



**Consistent Forms and Fee Methodology
OAR 918-050**

The division, with the assistance of a Consistent Forms and Fees Committee, has developed a uniform methodology for determining permit fees throughout the state. Municipalities have until January 1, 2009 to bring their fees into compliance with the new rules, which are modeled after the Tri-County methodology. The methodology provides predictability for customers and will assist contractors calculating bids. A consistent fee methodology *does not* mean consistent fees. The new rules establish a consistent method and adopt a standard valuation, but jurisdictions continue to have the freedom to set their fee schedules to ensure sufficient operating funds.

- Where fees change only as a result of a municipality coming into compliance with the new rules and the current ICC table, the division will not consider it a fee change subject to the notice requirements of 918-020-0220. (See below for more information).
- For items not expressly covered by the new methodology, a municipality may either, fit the item within the appropriate program area or develop a reasonable permit fee.
- Municipalities can use the model forms provided by the division or develop their own forms meeting the division's minimum content. The division will post model forms and minimum content on its web site.

Important features of the new rules**ICC VALUATION TABLE**

Because regional modifiers won't be used, the average national construction costs provided by the ICC Valuation Table will provide for uniformity of valuation across the state. The appropriate valuation is plugged into the municipality's fee schedule to determining the permit cost.

- The ICC Valuation Table is published twice a year, but municipalities will only be required to use the table that is current as of April 1st of each year. Municipalities will not have to update tables when a new one is published after April 1.
 - ❖ The yearly update of the table won't subject jurisdictions to the 918-020-0220 notice requirements because the version of the table is in rule. But local requirements may apply.
 - ❖ Because the table's valuation is "plugged into" a jurisdiction's fee schedule, changes in the table will not necessarily affect fees charged.
 - ❖ The notice requirements of 918-020-0220 will apply to changes to fee schedules (but see Additional Information below).
- Residential Structural Permit fees will be based off the ICC table.
 - ❖ "Residential structures" means R3 occupancies covered under the ORSC – it does not include apartments.
- Commercial Structural Permit fees will be calculated using either the ICC table or the stated value of a project to determine valuation.
- For remodels and alterations, valuation is determined by fair market value.

OTHER PERMIT FEES

- Electrical permit categories and procedures will be those set out in OAR 918-309-0020 thru 918-309-0070.



- Residential plumbing permit fees will be calculated on a graduated scale based on the number of bathrooms – from one to three.
 - ❖ Base cost includes: one kitchen, 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.
 - ❖ For more than 1 kitchen or 3 bathrooms a set fee will be charged for each additional kitchen or bathroom.
- Commercial plumbing fees will be based on the number of fixtures and the footage of piping.
- Residential mechanical fees will be figured per appliance and related equipment with a set minimum fee.
- Commercial mechanical fees will be calculated by the value of the mechanical equipment and installation costs. The valuation will be applied to the fee schedule, with a set minimum fee.
- Fire suppression system permit fees will be a graduated set fee based on square footage.
- Manufactured Home Siting will be a single fee for installation and set-up.
 - ❖ The fee includes: concrete slab, runners or foundations when they comply with the prescriptive requirements of the code. Also includes electrical feeder, plumbing connections and all cross-over connections.
 - ❖ Accessory structures outside prescriptive requirements, and utility connections beyond 30 lineal feet, new or additional electrical services or plumbing, may require additional permits.

FEE SCHEDULES

- ORS 455.210(3) allows municipalities to adopt “reasonable fees” to “provide for the administration and enforcement” of the building code program.
- Municipalities must incorporate all of their building inspection program administrative fees into their fee schedules. A municipality is not precluded from communicating to customers exactly how fees are arrived at.
- If a municipality assesses a charge on all its permits (for instance a parks surcharge), whether or not they relate to the building code program, then it will not need to be incorporated into its fee schedule. If a municipality assesses a charge only for actions related to the building inspection program then it must be figured into its building permit fee schedule.

ADDITIONAL INFORMATION

- These changes will require some municipalities to recalculate fees to accommodate the new methodology. Where fee changes are *revenue neutral* or due only to the adoption of the new valuation table, the division will not require notice under 918-020-0220.
 - ❖ To determine if a fee change is revenue neutral, a municipality can calculate the cost of a permit under its old method and the same permit under the new method, using the new fee schedule for both – if the fee is the same, then the change is revenue neutral and won’t trigger notice to BCD; OR
 - ❖ Where a change in fees is purely the result of switching to the new methodology, and no changes are made to the fee schedule, BCS won’t require notice.
 - ❖ Municipalities may still have to comply with 294.160 (requiring opportunity for public comment) and any other local notice requirements.
 - ❖ Future fee changes, but not simple updates of the ICC table, must comply with the 918-020-0220 notice to BCD.

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