

STATE OF OREGON

INTEROFFICE MEMO

BUILDING CODES DIVISION

JULY 1, 2008

To: Consistent Forms and Fees Committee

From: Aeron Teverbaugh, Policy Analyst

Subject: Model Forms and Minimum Requirements for Forms

The division is providing model forms that a municipality may use in lieu of developing their own forms. If a municipality chooses to develop their own forms the minimum content required is as follows.

For municipalities that calculate permit fees electronically,

All forms must include:

- Permittee Information (name, address, contact number, and license information where applicable);
- Construction Type – residential or commercial
- Certification of Residential or Farm Property owned by the permittee or a member of their family – if the municipality uses a separate form to certify this information it does not need to be included on a permit application;
- Information to locate the job site;
- The 12% State Surcharge calculated from the total of permit fees - if the municipality calculates the State Surcharge electronically it is not required to include a section on its application;
- Where required, a section for plan review fees – if the municipality calculates plan review fees electronically it is not required to include a section on its application.

Additional Required Information

NOTE: The requirements listed below, except for structural permits, are separated based on commercial or residential for convenience only. Separate permits are not required.

Electrical:

- Sections for each category, procedure and requirement established by 918-309-0020 through 918-309-0070.
- NOTE: The model forms developed by the division separated the Residential Restricted Energy Electrical Applications from the general Electrical Permit. This separation is for convenience only. It is not required.

Manufactured Home Siting and Recreational-Park trailer:

- A section for the single fee for installation and set-up of a manufactured home;
- The state administrative fee of \$30 for placement of a manufactured dwelling;
- A section addressing decks or other accessory structures and foundations that don't meet the prescriptive requirements of the Oregon Manufactured Dwelling Code;
- NOTE: a municipality may use a structural permit for manufactured home siting so long as the calculation follow the methodology required by the rules.

Mechanical Residential:

- A section with space for totaling a per appliance and related equipment fee; and
- A section for the set minimum fee.

Mechanical Commercial:

- A section with space for totaling the value of the mechanical equipment and installation costs;
- A section for applying the municipality's fee schedule to the valuation; and
- A section for the set minimum fee.

Plumbing Residential:

- A section for the base fee for new construction - this includes one kitchen, and the first 100 feet of water and sewer lines; hose bibs, icemakers; underfloor low-point drains, and rain drain packages that include piping, gutters, downspouts, and perimeter system;
- The section for the base fee must have space to calculate the number of bathrooms from one to three, on a graduated scale;
- A section addressing an additional set fee for each kitchen over one and each bathroom over three;
- Sections for additional water, sewer and service piping or private storm drainage systems exceeding the first 100 feet;
- Sections addressing any items not covered in the base cost of the plumbing permit (i.e. irrigation systems, stormwater retention facilities);
- A section for a fire suppression systems graduated set fee based on square footage;
- For alterations, a section for number of fixtures appurtenances and piping and a section for a set minimum fee.

Plumbing Commercial:

- A section with space for totaling the number of fixtures;
- A section for totaling the footage of piping;
- A section for a set minimum fee;
- A section for valuing the medical gas installation and applying to the municipality's fee schedule.

Structural Residential and Commercial:

- A section for valuation calculation.
- Where a municipality uses a general "Building Permit" and calculates fees electronically, the only requirement is that the calculation method conforms to the rules. Manufactured Home siting may be included on a structural or general building permit so long as the permit fee is calculated appropriately.

Contact: If you have any questions please contact Aeron Teverbaugh at 503-373-1354 or aeron.teverbaugh@state.or.us.