

**DIVISION 90  
SPECIALTY CODE PLAN REVIEW AND  
INSPECTION**

**918-090-0000****Purpose and Scope**

(1) These rules establish registration requirements for businesses that perform specialty code inspections or plan reviews, and establish license requirements for individuals who perform specialty code inspections or plan reviews who are not employed by the division or a municipality.

(2) Nothing in these rules is meant to change existing requirements for individual certification to perform plan reviews and inspections under OAR chapter 918, division 098, 281, 695, or 780.

(3) For the purpose of these rules "plan reviewer" and "plans examiner" have the same meaning.

(4) Persons approved and certified by the division who perform amusement ride or boiler inspections under the authority of ORS Chapters 460 and 480 and rules adopted thereunder are not required by OAR chapter 918, division 090 rules to be licensed or registered.

Stat. Auth: ORS 455.457

Stats. Implemented: ORS 455.455 & 455.457

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef.10-1-02; BCD 16-2005(Temp), f. & cert. ef. 7-7-05 thru 12-31-05; BCD 26-2005, f. 12-15-05, cert. ef. 1-1-06

**918-090-0010****Definitions**

As used in OAR chapter 918, division 090, unless the context requires otherwise:

(1) "Employed" means working directly for an employer as an employee and completing a withholding exemptions certificate required by ORS 316.162 to 316.212.

(2) "Employee" means an individual who has completed a withholding exemptions certificate required by ORS 316.162 to 316.212.

(3) "Designated Licensed Plan Reviewer" means a licensed plan reviewer authorized by the division or a municipality to perform simple one- and two-family plan reviews directly for a permit applicant on their behalf.

(4) "Division" is defined in OAR 918-001-0005.

(5) "Inspector" is a person appropriately certified under OAR chapter 918, division 098, 281, 695 or 780 who inspects work performed under the state specialty codes and approves the required inspections.

(6) "Licensed Plan Reviewer or Inspector" is an individual who is licensed to perform specialty code inspections or plan reviews under ORS 455.457 and these rules.

(7) "Limited Licensed Plan Reviewer or Inspector" is an individual who:

(a) Is licensed to perform specialty code inspections or plan reviews under ORS 455.457 and these rules;

(b) Contracts directly with a municipality or the division to perform specialty code inspections or plan reviews on a temporary basis to backfill a vacant position or to supplement existing employees;

(c) Works under the authority of a designated state certified building official employed by a municipality or the division; and

(d) Whose contract or contracts to perform plan reviews and inspections do not exceed \$10,000 annually.

(8) "Municipality" is defined in ORS 455.010.

(9) "Person" means an individual, partnership, joint venture, private or public corporation, association, firm, public service company, or any other entity, public or private, however organized.

(10) "Plan Reviewer" is a person who is appropriately certified under OAR chapter 918, division 098, 281 or 780 who reviews plans for compliance with the state specialty code(s) and approves the plans for permit and construction.

(11) "Registrant" means those businesses registered with the division under OAR chapter 918, division 090 rules to engage in the business of performing plan review and inspection services.

(12) "Specialty Code" is defined in ORS 455.010.

Stat. Auth: ORS 455.455, 455.457, 455.459, 455.461 & 455.463

Stats. Implemented: ORS 455.455, 455.457, 455.459, 455.461 & 455.463

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef.10-1-02; BCD 16-2005(Temp), f. & cert. ef. 7-7-05 thru 12-31-05; BCD 26-2005, f. 12-15-05, cert. ef. 1-1-06

**Business Registration Requirements**

**918-090-0100****General Business Registration Requirements**

A registration as a plan review and inspection business shall be held by any person who engages in or follows the business or occupation of, or advertises or purports to engage in or perform plan reviews or inspections other than as an exclusive employee of a municipality, the division or a registered plan review and inspection business. Individuals who have a limited license to perform specialty code inspections or plan reviews who work under the authority of a designated state certified building official employed by a municipality or the division are not required to hold a business registration.

Stat. Auth: ORS 455.457

Stats. Implemented: ORS 455.457

Hist: BCD 16-2001, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef.10-1-02

### **918-090-0110**

#### **Business Registration Application Requirements**

(1) Applicants for a plan review and inspection business registration shall submit an application on division-supplied forms and a \$50 application fee. The applicant shall also pay a registration fee based on \$60 per hour for review and approval of the application and quality control manual up to an amount not to exceed \$300.

(2) Application for plan review and inspection business registration shall include at least the following:

(a) Applicant name, address, telephone number, fax number and, if available, e-mail address;

(b) Type of business (individual, partnership or corporation);

(c) Names and titles of principals, officers, directors, major shareholders or other responsible agents;

(d) Names and titles of all managers and supervisors of plan reviewers and inspectors;

(e) Names and certification and license numbers of all plan reviewers, plans examiners and inspectors whether employed or under contract;

(f) Names of the municipalities with which the registrant intends to contract, the scope of work intended to be performed under the contract and, if this information is not available, the geographical areas in which the registrant intends to work;

(g) Proof of general liability insurance of at least \$1 million or its equivalent, including but not limited to the name of the insurance company, the amount for which insured, the policy number, expiration date and the current business address and phone number of the insurance company's agent;

(h) Proof of "errors and omissions" liability insurance or its equivalent, of at least \$500,000 per occurrence, with an aggregate limit of at least \$500,000 per policy year, including but not limited to, the name of the insurance company, the amount for which insured, the policy number and expiration, and the current business address and phone number of the insurance company's agent. In lieu of errors and omission insurance required by this rule, businesses contracting directly with a municipality to provide specialty code inspections and plan reviews, may be covered by the municipality's insurance. When this option is used, the business shall submit sufficient information for the division to determine the errors and omissions insurance is covered by all municipalities for which the person or business is working; and

(i) Provide a quality control manual complying with OAR 918-090-0300 for division approval describing operating procedures and the process to

ensure all applicable code provisions will be enforced as required by these rules.

(3) Business registrations shall be renewed on a two-year cycle, beginning March 1, 2002, on a division-approved form. Businesses shall submit a \$100 renewal fee. Applicants shall also submit:

(a) Proof of all insurance required in Section (2) of this rule; and

(b) Any changes in the original registration application and quality control manual.

(4) The division shall approve or deny any completed application for plan review and inspection business registration within 60 days of receipt.

(5) Persons denied registration may appeal this decision to the director and request contested case procedures under ORS Chapter 183.

Stat. Auth: ORS 455.457 & 455.461

Stats. Implemented: ORS 455.457 & 455.461

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef.10-1-02

### **918-090-0120**

#### **Registered Business Responsibilities**

(1) A business registered pursuant to ORS 455.457 shall employ or contract with plan reviewers and inspectors who are licensed under these rules and certified by the division in accordance with OAR chapter 918, division 098, 281, 695, or 780 for the specific type of inspections or plan reviews that person will perform;

(2) A business registered to perform specialty code plan reviews or inspections shall assure that all certified inspectors and plans examiners maintain their minimum continuing education credits required by OAR chapter 918, division 090, 098, 281, 695, or 780.

(3) A business registered to perform specialty code plan reviews or inspections shall submit to the division an amended application or quality control manual within ten days of the date any licensed and certified inspection or plans examiner staff or contracted person is hired or discharged from the employment of that agency.

Stat. Auth: ORS 455.455, 455.457 & 455.461

Stats. Implemented: ORS 455.455, 455.457 & 455.461

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef.10-1-02

### **918-090-0130**

#### **Additional Requirements**

(1) In addition to the insurance requirements set forth in these rules, a business registered to perform specialty code plan reviews or inspections shall;

(a) Authorize their insurance company to notify the division upon any change to or cancellation of the insurance required for their business registration; and

(b) Notify the division of any change to or cancellation of the insurance required for their business registration within three working days.

(2) A business registered to perform specialty code plan reviews or inspections that cancels or loses the minimum required insurance shall have their registration immediately suspended, until the registrant obtains the required insurance to resume business.

(3) Licensed employees or subcontractors of a registered business whose registration has lapsed, been revoked or been suspended shall not continue providing specialty code plan review and inspection services until they obtain a business registration, go to work for another

registered business, municipality or the division, or until the registration of the business in question is reestablished.

Stat. Auth: ORS 455.455 & 455.457

Stats. Implemented: ORS 455.455 & 455.457

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef. 10-1-02

### **Specialty Code Plan Reviewer and Inspector License**

#### **918-090-0200**

##### **Licensing Scope**

(1) An individual licensed before July 1, 2005 may perform specialty code plan reviews or inspections under ORS 455.457 and these rules as follows:

(a) Licensed Plan Reviewer or Inspector:

(A) performs specialty code plan reviews or inspections not as an employee of a municipality or the division; or

(B) be Employed to perform plan reviews or inspections for one or more municipalities, but also may performs plan reviews or inspections as other than an employee of a municipality or the division.

(b) Limited Licensed Plan Reviewer or Inspector:

(A) Contracts directly with a municipality or the division to perform specialty code inspections or plan reviews on a temporary basis to backfill a vacant position or supplement existing employees; and

(B) Works under the authority of the designated state certified building official who is a municipal or state employee.

(2) An individual licensed on or after July 1, 2005 may perform specialty code plan reviews or inspections as outlined in Section (1), but are restricted in scope of work for commercial or residential based on experience demonstrated under OAR 918-090-0210.

(3) An employee of a municipality or the division need not be licensed while performing plan reviews or inspections on behalf of another municipality while in the official capacity as an employee of the division or municipality.

Stat. Auth: ORS 455.457

Stats. Implemented: ORS 455.457

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef. 10-1-02; BCD 16-2005(Temp), f. & cert. ef. 7-7-05 thru 12-31-05; BCD 26-2005, f. 12-15-05, cert. ef. 1-1-06

#### **918-090-0210**

##### **Licensing Application Requirements**

(1) Licensed Plan Reviewer or Inspector Applicants must submit an application on division-supplied forms that shall include a listing of current specialty code certifications along with a \$100 application fee. The applicant shall pass a division-approved examination on the substance and intent of the laws and rules related to the licensure of plan reviewers and inspectors. If an applicant fails to take the examination within 60 days of being approved to do so, the applicant must reapply. Applicants who fail the division approved examination shall be required to pay a \$25 fee and wait 30 days before retaking the required examination, but shall not make more than three attempts in a 12-month period.

(2) Limited Licensed Plan Reviewer or Inspector Applicants must submit an application on a division-supplied form, that shall include a listing of current specialty code certifications, along with a \$50 application fee. The applicant shall identify the building inspection programs for which they will be working. No examination is required for the limited plan reviewer and inspector license.

(3) Applicants shall first apply for and obtain the required specialty code certifications under OAR chapter 918, division 098, 281, 695, or 780, prior to becoming a Licensed Plan Reviewer or Inspector or a Limited Licensed Plan Reviewer or Inspector under these rules.

(4) Beginning July 1, 2005, individuals applying to be a Licensed Plan Reviewer or Inspector, or a Limited Licensed Plan Reviewer or Inspector must demonstrate a minimum level of experience to the division. An individual's scope of work will be restricted based on certification and experience. The division will designate the scope of work allowed based on an applicants experience. License applicants must obtain the appropriate certificate recognized under OAR 918-098-1010 through 918-098-1220. In addition to obtaining the appropriate certification under Chapter 918, division 098, license applicants must demonstrate to the division the following:

(a) To perform plan reviews and inspections on residential structures either

(A) Two years of construction or inspection related experience or its equivalent; or

(B) An approved one year inspection-related program and one year of construction or inspection-related experience; or

(C) A degree from a division approved two-year inspection related program or its equivalent.

(b) To perform plan reviews and inspections on all structures either

(A) An Oregon registration as an architect, an Oregon certified professional engineer, or a Bachelor or Master degree in architecture, civil or structural engineering; or

(B) 4 years diversified experience designing commercial structures; or

(C) 4 years diversified experience as a plans examiner in another jurisdiction reviewing commercial structures for compliance with a recognized code for building construction.

(5) Licensed Plan Reviewer or Inspector, and Limited Licensed Plan Reviewer or Inspector must renew every two years on division-approved forms, submit the form with payment to the division before the license expiration date, meet continuing education requirements outlined in sub-section (c), and update or change any information that is no longer current.

(a) Licensed Plan Reviewer or Inspector must pay a \$50 renewal fee.

(b) Limited Licensed Plan Reviewer or Inspector must pay a \$25 renewal fee.

(c) Licensed Plan Reviewer or Inspector, and Limited Licensed Plan Reviewer or Inspector must also meet continuing education requirements as determined by the division related to legislative changes in the substance and purpose of ORS 455.455 through 455.467, and the rules adopted thereunder.

(d) An individual who submits a license renewal after the expiration date must reapply for a new license and meet all requirements of a new applicant.

(6) A Licensed Plan Reviewer or Inspector, and Limited Licensed Plan Reviewer or Inspector license is valid only for the specialty code certifications held by the licensee. A licensed individual must work within the scope of the license or may be subject to sanctions under OAR 918-098-1500. The license shall be suspended or revoked if the licensee no longer holds at least one current certification as a plans examiner or inspector.

(7) Individuals denied licensure may appeal this decision to the director and request contested case procedures under ORS Chapter 183.

Stat. Auth: ORS 455.457

Stats. Implemented: ORS 455.457

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef. 10-1-02; BCD 16-2005(Temp), f. & cert. ef. 7-7-05 thru 12-31-05; BCD 26-2005, f. 12-15-05, cert. ef. 1-1-06

## Quality Control Manual

### 918-090-0300

#### Requirements for the Quality Control Manual

(1) All registered businesses providing plan review and inspection services shall create, maintain and make available to customers and affected jurisdictions, a quality control manual for their business operations that is approved by the division and includes the following:

(a) The scope of work performed by the business;

(b) Organizational structure of the company including the person or persons responsible for technical management and quality control;

(c) A listing of the business's contact numbers including address, phone and fax and, if available, e-mail;

(d) Name and policy number of insurance carriers as required by these rules, or where applicable, verification from the municipality in which they are working, of municipality insurance coverage;

(e) Procedures for approval of alternate materials, design or methods of construction and modifications through the building official having jurisdiction; and

(f) Any documented policies and procedures describing business operations or application of the state building code and related regulations.

(2) Registered businesses providing building official and building inspection program services as described in OAR chapter 918, division 020 shall also include the following information in their manual:

(a) Procedures for creating, maintaining and notifying the division of changes to the building inspection program standards (Operating Plan) required by OAR 918-020-0090; and

(b) Documentation of accounting procedures for receiving permit and hourly inspection fees and submitting required state surcharge reports and revenues to the division.

(3) Registrants may substitute copies of policies, procedures and forms used by the authority having jurisdiction, for portions of the Quality Control Manual required by this rule where the local procedures are used by the business to perform their work.

(4) Each registrant shall supplement its quality control manual following any change in process or items described in this rule and submit the supplement to the division for approval.

(5) Registered businesses shall review their quality control manual at least once a year to verify it appropriately reflects its current organization and operations. Any revisions shall be forwarded to the division and incorporated into the copy available to customers and affected jurisdictions following division approval.

Stat. Auth: ORS 455.461

Stats. Implemented: ORS 455.461

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef. 10-1-02

**918-090-0310****Record Keeping Requirements**

(1) Businesses registered with the division to hire persons to perform specialty code plan reviews and inspections shall maintain records required by these rules including but not limited to:

(a) Plan review and inspection activity with the jurisdiction and address;

(b) For plan review the use of the building, size and its valuation;

(c) Any documents maintained by the business, relating to inspector and plans examiner certifications; and

(d) Inspector and plans examiner continuing education records.

(2) Where the business is the only provider of inspection and plan review services to a municipality, the municipality's records may substitute for the requirements of Section (1) of this rule.

(3) Proof of insurance for a minimum of four years following expiration or use of their business registration.

Stat. Auth.: ORS 455.461

Stat. Implemented: ORS 455.461

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef. 10-1-02

**918-090-0320****Requirements for Plan Review for Simple One- and Two-Family Dwellings**

The following minimum requirements apply to registered businesses and licensees who are designated plan reviewers providing plan reviews for simple one- and two-family dwellings pursuant to ORS 455.465. The business or licensee shall:

(1) Receive the plan and verify that it is complete using a plan intake checklist approved by the division;

(2) Use appropriately certified and licensed individuals, to review the plan, document any code deficiencies in writing and cite the applicable code sections;

(3) When necessary, require revised plans or additional information to complete the review;

(4) Mark all required sets of plans as reviewed by a licensed plan reviewer with a stamp that includes the licensee's printed name and signature, date and license number;

(5) Attach the list of plan review corrections to each set of plans;

(6) Return plans, plan review correction list and any supporting documents to the applicable jurisdiction or to the applicant for submittal to the authority having jurisdiction;

(7) Send a copy of the plan correction list directly to the authority having jurisdiction; and

(8) Make files relating to each plan review available to the applicant, the authority having jurisdiction and the division for review.

Stat. Auth: ORS 455.457

Stats. Implemented: ORS 455.457

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef. 10-1-02

**Monitoring****918-090-0400****Specialty Code Plan Reviewer and Inspector License and Business Registration Monitoring**

This rule will become effective October 1, 2000.

(1) The division shall conduct monitoring of registered businesses or licensees with prior notice during any reasonable time. Monitoring shall include a review of the work performed by a registrant or licensee.

(2) Division monitoring may take place at the registrant's place of business, at the location where business records are kept or at the building or project site. Following completion, monitoring reports shall be forwarded to the registrant or licensee in a timely manner.

(3) The division shall review and monitor the records and performance of each registrant or licensee to assure conformance with ORS Chapter 455, the Oregon specialty codes and these rules. The division shall review and monitor each registrant or licensee at least once every two years. To the degree possible and where applicable, these reviews shall be coordinated with local program reviews.

(4) The registrant or licensee shall make available to the division all requested documents in their possession including but not limited to:

(a) Quality Control Manual(s) and other approved policies and procedures;

(b) Plan review records and status reports;

(c) Inspection records and reports;

(d) Reviewed and approved plans;

(e) Test records and reports;

(f) Copies of approved alternate materials, design or methods of construction and modifications;

(g) Contracts for plan review and inspection services;

(h) Continuing education records required under OAR chapter 918, divisions 090, 098, 281, 695, or 780;

(i) Where permits are issued and inspections performed, accounting records necessary to verify accurate collection and payment of state surcharges;

(j) Approval of special inspectors and their reports; and

(k) Appropriate insurance records.

Stat. Auth: ORS 455.461

Stats. Implemented: ORS 455.461

Hist: BCD 11-2000, f. 6-23-00, cert. ef. 7-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef. 10-1-02

**Enforcement****918-090-0910****Penalty Guidelines**

(1) For the purposes of this rule, an employer of the licensee is defined by ORS 652.310. This includes any person who engages personal services of one or more other persons.

(2) A relative is defined by ORS 95.200. This includes relatives of both the plan reviewer and the spouse of the plan reviewer.

(3) Persons subject to the penalties set forth in ORS 455.895 include, but are not limited to, the following:

(a) An individual who performs and approves specialty code plan reviews or inspections while neither an employee of a municipality or the division, nor licensed by the division as a plan reviewer and inspector.

(b) An individual who performs and approves specialty code plan reviews or inspections for a fee or other valuable consideration while not an employee of a municipality, the division, or a business registered by the division as a plan reviewer and inspector business.

(c) An individual whether or not licensed as a plan reviewer and inspector, or other entity, purporting to perform specialty code plan reviews or inspections without being registered with the division as a plan reviewer and inspector business.

(d) A person, other than a municipality or the division, who employs or contracts with an unlicensed person to perform specialty code plan reviews or inspections.

(e) A licensed plan reviewer and inspector who performs an inspection on a simple one- or two-family dwelling for which they previously performed a plan review while acting in the capacity of a designated plan reviewer under ORS 455.465.

(f) Any individual, including municipal or division employees, who performs a plan review or inspection for a project in which the plan reviewer and inspector, or the plan reviewer and inspector's employer or relative, has any financial interest or business affiliation. Registrants and their employees, and employees of a municipality or the division may perform plan reviews or inspections of projects owned by any municipality or the State of Oregon.

(g) Any licensed specialty code plan reviewer and inspector who performs plan reviews or inspections in a specialty code area in which they do not hold a valid certification.

(h) Any licensed specialty code plan reviewer and inspector whose license has been suspended, revoked or is invalid for any other reason, who performs plan reviews or inspections.

(i) Any officer, director, shareholder or agent of a corporation, or member or agent of a partnership or

association who personally participates in, or is an accessory to, any violation listed in these rules.

Stat. Auth: ORS 455.455 & 455.895

Stats. Implemented: ORS 455.455 & 455.895

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef.10-1-02

**918-090-0920****Investigation and Enforcement**

For the purposes of administering and enforcing ORS 455.455 through 455.471, the division may charge a fee of \$60 per hour when additional investigation or analysis is necessary.

Stat. Auth: ORS 455.457 & 455.461

Stats. Implemented: ORS 455.457 & 455.461

Hist.: BCD 11-2000, f. 6-23-00, cert. ef. 7-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef.10-1-02

**918-090-0930****License and Registration Revocation, Cancellation or Suspension**

(1) For the purpose of ORS 455.457, failing to achieve or maintain licensing competency or acting in such a manner that otherwise constitutes a danger to the public health or safety includes, but is not limited to, the following:

(a) Failing to complete required continuing education requirements;

(b) Failing to renew the license prior to expiration;

(c) Employing or contracting with uncertified or unlicensed plan reviewers, plans examiners and inspectors;

(d) Repeatedly failing to perform plan reviews or inspections that meet the minimum requirements of the **Oregon Specialty Codes**;

(e) Repeatedly failing to require correction of conditions that are in violation of the Oregon Specialty Codes;

(f) Failing to maintain plan review or inspection report records;

(g) Consistently failing to perform plan reviews or inspections in a timely manner;

(h) Failing to meet the provisions of their quality control manual as approved by the division;

(i) Failing to meet the division's reporting requirements;

(j) Failing to submit and comply with an approved monitoring report correction plan;

(k) Entering into a project where the registrant or licensee has any financial interest or business affiliation;

(l) Submitting false information in application for certification;

(m) Submitting false information in plan reviews and inspection reports;

(n) Altering or falsifying plan review or inspection reports or records;

(o) Failing to maintain insurance as required by these rules;

(p) Failing to maintain at least one specialty code plans examiner or inspector certification as required by OAR 918-090-0210 to perform the scope of work defined in the business quality control manual;

(q) Violating any Oregon law or the administrative rules adopted thereunder relating to any specialty code; or

(r) Committing any other activity prejudicial to the **Oregon Specialty Codes** in locations subject to the authority of the registrant or licensee.

(2) A person whose license or registration has been revoked or suspended under ORS 455.457 and this rule may apply for its reinstatement not less than 90 days from the date of the revocation or suspension unless otherwise stated in the final order or these rules. The division may withhold reinstatement of a license or registration for up to one year, or until resolution of the alleged violations for which the license or registration was suspended.

(3) When a license or registration is suspended for any reason, it is necessary for the licensee or registrant to continue to comply with continuing education requirements where applicable and to apply for and pay for renewal of the license to prevent cancellation of the license by operation of law. In the event a license is revoked, the licensee or registrant will need to reapply as a new applicant.

Stat. Auth: ORS 455.457

Stats. Implemented: ORS 455.457

Hist.: BCD 16-2000, f. 8-4-00, cert. ef. 10-1-00; BCD 10-2002(Temp), f. 5-14-02, cert. ef. 5-15-02 thru 11-10-02; BCD 29-2002, f. & cert. ef.10-1-02