

RESOLUTION NO. 2008-_____

A RESOLUTION TO ADOPT NEW METHODOLOGY FOR DETERMINING BUILDING PERMIT FEES FOR THE CITY OF ASHLAND BUILDING DIVISION ELECTRICAL, MECHANICAL, STRUCTURAL AND PLUMBING PROGRAMS AND REPLACE RESOLUTION 2003-15

Recitals:

A. The City wishes to clarify that Resolution 2003-15 no longer applies to the administration of building division fees.

B. The City wants to emphasize that the fees and methodologies provided are consistent with uniform methodology required under OAR 918-050.

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

SECTION 6 This resolution was duly PASSED and ADOPTED this _____ day of _____, 2008, and takes effect upon signing by the Mayor.

SECTION 1. This resolution replaces Resolution 2003-15 as approved by the City Council on May 21, 2003.

SECTION 2 The Structural Program (including valuation), marked as Exhibit "A"

SECTION 3 The Plumbing Program Fees marked as Exhibit "B" and Exhibit "C" are adopted.

SECTION 4 The Mechanical Program Fees, marked as Exhibit "D" and "E", are adopted.

SECTION 5 The Electrical Program (including restricted energy), marked as Exhibit "F".

Barbara Christensen, City Recorder

SIGNED and APPROVED this _____ day of _____, 2008.

John W. Morrison, Mayor

Reviewed as to form:

Richard Appicello, City Attorney

| Building Permit Fees for Commercial and Residential | | EXHIBIT A |
|--|---|--|
| Total Value of Work Performed | | |
| \$1 to \$500 | | \$10.00 |
| \$501 to \$2000 | | \$10.00 for the first \$500 plus \$1.50 for each additional \$100 or fraction thereof, to and including \$2000 |
| \$2,001 to \$25,000 | | \$32.50 for the first \$2000 plus \$6.00 for each additional \$1000 or fraction thereof, to and including \$25,000 |
| \$25,001 to \$50,000 | | \$170.50 for the first \$25,000 plus \$4.50 for each additional \$1000 or fraction thereof, to and including \$50,000 |
| \$50,001 to \$100,000 | | \$283.00 for the first \$50,000 plus \$3.00 for each additional \$1000 or fraction thereof, to and including \$100,000 |
| \$100,001 and up | | \$433.00 for the first \$100,000 plus \$2.50 for each additional \$1000 or fraction thereof |
| Plan Review Fee for Commercial and Residential | | |
| Plan Review Fee | A plan review fee equal to 65% of the building permit fee shall be due at application | |
| Additional Plan Review Fee | \$65.00 per hour | |
| Deferred Submittal Fee | 65% of building permit fee of deferred submittal valuation with a \$50 minimum fee | |
| Miscellaneous Fees for Commercial Structural and Residential | | |
| Commercial Fire Sprinkler/Fire Suppression/Fire Alarm | Total value of work performed (see Building Permit Fees) | |
| Commercial Fire Sprinkler/Fire Suppression/Fire Alarm Plan Review | 65% of building permit fee | |
| Residential Fire Sprinkler (based on square footage; includes plan review fee) | | |
| 0 - 2,000 sq. ft. | | \$200.00 |
| 2,001 - 3,600 sq. ft. | | \$263.00 |
| 3,601 - 7,200 sq. ft. | | \$317.00 |
| 7,201 sq. ft. and up | | \$373.00 |
| Inspection Fees for Commercial and Residential | | |
| Inspections for which no building permit applies (minimum 1 hour) | \$65.00 per hour; per inspector | |
| Reinspection Fee | \$50.00 | |
| Inspections outside normal business hours (minimum 1 hr) | \$130.00 per hour; per inspector | |
| | | |
| | | |

| Residential Plumbing Permit Fees | | Exhibit B |
|---|-----------------|------------------|
| Description | Quantity | Cost Each |
| New Residential | | |
| 1 bathroom/1kitchen (includes: first 100 feet of water/sewer lines; hose bibs; ice maker; underfloor low-point drains; and rain-drain packages) | | \$285 |
| 2 bathrooms/1 kitchen | | \$345 |
| 3 bathrooms/1 kitchen | | \$405 |
| Each additional bathroom (over 3) | | \$45 |
| Each additional kitchen (over 1) | | \$45 |
| Remodel/Alterations | | |
| Remodel/Alterations (minimum fee) | | \$40 |
| Each fixture, appurtenance, and first 100 ft of piping | | \$15 |
| Miscellaneous Residential | | |
| Minimum Fee | | \$40 |
| Piping or private storm drainage systems exceeding the first 100 feet | | \$22 |
| Backflow Assembly | | \$15 |
| Residential Fire Sprinklers (include plan review) | | |
| 0 to 2,000 square feet | | \$2.44/sq ft |
| 2,001 to 3,600 square feet | | \$2.44/sq ft |
| 3,601 to 7,200 square feet | | \$2.44/sq ft |
| 7,201 square feet and greater | | \$2.44/sq ft |
| Manufactured Dwelling or Pre-Fab (Circle one) | | |
| Connections to building sewer and water supply | | \$50 |
| RV and Manufactured Dwelling Parks | | |
| Base fee (including the first 10 or fewer spaces) | | \$150 |
| Each additional 10 spaces | | \$100 |

| Commercial Plumbing Permit Fees | | EXHIBIT C |
|--|----|-------------------------------------|
| Commercial, Industrial, and dwellings other than one- or two-family | | |
| Minimum fee | | \$40 |
| Each fixture | | \$15 |
| Piping (based on number of feet) | | \$.75/ft |
| Miscellaneous | | |
| Minimum Fee | | \$40 |
| Specialty fixtures | | \$15 |
| Reinspection (no. of hrs. x fee per hour) | | \$65 |
| Special requested inspections (no. of hrs. x fee per hour) | | \$65 |
| Medical gas piping | | |
| Minimum fee | | \$50 |
| Enter valuation of installation of equipment | \$ | |
| Valuation \$500 to \$2,000 | | \$50 + \$5 per \$100 of valuation |
| Valuation \$2,001 to \$25,000 | | \$125 + \$18 per \$100 of valuation |
| Valuation \$25,000 to \$50,000 | | \$540 + \$14 per \$100 of valuation |
| Valuation \$50,001 to \$100,000 | | \$890 + \$9 per \$100 of valuation |
| Valuation greater than \$100,000 | | \$1,340 + 8 per \$100 of valuation |

| Residential Mechanical Permit Fees | | EXHIBIT D |
|---|-----------------|------------------|
| | Quantity | Cost Each |
| Mechanical Permit Minimum Fee | | \$50 |
| Furnace/Burner including ducts & vents | | |
| Up to 100k BTU/hr. | | \$12 |
| Over 100k BTU/hr. | | \$15 |
| Heaters/Stoves/Vents | | |
| Unit heater | | \$15 |
| Wood/pellet/gas stove/flue | | \$15 |
| Repair/alter/add to heating appliance or refrigeration unit or cooling system/absorbtion system | | \$12 |
| Evaporated cooler | | \$15 |
| Vent fan with one duct/appliance vent | | \$7.50 |
| Hood with exhaust and duct | | \$10 |
| Floor furnace including vent | | \$15 |
| Gas Piping | | |
| One to four outlets | | \$6 |
| Additional outlets (each) | | \$.75 |
| Air-handling Units, including Ducts | | |
| Up to 10,000 CFM | | \$10 |
| Over 10,000 CFM | | \$15 |
| Compressor/Absorption System/Heat Pump | | |
| Up to 3 hp/100K BTU | | \$15 |
| Up to 15 hp/500K BTU | | \$25 |
| Up to 30 hp/1,000 BTU | | \$50 |
| Up to 50 hp/1,750 BTU | | \$60 |
| Over 50 hp/1,750 BTU | | \$75 |
| Incinerators | | |
| Domestic incinerator | | \$25 |

| Commercial Mechanical Permit Fees | | Exhibit E |
|---|----|------------------|
| Minimum Fee | | \$50 |
| Enter total valuation of mechanical system and installation costs | \$ | |
| Enter fee based on valuation of mechanical system, etc. | | 5% of valuation |
| Miscellaneous Fees | | |
| Reinspection | | \$50 |
| Specially requested inspection (per hour) | | \$65 |
| Regulated equipment (unclassified) | | \$50 |
| | | |

| Electrical Permit Fees | | EXHIBIT F |
|---|-----------------|------------------|
| Residential per unit, service included | Quantity | Cost Each |
| 1,000 sq. ft. or less | | \$106 |
| Each additional 500 sq. ft or portion thereof | | \$19 |
| Limited energy | | \$25 |
| Each manufactured home or modular dwelling service or feeder | | \$50 |
| Multi-family residential | | \$45 |
| Residential and Commercial - Services or Feeders: installation, alteration, relocation | | |
| 200 amps or less | | \$63 |
| 201 to 400 amps | | \$75 |
| 401 to 600 amps | | \$125 |
| 601 to 1,000 amps | | \$163 |
| Over 1,000 amps or volts | | \$375 |
| Reconnect Only | | \$50 |
| Temporary Services or Feeders | | |
| 200 amps or less | | \$50 |
| 201 to 400 amps | | \$69 |
| 401 to 600 amps | | \$100 |
| Over 600 amps or 1,000 volts, see services or feeders section above | | |
| Branch Circuits: new, alteration, extension per panel | | |
| Branch circuits with purchase of a service or feeder | | \$3 |
| Branch circuits without purchase of a service or feeder: | | |
| First branch circuit | | \$43 |
| Each additional branch circuit | | \$3 |
| Miscellaneous Fees: service or feeder not included | | |
| Each pump or irrigation circle | | \$50 |
| Each sign or outline lighting | | \$50 |
| Signal circuit or a limited energy panel, alteration, or extension | | \$50 |
| Specially requested inspection (per hour) | | \$65 |
| Each additional inspection over the allowable | | \$50 |
| Residential Restricted Energy Electrical Permit Fees | | |
| Fee for all systems | | \$25 |
| Check type of work involved: | | |
| <input type="checkbox"/> Audio and stereo systems | | |
| <input type="checkbox"/> Data telecommunications | | |
| <input type="checkbox"/> Doorbell | | |
| <input type="checkbox"/> Garage-door opener | | |
| <input type="checkbox"/> Heating, ventilation, & air-conditioning systems | | |
| <input type="checkbox"/> Landscape lighting & sprinkler controls | | |
| <input type="checkbox"/> Landscape irrigation controls | | |
| <input type="checkbox"/> Outdoor landscape lighting | | |
| <input type="checkbox"/> Vacuum Systems | | |
| <input type="checkbox"/> Other: | | |
| <input type="checkbox"/> Audio and stereo systems | | |
| Each additional inspection | | \$25 |
| | | |
| | | |

Building Valuation Data

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated and printed at six-month intervals, with the next update in August. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the "average" construction costs per sq. ft., which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 108.2 of the 2006 *International Building Code*[®] (IBC[®]) whereas Section 108.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 108.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are "average" costs based on typical construction methods for each occupancy

group and type of construction. The average costs include structural, electrical, plumbing, mechanical, interior finish and normal site preparation. The data is a national average and does not take into account any regional cost differences. To this end, the table containing the regional cost modifiers was last printed in the October 2003 issue and has been discontinued.

PERMIT FEE MULTIPLIER

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

PERMIT FEE

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB Area: 1st story = 8,000 sq. ft.
Height: 2 stories 2nd story = 8,000 sq. ft.
Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$137.27/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$137.27/sq. ft x 0.0075 = \$16,472

Important Points

- In most cases the BVD does not apply to additions, alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect

Building Valuation Data (continued)

accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period

(1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).

- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from site and foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs^{a, b, c, d}

| Group | (2006 International Building Code) | Type of Construction | | | | | | | | |
|-------|--|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| | | IA | IB | IIA | IIB | IIIA | IIIB | IV | VA | VB |
| A-1 | Assembly, theaters, with stage | 196.11 | 189.78 | 185.37 | 177.60 | 167.20 | 162.27 | 171.92 | 152.56 | 146.94 |
| | Assembly, theaters, without stage | 177.62 | 171.29 | 166.88 | 159.10 | 148.75 | 143.82 | 153.43 | 134.10 | 128.49 |
| A-2 | Assembly, nightclubs | 149.94 | 145.74 | 142.04 | 136.49 | 128.53 | 124.91 | 131.71 | 116.50 | 112.58 |
| A-2 | Assembly, restaurants, bars, banquet halls | 148.94 | 144.74 | 140.04 | 135.49 | 126.53 | 123.91 | 130.71 | 114.50 | 111.58 |
| A-3 | Assembly, churches | 180.72 | 174.39 | 169.98 | 162.21 | 151.82 | 146.89 | 156.54 | 137.18 | 131.57 |
| A-3 | Assembly, general, community halls, libraries, museums | 152.81 | 146.48 | 141.07 | 134.30 | 122.33 | 118.97 | 128.63 | 108.26 | 103.65 |
| A-4 | Assembly, arenas | 176.62 | 170.29 | 164.88 | 158.10 | 146.75 | 142.82 | 152.43 | 132.10 | 127.49 |
| B | Business | 154.16 | 148.70 | 144.00 | 137.27 | 125.07 | 120.41 | 131.97 | 109.81 | 105.37 |
| E | Educational | 166.52 | 160.91 | 156.34 | 149.52 | 140.14 | 132.98 | 144.59 | 123.34 | 118.69 |
| F-1 | Factory and industrial, moderate hazard | 92.68 | 88.42 | 83.70 | 80.93 | 72.45 | 69.29 | 77.68 | 59.67 | 56.50 |
| F-2 | Factory and industrial, low hazard | 91.68 | 87.42 | 83.70 | 79.93 | 72.45 | 68.29 | 76.68 | 59.67 | 55.50 |
| H-1 | High Hazard, explosives | 86.84 | 82.58 | 78.86 | 75.09 | 67.79 | 63.63 | 71.84 | 55.02 | N.P. |
| H234 | High Hazard | 86.84 | 82.58 | 78.86 | 75.09 | 67.79 | 63.63 | 71.84 | 55.02 | 50.85 |
| H-5 | HPM | 154.16 | 148.70 | 144.00 | 137.27 | 125.07 | 120.41 | 131.97 | 109.81 | 105.37 |
| I-1 | Institutional, supervised environment | 152.30 | 147.08 | 143.14 | 137.34 | 128.24 | 124.73 | 138.61 | 116.09 | 111.54 |
| I-2 | Institutional, hospitals | 256.26 | 250.80 | 246.11 | 239.38 | 226.55 | N.P. | 234.08 | 211.31 | N.P. |
| I-2 | Institutional, nursing homes | 179.18 | 173.72 | 169.02 | 162.30 | 150.51 | N.P. | 157.00 | 135.27 | N.P. |
| I-3 | Institutional, restrained | 174.99 | 169.52 | 164.83 | 158.10 | 147.16 | 141.52 | 152.80 | 131.92 | 125.48 |
| I-4 | Institutional, day care facilities | 152.30 | 147.08 | 143.14 | 137.34 | 128.24 | 124.73 | 138.61 | 116.09 | 111.54 |
| M | Mercantile | 111.44 | 107.24 | 102.53 | 97.99 | 89.62 | 87.00 | 93.21 | 77.59 | 74.67 |
| R-1 | Residential, hotels | 154.24 | 149.02 | 145.08 | 139.28 | 129.95 | 126.44 | 140.32 | 117.80 | 113.25 |
| R-2 | Residential, multiple family | 129.33 | 124.11 | 120.17 | 114.37 | 105.16 | 101.65 | 115.53 | 93.01 | 88.46 |
| R-3 | Residential, one- and two-family | 122.11 | 118.76 | 115.86 | 112.68 | 108.62 | 105.77 | 110.77 | 101.74 | 95.91 |
| R-4 | Residential, care/assisted living facilities | 152.30 | 147.08 | 143.14 | 137.34 | 128.24 | 124.73 | 138.61 | 116.09 | 111.54 |
| S-1 | Storage, moderate hazard | 85.84 | 81.58 | 76.86 | 74.09 | 65.79 | 62.63 | 70.84 | 53.02 | 49.85 |
| S-2 | Storage, low hazard | 84.84 | 80.58 | 76.86 | 73.09 | 65.79 | 61.63 | 69.84 | 53.02 | 48.85 |
| U | Utility, miscellaneous | 65.15 | 61.60 | 57.92 | 55.03 | 49.70 | 46.33 | 51.94 | 39.23 | 37.34 |

- a. Private Garages use Utility, miscellaneous
 b. Unfinished basements (all use group) = \$15.00 per sq. ft.
 c. For shell only buildings deduct 20 percent.
 d. N.P. = not permitted

Electronic files of the latest Building Valuation Data can be downloaded from the Code Council website at www.iccsafe.org/cs/techservices



**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 determine 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.

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

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.

Consistent Form & Fee Methodology Rules
Effective: January 1, 2009

DIVISION 50
MUNICIPAL ADMINISTRATION

918-050-0000

Purpose and Scope

Division 50 provides administrative procedures for use in all regions of the state and, where applicable, to specified regions of the state. These rules address a uniform methodology for arriving at building permit and inspection fees to provide consistency in fee calculation. Where a permitted item is not covered by the methodology in these rules, a municipality may either, fit the item within the appropriate program area or develop a reasonable permit fee. These rules do not supersede or repeal the existing provisions of the state building code and related rules. These rules become effective on January 1, 2009.

Stat. Auth.: ORS 455.020 & 455.048
Stats. Implemented: ORS 455.020 & 455.046

918-050-0010

Definitions

Terms not specifically defined will have the meanings ascribed in the state building code.

(1) "Administrative fees" refers to fees assessed by a municipality to cover costs of administering and enforcing the building code apart from inspection and plan review services. Surcharges, assessed as part of the cost of doing business within a municipality and that are assessed without regard to whether the municipal action relates to the administration of the building code, are not administrative fees for the purposes of these rules.

(2) "Tri-county region" or "Tri-county regional" refers to the geographical area that includes Clackamas, Multnomah and Washington counties.

Stat. Auth.: ORS 455.020
Stats. Implemented: ORS 455.020

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918-050-0020

Standard Statewide Application Forms

(1) A municipality must use standard permit applications containing at least the minimum content required by the division.

(2) All municipalities within the Tri-County region shall use intake checklist forms approved by the division

(3) The division shall consider for adoption proposed amendments to the standard application and intake checklist forms.

(a) Proposals for amendment to the application forms shall include: The existing unamended form(s);

(A) The form(s) containing the appropriate amendments; and

(B) A brief explanation of the need for the amendments.

(b) Proposals to amend the approved forms must be filed with the division no later than February 1 or August 1.

(c) The division shall notify all municipalities and interested parties of the division's determination regarding proposed amendments and provide copies of the amended form(s).

(d) Any form changes shall be effective in all regional jurisdictions on July 1 or January 1 following adoption.

Stat. Auth.: ORS 455.020 & 455.048

Stats. Implemented: ORS 455.020 & 455.046

918-050-0030

Standard Tri-County Regional Processes

All jurisdictions within the Tri-County region shall use uniform processes for permit application, plan review, permit issuance and recording inspections as approved by the division, including, but not limited to:

- (1) Minor labels;
- (2) Issuing permits when no plan review is required;
- (3) Recording inspections;
- (4) Partial permits;
- (5) Deferred submittals;

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- (6) Over-the-counter permits that require plan review; and
- (7) Plan review issue resolution.

Stat. Auth.: ORS 455.048

Stats. Implemented: ORS 455.046

Uniform Fee Methodology

918-050-0100

Statewide Fee Methodologies for Residential and Commercial Permits

(1) Residential construction permit fees shall be calculated using the following methodologies:

(a) A plumbing permit fee for new construction includes one kitchen and is based on the number of bathrooms, from one to three, on a graduated scale. An additional set fee shall be assessed for each additional bath or kitchen.

(A) No additional fee shall be charged for the first 100 feet of water and sewer lines, hose bibbs, icemakers, underfloor low-point drains and rain drain packages that include the piping, gutters, downspouts and perimeter system.

(B) The plumbing permit fee described in this section does not include:

- (i) Any storm water retention/detention facility;
- (ii) Irrigation and fire suppression systems; or
- (iii) Additional water, sewer and service piping or private storm drainage systems exceeding the first 100 feet.

(C) Permit fees for an addition, alteration, or repair shall be calculated based on the number of fixtures, appurtenances and piping, with a set minimum fee.

(b) A mechanical permit fee shall be calculated per appliance and related equipment, with a set minimum fee.

(c) Effective January 1, 2009, a structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation. The valuation shall then be applied to the municipality's fee schedule to determine the permit fee. The plan review fee shall be based on a predetermined percentage of the permit fee set by the municipality.

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(A) The square footage of a dwelling, addition, or garage shall be determined from outside exterior wall to outside exterior wall for each level.

(B) The square footage of a carport, covered porch, patio, or deck shall be calculated separately at fifty percent of the value of a private garage from the most current ICC Building Valuation Data Table.

(C) Permit fees for an addition, alteration, or repair shall be calculated based on the fair market value as determined by the building official, and then applying the valuation to the jurisdiction's fee table.

(2) Commercial construction permit fees shall be calculated using the following methodologies:

(a) A plumbing permit fee shall be calculated based on the number of fixtures and footage of piping, with a set minimum fee.

(b) A mechanical permit fee shall be calculated based on the value of the mechanical equipment and installation costs and applied to the municipality's fee schedule with a set minimum fee.

(c) A structural permit fee shall be calculated by applying the valuation to the municipality's fee schedule with a minimum set fee. Valuation shall be the greater of either:

(A) The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or

(B) The value as stated by the applicant.

(C) When the construction or occupancy type does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the building official with input from the applicant.

Stat. Auth.: ORS 455.020 & 455.048

Stats. Implemented: ORS 455.020 & 455.46

918-050-0110

Fees and Fee Schedules

(1) A municipality may develop its fee schedule in any reasonable manner to provide for the administration and enforcement of the Building Code program.

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(2) Administrative fees assessed by a municipality to cover administration and enforcement shall be incorporated into a municipality's fee schedule. Changes to a municipalities fee schedule must be adopted in accordance with OAR 918-020-0220.

(3) The plan review fees shall be based on a predetermined percentage of the permit fee set by the municipality.

Stat. Auth.: ORS 455.020, 455.048 & 455.210

Stats. Implemented: ORS 455.020, 455.046 & 455.210

918-050-0120

Statewide Fee Methodology for Electrical Permits

An electrical permit fee shall be calculated based on the categories, procedures and requirements established in OAR 918-309-0020 to 918-309-0070.

Stat. Auth.: ORS 455.020, 455.048 & 479.870

Stats. Implemented: ORS 455.020, 455.046 & 479.870

918-050-0130

Statewide Fee Methodology for Manufactured Home Siting Permits

(1) A municipality shall charge a single fee for the installation and set-up of manufactured homes. This fee shall include the concrete slab, runners or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling and Park Specialty Code, electrical feeder and plumbing connections and all cross-over connections.

(2) Decks, other accessory structures and foundations that do not comply with the prescriptive requirements of the Oregon Manufactured Dwelling and Park Specialty Code, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, new plumbing and other such items that fall under the building code may require separate permits.

(3) When a municipality has reason to believe that the existing electrical service to a manufactured dwelling may be unsafe or inadequate, the municipality may require a separate permit to inspect the electrical service.

[Publications: Publications referenced are available from the agency.]

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Effective: January 1, 2009

Stat. Auth.: ORS 455.020 & 455.048

Stats. Implemented: ORS 455.020 & 455.046

918-050-0140

Statewide Fee Methodology for Residential Fire Suppression Systems

Stand-alone and multi-purpose fire suppression system permit fees shall each be calculated as separate flat fees based on the square footage of the structure with graduated rates for dwellings with 0 to 2000 square feet, 2001 to 3600 square feet, 3601 to 7200 square feet and 7201 square feet and greater. The permit fee shall be sufficient to cover the costs of inspection and plan review.

Stat. Auth.: ORS 455.020 & 455.048

Stats. Implemented: ORS 455.020 & 455.046

918-050-0150

Statewide Fee Methodology for Medical Gas Installations

(1) A plumbing permit fee for the installation of a medical gas system shall be determined based on the value of installation costs and the system equipment, including but not limited to, inlets, outlets, fixtures and appliances and applied to the municipality's fee schedule, with a set minimum fee.

(2) The plan review fee shall be based on a predetermined percentage of the permit fee as set by the municipality.

Stat. Auth.: ORS 455.020 & 455.048

Stats. Implemented: ORS 455.020 & 455.046

918-050-0160

Statewide Fee Methodology for Phased Projects

A municipal plan review fee for a phased project is based on a minimum phasing fee, determined by the municipality, plus 10 percent of the total project building permit fee not to exceed \$1,500 for each phase.

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Stat. Auth.: ORS 455.020 & 455.048

Stats. Implemented: ORS 455.020 & 455.046

918-050-0170

Statewide Fee Methodology for Deferred Submittals

A fee charged for processing and reviewing deferred plan submittals shall be an amount equal to a percentage, determined by the municipality, of the building permit fee calculated according to OAR 918-050-0110(2) and (3) using the value of the particular deferred portion or portions of the project, with a set minimum fee. This fee is in addition to the project plan review fee based on the total project value.

Stat. Auth.: ORS 455.020 & 455.048

Stats. Implemented: ORS 455.020 & 455.046