

CITY of TROUTDALE
BUILDING INSPECTION PROGRAM
OPERATING PLAN

January 2008 / Revised July 2008

INTRODUCTION

OAR 918-020-0080 Delegation of Building Inspection Programs

The State Building Codes Division and every municipality that administers and enforces a building inspection program or desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan that describes the manner in which the municipality or the division will do so. The operating plan shall establish specific goals consistent with the program standards described in OAR 918-020-0090. This operating plan was developed to comply with the above administrative rule. The plan is on file with the State of Oregon Building Codes Division and is available upon request.

This plan reflects the standards, policies, procedures and services administered and offered through the City of Troutdale.

Any questions related to this plan should be directed to:

Richard Bohlmann,
Building Official
104 SE Kibling Avenue
Troutdale Oregon 97060
Office 503 674 7230
Cell 503 310 8872
Fax 503 667-0524
Email: dbohlmann@ci.troutdale.or.us

ADMINISTRATIVE STANDARDS

FUNDS AND ACCOUNTING

The building inspection program operates as an organizational division within the Community Development Department. Revenues produced by permit activity fund the Building Department, and all funds are accounted for in the general fund.

All revenues collected by the City of Troutdale for electrical permit activity are dedicated

to the Electrical Program and are accounted for in the General Fund and can be tracked separately from other permit revenues. This is consistent with the requirements of the State of Oregon.

A copy of the current fiscal year budget for the Building Department and the estimated building revenues are available upon request. Fee methodology shall comply with OAR 918-050-0100 for One and Two Family Dwelling permits and shall comply with OAR 918-050-0110 for commercial permits and remain fee neutral.

EQUIPMENT

All staff members are provided with the equipment and other resources needed to complete their work in an efficient and service oriented manner. Such equipment includes, but is not limited to office spaces, vehicles, cellular phones, personal protection equipment, code and code-related publications, business and identification cards and networked personal computers.

STAFF AUTHORITY AND RESPONSIBILITIES

BUILDING OFFICIAL

1. The Building Official is authorized to enforce all of the provisions of all codes adopted by the State of Oregon.
2. The Building Official provides written and oral interpretations of the codes and adopts and enforces administrative procedures in order to clarify the application of their provisions. Such interpretations, rules, and regulations shall be in conformance with the intent and purpose of the particular code.

PLANS EXAMINERS

Plans examiners review plans for compliance with the State adopted Building Codes at the level for which they are certified by the State of Oregon. The Building Department may enlist the services of a contracted and certified plans examiner during periods of peak workload.

INSPECTORS

Inspectors conduct inspections of work covered by the specialty code at the level that they are certified by the State of Oregon. Detailed job descriptions for all staff members are available upon request. The Building Department may enlist the services of a contracted and certified inspector when needed.

LOCAL APPEALS PROCESS

The Building Official reviews any appeal of an inspectors or plans examiners decision. The appeal shall be in writing. There is no cost for this initial appeal. A decision is

generally rendered within 48 hours, excluding holidays and weekends, with written confirmation to follow.

If the person making the appeal is not satisfied with the Building Officials decision, he may appeal directly to the State of Oregon per ORS 455.475.

APPEAL PROCESS TO THE STATE OF OREGON

455.475 Appeal of decision of building official. A person aggrieved by a decision made by a building official under authority established pursuant to ORS 455.148, 455.150 or 455.467 may appeal the decision. The following apply to an appeal under this section:

(1) An appeal under this section shall be made first to the appropriate specialty code chief inspector of the Department of Consumer and Business Services. The decision of the department chief inspector may be appealed to the appropriate advisory board. The decision of the advisory board may only be appealed to the Director of the Department of Consumer and Business Services if codes in addition to the applicable specialty code are at issue.

(2) If the appropriate advisory board determines that a decision by the department chief inspector is a major code interpretation, then the inspector shall distribute the decision in writing to all applicable specialty code public and private inspection authorities in the state. The decision shall be distributed within 60 days after the board's determination, and there shall be no charge for the distribution of the decision. As used in this subsection, a "major code interpretation" means a code interpretation decision that affects or may affect more than one job site or more than one inspection jurisdiction.

(3) If an appeal is made under this section, an inspection authority shall extend the plan review deadline by the number of days it takes for a final decision to be issued for the appeal. [1999 c.1045 §23; 2001 c.573 §15]

RECORDS RETENTION AND RETRIEVAL

All City records are retained for the time outlined by the Oregon State Archivist. City of Troutdale Building Department records requiring retention are microfilmed or recorded on DVD.

AVAILABILITY OF OPERATING PLAN

The City of Troutdale's operating plan is available at a cost established in the City's fees and charges resolution.

PUBLIC COMMENT/COMPLAINT PROCESS

Public comments or complaints may be submitted verbally or in writing. The most appropriate staff member processes comments or complaints related to code provisions. If the comment or complaint becomes an appeal, the appeal should be submitted in writing to the Building Official. Per City of Troutdale personnel policies and

the union contract, the employee's Supervisor and the Union representatives will process comments or complaints related to employee behavior.

PUBLIC INQUIRY PROCESS

The Department maintains office hours from 8:00 AM to 5:00 PM. each workday. Inspectors are available in the office from 7:00 AM to 9:00 AM daily for customer service questions and are readily available at other hours during the day by appointment. Telephones are answered by administrative staff between 8:00 AM and 5:00 PM Inspection requests are accepted in person, by telephone at 503 674 7204 or by fax at 503-667-0524. The inspection request line and email requests are available 24 hours a day by dialing 503 674-7229 or email requests to inspection@ci.troutdale.or.us. Inspections received prior to 7:00 AM are generally performed on the same day.

Customers may telephone or visit our Building Department to inquire on matters related to permitting, plan review or inspection processes anytime between 8:00 AM and 5:00 PM daily. In addition, customers may mail, email or fax inquiries to the Troutdale Building Department.

Customer inquiries are generally responded to within 24 hours of receipt.

CUSTOMER SERVICE INFORMATION

The City of Troutdale is a full service jurisdiction. The jurisdiction of this Department covers all areas within Troutdale and a portion of Unincorporated Multnomah County.

NOTIFICATIONS

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

PERMITTING STANDARDS

HOURS OF OPERATION

The Department maintains office hours from 8:00 AM to 5:00 PM each workday and phones are answered by staff during this time. Permit applications are accepted and permits are issued anytime between 9:00 AM and 4:00 PM each workday.

APPLICATION PROCEDURES

Applications for permits and permit checklists are made on forms provided by the City of Troutdale consistent with the State of Oregon Format. Permit applications and the checklist, when applicable, that are received in person or by mail are checked for completeness prior to being accepted.

MINOR LABELS

Plumbing and electrical minor labels can be purchased from the State of Oregon.

APPLICATION AND PERMITTING TIME FRAMES

OREGON RESIDENTIAL SPECIALTY CODE

Permit applications for work regulated by the Oregon Residential Specialty Code requiring plan review are normally reviewed and issued within 10 working days of completed application. If the plan is complex it will be completed in a reasonable length of time. An applicant is informed within three working days of submitting an application, whether or not the application is complete.

A plan that does not meet the definition of "simple" in this rule shall be deemed "complex". In order to provide timely customer service, the building official may refer a residential plan to a licensed plan reviewer to review a complex one or two-family dwelling.

LISTING OF APPROVED PLAN REVIEW SERVICES

To comply with provisions of OAR 918-020-0090 (3) (d.) The following plan review services provide approved plan review and are approved by the City:

Steve Winstead (503) 723-8003, P.O. Box 2198, Oregon City OR 97045
Clair Company Inc. (541) 758-1302 777 NE 2nd Street, Corvallis OR 97330
City of Gresham (503) 618-2877, 133 NW Eastman Parkway, Gresham OR 97030

MANUFACTURED DWELLING PERMITS

Permit applications for work regulated by the Oregon Manufactured Dwelling Standards are issued after a plan review has been completed.

STRUCTURAL AND OTHER PERMITS

Permit applications for work regulated by the Structural, Mechanical, Plumbing and Electrical Codes are issued over-the-counter when possible. If the submittal requires in-depth review, the Building Department will notify the applicant within 3 days if applications are not complete.

OVER THE COUNTER PERMIT PROCEDURES

Permits not involving a plan review are generally issued over-the-counter. Emergency permits can be issued over-the-counter or, with the approval of the Building Official, via any reasonable means such as fax or email. The Building Official issues master permits only after receiving a written application describing various aspects of the intended

program.

VERIFICATION OF LICENSES AND REGISTRATIONS

Prior to the issuance of any permit, staff verifies that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455, 479, 693 and 701. Issues which may arise from this verification process are referred to the Building Official for resolution.

PLAN REVIEW STANDARDS

COMPLIANCE WITH SPECIALTY CODES

Plan review staff is certified by the State of Oregon in all codes administered by the Department. The plan examiners review and approve structural, mechanical, fire/life safety, energy, disabled access, and manufactured dwelling plans. When required or requested by the applicant, plumbing plans are reviewed and approved by the City Plumbing Inspector. When required, or requested by the applicant, electrical plans are reviewed and approved by the City Electrical Inspector.

INTERPRETIVE RULINGS

The Department will provide notification of and compliance with any current interpretive ruling adopted pursuant to ORS 455.060 or ORS 455.475.

PHASED PERMITTING AND DEFERRED SUBMITTALS

Phased permitting and deferred submittals are acceptable practices when in compliance with OAR 918 020 0090 (3) (a) (D).

AVAILABILITY OF CHECKLISTS AND BROCHURES

The Department has a variety of checklists, brochures and informational packets to assist the public in the permit application process.

PRE DEVELOPMENT / PRECONSTRUCTION MEETINGS

The Department also offers optional predevelopment and preconstruction meetings.

Predevelopment meetings may occur prior to actual plan submittal. These meetings provide an opportunity for the applicant to summarize the project being submitted for review, discuss any requested alternate methods or materials, request interpretations and help determine a preliminary assessment of the project.

Preconstruction meetings generally occur in conjunction with the issuance of the permit. The meeting provides an opportunity for the applicant and associates to meet the

inspectors and plans examiners who will be involved in the project. The applicant is afforded the opportunity to discuss any unique aspects of the project, review the checklist and clarify any special inspection requirements. Preconstruction meetings are strongly advised.

VERIFICATION OF STAMP BY DESIGN PROFESSIONALS

The Troutdale Building Department will verify that plans are appropriately stamped by a registered design professional when required. Plans failing to meet this requirement are not approved or accepted until the appropriate stamp is provided and signed.

AVAILABILITY AND LISTING OF PLAN REVIEW STAFF

A roster of the plan review staff, including current certifications and continuing education records is available upon request.

INSPECTION STANDARDS

INSPECTION SCHEDULE

Inspection staff provides inspection services between 9:00 AM and 3:00 PM each workday. Special arrangements for inspections for a specific time or outside of the normal inspection service hours of 9:00 AM and 3:00 PM can be arranged by contacting the assigned Inspector.

INSPECTION POLICIES AND PROCEDURES

The Department utilizes an automated telephone line; this line is available 7 days per week. Inspections requested before 7:00 AM are normally conducted on the same day. Inspection requests received after 7:00 AM will normally be performed the following day, unless a later date is requested. Inspection requests that are received after 7:00 AM, and are needed on the same day as requested, because of unforeseen issues or emergencies, may be scheduled if approved by the Building Official.

Approved plans are required to be available on the job site in a contractors/owners-supplied weatherproof container. The inspector for each inspection issues a written report. The report will reflect approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and a reinspection requested. In the case of a failed inspection, a list of needed corrections is provided in the report. Code corrections cite the code section that applies to the correction. A copy of the written report with a full history of previous inspections is left on the job site. The inspection report is entered into the Building Department computer system.

In certain circumstances, the inspector assesses a reinspection fee. A Department policy outlines these circumstances and is available upon request.

STOP WORK ORDER

When work is being performed contrary to the provisions of the adopted Oregon Codes, City of Troutdale Municipal code, section 15.04.080, or other pertinent laws and ordinances implemented through this code, the Building Official may order work stopped by notice in writing served on any persons engaged in performing such work and any such person shall stop such work until authorized by the Building Official to proceed. The stop work order is normally placed in a conspicuous location on the building or construction site. The posted stop work order can only be removed by the Building Official or his representative.

The authority to issue and post stop work orders is delegated to the inspection staff; however, Building Department policy requires that the inspector contact the Building Official to discuss the situation prior to issuance of the stop work order.

INVESTIGATION OF VIOLATIONS

1. The inspectors will verify compliance with all applicable specialty code contractor licensing and registration requirements:
 - A. Licensing checks are regularly performed in the field by the inspectors on their own initiative. This normally occurs when interfacing with contractors during the inspection process.
 - B. The Permit Specialist checks licensing and registration requirements of contractors applying for permits at the time of application

2. The inspectors will process results where licensing violations are found, including issuance of notices of proposed assessment of civil penalties. In cases of violation, the inspector is provided the discretion to stop work and / or the following;
 - A. Issue a warning.
 - B. Issue a complaint with the State of Oregon per ORS 455.
 - C. Discuss with the Building Official possible alternative options, such as citation into Municipal or District Court.

COMPLIANCE PROGRAMS

PROCESS FOR RESPONSE TO REPORTED CODE VIOLATIONS

Reports of work being performed without permit, in violation of the Oregon Building Codes, and/or in violation of ORS 479.550, 479.620, 447.030, 447.040, 693.030, and 693.040 as well as City of Troutdale Municipal Code 15.04.040, are accepted in person

or via mail, email, phone or fax. All reports are investigated by the inspection staff.

INVESTIGATION OF REPORTED VIOLATIONS

Reports as described above are investigated to determine whether a violation exists. If no violation exists, the case is closed. If a violation exists, several possible actions may be taken by the Building Department, including but not limited to, stop work orders, assessment of investigation fees, citation into Municipal or District Court and referral to the Building Codes Division Compliance Section through the process identified in ORS 455.895. In any case, the person making the report is informed of the outcome.

NOTICES OF PROPOSED CIVIL PENALTIES

Per ORS 455.895, the Building Department acts as an agent of the respective State board in the issuance of proposed assessments.