

CITY OF COTTAGE GROVE

BUILDING DEPARTMENT PROGRAM

OPERATING PLAN



January 2022

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Introduction

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 through this office upon request.

This Plan reflects the standards, policies, procedures and services administered and offered through the City of Cottage Grove. Cottage Grove provides the plan review and inspection program services through City employed State of Oregon Building Codes Division certified plans examiners and inspectors. The plan will be updated as necessary to reflect service changes.

Any questions related to this plan should be directed to:

Jason Bush, Certified Building Official
City of Cottage Grove
Cottage Grove, Oregon 97424
541-952-1456 (Cell)
541-942-3340, Fax 541-942-1267
E-mail: buildingofficial@cottagegrove.com

Location

The City of Cottage Grove (City) office is located at 400 E Main Street, Cottage Grove, Oregon 97424. The City can be reached at (541-942-3340) for permit information.

Service Delegation

The City of Cottage Grove has a full-service Building Department offering plan review, permit and inspection services in all building code disciplines. The City of Cottage Grove has been delegated these Building Inspection Programs by the State of Oregon, Department of Consumer and Business Services, Building Codes Division, according to Oregon Administrative Rule (OAR) 918-020-0080.

Contract Services

The City of Cottage Grove will conform to these rules, as well as the rules pursuant to plan reviewers licensed under OAR 918-090-0210. The City of Cottage Grove provides inspection program services through City employed BCD Certified plans examiners and inspectors. If work load exceeds capacity Cottage Grove has contracts with Lane County and Clair Company to provide ministerial building inspection services when needed.

Any questions of the Building Official related to this plan, should be directed to:

Jason Bush, Certified Building Official
City of Cottage Grove
Cottage Grove, Oregon 97424
541-952-1456 (Cell)
541-942-3340, Fax 541-942-1267
E-mail: buildingofficial@cottagegrove.org

Surcharge Report Contact

The contact for surcharge reports of the assumed program is as follows:

City of Cottage Grove Finance Department

400 E. Main Street, Cottage Grove, OR 97424
Phone: 541-942-3340

Administrative Standards

918-020-0090

(1) Administrative Standards. A building inspection program must:

(a) Provide adequate funds, equipment, and other resources necessary to administer and enforce the building inspection program in conformance with an approved operating plan;

Program Administration: Program administration is under the authority of the Public Works & Development's Building Official for the City who coordinates the Building Inspection Program

Adequate funds and equipment funds: All fees collected by the City of Cottage Grove in connection with the administration and enforcement of building inspection programs are dedicated and are used only for the administration and enforcement of those programs. Permit fee schedules are on file with the Public Works & Development Department.

Equipment: Inspectors will be supplied equipment necessary to administer and enforce the State specialty codes in an efficient, effective, and timely manner.

Revenues and Expenditures: The City separately accounts for revenues and expenditures for the Building Inspection Program it administers and enforces, including income and expense. A special revenue fund tracks revenue and expenses for building permits and electrical permits. The budgets for the structural, plumbing, and mechanical programs have been consolidated because most of the plan review and inspection activities are integrated

(b) Document in writing the authority and responsibilities of the building official, plan reviewers, and inspectors based on an ordinance or resolution that authorizes the building official on behalf of the municipality to administer and enforce a building inspection program;

The City adopts the State adopted codes which include vesting of authority of the Building Official under CGMC 15.04. The authority and responsibilities of various positions are as follows:

Building Official: Cottage Grove employs a Building Official with A-Level Structural Certification that provides interpretations of the state building codes in conformance with the intent and purpose of each code. The Building Official also provides administration of the program including oversight of conformance to the applicable State of Oregon Statutes and Rules.

Senior Lead Inspectors: Provide code guidance and council on technical issues and technology, advice and problem-solving assistance to City staff and inspectors. Provide specialty code interpretations in conformance with the intent and purpose of each code.

Plans Examiners: Examine commercial and residential construction and mechanical plans, blueprints, architectural drawings, designs, and other documents for compliance with applicable codes. Provide code interpretation guidance on technical issues, and advice and problem-solving assistance to City staff, inspectors, fire departments, architects, engineers, and others seeking assistance relevant to codes.

Lead Structural/Mechanical/Plumbing Inspectors: Enforce the Oregon Structural Specialty Code, Oregon Plumbing Specialty Code and Oregon Mechanical Specialty Code through plan reviews and inspections of all building types.

Electrical Inspectors: Cottage Grove employs an Electrical Specialty Code Inspector that enforces the Oregon Electrical Specialty Code through plan review and inspection of electrical installations in all building types.

Manufactured Dwelling Installation Inspectors: Enforce the Oregon Manufactured Dwelling Installation Specialty Code as well as the Oregon Manufactured Dwelling and Park Specialty Code adopted by reference in OAR 918-500-0020.

(c) Establish a local process to review appeals of technical and scientific determinations made by the building official regarding any provision of the specialty codes the municipality administers and enforces, to include a method to identify the local building official or designee and notify the aggrieved persons of the provisions of ORS 455.475;

Code Related Appeals

The City's Building Official reviews all verbal and written appeals of a plans examiner's or inspector's decisions at no cost for the initial appeal review. A decision is generally rendered within 48 hours of the request. Additional appeals under this section shall be made first to the BCD's appropriate specialty code chief. The decision of the BCD's specialty code chief inspector may be appealed to the state appropriate board. Any person aggrieved by the final decision of a municipal appeals board may, within 30 days after the date of the decision, appeal to the appropriate state advisory board.

A person aggrieved by a decision of the City's Building Official may choose whether to appeal to the State of Oregon Building Codes Division. If the appeal relates to an inspection pursuant to the Electrical Specialty Code, the appeal shall be processed according to Oregon Administrative Rule 918-251-0040. A person aggrieved by the decision of the City's Building Official or designee may, in lieu of using the local appeals process, appeal to the appropriate specialty code chief according to the process in Oregon Administrative Rule OAR 918-001-0130. The aggrieved person may not change from one process to the other on the same issue. The aggrieved person, or the person whose decision generated the appeal, may appeal the decision of the specialty code chief to the appropriate state advisory board according to Oregon Administrative Rule OAR 918-001-0130

(d) Account for all revenues collected and expenditures made relating to administration and enforcement of the building inspection program, and account for the electrical program revenues and expenditures separately when administered by the municipality.

a. Prepare income and expense projections for each code program it will administer and enforce during the reporting period; and

The City's Finance Department prepares income and expense projections for the Building Division as part of the annual budget update for the City.

b. Describe how general administrative overhead costs and losses or surpluses, if any, will be allocated.

The City's Finance Department prepares budget reports for the Building Division indicating how operating expenses including general administrative overhead, and fund losses or surpluses are allocated as part of the annual budget update for the City.

(e) Establish policies and procedures for the retention and retrieval of records relating to the administration and enforcement of the specialty codes it administers and enforces;

All City records, including but not limited to, applications, permits, plan reviews, and financial records, are retained according to the rules of the Oregon State Archivist. In addition, the City currently keeps records for the intended life of the structure. Records are retained through a combination of electronic and hard copy file. All public records requests must be made in writing. The Public Records Request Form is available at City Hall.

(f) Make its operating plan available to the public;

The City will maintain an up-to-date operating plan and applicable ordinances reflecting the building program's current operations. This information will be made available to any interested party, upon request.

(g) Establish a process to receive public inquiries, comments, and complaints;

Public comments or complaints may be submitted to the City verbally (in person or via telephone) or in writing (via fax, mail, e-mail or personal delivery). Comments or complaints related to building code provisions will be referred to the Building Official who will review and determine the resolution. If the comment or complaint becomes an appeal, the appeal will be conducted according to the procedures set forth in this section of the Operating Plan. Responses to customer inquiries are generally provided on the same day they are received, but not later than 48 hours of receipt.

Comments or complaints related to a City employee's behavior will be processed by the employee's supervisor according to the City's personnel policies.

(h) Adopt a process to receive and respond to customers' questions regarding permitting, plan review, and inspections;

The City's offices are located 400 E. Main Street, Cottage Grove, Oregon 97424. The City maintains office hours from 8:00 am to 12:00 p.m. and 1:00 p.m. to 5:00 pm., Monday through Friday, except for recognized holidays, and possibly during inclement weather. Customers may inquire on matters related to permitting, plan review, or inspection process any time during regular business hours by visiting the City's Public Works & Development Department, e-mail or by telephone. Customers may mail or fax inquiries of this nature at any time.

The City may be reached at (541-942-3340) for permit and planning information, and at (541-942-3340) for the Building Official. Inspection requests are accepted via phone at (541-942-9758), or may be scheduled using the State of Oregon ePermitting system.

Responses to customer inquiries are generally provided on the same day they are received, but not later than 48 hours of receipt.

(i) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will receive and respond to customers' questions;

The Public Works & Development Department maintains business office hours from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday excluding holidays. Telephones and e-mails are answered by administrative staff between 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 pm.

(j) Post its jurisdictional boundary, types of permits sold and hours of operation at each permit office it operates; and

The jurisdiction of the City's building program covers the Corporate Limits of the Cities of Cottage Grove, Creswell, Veneta and Coburg.

(k) Identify all persons in addition to the building official to whom notices issued pursuant to these rules should be sent.

Faye Stewart, c/o, City of Cottage Grove
400 E. Main Street, Cottage Grove, OR 97424
Phone: 541-767-4120
E-mail: pwdirector@cottagegrove.org

Melany Klemmer, c/o, City of Cottage Grove
400 E. Main Street, Cottage Grove, OR 97424
Phone: 541-942-3340, Fax: 541-942-1267
E-mail: permit@cottagegrove.org

(l) Return a completed data request form to and as provided by the division annually; and

See attached completed data request form as an addendum to this operating plan.

(m) Execute a memorandum of agreement with and as approved by the division for initial building inspection program approval and assumption, for building program expansion approval and assumption, and thereafter when seeking approval to renew a program under OAR 918-020-0105.

See attached completed memorandum of agreement as an addendum to this operating plan.

Permitting Standards

918-020-0090

(2) Permitting Standards. A building inspection program must:

(a) Provide at least one office within its jurisdictional boundary where permits may be purchased;

The City of Cottage Grove is located in Cottage Grove, Oregon. The Public Works & Development Department office is located at 400 E. Main Street, Cottage Grove, Oregon 97424

(b) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will make permits available for purchase;

The Public Works & Development Department maintains business office hours from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday except for recognized holidays and possibly during inclement weather.

(c) Establish policies and procedures for receiving permit applications, determining whether permit applications are complete and notifying applicants what information, if any, is required to complete an application;

Purchasing Permits: All permits are applied for electronically. The City of Cottage Grove participates in the statewide ePermitting program. The full-service program lets contractors use a variety of online services, including purchasing permits, submitting electronic plans for review, receiving correction notes, printing permits, tracking permit progress and getting a Certificate of Occupancy on-line. Architects, contractors, and engineers can submit documents through the system. Permits may be purchased during City Hall business hours or on-line through an ePermitting System account. City staff will assist applicants in applying for a permit.

All applications are made through the Public Works & Development Department, which will coordinate the process from intake to issuance. Applications and plans will not be received by the State, Lane County, or the 3rd Party Contractor.

Checklists and general information regarding permits and codes can be found at the City's website: www.cottagegrove.org/commdev/building.html.

Permit applications that do not require plan review (i.e., residential plumbing, residential mechanical, and manufactured dwelling placement permits): Permit applications not requiring a plan review or other review by city ordinances may be able to be obtained 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 be issued immediately upon payment of permit fees.

License verification prior to issuing permits: Persons (other than homeowners) applying for permits will be required to provide proof of a valid license or registration. The City will check all licenses to ensure that the license is valid at the time of issuance of the permit and that applicants are authorized to do the work they are applying for.

- (d) *Set reasonable time periods within which the municipality will:*
- a. *Advise permit applicants whether an application is complete or requires additional information; and*
 - b. *Generally issue a permit after an application has been submitted and approved*

Once a City approved application is provided permits for work regulated by the Oregon State Building Specialty Code are issued. If an application is incomplete, or an in-depth review of the plans is required, the City will notify the applicant accordingly. Applicants will be informed within three working days of receiving an application if the application is “complete” and whether or not it is for a “simple” residential plan. If a plan is defined as “complete” and “simple,” the applicant will be informed of the time period in which the plan review will be completed.

Simple

The timeframe for the review of “*simple one-and-two-family dwelling plans*” is ten working days. The City will authorize the use of a licensed plan reviewer to perform plan reviews when the time periods for review of “*simple one-and-two-family dwelling plans*” exceeds the ten working days.

Complex

“*Complex one-and-two-family dwelling plans*” will be reviewed within fifteen working days. A plan that does not meet the definition of “*simple*” shall be deemed “*complex*”. The City’s Building Official may accept a licensed plan reviewer’s review of complex one-and-two-family dwelling plans in order to meet customer service timelines. This is solely at the discretion of the Building Official.

Manufactured Dwelling Permits

Once a City approved application is provided, permits for work regulated by the Oregon Manufactured Dwelling and Park Specialty Code are issued. If the permit requires some in-depth review, the applicant will be notified within three (3) working days of any plan deficiencies, and will complete the plan review within ten working days.

Commercial & Multi-Family Permits

Once a City approved application is provided permits for work regulated by the Structural, Mechanical, Plumbing and Electrical Codes may be issued. If the permit requires some in-depth review, the applicant will be notified of any plan deficiencies within an average of three weeks for new construction and major additions. Plumbing plan review is only required for complex structures. See OAR 918-780-0040 for definition of a “complex structure”. Electrical plan review is required pursuant to the Electrical Program Operating Plan attached hereto.

- (e) *Establish policies and procedure for issuing permits not requiring plan review, emergency permits, temporary permits, master permits, and minor labels;*

Permits not involving a plan review are generally issued over-the-counter. The City participates in a minor label program, through the State Building Codes Division (BCD) as well as Plumbing and Electrical master permit programs. Emergency permits and temporary permits can be issued over-the-counter or, with the approval of the Building Official, via any reasonable means.

Plumbing – BCD Minor Label Program: Licensed plumbing contractors may apply for commercial and residential minor plumbing labels through the BCD minor label program. Minor plumbing labels are

“permits” for a limited scope of work, available only to licensed plumbing contractors. For specific information, please contact the minor label program at (503-378-2804) or www.oregon.gov/bcd/minlab.

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 Building Official.

Electrical – BCD Minor Label Program: Licensed electrical contractors may apply for minor electrical labels through the BCD minor label program. Minor electrical labels are “permits for a limited scope of work” and are subject to certain restrictions. For specific information, please contact the minor label program at (503-378-2804) or www.oregon.gov/bcd/minlab.

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.

(f) Provide a means to receive permit applications via facsimile; and

The City maintains a fax line for receipt of permit applications. (541-942-1267).

(g) 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.

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. All City building permit applications have a space for the contractor’s license number. Issues which may arise from this verification process are referred to the Building Official for resolution. The inspection staff also verifies licenses via spot checks of contractors during the inspection process.

Plan Review Standards

918-020-0090

(3) Plan Review Standards. A building inspection program must:

(a) Establish policies and procedures for its plan review process to:

- a. Assure compliance with the specialty codes it is responsible for administering and enforcing, including any current interpretive rulings adopted pursuant to ORS 455.060 or 455.475;*

All plan review staff are certified by the State of Oregon and International Code Council in all codes administered by the Building Department. The plans examiners review and approve structural, mechanical, fire/life safety, energy, disabled access, manufactured dwelling plans, electrical, and plumbing. Plan review staff assures compliance with all applicable specialty codes and all interpretive rulings adopted by the Building Codes Division.

- b. Make available checklists or other materials at each permitting office it operates that reasonably apprises persons of the information required to constitute a complete permit application or set of plans;*

Checklists and general information regarding permits and codes can be found at the City's website: www.cottagegrove.org/commdev/building.html.

- c. Inform applicants within three working days of receiving an application, whether or not the application is complete and if it is for a simple residential plan. For the purposes of this rule and ORS 455.467, a "complete application" is defined by the division, taking into consideration the regional procedures in OAR chapter 918, division 50. If deemed a simple residential plan, the jurisdiction must also inform the applicant of the time period in which the plan review will generally be completed;*

Permits for work regulated by the State Building Code are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter, the applicant is notified within three (3) working days of receipt. Staff generally issues simple residential permits within ten (10) working days from the date that a complete application and all required department signoffs are received. The ten days shall start after the internal review of the plans by other appropriate City departments.

Permit applications requiring plans, i.e., structural, fire & life safety, commercial plumbing, and commercial mechanical: If plans are required, permits will not be issued until a digital or one paper copy of the set of plans have been submitted for review and approval. Plans may be submitted in person, by fax, mail, ePermitting system or via e-mail. Plans received are reviewed to verify appropriate information and materials are included with the plans. If plans are incomplete a letter detailing information needed to complete the plan review will be sent, faxed, e-mailed or handed to the applicant in person. The plans are placed "on hold" until the information and/or appropriate fees are received. Prior to the plan reviewer receiving the plans they will be circulated to the appropriate City departments for approval and the Fire Marshal if required or requested.

Plans complete but not in compliance: Where a plan has the required information, but is found to be in non-compliance with the applicable code, the applicant is notified immediately by the most expedient method. If the information needed is greater than can be handled by

simpler means, a letter will be sent by the most expedient means identifying the areas of non-compliance with a request for corrective action or additional information. The plan is placed “on hold” until additional information is received.

Plans Complete & In Compliance: Where the plan is deemed complete, the plan will be stamped “Reviewed for Code Compliance” by the plans examiner. Public Works & Development Staff will complete the processing. The applicant will be notified when the permit is ready to issue and of the cost of the permit, minus the intake fee. Once paid, the permit can be picked up at City Hall.

- d. *Establish a process that includes phased permitting and deferred submittals for plan review of commercial projects for all assumed specialty codes, taking into consideration the regional procedures in OAR chapter 918, division 50. The process may not allow a project to proceed beyond the level of approval authorized by the building official. The process must:*
 - i. *Require the building official to issue permits in accordance with the state building code as defined in ORS 455.010 provided that adequate information and detailed statements have been submitted and approved with pertinent requirements of the appropriate code. Permits may include, but not be limited to: excavation, shoring, grading and site utilities, construction of foundations, structural frame, shell, or any other part of a building or structure.*

The City of Cottage Grove allows phased permitting for commercial projects within its jurisdiction as approved by the Building Official under OSSC 107.3.3

- ii. *Allow deferred submittals to be permitted within each phase with the approval of the building official;*

The City of Cottage Grove allows deferred submittals for projects within its jurisdiction as approved by the Building Official under OSSC 107.3.4.1.

- iii. *Require the applicant to be notified of the estimated timelines for phased plan reviews and that the applicant is proceeding without assurance that a permit for the entire structure will be granted when a phased permit is issued.*

The City has adopted a written policy to effectively process phased permit applications.

- e. *Verify that all plans have been stamped by a registered design professional and licensed plan reviewer where required;*

When appropriate, staff verifies that plans and related construction documents are appropriately stamped by an engineer or architect licensed to practice in the State of Oregon. Plans failing to meet this requirement are not approved until the appropriate stamp is provided.

- f. *Verify for those architects and engineers requesting the use of alternative one and two family dwelling plan review program that all plans have been stamped by a registered professional who is also a residential plans examiner. This process must require the building official to:*
 - i. *Establish policies and procedures in their operating plan for this process;*
 - ii. *Waive building inspection program plan review requirements for conventional light frame construction for detached one and two family dwellings; and*
 - iii. *Establish an appropriate fee for processing plans submitted under this rule.*

The City of Cottage Grove has established a policy and process for architects and engineers requesting the use of alternative one and two family dwelling plan review program under ORS 455.628. The policy outlines steps for verification that the design professional is also a residential plans examiner, waives the building inspection program plan review, and establishes appropriate fee for processing plans submitted under this rule.

- g. Establish a process for plan review if non-certified individuals will be reviewing permit applications under OAR 918-098-1010.*

All plan reviews are performed by individuals properly certified under OAR 918-098-1010

- (b) Employ or contract with a person licensed, registered, or certified to provide consultation and advice on plan reviews as deemed necessary by the building official based on the complexity and scope of its customers' needs;*

Cottage Grove employs a Building Official with A-Level Structural Certification. Cottage Grove's Building official is also the Building Official for the Cities of Creswell, Veneta, and Coburg.

Each plans examiner is appropriately certified by the State of Oregon in all codes under which they perform reviews.

- (c) Maintain a list of all persons it employs or contracts with to provide plan review services including licenses, registrations, and certifications held by each plan reviewer and evidence of compliance with all applicable statutory or professional continuing education requirements*

A roster of the plan review staff including current certifications and continuing education records is available on request to any interested party.

- (d) Designate at least three licensed plan reviewers from whom the municipality will accept plan reviews when the time periods in subsection (e) of this section cannot be met; and*
- (e) Allow an applicant to use a plan reviewer licensed under OAR 918-090-0210 and approved by the building official when the time period for review of "simple one- or two-family dwelling plans" exceeds 10 days where the population served is less than 300,000, or 15 days where the population served is 300,000 or greater.*

The City maintains a list of at least three licensed plan reviewers from whom the City will accept plan reviews, should the City be unable to meet the time requirements for plan review. The list is available upon request. In addition, the City will accept "simple one- or two-family dwelling" plan reviews conducted by a plan reviewer licensed under OAR 918-090-0210 and pre-approved by the Building Official should the City be unable to meet the time requirements for plan review.

Inspection Standards

918-020-0090

(4) Inspection Standards. A building inspection program must:

- a. Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will provide inspection services or alternative inspection schedules agreed to by the municipality and permittee;*

Inspection staff for the City of Cottage Grove provides inspection services Monday through Friday.

- b. Unless otherwise specified by statute or specialty code, establish reasonable time periods when inspection services will be provided following requests for inspections;*

Persons with valid permits may request inspections either through the State ePermitting System, or in person during normal business hours at City Hall. Inspections may also be requested by telephone (541-942-3340 or 541-942-9758), email (permit@cottagegrove.org), or through the State ePermitting System during non-business hours. Requests made during non-business hours will be processed the next regular business day.

Inspection requests shall include the following information:

1. Permit number
2. Site address
3. Name and contact telephone number of person requesting inspection
4. Type of inspection requested

Inspection request that do not contain the required information may be considered incomplete. All inspection requests shall be received before 4:30PM the day before inspection are provided as noted above.

- c. Establish policies and procedures for inspection services;*

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.

- d. Leave a written copy of the inspection report on site;*

Inspection results will be posted on the State ePermitting system after the inspection occurs. The report reflects details of the inspection request and the inspector's approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and a re-inspection requested. In the case of a failed inspection, a list of needed corrections is provided in the report. All required corrections include appropriate code citations.

- e. Make available any inspection checklists*

Inspection checklists will be used.

- f. Maintain a list of all persons it employs or contracts with to provide inspection services including licenses, registrations, and certifications held by persons performing inspection services and evidence of compliance with all applicable statutory or professional continuing education requirements;*

A roster of the inspection staff, including current certifications and continuing education records are available to any interested party on request.

- g. Vest the building official with authority to issue stop work orders for failure to comply with the specialty codes the municipality is responsible for administering and enforcing; and*

The City utilizes the stop work authority contained in the Oregon Structural Specialty Code for structural work, and the Oregon Mechanical Specialty Code for mechanical work.

The City's authority to issue stop work orders is delegated to the City's inspection staff. City policy requires that an inspector contact the Building Official to discuss the decision prior to issuance of a stop work order.

- h. Require inspectors to perform license enforcement inspections as part of routine installation inspections.*

- i. Where a municipality investigates and enforces violations under ORS 455.156 or in accordance with the municipality's local compliance program, the municipality's inspectors must require proof of compliance with the licensing, permitting, registration, and certification requirements of persons engaged in any activity regulated by ORS chapters 446, 447, 455, 479, 693, and 701. Inspectors must report any violation of a licensing, permitting, registration, or certification requirement to the appropriate enforcement agency.*

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

Compliance Programs

918-020-0090

(5) *Compliance Programs. A municipality administering a building inspection program may enact local regulations to create its own enforcement program with local procedures and penalties; utilize the division's compliance program by submitting compliance reports to the division; elect to act as an agent of a division board pursuant to ORS 455.156, or develop a program that may include, but not be limited to, a combination thereof. A building inspection program must establish in its operating plan:*

- a. *Procedures to respond to public complaints regarding work performed without a license or permit or in violation of the specialty codes the municipality is responsible for administering and enforcing;*

Reports of permit, code, or license violations, not in compliance with the City's building code, State Building Code, or Oregon Revised Statutes, are accepted in person, by mail, e-mail, telephone, or fax. The City's inspectors are authorized to investigate and report permit, code, and licensing violations observed while making their rounds.

- b. *Procedures requiring proof of licensure for work being performed under the state building code utilizing the approved citation process and procedures in OAR 918-020-0091.*

The City has not adopted a formal local licensing compliance program. While investigating violations through Oregon Specialty Code provisions, staff routinely verifies proof of compliance with the licensing, permitting, registration, and certification requirements of persons engaged in any activity regulated by ORS chapters 446, 447, 455, 479, 693, and 701. Inspectors report any violation of a licensing, permitting, registration, or certification requirement to the appropriate enforcement agency.

- c. *Policies and procedures to implement their compliance program;*

The City has not adopted a formal local licensing compliance program at this time.

- d. *Policies and procedures regarding investigation of complaints, where the municipality chooses to investigate and enforce violations pursuant to ORS 455.156; and*

The City has not adopted a formal local licensing compliance program at this time.

- e. *Policies and procedures regarding issuance of notices of proposed assessments of civil penalties, where the municipality chooses to act as an agent of a board pursuant to ORS 455.156. Penalties under such a program are subject to the limitations set in ORS 455.156 and 455.89*

The City has not adopted a formal local licensing compliance program at this time.

Electrical Programs

918-020-0090

- (6) *Electrical Programs. Municipalities that administer and enforce an electrical program must demonstrate compliance with all applicable electrical rules adopted pursuant to ORS 479.855.*

Delegation of Authority to Administer Electrical Program

The City of Cottage Grove assumed enforcement and administration of the electrical safety under the authority of ORS 479.855.

The City of Cottage Grove is a municipal corporation. The electrical safety program encompasses all areas within the City limits.

The State of Oregon Electrical Specialty Code and One and Two-Family Dwelling Specialty Code are adopted locally through CGMC Section 15.04.040 as follows:

- A. *Oregon Electrical Specialty Code.*
- E. *Oregon Residential Specialty Code*

The adopting ordinances are reviewed and updated annually as per OAR 918-308-0190.

Employment of Electrical Inspectors

Cottage Grove employs an Electrical Specialty Code Inspector to oversee the City's Electrical Program. Cottage Grove's Electrical Inspector provides Electrical Inspection Services to the Cities of Creswell, Veneta and Coburg.

Public Contact Procedure

The City has established office hours of 8:00 a.m.-12:00 p.m. and 1:00 a.m.-5:00 p.m. each work day. Questions related to technical electrical requirements are received by inspectors via email or phone messages. Inspectors make contact directly back to the customer.

Code Interpretations and Dispute Resolution

The electrical inspector is responsible for all initial interpretations of the Oregon Electrical Specialty Code and the electrical portions of the Oregon Residential Specialty Code. Any appeal of an inspector decision is reviewed by the Building Official. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally issued within 48 hours of the request.

Persons aggrieved by a decision of the Building Official related to administrative provisions of the electrical specialty code may submit a written request to the Public Works & Development Director under CGMC 15.04.070 (there is a \$250.00 fee for this appeal).

Persons aggrieved by a decision of the Building Official related to technical provisions of the electrical specialty code may utilize the appeal procedure outlined in OAR 918-001-0130 in which the appeal will be directed to the appropriate specialty code chief at the State Building Codes Division.

Permit Sales Office

The City's Public Works & Development Department is open to the public from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. each work day. Electrical permit applications are available at any time during these hours. Permits are also available through the State of Oregon's ePermitting Program.

Electrical Permits

Applications for permits are made on forms provided by the City Building Division. Faxed and electronic permit applications are accepted and applicants have the option of utilizing the states web-based e-permitting portal. Permit applications received in person are checked for completeness before the customer leaves. Permit applications received via fax or mail are checked on the day of receipt for completeness and, if some necessary information is lacking, the customer is contacted within 48 hours. Faxed applications are only accepted by the City if an application with an original signature is submitted with payment at a later date. If an application with an original signature, or the payment, is not received within a reasonable period of time, the City will contact the applicant. If the applicant does not follow through on providing the required information or payment, the City will discard the faxed permit application.

The City of Cottage Grove participates in a minor label program, through the State Building Codes Division, which complies with OAR 918-309-0200 through 918-309-0260.

The City of Cottage Grove offers the electrical master permit program as per OAR 918-309-0100.

Internal Operations

Electrical plan reviews are conducted in accordance with OAR 918-311-0000 through -0060. Electrical work which requires a plan review is summarized on the permit application.

Electrical Inspection Standards

Inspection staff provides inspection services when available Monday through Friday within the City limits of Cottage Grove, Creswell, Veneta and Coburg.

Persons with valid permits may request inspections either through the State ePermitting System, or in person during normal business hours at City Hall. Inspections may also be requested by telephone (541-942-3340 or 541-942-9758), email (permit@cottagegrove.org), or through the State ePermitting System during non-business hours. Requests made during non-business hours will be processed the next regular business day

Inspection requests shall include the following information:

- Permit number
- Site address
- Name and contact telephone number of person requesting inspection
- Type of inspection requested

Inspection request that do not contain the required information may be considered incomplete. All inspection requests shall be received before 4:30 p.m. the day before inspection are provided as noted above.

Plan for Compliance

The electrical inspector checks for appropriate electrical licenses while conducting field inspections. Licensing violations are reviewed with the Building Official, and, if appropriate, violations are processed through the established state compliance program.

Accounting Plan

All revenues collected under the electrical program are accounted for separate from other revenues. Any surplus electrical program revenues are carried forward to the next fiscal year. The fees collected by the City of Cottage Grove for electrical plan reviews and permits, along with program interest, are used solely for the administration of the electrical safety program. Any financial records associated with the electrical program, including those of the past fiscal year, the current fiscal year, or projections for the upcoming fiscal year, are available upon request. Fees are reviewed annually and assessed for a program goal of cost recovery. Any proposed fee changes are sent to the State Building Codes Division for review and notice at least 45 days in advance of the opportunity for public comment. All fees are provided upon request and are included in the attachments of this plan.