

**CITY OF DUNES CITY**

**RESOLUTION SERIES 2022, NO. 1 (1-19-2022)**

**A RESOLUTION ADOPTING THE CITY OF DUNES CITY BUILDING INSPECTION PROGRAM OPERATING PLAN DATED JANUARY 19, 2022 MANDATED BY SB 866 PASSED BY THE 2021 LEGISLATIVE SESSION AND MEETING THE REQUIREMENTS OF OAR-918-020 ADOPTED BY THE OREGON DEPARTMENT OF CONSUMER AND BUSINESS SERVICES RELATING TO THE CITY'S BUILDING INSPECTION PROGRAM AND CONTRACTED SERVICES ASSOCIATED THEREWITH AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE SAID OPERATING PLAN.**

**WHEREAS**, the City of Dunes City and Northwest Code Professionals, have agreed to terms of service as Building Official and Building Inspectors of the City's Building Program for many years; and

**WHEREAS**, the City has jurisdiction and exercises regulatory management authority over all building and building permits within the City limits according to laws, rules and regulations established by the City, the State and the Department of Consumer and Business Services; and

**WHEREAS**, Senate Bill 866 recently passed the Oregon Legislature which made significant changes to how cities can rely on third-party contractors to provide building program services within city limits; and

**WHEREAS**, the City desires to continue its third-party contract with Northwest Code Professions to continue to offer building program services for the benefit of City residents; and

**WHEREAS**, continuation of the City's Building Program requires adoption of a new Operating Plan that includes specific language addressing areas of concern expressed by the Oregon Department of Consumer and Business Services;

**NOW, THEREFORE, BE IT RESOLVED** by the Dunes City Council that:

**SECTION 1 Adoption and Authorization.** The City Council hereby ADOPTS the City of Dunes City Building Inspection Program Operating Plan dated January 19, 2022, attached hereto as Exhibit A and incorporated by reference herein, and delegates and authorizes

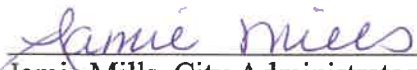
the City Administrator to execute the same and submit it to a Department of Consumer and Business Services on or before the January 31, 2022.

**SECTION 2 Effective Date.** This Resolution shall take effect immediately.

PASSED AND ADOPTED by the Dunes City Council this 19th day of January, 2022.

  
Sheldon Meyer, Council President

ATTEST:

  
Jamie Mills, City Administrator/ Recorder

# EXHIBIT A. – Res. 2022 #1 – 1/19/2022



City of Dunes City

## Building Inspection Program Operating Plan

# City of Dunes City Building Inspection Program Operating Plan

## 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 responsibilities 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-918-0200-0090.*

This operating plan is on file with the State of Oregon Building Codes Division and is available through the City of Dunes City upon request. It is also available at [www.dunescity.com](http://www.dunescity.com).

Operating Plan last updated December 1, 2017.

This Plan reflects the standards, policies, procedures and services administered and offered through the City of Dunes City. The Plan will be updated as necessary to reflect services changes.

Any questions relating to this Plan should be directed to:

Jamie L. Mills, City Administrator  
[recorder@dunescityor.com](mailto:recorder@dunescityor.com)  
P O Box 97  
Westlake, OR 97493  
(541) 997-3338

## **INTRODUCTION**

As required by OAR 918-020-090, the following is the City of Dunes City Building Inspection Operating Plan. Copies of this Building Inspection Program Operating Plan are available to the public by calling (541) 997-3338, or on our website at [www.dunescity.com](http://www.dunescity.com), or at our customer services counter located in City Hall at 82877 Spruce Street, Dunes City, Oregon.

The Building Division (Division) is made up of Six (6) program areas:

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
6. Licensing Enforcement

### **ADMINISTRATIVE STANDARDS – OAR 918-20-0090(1)**

**This operating plan establishes specific goals consistent with program standards described in and as required by ORS 455.153 and OAR 918-020-0090.**

## **DELEGATION OF AUTHORITY**

The City of Dunes City assumed enforcement and administration of the Oregon State Structural Specialty Code, Mechanical Specialty Code, Residential Specialty Code, Electrical Specialty Code, Plumbing Specialty Code, Oregon Energy Efficiency Specialty Code, and Manufactured Dwelling Installation Specialty Code programs, under the authority of ORS 455.153 and 479.855 and as adopted by Ordinance No. 250, effective June 26, 2020, as amended by Ordinance No. 261, effective January 19, 2022. The Building Inspection Program encompasses all areas within the local jurisdictional limits.

### **FUNDS – OAR 918-20-00900(1)(a)**

All fees collected by the City in connection with the administration and enforcement of The Building Inspection Program are dedicated and are used only for the administration and enforcement of those programs. Permit fee schedules are available upon request.

The City of Dunes City (City) operates through a segregated Building Fund maintained within the City's total assets. All plan review, surcharge revenue and permit revenues are deposited into this Building Fund and all division expenditures are from this Building Fund. Either annually or bi-annually the City Council, with the assistance of its Budget Committee and based upon the conclusions of the City's Auditor at its most recent audit, adopts a Budget that projects and annual or bi-annual income and expenditures expected. Regular Budget Committee meetings are held to ensure the adopted Budget is sufficient to cover all expenses incurred and projected to be incurred during the Budget period. If a deficiency is noted, the Budget

Committee will make a recommendation to the City Council for approval of a supplemental budget to ensure funding is available to cover the expenses of the Building Program.

Siuslaw School District Number 97-J assesses a construction excise tax on all new residential and commercial building construction, with exceptions. Dunes City collects that tax for the school district and retains four percent (4%) to help defray the costs of operating the building department in the City. The City also collects a building surcharge fee on all permits issued and a plan review fee on all application submittals that require plans.

Permit and plan review fees are collected and distributed by account number. Separate accounts allowing tracking for both revenues and expenditures are established for all individual processes including building, mechanical, plumbing, electrical, plan review (by both the City and the Building Official), manufactured dwellings, code compliance, special inspections, re-inspections, and surcharges. All fees collected by the Building Department in connection with the administration and enforcement of building inspection programs will be used only for the administration and enforcement of those respective programs. Surpluses carried forward must be used only for the building inspection program and/or for the payment of any deficits or liabilities accrued to the program.

The City has modified the fee schedules to implement the Consistent Forms and Fee Methodology as required in OAR 918-050-0100, as adopted by Resolution Series 2020, No. 5 on August 26, 2020. Fees charged for construction, alteration and repair of structures and buildings and the installation of mechanical, heating, and ventilating devices, electrical installations, plumbing installations and applicable appliances and equipment and the reconstruction, alteration and repair of prefabricated structures shall be equal to the fee schedules adopted through the consistent fee methodology process. Revenues generated for the above-referenced installations shall not exceed the reasonable and necessary costs of carrying out effective administration and enforcement of the respective inspection programs.

In accordance with OAR 918-050-0100(c), the per-square-foot value will be determined via the International Codes Council (ICC) Valuation Table as published on April 1<sup>st</sup> of each year or the most recently published table as of April 1<sup>st</sup>. Permit fee schedules and a copy of the ICC Valuation tables are available at the City of Dunes City, City Hall, located at 82877 Spruce Street, Westlake, Oregon.

#### **EQUIPMENT AND RESOURCES – OAR 918-020-0090(1)(a)**

All staff members are provided with the equipment and other resources needed to complete their work in an efficient and service-oriented manner. This equipment includes, but is not 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.
- Staff will be supplied equipment necessary to administer and enforce the State Specialty Codes and licensing requirements in an efficient, effective, and timely manner.

## **STAFF AUTHORITY AND RESPONSIBILITIES – OAR 918-020-0090(1)(b)**

### **Contract Building Official**

Per the City's contractual agreement with Northwest Code Professionals, LLC (NWCP), the Contract Building Official is responsible for the management of the building and safety program. The Contract Building Official conducts all plan reviews and inspections for Fire and Life Safety, A-Level Structural, A-Level Mechanical, One and Two Family Structural, One and Two-Family Mechanical, Manufactured Dwelling Installations, Park and Camp, and any other work covered by the specialty code in accordance with certifications obtained.

Code administration responsibilities of the Contract Building Official are listed in the attachment "Personal/Professional Services Contract" which is an extract from the contractual agreement between the City and NWCP.

The Contract Building Official shall be registered and licensed by the State of Oregon as per requirements of OAR 918-098.

In accordance with OAR 918-020-230(2), within five (5) business days from making a discretionary decision, the Contract Building Official must:

- Notify a Qualified employee in writing of the discretionary decision; and
- Notify a permit applicant in writing of the discretionary decision that relates to the permit application. This notice must list and describe available opportunities for a hearing and appeal of the decision.

Per OAR 918-020-0015(2), a Contract Building Official means an owner, manager, or employee of a person that the director has licensed to perform specialty code inspections and plan reviews under ORS 455.457 and that engages in the business of providing the services described in ORS 455.148(3) and 455.150(3) to one or more municipalities to which the director has delegated a building inspection program.

Per OAR 918-020-0015(4), a Discretionary Decision means a decision on whether to waive a plan review, an inspection or a provision of the State Building Code; or to allow an alternative material, design or method of construction.

## **Inspectors/Plans Examiners**

All inspectors and plans examiners shall be certified to perform the applicable process as required in OAR 918-098-1012. All inspectors, plans examiners and Building Official shall meet the continuing education requirements of OAR 918-098-1450.

Lead Inspectors will provide Code guidance and council on technical issues and technology, advice and problem solving assistance to City staff and inspectors. They provide Specialty Code interpretations in conformance with the intent and purpose of each Code. They also provide guidance on enforcement of licensing and permit violations to subordinate staff.

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 City staff, inspectors, fire departments, architects, engineers, and other seeking assistance relevant to Codes.

## **Permit Technician**

Under general supervision, receives, logs, and distributes building plans for plan checking; checks and reviews permit applications and supporting documents for proper form, sufficiency of information, and conformance with legal standards; issues permits as authorized. Assists in verification of required trade licenses and investigation and enforcement of licensing violations.

## **Structural/Mechanical/Plumbing Inspectors**

Enforce the Oregon Structural Specialty, Plumbing Specialty and Mechanical Codes through plan reviews and inspections of all building types. All field inspectors, including any applicable third-party contract inspectors, perform licensing enforcement and verification as a standard operating procedure during the course of daily duties.

## **Electrical Inspectors**

Enforce the Oregon Electrical Specialty Code through plan review and inspection of electrical installations in all building types. Verify compliance with permitting rules. Performs investigations of trade licensing violations and performs license checks during the course of daily duties.

## **Manufactured Dwelling Installation Inspectors**

Enforce the Current Oregon Manufactured Dwelling Installation Specialty Code as well as the current Oregon Manufactured Dwelling and Park Specialty Code adopted by reference in OAR 918-500-020.



## 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 applicable Codes.

### **Qualified Employee [ORS 455.100, Section 2(1)(d) and Section 2(3)(a) OAR 918-20-0015(2) and 918-020-090(7)(f)]**

The Qualified Employee is an individual that the municipality employs and has been designated to ratify or disapprove a contract building official's discretionary decisions. More than one person may be designated a Qualified Employee, provided such person has successfully completed all necessary training for the position.

The Qualified Employees for the City of Dunes City are:

Clare Kurth  
Permit Tech  
[permits@dunescityor.com](mailto:permits@dunescityor.com)  
phone: 541-997-3338  
fax: 541-997-5751  
P O Box 97  
Westlake, OR 97493

Jamie Mills  
City Administrator  
[recorder@dunescityor.com](mailto:recorder@dunescityor.com)  
Phone: 541-997-3338  
Fax: 541-997-5751  
P O Box 97  
Westlake, OR 97493

Before exercising oversight over a Contract Building Official, the Qualified Employee is required to complete the basic training and obtain applicable certification or other evidence of completion, as defined by Oregon Building Codes Division.

Within 180 days after being designated as a Qualified Employee, the employee is required to complete the advanced training and obtain applicable certification or other evidence of completion, as defined by Oregon Buildings Code Division.

The Qualified Employee shall be notified in writing within five (5) days by the Contract Building Official, for each of the contract building official's discretionary decisions. The Qualified Employee must review and ratify or disapprove a Contract Building Official's discretionary decision in writing, to the Contract Building Officer and the permit applicant/aggrieved person within thirty (30) days after receiving notice of the decision. The notification shall also inform the permit applicant/aggrieved person that the decision of the Contract Building Official can be appealed in accordance with ORS 455.475.

Per OAR 918-020-0015(4), a Discretionary Decision means a decision on whether to waive a plan review, an inspection or a provision of the State Building Code; or to allow an alternative material, design or method of construction.

All appeals of a decision arising from any action relating to a non-public works permit application shall be forwarded to the Contract Building Official:

Dave Mortier  
Northwest Code Professionals  
144 East 14<sup>th</sup> Avenue  
Eugene, OR 97402

### **LICENSED PLAN REVIEWERS AND INSPECTORS – OAR 918-020-0090(3)**

A list of plan review employees and inspectors, along with certifications and continuing education credits is maintained by the City and by calling 1-800-358-8034 or emailing: [nwcp@nwcodepros.com](mailto:nwcp@nwcodepros.com).

Resumes of the staff are available upon request.

### **Appeals**

Decisions of the Contract Building Official, plans examiner, or inspector may be appealed. An unofficial appeal to the Contract Building Official regarding any inspector or plans examiner decision may be made any time to the Contract Building Official in writing or via email. Informal decisions by the Oregon Building Codes Division Chief will be considered as a final decision locally upon technical review of the facts and approval by the Contract Building Official.

When the City receives a non-public works appeal, the City will notify the person aggrieved that he/she has the option of the local appeals process, or to appeal to the Chief Inspector of the Department of Consumer and Business Services.

Any appeal of a decision arising from a plans examination or an inspection shall be reviewed by the Contract Building Official. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally rendered within three (3) days of the request.

### **Appeal of decision of Contract Building Official (ORS 455.475)**

1. An appeal of a decision made by a Contract Building Official under authority established pursuant to ORS 455.148, 455.150 or 455.467 is subject to the following:

(a) An appeal regarding the interpretation or application of a particular specialty code provision 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.

(b) 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 paragraph, 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.

2. Except as provided in Subsection 1 of this Section, an applicant for a building permit may appeal the decision of a Contract Building Official on any matter relating to the administration and enforcement of this Chapter to the Department of Consumer and Business Services. The appeal must be in writing. A decision by the Consumer and Business Services Department on an appeal filed under this subsection 2 is subject to judicial review as provided in ORS 183.184.

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.

4. In accordance with OAR 918-020-0250, the City will establish a Local Appeals Board, as necessary, to hear an appeal of a Contract Building Official's discretionary decision.

(a) The Local Appeals Board will include, as a member, the Building Official of the county within which the City is located or the Building Official of an adjacent county.

(b) An individual who engages in the business of building design or construction may be a member of the local board, but may not hear an appeal of a Contract Building Official's discretionary decision concerning a project that involves a business, or competitor of a business that:

i. The individual owns or manages or for which the individual provides services as an employee, agent or contractor; or

ii. A family member or a member of the individual's householder owns or manages for which the family member or member of the household provides services as an employee, agent or contractor.

(c) The local appeals board will not include:

i. Any Contract Building Official.

ii. An owner, manager, director, officer or employee of a person, other than an employee of the municipality, that performs building inspections.



**POLICIES AND PROCEDURES FOR REVIEW AND PROCESSING OF PERMITS, INCLUDING DETERMINATION OF COMPLETION AND NOTIFICATION TO APPLICANTS FOR ADDITIONAL INFORMATION, IF ANY, THAT IS NEEDED. – OAR 918-020-0090(2)(e)**

**Purchasing of Permits**

Permits may be purchased during the City Hall's business hours. Applications, checklists, and general information regarding permits and Dunes City Codes can be found on the City's website at: <http://dunescityhall.com/city-permits-and-informaton/>. The City will mail, fax, or e-mail permit applications. Applications may also be printed from the City's website.

**Permit Applications that do not require Plan Review (i.e., residential plumbing and residential mechanical permits)**

Permits not requiring a plan review may be purchased over the counter, otherwise they will be reviewed by staff and if no further information is required, issued within 48 hours of application. 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 issue immediately upon payment of permit fees.

**Permit Process for Applications that require Plan Review**

1. An applicant submits a fully completed permit, together with an original and two (2) copies of all site plans and supporting documentation, if required. Office staff may assist the applicant by providing the property map and tax lot number, but the applicant, alone, must fill out the permit application. Documents may be submitted by mail, in person, or by email. It is the permit applicant's responsibility to have approved plans and supporting documents at the job site for use by the Building Inspector.
2. The Qualified Employee will ensure any licensed contractor in the State of Oregon complies with State licensing requirements, as well as all other administrative and judicial aspects of code enforcement. Contractor applicants must also hold a current and valid Dunes City Business License prior to processing any permit application. 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.
3. The Qualified Employee reviews all documents submitted to ensure all necessary documents have been submitted. If not, the Qualified Employee contacts the applicant via telephone or email to request the additional documentation.
4. The Qualified Employee checks to ensure the activities proposed to be conducted are not on land that is zoned for Forestry activities only. If so, the Qualified Employee will notify the applicant that they must first obtain a permit from the Oregon Department of Forestry.

5. The Qualified Employee checks to ensure the activity proposed to be conducted does not trigger the need for a Department of Environmental Quality (DEQ) 1200-C permit. If it does, the Qualified Employee notifies the applicant that the documentation and permit will not be submitted until such time as a DEQ 1200-C permit is issued.

6. The Qualified Employee reviews the documents to ensure the proposed activity is done in the FEMA flood zone. If work is being done in the FEMA flood zone, the Qualified Employee will notify the applicant of the need to apply for a permit to work in the FEMA flood zone pursuant to Chapter 153 of the Dunes City Code (as adopted in Ordinance No. 153, February 12, 2020).

7. The Qualified Employee reviews the documents to determine if the work is being done in a suspected or known wetland, riparian, or shoreland zone. If so, the Qualified Employee will submit a Wetland Land Use Notification Form to the Oregon Department of State Lands (DSL) and will notify the applicant that the application will not be submitted to the Building Official for review until all of the DSL requirements have been met.

8. Once all documentation is received, including any additional permits required from State and Federal Agencies, the Qualified Employee reviews the documents to ensure compliance with Dunes City Code requirements. If not, the Qualified Employee notifies the applicant of the City Code violations and what is needed to correct them.

9. Once Dunes City Qualified Employee review is fully complete, the permit application and supporting documents are scanned and posted into the electronic permit tracking system for review and approval. The applicant is notified that the review process is usually complete in 7 to 10 days, however, if there are holidays or vacations planned, it could take longer. If reviewed plans are not received within the stated time period, the Qualified Employee will follow up with the Building Inspector to inquire as to when the review will be complete. The Qualified Employee will relay that information to the applicant.

10. When the approval has been granted by the Contract Building Official, the Qualified Employee will notify the applicant to pay for the permit. Payment can be made in person via cash, check or credit card, or over the telephone by credit card. Evidence of the payment is provided to the City Administrator for entry into the City's books of account and for deposit as needed.

#### **ACCOUNTING – OAR 918-020-0090(1)(d)**

All revenues collected are deposited in the City's Building Fund. These revenues are service area specific and are segregated by individual accounts and are monitored in and by an electronic permitting system. These individual program accounts can be reviewed and analyzed separately through the use of accounting object codes.

The City separately accounts for revenues and expenditures for each specialty code program it administers and enforces, including income and expense projections for each code program.



Administrative costs to the program are assessed through building maintenance, equipment maintenance, and administrative services charges included within the annual budget process and indicated within the included summary. A summary of the division's overall budget for both revenues and expenditures is included.

## **FEE REFUNDS**

A. The Contract Building Official may authorize the refunding of:

a. Any fee not authorized by City Ordinance or Resolution or the Division of Administrative Rules;

b. Not more than Eighty Percent (80%) of the fee paid for a permit under which no work is commenced, subject to the limitation of subsection (B) of this section; and

c. Not more than Eighty Percent (80%) of 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 (B) of this section; and

d. Fee Waivers will not be permitted **for non-public works building permits issued.**

B. 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. The City shall retain, for repayment of the costs of administration, 25 percent of any fee to be refunded or \$250, whichever is less.

## **PROGRAMS**

### **Plumbing – Minor Label Programs**

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 City 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 the Contract Building Official.

### **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 the Contract Building Official or Chief Electrical Inspector.

### **AUDITS – OAR 918-020-0090(1)(O) and OAR 918-020-0090(7), Oregon Law Chapter 599, Section 2, Subsection 6.**

An audit of the building inspection program shall be done by an independent auditor at least once every two years. The audit may be done in conjunction with an audit under ORS 297.425.

The audit, at a minimum, shall examine all collections and usage of permit fees and expenditures of moneys that have occurred from the proceeds of the fees since the last audit and shall verify that the municipality dedicates all fees the municipality collects for plan review, permit issuance or administering and enforcing specialty codes only to the purposes specified in ORS 455.210 and 479.845.

The results of each audit shall be made available to the public by easily accessible electronic means, including by posting the results on the City’s website.

## **INSPECTIONS**

### **Field Offices and Contract Offices**

Inspection services are covered by inspectors as follows:

Northwest Code Professionals  
144 E. 14<sup>th</sup> Avenue  
Eugene, OR 97401  
Phone: 1-800-358-8034 or 541-484-9043  
Fax: 541-484-6859  
Email: [nwcodepros@nwcodepros.com](mailto:nwcodepros@nwcodepros.com)

## **Inspection Process**

Inspection request line: 1-800-358-8034 or 541-484-9043

Persons with valid permits may request inspections either by telephone, email, fax or in person during normal business hours. Inspections may also be requested by email, mail or by fax or by leaving a voice message during non-business hours. Inspections need to be called/emailed in by 4:00 p.m. the day before the inspection. All faxes and voice mails received after 5:00 p.m. may be processed for the next business inspection day.

The Inspector will 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 be witnessed first-hand, the inspector shall note the violation by completing a Preliminary Investigation Report and filing it with the Enforcement Section of the Division.

Inspections will take place within 48 hours of a written request for inspection, unless the time for inspection is extended to a set date by mutual agreement. The 48 hours excludes Saturdays, Sundays and holidays. Inspection scheduling will be in compliance with OAR 918-271-00 and may be adjusted based on volume of permit activity.

### **Inspection requests shall include:**

1. Permit number with Site Address
2. Date of Inspection requesting
3. Name and contact telephone number of person requesting the inspection
4. Type of inspection requested

Inspection requests that do not contain the required information may be considered incomplete. 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 inspection card (or green electrical label) 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 may be left on site. Should the inspector identify necessary corrections, a copy may be mailed, faxed, emailed or phoned in to the contractor if contractor has made that arrangement. If the inspector finds that all minimum code requirements

have been met, the inspector will indicate his or her approval on the yellow inspection card (or green electrical label) on the site.

### **Requests for Electrical Inspection and Notice of Results**

Inspections will take place within Forty-Eight (48) hours of a written request for inspection unless the time for inspection is extended to set a date by mutual agreement. The 48 hours excludes Saturday, Sundays and holidays. Inspection scheduling will be in compliance with OAR 918-271-00 and may be adjusted based on the volume of permit activity.

### **Inspections at Remote Locations**

The City will inspect an installation at a remote location within a reasonable time of the request.

A remote location is defined as follows:

(1) An inspection location that is more than 60 miles one way using the most direct route, measured from the closest of the inspector's station, inspection office or the inspection jurisdiction's primary offices; or

(a) An inspection location that requires more than one hour of normal driving, one way, using the most direct route from the closest point mentioned in Paragraph (1) of this subsection.

(b) For the purposes of this section "within a reasonable time" means a response time that takes into account the time, distance and number of inspection requests, but shall not exceed seven (7) consecutive calendar days including the date the request was received unless the time for inspection is extended to a set date by mutual agreement. If the seventh calendar day falls on a weekend or holiday, this is extended to include the next business day.

(2) Reasonable procedures designed to provide actual notice of inspection results will be used by the jurisdiction to notify the person requesting inspections, of the results of electrical inspection. "Reasonable procedures designed to provide actual notice" will include posting at the job site and:

(a) Nothing more, when the installation is by an owner;

(b) Nothing more, when the installation is approved;

(c) Notification of any deficiencies on a specific permit by: 1) FAX transmittal to the electrical contractor; 2) Personal delivery to the electrical contractor or signing supervisor; 3) Mailing, including electronic mailing; or 4) Telephone followed by written notification.

(d) By written confirmation of inspection approval if a permit holder requests confirmation.



### **Permit and Inspection Follow-up**

The City will maintain signed records from applicants, stating they are responsible for requesting inspections within 180 days of issuance, or last inspection. A courtesy notification of expiring permit by telephone or other means may be made but is not guaranteed. Failure to respond or request an inspection within the allotted time may result in the expiration of the permit.

### **RECORDS RETENTION AND RETRIEVAL – OAR 918-020-0090(1)(e)**

All City records are retained at least for the minimum time outlined by the Oregon State Archivist. In most cases records are retained for significantly longer than the required minimum. These records are housed in the Dunes City Hall, located at 82877 Spruce Street in Dunes City, Westlake, Oregon.

Active permits are kept in the City's office and are accessible to the permit clerk, **Qualified Employee**, **Contract Building Official** and Inspectors in addition to other city staff. Finalized permits are kept in filing cabinets within the City's central filing system.

Construction documents are retained, in accordance with archive requirements, in their original paper format in a secured storage room. Copies of all construction documents, permit forms and inspection records are available at either City Hall or the City's Archives located across the street from City Hall for review by the public.

### **AVAILABILITY OF OPERATING PLAN – OAR 918-020-0090(1)(f)**

This operating plan is available to any interested party upon request and upon payment of the copy charges for the same. Requests by email, mail, phone, or personal contact will be honored in a timely manner upon receipt of payment in full. The City's Building Inspection Program Operating Plan is also available on the City's website: <http://dunescityhall.com>.

### **PUBLIC COMMENT/COMPLAINT PROCESS – OAR 918-020-0090(1)(g)**

#### **Public Comments**

Public comments may be submitted verbally (in person or via telephone) or in writing (via fax, mail, email, or personal delivery). The City maintains a public service counter located at Dunes City Hall, 82877 Spruce Street, Dunes City, Oregon. Office hours are from 10:00 a.m. to 4:00 p.m. Monday through Thursday, excepting holidays. Telephones are answered by City staff during the above listed open hours. The City's phone number is 541-997-3338. The fax number is 541-997-5751. Email for the permit department is [permits@dunescityor.com](mailto:permits@dunescityor.com) and the City Administrator is: [recorder@dunescityor.com](mailto:recorder@dunescityor.com).

Customers may telephone to inquire on matters related to permitting, plan review, or inspection processes anytime between 10:00 a.m. and 4:00 p.m., Monday through Thursday, holidays



excepted. Customers may also visit our public service counter to inquire on matters related to permitting, plan review, or inspection processes anytime during these hours. Customers may email, mail or fax inquiries of this nature at any time.

Responses to customer inquiries are generally conducted on the same day they are received, but not later than 72 working hours of receipt.

Inquiries regarding Code issues (including plan review or inspection code-related issues) and/or inspection requests may also be directed to Northwest Code Professionals at 541-484-9043 or toll free at 800-358-8034.

### **Public Complaints**

Complaints must be in writing and delivered via fax, mail, email, or personal delivery and shall include, at a minimum, the individual or business name of the alleged violator, the date or period of the alleged violation, location (address) of the alleged violation, property owner or lessee name, description of work performed, and the complainant's name and phone number or address for follow-up contacts. A preliminary Compliance Report Form is obtainable by calling the 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. Local City staff and all applicable third-party specialty code contract inspectors will also perform regular investigations and licensing enforcement as part of their daily job functions without cost to the jurisdiction. Comments or complaints related to Building 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. Comments or complaints related to employee behavior will be referred to the City Administrator, or if the complaint involves the City Administrator, the Mayor or President of the City Council.

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.

Voice messages left outside the 10 a.m. to 4 p.m. Monday through Thursday time frame will be returned the next working day. Inquiries may also be emailed to [NWCP@nwcodepros.com](mailto:NWCP@nwcodepros.com). Customer service inquiries, comments and complaints will be referred to the appropriate staff member for review and resolution.

## **CUSTOMER SERVICE INFORMATION – OAR 918-020-0090(1)(j)**

### **Types of permits issued**

The City provides Specialty Code Administration for structural, mechanical, plumbing, electrical, manufactured dwelling installation, parks and camps development permits, and fire and life safety review. Permits for work governed by these Specialty Codes are available through the City's office.

The City also provides other public works permits not subject to Specialty Code Administration for grading and excavating, erosion control, work in the FEMA flood zone, vegetation removal in the shoreland zone, vegetation removal on the City rights-of-way, driveways, and others.

As time permits, Dunes City sends 'New Owner Packets' to properties that have changed ownership within the City limits. When the property is a vacant lot, information regarding building permits available and the process for obtaining permits is included in these packets to the new owners. Those "new build" packets are also available for distribution to individuals inquiring by phone, email, fax, or in person at the customer service counter at City Hall.

### **Jurisdictional Boundaries**

The jurisdiction of this Department covers all areas within Dunes City limits. A map of the jurisdictional boundaries is maintained at the public service counter located at City Hall, 82877 Spruce Street, Dunes City, Oregon.

### **Hours of Operation**

10:00 a.m. to 4:00 p.m., Monday through Thursday, holidays excepted.

### **Notifications**

All notices issued pursuant to OAR 918-020-0070 through 918-020-0220 shall be sent to the City Building Department in addition to the Contract Building Official.