the requested inspection. After completing the requested inspection, the inspector will provide a written (Inspection Report) approval/denial or notification of any required corrections. A copy of the inspection report will be given to the responsible party or left at the site in a

conspicuous location. When requested, a copy of the plumbing or electrical inspection results will be faxed to the applicant.

The inspection report will include the following:

1. Inspection type
2. Permit number
3. Job site address (including building and suite number)
4. Inspector name and contact telephone number

Inspection Results, which will include:

- Approval
- Approval with conditions
- Approval with corrections (when the correction can be verified at next inspection)
- Partial approval (with a description of the portion of the project that is approved)
- Not approved (with a description and location of the required correction clearly and legibly written. Code sections will be provided if requested. A time frame for making the corrections, if required)

Inspection results are recorded in the City's computerized permit tracking system, and a paper copy is kept in the project file. All records are made available to the public upon request.

Results of inspection requests are available through the City Web site at:

<http://apps.beavertonoregon.gov/departments/CDD/PermitsApps/PermitSearch/PermitSearch.aspx>. Projects requiring a BDR and/or a Site Development Permit must obtain final approvals prior to requesting a "Final" building inspection.

Certified inspection staff is available for telephone consultation on inspections from 7:30 a.m. - 8:00 a.m., and in person from 2:30 p.m. - 3:30 p.m. daily, or by appointment. Electrical Inspectors are available 7:30 a.m. - 8:30 a.m. and 2:30 p.m. - 3:30 p.m. daily. Inspections are performed between the hours of 8:30 a.m. - 3:30 p.m. daily. Inspectors may also be reached on their cell phones during inspection hours.

After hours and weekend inspections may be requested and may be conducted if staff is available and a request is received a minimum of five days prior to the needed date. Additional fees may be charged for these inspections.

List of Persons Employed to Provide Inspections

Upon request, the Division will provide a list of inspectors and the certifications they hold along with continuing education credits.

Expiration of Permits

Permits shall be expired in accordance with Division policy.

COMPLIANCE PROGRAMS

Building Official's Authority to Issue Stop Work Orders

Pursuant to BC 8.02, the Building Official may issue Stop Work Orders.

The authority to issue stop work orders is delegated to the inspection staff; however, the Division has an established policy P&P Admin. 2000-3 that requires the inspector to notify his/her supervisor (or the Building Official if the supervisor is unavailable) prior to or immediately upon placing a stop work order.

Investigation and Enforcement of Electrical and Plumbing Violations under ORS 455.156

Electrical and plumbing inspectors conduct checks to verify compliance with plumbing and electrical licensing and registration requirements. If a Division plumbing or electrical inspector has reason to believe that a violation of an applicable plumbing, electrical, or contractor licensing and registration requirement may exist, the inspector will verify compliance. Persons found to be performing work without required licenses or registration will be instructed to immediately cease all work, and a compliance report will be completed and submitted to the Regulatory Services Section of the State Building Codes Division (the inspector is provided the discretion to stop the work and (a) issue a warning, (b) issue a notice of proposed assessment of civil penalty, or (c) discuss alternative options, such as issuance of a civil penalty. A compliance report will be completed and submitted to the Regulatory Services Section of the State Building Codes Division with the approval of the Building Official.) Where violations have not been witnessed first-hand and there is sufficient evidence to warrant an investigation, inspectors will note the violation by completing a compliance report and submit it to the Regulatory Services Section of the State Building Codes Division.

Investigation of Public Complaints of Violations of Permitting Requirements or Specialty Codes, Issuance of Civil Infractions

Reports of work being performed without a permit in violation of the (City or County) Building Code, and/or in violation of ORS 479.550, 479.620, 447.030, 447.040, 693.030, and 693.040 regarding violations to the Building Services may be made in person, by telephone, mail, or fax. Complainants will be asked to provide the following: the individual or business name of the alleged violator, date or period of the alleged violation, location (address) of the alleged violation, owner or lessee name, description of the work performed or alleged violation, and the complainant's name and phone number or address for follow-up contacts. Division supervisory staff will determine if the complaint is valid and assign staff to conduct an investigation when warranted.

Reports as described above are investigated to determine whether or not a violation exists. If no violation exists, the case is closed. If the investigation finds a violation to exist, the violator will be notified in writing of the violation, requested to immediately stop work (if warranted), what must be done to abate the violation, and how long to comply. If a violation exists, there are several possible actions that may be taken by the Division, including but not limited to: stop work orders; assessment of investigation fees; issuance of a civil penalty (under BC 8.02.120 and BC 2.10.010 through 2.10.050 or ORS 455.156).

If, in the opinion of the Building Official, a complaint received regarding alleged violations of permits, licensing, or specialty code warrants, a compliance report will be completed and submitted to the Regulatory Services Section of the State Building Codes Division. In all cases where a compliance report has been submitted to the Regulatory Services Section of the State Building Codes Division, the Building Services will provide any assistance, records, or information necessary to bring the case to closure.

Compliance with Electrical Rules

Every January the City of Beaverton's Electrical Operating Plan is updated as required by OAR 918-308-0190, and a copy is submitted to the Building Codes Division. This plan meets the requirements of OAR 918-020-0090 (10). A copy of the Electrical Program Operating Plan pursuant to OAR 918-308-0040 is available upon request.

Compliance Investigation Records and Reporting

All licensing/registration, permit, licensing and code violations investigations will be recorded in the City's permit tracking systems as an inspection workload and into the appropriate project file where applicable.

In all cases where a stop work order is issued or a license or code violation is observed, a compliance report will be submitted to the Regulatory Services Section of the State Building Codes Division whether or not an assessment of investigation fee and/or citation is issued.

PLUMBING MASTER PERMIT PROGRAM

The City offers Plumbing Master Permits pursuant to OAR 918-100-0070.

Purpose

ORS 447 and OAR 918 Division 100 requires permits for plumbing installations. OAR 918-100-0070 allows some installations under a Plumbing Master Permit Program.

Work Covered

The plumbing work covered under this program is as limited by OAR 918-100-0080.

Application/Fees

To apply for the program, a completed application form shall be submitted to the Building Services. After review and approval by the Building Official, a confirmation of activation of the program and program number will be issued. An application for the Plumbing Master Permit Program shall be filed annually.

Fees for the program will be billed on a quarterly basis at \$40 per hour for the inspector's time. This includes travel, report, and record keeping time, as well as the time actually spent conducting inspections or plan reviews. In addition, the 12-percent State surcharge is collected with each bill.

Supervision/Personnel

Master Permits shall be issued to the following persons electing to be inspected under the plumbing master permit program:

1. Plumbing contractors having a certificate of registration under ORS 447.030 and a verified Construction Contractors Board registration;
2. A covered facility having plumbing employees with a certificate of competency under ORS Chapter 693.

Records

The City of Beaverton will provide participants with a Plumbing Master Permit Inspection Log. The permit holder shall record all plumbing permit installations permitted under the program, including the following information:

1. What work was done.
2. When the work was done.
3. Where the work is located in the facility.
4. The name of the person who did the work.

Where work has been done, a copy of the log shall be filed with the City every three months.

Inspection Procedures

The permit holder may request an inspection at any time or frequency, but not less than once per calendar year.

Applicants possessing a valid permit may request an inspection by telephone, fax, or in person at the Building Services counter. Requests made by telephone must be made to the inspection request line at (503) 526-2400. All requests must be received prior to 7:00 a.m. of the day requested. All requests received after 7:00 a.m. will be made on the following workday. Inspection requests must include the following information:

1. Plumbing Master Permit Number
2. Site address (including building and suite number)
3. Contractor name
4. Contact telephone number (optional)
5. Type of inspection requested

Where the plumbing installation is to be covered, it shall not be covered until an inspection of the work has been approved.

PLUMBING MINOR LABEL PROGRAM

State Minor Plumbing Labels

State Minor Plumbing Labels can be ordered by mail, fax or in person at the State Building Codes Division. For more information about the Minor Label Program see:

http://www.cbs.state.or.us/external/bcd/programs/minorlabel/minor_label_programs.html

To order by mail: print the [application form](#), and fill in all information. Send the completed application with a check, money order or credit card (Visa or MasterCard only) information to:

Minor Label Program
PO Box 14470
Salem, OR 97309-0404
(503) 378-2804
Fax: (503) 378-2799

To order by fax, you must use a credit card. Print and fill out the [application form](#). Fax it to the division at (503) 378-2799. Application forms are also available at the Salem office, 1535 Edgewater NW. Office personnel are happy to process label orders at the front counter. The division accepts payment by check, money order and Visa and MasterCard.

Purpose and Scope

ORS 447 and OAR 918 Division 100 requires permits for plumbing installations. OAR 918-100-0020 allows some installations under a Plumbing Minor Label Program.

Work Covered

The plumbing work covered under this program is as limited by OAR 918-100-0020.