



## BUILDING FEES REQUIRED METHODOLOGY AND BEST PRACTICE

### PARTNERSHIP WITH BCD POLICY AND EPERMITTING



45-day fee notice requirement, rules, interpretation, and published Memos and Backgrounders



Epermitting requires a fee analysis of fee updates PRIOR to submittal to BCD fee notice



Money makes the world go 'round! Importance of fees in the building business



BCD news and updates:  
<https://www.oregon.gov/bcd/Pages/news-updates.aspx>

## **DIVISION 50 & CHAPTER 309 ELECTRICAL FEES**

- DIVISION 50 (OAR 918-050-0000) – CHAPTER 309 ELECTRICAL FEES (OAR 918-309-0000)
- DIVISION 50 PROVIDED IN THE HANDOUT – COLOR-CODED FOR EASE OF USE



## **NEW RESIDENTIAL/COMMERCIAL CONSTRUCTION METHODOLOGY**

- WHAT'S ALLOWED (AND WHAT'S NOT!)
- WHAT'S INCLUDED (AND WHAT'S NOT!) – OAR 918-050-0100

## MANUFACTURED DWELLING SITING/PLACEMENT

- WHAT'S INCLUDED IN THE PLACEMENT FEE – OAR 918-050-0130(1-2)
- PARK OR PRIVATE
- CERTIFICATE REQUIREMENT
- DOES NOT APPLY TO MODULAR PLACEMENTS (CLASSROOMS, JOB SHACKS, ETC)



## FIRE SYSTEMS – RECORD TYPE AND METHOD

- COMMERCIAL FIRE ALARM AND SUPPRESSION (SPRINKLERS) –  
**STRUCTURAL**  
OAR 918-050-0100(1)(c)
- RESIDENTIAL FIRE – STANDALONE SYSTEM TYPE  
**STRUCTURAL**  
OAR 918-050-0140
- RESIDENTIAL FIRE – MULTIPURPOSE/CONTINUOUS LOOP SYSTEM TYPE  
**PLUMBING**  
OAR 918-050-0140



## SOLAR PHOTOVOLTAIC (PV) INSTALLATIONS

Prescriptive – Structural  
OAR 918-050-0180(1)(a)

Non-Prescriptive – Structural  
OAR 918-050-0180(1)(a)

Renewable Energy by KVA – Electrical  
OAR 918-050-0180(2) & OAR 918-309-  
0070(11)



## FEES THAT REQUIRE LOCAL ADOPTION OR ARE OUTSIDE OF STATUTORY AUTHORITY

- DEMOLITION
- CELL PHONE TOWERS (SURCHARGEABLE)
- RETAINING WALLS NOT OTHERWISE REGULATED UNDER  
OSSC/ORSC (SURCHARGEABLE)
- EXTERIOR TANKS NOT ATTACHED OR SUPPORTED BY A REGULATED  
BUILDING (SURCHARGEABLE)
- GRADE AND FILL
- FLOATING STRUCTURES



How they differ and when they apply – OAR 918-050-0160 and -0170



In addition to standard plan review fees, premium – do not reduce permit valuation



Qualify as Plan Review activities on Structural permits

## PHASED & DEFERRED PLAN REVIEW FEES

## VALUATION REQUIREMENTS

Which applies when – ICC calculator or Submitted / Contractor value ?

Definition of Valuation (rounded to the nearest increment) – value of all equipment, materials, labor, overhead, and profit for the work proposed

ICC valuation required for all new 1&2 family dwelling construction – OAR 918-050-0100(1)(c)

ICC required to be updated as of April 1<sup>st</sup> annually – automated in Epermitting – OAR 918-050-0100(1)(c)

Carports, covered porches, patios, and decks – calculated at 50% using the private garage value or U Utility from the ICC valuation – commonly known as 'U Utility half rate' – OAR 918-050-0100(1)(c)(B)

01

Applies at 12% to all qualified permit and inspection fees

02

BCD policy is that surcharge is payable when the payment is applied to any qualified fees regardless if you have collected the surcharge or not

03

State Surcharge is refundable – if you refund any permit/inspection fee in part or in whole, the commensurate state surcharge is also refundable

## STATE SURCHARGE

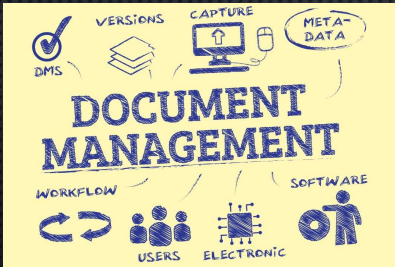
## MODEL FEE SCHEDULE TEMPLATE - EPERMITTING

- ➔ PROVIDED IN HANDOUT
- ➔ REPRESENTS ONLY THE MINIMUM REQUIRED FEES, IS NOT ALL-INCLUSIVE OF ALL ALLOWED FEES
- ➔ RATES ARE ONLY PLACEHOLDERS TO PROVIDE EXAMPLE OF REQUIRED METHODOLOGY



## LICENSING AND RETENTION

INFORMATION SHARING  
Resources to Know



ORS 455.158

**455.158 Verification of required license prior to issuance of permit.** (1) As used in this section:

(a) "Public body" has the meaning given that term in ORS 174.109.

(b) "Work on a structure" means the construction, reconstruction, alteration or repair of a structure.

(2) A public body that administers and enforces a building inspection program shall ensure that a person required to be licensed under a provision of ORS 446.003 to 446.200, 446.225 to 446.285, 446.395 to 446.420, 446.566 to 446.646, 446.666 to 446.746, 479.510 to 479.945, 479.950 and 480.510 to 480.670, this chapter or ORS chapter 447, 460 or 693 in order to obtain a permit for work on a structure has a current, valid license of the type required for the permit. [2007 c.549 §3]

**LICENSING  
VERIFICATION ..**  
*where it all begins*

OAR 918-020-0090 (2) (f). CCB licenses are covered under ORS 701, listed below.

(f) Require proof of licensing, registration, and certification of any person who proposes to engage in any activity regulated by ORS chapters 446, 447, 455, 479, 693, and 701 prior to issuing any permit.



## WEBSITES TO KNOW – WHERE TO VERIFY

- **CONSTRUCTION CONTRACTORS BOARD (CCB):**  
[HTTP://SEARCH.CCB.STATE.OR.US/SEARCH/](http://search.ccb.state.or.us/search/)
- **BOARD OF EXAMINERS FOR ENGINEERING:**  
[HTTP://WWW.OREGON.GOV/OSBEELS/PAGES/SEARCH\\_LICENSE.ASPX](http://www.oregon.gov/osbeels/pages/search_license.aspx)
- **OREGON BOARD OF ARCHITECT EXAMINERS:**  
[ORBAEPUBLIC - PUBLIC RECORD SEARCH \(OREGON.GOV\)](http://orbaepublic-publicrecordsearch.oregon.gov)
- **LANDSCAPERS CONTRACTORS BOARD (LCB):**  
[HTTPS://LCB.US.THENTIACLOUD.NET/WEBS/LCB/REGISTER/#](https://lcb.us.thentiacloud.net/webs/lcb/register/#)
- **BUILDING CODES LICENSING (BCD) – PROFESSIONAL LICENSING - PLUMBING, ELECTRICAL, AND MDI:**  
[HTTPS://WWW.OREGON.GOV/BCD/LICENSING/PAGES/SEARCH.ASPX](https://www.oregon.gov/bcd/licensing/pages/search.aspx)
- **DEQ ONSITE SYSTEM INSTALLER:** [HTTPS://WWW.DEQ.STATE.OR.US/WQ/ONSITE/SDSSEARCH.ASP](https://www.deq.state.or.us/wq/onsite/sdssearch.asp) OR CERTIFICATION LISTS AT [HTTPS://WWW.OREGON.GOV/DEQ/RESIDENTIAL/PAGES/ONSITE-CERTIFICATION.ASPX](https://www.oregon.gov/deq/residential/pages/onsite-certification.aspx)



## COMMON ISSUE #1 RESIDENTIAL PROPERTY OWNER DOING ELECTRICAL WORK

**OWNER ELECTRICAL INSTALLATION:** THIS INSTALLATION IS BEING MADE ON RESIDENTIAL OR FARM PROPERTY OWNED BY ME OR A MEMBER OF MY IMMEDIATE FAMILY. THIS PROPERTY IS NOT INTENDED FOR SALE, EXCHANGE, LEASE, OR RENT. ORS 479.540(1) AND 479.560(1).

**LICENSE CLARIFICATION:**  
[WWW.OREGON.GOV/BCD/LICENSING/DOCUMENTS/CLARIFICATIONS/EL-CLARIFICATION-RES-PROPERTY-OWNER.PDF](http://www.oregon.gov/bcd/licensing/documents/clarifications/el-clarification-res-property-owner.pdf)



## **COMMON ISSUE #2**

### **DUTIES OF ELECTRICAL SIGNING SUPERVISOR**



SUPERVISING ELECTRICIANS HAVE ALWAYS BEEN RESPONSIBLE FOR ENSURING THAT PROPER PERMITS AND/OR LABELS ARE OBTAINED AND PROPERLY POSTED. **A SUPERVISING ELECTRICIAN IS REQUIRED TO SIGN ELECTRICAL PERMITS TO INDICATE:**

1. ALL INSTALLATIONS MEET MINIMUM SAFETY STANDARDS;
2. PROPER ELECTRICAL SAFETY PROCEDURES ARE USED;
3. THAT PERSONS PERFORMING ELECTRICAL WORK ARE PROPERLY LICENSED; AND
4. THAT CORRECTIONS ISSUED BY THE INSPECTING JURISDICTION WILL BE COMPLETED IN A TIMELY MANNER.
5. SIGNING SUPERVISORS ARE ONLY RESPONSIBLE FOR PROJECTS OF THE EMPLOYING ELECTRICAL CONTRACTOR WHERE A PERMIT WAS PULLED OR SHOULD HAVE BEEN PULLED. SUPERVISING ELECTRICIANS ARE RESPONSIBLE FOR WORK PERFORMED UNDER A PERMIT SIGNED BY THEM.

#### **LICENSE CLARIFICATION:**

[HTTPS://WWW.OREGON.GOV/BCD/LICENSING/DOCUMENTS/CLARIFICATIONS/EL-CLARIFICATION-SIGNING-SUP.PDF](https://www.oregon.gov/bcd/licensing/documents/clarifications/el-clarification-signing-sup.pdf)

## **COMMON ISSUE #3**

### **SANITARY SEWER/STORM DRAINAGE - SCOPE OF WORK**




**SANITARY SEWER** - A PLUMBING BUSINESS (PB) LICENSE AND A CONSTRUCTION CONTRACTORS BOARD (CCB) LICENSE IS REQUIRED TO INSTALL SANITARY SEWERS STARTING 5 FEET OUTSIDE OF A STRUCTURE. PLUMBING IS DEFINED UNDER 447.020, SANITARY SEWERS ARE PLUMBING AS DEFINED. ALL PLUMBING CONTRACTORS ADVERTISING OR PURPORTING TO DO PLUMBING INSTALLATIONS UNDER 447.020 ARE REQUIRED TO HAVE A PLUMBING CONTRACTORS LICENSES UNDER 447.040, THE PB ALLOWS THE CONTRACTOR TO PURCHASE PLUMBING PERMITS REQUIRED UNDER 447.095.

**STORM DRAINAGE** - JOURNEYMAN PLUMBER LICENSING IS NOT REQUIRED FOR EXTERIOR BUILDING STORM DRAINS – BUT IS REQUIRED FOR INTERIOR. OREGON STATUTES SPECIFICALLY EXEMPT A PERSON FROM JOURNEYMAN PLUMBER LICENSING TO INSTALL EXTERIOR BUILDING STORM DRAINS. INTERIOR STORM DRAINS ARE NOT EXEMPT AND THE INSTALLER MUST BE A LICENSED JOURNEYMAN PLUMBER WORKING FOR A REGISTERED PLUMBING BUSINESS.

#### **LICENSE CLARIFICATIONS:**

[HTTPS://WWW.OREGON.GOV/BCD/LICENSING/DOCUMENTS/CLARIFICATIONS/PB-SEWER-INSTALLER-CLARIFICATION.PDF](https://www.oregon.gov/bcd/licensing/documents/clarifications/pb-sewer-installer-clarification.pdf)

[HTTPS://WWW.OREGON.GOV/BCD/LICENSING/DOCUMENTS/CLARIFICATIONS/INTERP-2004-STORMDRAINAGELICENSING.PDF](https://www.oregon.gov/bcd/licensing/documents/clarifications/interp-2004-stormdrainagelicensing.pdf)



## RECORD RETENTION - HIGHLIGHTS

- ✓ **Accounting – Financial** > OAR 166-200-0230 (Cities) and 166-150-0110 (Counties)
- ✓ **Building Records** > OAR 166-200-0250 (Cities) and 166-150-0020 (Counties)
  - ✓ **Building Inspection Records** — Minimum retention:
    - (a) Final inspections, retain for the life of the structure;
    - (b) All other inspections, retain 2 years.
  - ✓ **Building Plans, Nonresidential** — Minimum retention:
    - (a) If permit issued and structure completed, retain 10 years after substantial completion
  - ✓ **Building Plans, Residential** — Minimum retention:
    - (a) If permit issued and structure completed, retain 2 years after substantial completion
  - ✓ **Certificates of Occupancy** — Minimum retention: Life of the structure.
  - ✓ **Building Permit Applications** — Minimum retention:
    - (a) If permit issued, retain 2 years;
  - ✓ **Building Permits** — Minimum retention:
    - (a) Permits for completed structures, retain for the life of the structure

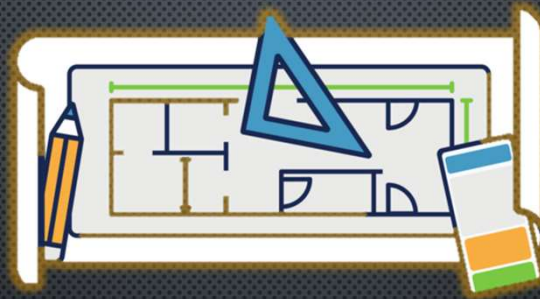



## PERMITTING FOR SOLAR PV

**FACT!**

## SOLAR PV REQUIREMENTS – JUST THE FACTS

- TWO PATH TYPES:
  - **PRESCRIPTIVE PATH** – FLAT FEE, INCLUDES ONE INSPECTION AND PERMIT REVIEW
  - **NON-PRESCRIPTIVE PATH** – BASED ON VALUATION OF THE STRUCTURAL ELEMENTS FOR THE SOLAR PANELS, INCLUDING RACKING, MOUNTING ELEMENTS, RAILS, AND COST OF LABOR TO INSTALL. THE COST OF THE SOLAR ELECTRICAL EQUIPMENT, INCLUDING COLLECTOR PANELS AND INVERTERS SHALL BE EXCLUDED FROM THE STRUCTURAL VALUATION. PLAN REVIEW IS REQUIRED AND USES STRUCTURAL PLAN REVIEW.
  - **GROUND-MOUNTED SOLAR** – 10 FEET OR LESS IN HEIGHT (WITHOUT PUBLIC ACCESS BENEATH) IS EXEMPT FROM BUILDING PERMIT STATEWIDE. LOCAL JURISDICTIONS ARE PERMITTED TO REGULATE GROUND-MOUNTED SOLAR WHEN OVER 10' IN HEIGHT – OR WITH PUBLIC ACCESS BENEATH. WHERE REGULATED LOCALLY, GROUND-MOUNTED SOLAR CANNOT QUALIFY FOR THE PRESCRIPTIVE PATH FEE.
  - EFFECTIVE OCTOBER 1, 2023, THE SOLAR PV PROVISIONS ARE IN BOTH THE ORSC AND OSSC, THE 2023 ORSC AND THE 2022 OSSC. ORSC = DETACHED ONE- AND TWO-FAMILY AND TOWNHOUSES, OSSC = ALL OTHER BUILDINGS, INCLUDING APARTMENTS
  - ALL SOLAR PV INSTALLATIONS REQUIRE ELECTRICAL PERMITS AND LICENSE. SEE OAR 918-050-0180 (2) AND 918-309-0000.

**FACT!**

## HOW TO HANDLE DEFERRED PLAN REVIEW SUBMITTALS



Deferred submittals are qualified as a plan review activity – they are not permits. Deferral of any submittal items shall have the prior approval of the building official and shall be listed on the approved construction documents of the main permit. (OSSC 107.3.4.1).

Definition: the option of deferring portions of a building design (structural elements) and allowing it to be submitted later. These should be declared up front at intake regarding what portions are being deferred. Not until all the deferred plan portions are submitted and approved, can a permit be issued, or work commenced. Does not apply to deferred permits such as the trades EMP or Fire.

Deferred submittal plan review fee required method (OAR 918-050-0170) - A fee charged for processing and reviewing deferred plan submittals shall be an amount equal to a percentage, determined by the municipality, of the building permit fee calculated according to OAR 918-050-0110(2) and (3) using the value of the particular deferred portion or portions of the project, with a set minimum fee. This fee is in addition to the project plan review fee based on the total project value.

## DEFERRED PLAN REVIEW SUBMITTALS

# THANK YOU FOR ATTENDING!

### QUESTIONS FOR EPERMITTING AGENCIES ?

SEND EMAIL TO [EPERMITSHELP.BCD@DCBS.OREGON.GOV](mailto:EPERMITSHELP.BCD@DCBS.OREGON.GOV)

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