

WALLOWA COUNTY  
ENTERPRISE, OREGON

BUILDING INSPECTION PROGRAM  
OPERATION PLAN

May 6, 2009

## **Introduction**

### ***OAR 918-020-0080 Delegation of Inspection Programs***

*The State Building Codes Division and every municipality that administers and enforces a building inspection program or desire 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, has been distributed to surrounding jurisdictions, and is available through this office upon request.

This plan reflects the standards, policies, procedures and services administered and offered through the Wallowa County Building Department. The plan will be updated as necessary to reflect service changes.

Any questions related to this plan should be directed to:

Commissioner Dan Deboie  
101 South River St.  
Enterprise, Oregon 97828  
541-426-4543 Extension #11

# ADMINISTRATIVE STANDARDS

## FUNDS

The County Building Department operates through its own fund. All plan review and permit revenues are deposited in this fund and all division expenditures are from this fund, with the exception of the Local Government Surcharge. The surcharge is submitted to the Department of Consumer & Business Services Building Codes Division, 1535 Edgewater NW, and Salem, OR 97310.

Structural, Mechanical, Electrical, Plumbing and Manufactured Housing program permit revenue will be collected and utilized by the County for those programs less any portion of the fees that will be expended by the County per and Inter-Governmental Agreement or similar contract.

## EQUIPMENT

All staff members or staff employed through agreements or contract will be provided with the equipment and other resources needed to complete their work in an efficient and service oriented manner. Such equipment includes, but is not limited to, office space, vehicles for inspection, cellular telephones, code and code-related publications, business and identification cards, and networked personal computers.

## STAFF AUTHORITY AND RESPONSIBILITIES

### **Building Official**

Wallowa County code 2009-XXX. *These regulations shall be known as the Wallowa County Building code.*

2009-XXX (Ord) Adoption of State Structural and Fire Safety Code

The Oregon State Structural and Fire and Safety Code is adopted by reference with the additions and deletions cited in this chapter or its amendments (Ord. 2009-XXX)

### **Plans Examiners**

As per OAR 918-99-055, plans examiners review plans for compliance with the County Building Code ordinance at the level for which the plan examiner is certified by the State of Oregon.

### **Inspectors**

As per OAR 918-99-045 inspectors conduct plan reviews and

inspection of work covered by the specialty codes and the level certified by the State of Oregon.

Detailed job descriptions for all staff members or contracted employees are available upon request.

## **LOCAL APPEALS PROCESS**

Any appeal of a plans examiner's 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 rendered within 24 hours of the request.

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 rendered within 24 hours of the request.

An appeal of a decision of the Building Official unrelated to code provision is reviewed by the Wallowa County Board of Appeals. As per ORS 455.690, any person aggrieved by the final decision of a municipal board may, within 30 days after the date of the decision, appeal to the appropriate state advisory board.

To appeal a decision of the building official related to code provisions, an applicant may select either the appeal process of Wallowa County Board of Appeals, or the Chief Inspector of the Department of Consumer and Business Services (ORS 455.575).

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

1. An appeal under this section shall be made first to the appropriate specialty code chief inspector of the Department of Consumer and Business Services. The decision of the department chief inspector may be appealed to the appropriate advisory board. The decision of the advisory board may only be appealed to the Director of the Department of Consumer and Business Services if codes in addition to the applicable specialty code are at issue.
2. If the appropriate advisory board determines that a decision by the department chief inspector is a major code interpretation, then the inspector shall distribute the decision in writing to all applicable specialty code public and private inspection authorities in the state. The decision shall be distributed within 60 days after the board's determination, and there shall be no charge for the distribution of the decision. As used in this subsection a "major code interpretation" means a code interpretation decision that affects or may affect more than one job site or more than one inspection jurisdiction.
3. If an appeal is made under this section, an inspection authority shall extend the plan review deadline by the number of days it takes for a final decision to be issued for the appeal.

## **ACCOUNTING**

All revenues collected are deposited in the County's dedicated fund.

All program expenditures are budgeted in the County's dedicated fund.

Administrative costs as assessed through the Finance Department's administrative service charge.

## **RECORDS RETENTION AND RETRIEVAL**

All County records are retained for at least the minimum retention time required by the Oregon State Archivist.

Currently, records are retained in their original "paper" format in file cabinets.

## **AVAILABILITY OF OPERATING PLAN**

The Wallowa County Building and Planning Services Department's operating plan is available to any interested party upon request.

## **PUBLIC COMMENT AND COMPLAINT PROCESS**

Public comments or complaints shall be submitted in writing (via fax, mail or personal delivery).

Comments or complaints related to code provisions would be processed by the most appropriate method. If the comment or complaint becomes an appeal, procedures outlined above will be followed.

Comments or complaints related to employee behavior will be processed by the employee's supervisor as per Wallowa County personnel policies.

The County maintains office hours from 8:30 a.m. – 5:00 p.m. Monday through Friday, except for holidays. Telephones are answered by administrative staff between 8:30 a.m. – Noon and Noon – 5:00 p.m. Inspection requests are accepted via telephone, fax, email or in person between 8:30 a.m. and 5:00 p.m. Monday through Friday.

Inspection requests can also be left on an inspection line 24 hours a day. Inspections requested after 5:00 p.m. will be posted for the following day.

The County's phone number is 541-426-4543 Extension 24. The fax number is 541-426-6046. The inspection request number is 541-426-4543 Extension 24.

Customers may telephone to inquire on matter related to permitting, plan review, or inspection processes any time between 8:30 a.m. and 5:00 p.m. each working day. Customers may visit our public service counter to inquire on matters related to permitting, plan review, or inspection processes any time between 8:30 a.m. and 5:00 p.m. Customers may 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 24 hours of receipt.

### **CUSTOMER SERVICE INFORMATION**

The jurisdiction of the County's Building Department is as follows:

Structural, Mechanical, Electrical, Plumbing and Manufactured Housing: All incorporated portions of Wallowa County.

A map of the jurisdictional boundaries is maintained at the public service counter.

The County is a "full service" jurisdiction. Permits for work governed by each specialty code are available through this office.

### **NOTIFICATIONS**

All notices issued pursuant to OAR 918-20-0070 through -0220 shall be sent to the Wallowa County Building Official.

## **PERMITTING STANDARDS**

### **OFFICE LOCATION AND HOURS OF OPERATION**

The County maintains an office at 101 South River Street Room B1 Enterprise, Oregon 97828 for all matters. The County maintains office hours from 8:30 am to 5:00 pm each working day. Telephones are answered by administrative staff between 8:30 am to 5:00 pm. Permit applications are accepted and permits are issued any time between 8:30 am to 5:00 pm. Permit applications are also accepted via fax or mail.

## **APPLICATION PROCEDURES**

Applications for permits are made on forms provided by the County. Permit applications received are reviewed for completeness and applicant is notified of any deficiencies within three days. Permit applications received via mail or fax is checked on the day of receipt for completeness, and if pertinent information is missing, the customer is contacted immediately. Additionally, the County will be working with the Oregon State Building Codes Division to offer permits through the Quick Permits program which will allow contractors to pull permits via the internet for electrical, mechanical and plumbing permits that do not require plan review.

## **APPLICATION AND PERMITTING TIMEFRAMES**

### **Residential Dwelling Permits**

Permit applications for specialty code plan reviews of “simple” residential dwellings are issued within 20 working days from the date that complete application and plan information are received by the County.

### **Manufactured Dwelling Permits**

Permit applications for work regulated by the Oregon Manufactured Dwelling Standards are generally issued over-the-counter within one week from the date the completed application and plan information are received by the County.

### **Other Permits**

Permit applications for work regulated by the Structural, Mechanical, Electrical and Plumbing codes are issued over-the-counter when possible. If the permit requires in-depth review and cannot be issued promptly, the County will notify the applicant of any plan deficiencies within three days. Administrative staff generally issues the permit within two weeks from the date the completed application and plan information are received by the County.

## **Over-the-County Permit Procedures**

Permits not involving a plan review are generally issued over-the-counter. Temporary permits are also issued over-the-counter. Emergency permits can be issued with the approval of the Building Official.

## **Faxed Applications**

The County accepts faxed applications with the condition that an application with an original signature will be submitted at a later date. Faxed applications are processed in the same manner

as any other application. If the application with the original signature is not received within a reasonable period of time, the applicant is contacted.

### **Existing Oregon State Building Codes Division Open Permits**

The County shall accept responsibility for finishing out all open permits and plan review that are currently open with the Oregon State Building Codes Division. The County will accept funds paid for open permits and plan review from the Oregon State Building Codes Division and utilize those funds to pay for the cost of closing out the open permits and plan review.

### **Verification of Licenses and Registration**

Prior to the issuance of any permit, staff verifies that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 445, 479, 693, 701. Issues that may arise from this verification process are referred to the Building Official for resolution.

## **PLAN REVIEW STANDARDS**

### **COMPLIANCE WITH SPECIALTY CODES**

Plan review staff or staff provided through an Inter-governmental agreement or contract, are certified by the State of Oregon in all codes administered by the County. The plans examiners review and approve structural, mechanical, fire/life/safety, energy, and accessibility plans.

Information concerning the plan review staff or contracted staff including current certifications and continuing education records is available upon request to any interested party.

### **AVAILABILITY OF CHECKLISTS/BROCHURES**

The County has for distribution a variety of informational brochures to assist the public in the permit application process. These brochures are available at the public service counter.

The County also offers optional pre-development and pre-construction meetings. Pre-development meetings generally occur at the time of plan submittal and provide an opportunity for the applicant to summarize the project being submitted for review, discuss any requested alternate methods or materials, request interpretations, and hear a preliminary assessment of the project. These meeting are usually assessed a consultation fee. Pre-construction meetings generally occur in conjunction with the issuance of the permit. The meeting provides an opportunity for the applicant and their associates to meet the inspectors, discuss any unique aspects of the project, clarify special inspection requirements, coordinate public infrastructure

issues, and reach consensus on remaining issues identified during the review process. This meeting is usually not charged a consultation fee.

### **VERIFICATION OF STAMP BY DESIGN PROFESSIONALS**

Staff verifies that plans are appropriately stamped by a registered design professional when required. Plans failing to meet this requirement are not approved until the appropriate stamp is provided.

### **AVAILABILITY AND LISTING OF PLAN REVIEW STAFF**

Information concerning roster of plan review staff or contracted staff, including current certifications and continuing education records, is available to any interested party upon request.

## **INSPECTION STANDARDS**

### **INSPECTION SCHEDULE**

Inspection staff or contracted staff provide inspection services between the hours of 8:30 am to 5:00 pm. Inspections outside of these hours may be arranged through the Building Official.

### **INSPECTION POLICIES AND PROCEDURES**

The County accepts inspection requests between the hours of 8:30 am to 5:00 pm in person, by telephone, by email or faxes each working day.

Approved plans are required to be available on the job site.

The inspector for each inspection issues a written report. The report will reflect approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and re-inspection is requested. In the case of a failed inspection, a list of corrections is provided in the report, noting applicable code reference. A copy of the written report is left on the job site and entered into the County's filing system.

In certain circumstances the inspector, as allowed by code, assesses a re-inspection fee.

## **LISTING OF INSPECTION STAFF**

Information concerning the inspection staff or contracted inspection staff, including current certifications and continuing education records, is available to any interested party upon request.

## **STOP WORK ORDERS**

The Building Official is vested with the authority to issue Stop Work Orders for failure to comply with the specialty codes the municipality is responsible for administering and enforcing in accordance with OAR 918-020-0090(8)(g). Specifically, whenever any work is being done contrary to the provisions of this code (or other pertinent laws or ordinances implemented through its enforcement), the Building Official may order the work stopped by notice in writing served on any person(s) engaged in doing or causing of such work to be done. Such person(s) shall stop such work until specifically authorized by the Building Official to proceed.

The authority to issue Stop Work Orders is delegated to the inspection staff; however, County policy required that the inspector contact the Building Official to discuss the decision prior to issuance of the Stop Work Order.

## **INVESTIGATION OF VIOLATIONS**

Complaints received by the Department related to alleged violations of licensing or registration requirements shall be forwarded to the proper state agency for resolution.

# **COMPLIANCE PROGRAMS**

## **PROCESS FOR RESPONSE TO REPORTED CODE VIOLATIONS**

Reports of work being performed without permit, in violation of the County Building Code, and/or in violation of ORS 479.550, 479.620, 447.030, 447.040, 693.030, and 639.040 are accepted in person or via mail or fax. All reports are entered into the Department's violations file and are investigated by the Building Official or his/her Designee.

## **INVESTIGATION OF REPORTED VIOLATIONS**

Reports as described above are investigated to determine whether or not a violation exists. If no violation exists, the case is closed. If a violation exists, there are several possible actions that may be taken by the County, including, but not limited to, stop work orders, assessment of

investigation fees, citation into District Court, and referral to the State of Oregon Building Codes Division Enforcement Section through the process identified in ORS and OAR. In any case, the complainant is informed of the outcome upon request.

**NOTICES OF PROPOSED CIVIL PENALTIES**

As per ORS 455.156, the Department acts as an agent of the respective state boards in the issuance of proposed assessments of civil penalties.

**ENFORCEMENT OF LICENSING LAWS**

The County enforces state licensing laws through the use of the “Citation for License or Registration Violation” ticket books provided by the Oregon State Building Codes Division. All inspectors and the Building Official are to be trained by the Division to use the ticket books.

**ELECTRICAL PROGRAM OPERATING PLAN**

**WALLOWA COUNTY**

**DELEGATION OF AUTHORITY**

Wallowa County assumed enforcement and administration of the electrical safety program on \_\_\_\_\_, under the authority of ORS 479.730 and 479.855.

The electrical safety program encompasses all areas inside Wallowa County. The Building Official assures the service provider employs qualified electrical inspectors.

The State of Oregon Electrical Specialty Code and Residential Dwelling Specialty Code are adopted locally. The fees associated with the electrical safety program are consistent with state fee guidelines.

The County will annually review and update the operating plan.

**REQUIREMENTS FOR CONTINUED DELEGATION**

The County will be assured their Contractor employs A-level electrical inspectors.

The contracted electrical inspector will be available via radio or cellular telephone at any time that a customer needs immediate assistance.

The electrical inspector's office is located at 101 South River Street Room B1 Enterprise, Oregon 97828.

The electrical inspector is responsible for all initial interpretations of the Electrical Specialty Code. If there is an appeal of his decision, it is then reviewed by the Building Official. Further appeals are processed in accordance with ORS 479.853 and OAR 918-001-0130.

## **PLAN REVIEW AND PERMIT PROCEDURES**

### **PERMIT SALES**

The County is open to the public from 8:30 am to 5:00pm each workday. Electrical permits are available at the above address at any time during office hours. Additionally, permit applications may be mailed to 101 South River Street Room B1 Enterprise, Oregon 97828 or faxed to 541-426-6046.

### **Electrical Plan Reviews**

Electrical plan reviews are conducted in accordance with OAR 918-311-0010 through 918-311-0060

### **Electrical Permits**

The County uses an electrical permit application form complying with state and local requirements. Most permits can be issued over the counter or other such manner that complies with ORS 479.560.

### **Electrical Licenses**

The County enforces state licensing laws through the use of the "Citation for License or Registration Violation" ticket books provided by the Oregon State Building Codes Division. All inspectors and the Building Official are to be trained by the Division to use the ticket books.

## **Master Permits**

The County offers the electrical master permit program as per OAR 918-260-350.

## **INSPECTION STANDARDS**

County contracted electrical inspectors adhere to the standards established by the Oregon Electrical Specialty Code.

The County considers the inspection of all the installations outlined in OAR 918-271-0040 as mandatory. All of these types of installations are inspected, code violations are noted, code references are cited.

Under no circumstances will persons not holding the appropriate certification from the Building Codes Division conduct an electrical inspection on behalf of the County.

## **Turnaround Time**

The County offers scheduled electrical inspections based on date of inspection request, but no later than 48 hours from the date of request.

## **ACCOUNTING AND DISPOSITION OF REVENUES**

### **Accounting**

All revenue collected under the electrical program is accounted for separate from other revenues. Any surplus electrical program revenues are carried forward to the next fiscal year.

### **Disposition of Revenues**

The fees collected by the County for electrical plan reviews and permits are used solely for the administration of the electrical safety program.

## **ELECTRICAL PLAN REVIEW STANDARDS**

1. Plan reviews will be required if the proposed electrical installation involves one or more of the following – (OAR 918-311-0040)
  - a. A service or feeder beginning at 400 Amps where the available fault current exceeds 10,000 Amps at 150 volts or less to ground or exceeds 14,000 Amps for all other installations; or
  - b. Installation of a 150 KVA or larger separately derived system as defined in Article 100 of the National Electrical Code (NEC); or
  - c. Addition of a new motor load of 100 HP or more; or
  - d. A service or feeder rated at 600 Amps or over; or
  - e. More than 600 supply volts nominal;
  - f. Structure more than three (3) stories;
  - g. Six (6) or more residential units or an occupancy rating of more than 99 persons;
  - h. An “A”, “E”, or “I-2” or “I-3” occupancy as defined in the adopted Oregon Structural Specialty Code: or
  - i. Any area or structure containing a special occupancy as described in Chapter 5 of the National Electrical Code adopted by the Electrical Board; or
  - j. A new or temporary Manufactured Structures Park or Recreational Vehicle Park, or any addition or alteration to an existing park.
  
2. Electrical plans submitted for review shall contain the following minimum information:
  - a. Feeder riser diagram;
  - b. One line or panel layout;
  - c. Available fault current on the line side of the service disconnect;
  - d. Complete load calculations, or applicable load records, for any new installations and for additions to existing installations;
  - e. Fixture schedule that shows type, location, and layout of fixtures;
  - f. Address of the installation;
  - g. Name and address of owner
  - h. Identification and signature of the person who prepared the plan, and license number if the person is an electrical supervisor, and professional registration number if the person is an architect or engineer; and
  - i. Location of emergency systems, identifying the power source and the system on the plan.

## **TEMPORARY ELECTRICAL PERMITS**

A licensed electrical contractor may request a temporary electrical permit via telephone for any type of electrical work. The contractor is verbally issued a permit number and the information is then entered by County staff into the permit tracking system. The electrical contractor is required to complete the permit application and pay the required fee not more than ten (10) working days from the time that the temporary permit number was obtained. If the contractor does not meet this time frame, a double fee may be assessed. If a contractor abuses this system,

the Electrical Inspector may notify the contractor that the temporary electrical permit system is no longer available for his/her use.

The County will offer a system of temporary electrical permits as described above.

ATTACHMENT 1

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**Program Revenues:**

The County will contract with Mark Doud and Baker County to perform all functions associated with Building Official and inspectors via an Inter Governmental Agreement (IGA) or other similar device. The County will collect and account for all revenues in accordance with associated Oregon Revised Statutes governing the use of such revenues.

**Program Expenditure**

The IGA will further stipulate the amount of increased service that might physically be provided in the County that is in addition to service currently being provided through the State Building Division. Such additional service might be in the form of additional County employees or contracted services. In any event, portions of revenue from the Building Program might be used to offset the expense of such additional services or for other program related activities.

ATTACHMENT 2

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## **PROGRAM FEES**

Program fees will be established by the County. It is anticipated that fees for Wallowa County Building Department Services will be as follows. As part of the County's Assumption of the Building Program the County proposes to set building permit and plan review fees as outlined below to make Wallowa County consistent with neighboring jurisdictions such as Union and Baker Counties. Additionally, the County will change the fee and form methodology currently utilized by the Oregon State Building Codes Division to comply with OAR 918-050-000.

## **AVAILABLE THIRD PARTY BUILDING INSPECTION SERVICES**

**Mark Doud  
PO Box 535  
Elgin, Oregon 97827  
541-519-5624 Mobile**