

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0027**

#### **ISSUING OVER-THE-COUNTER PERMITS**

##### **Procedure Summary:**

1. Outlines a procedure for the issuance of an over-the-counter (OTC) permit for simple permit applications subject to state and local codes and ordinances.
2. Outlines a method to determine which applications are eligible for an OTC review.

##### **Background:**

There are many times when our customers apply for a permit to conduct work that is minor in nature including renovations, repairs and/or replacement of existing equipment. In the past, there has been no method in which to process these requests in a timely fashion other than the established application process. The Community Development staff has recognized a need to streamline this process under certain conditions based on the scope of work and the type of permit required. Several important issues must be addressed by City staff and the applicant prior to OTC permit issuance. This procedure describes the method in which to accomplish this.

##### **Discussion:**

When reviewing a permit application for an OTC permit, staff first must determine if the proposed work requires a permit, second, if the application qualifies for work of a minor nature as defined in BD-PP-0019, and third, if the application has complete information.

##### **Procedure:**

When reviewing an application for an OTC permit, the following procedure shall be followed:

1. A Inspector will meet with the applicant at the designated times identified in BD-PP-0019 unless the applicant has previously contacted the Inspector and arranged for another time.
2. An Inspector will determine if the application requires a permit and if so,

that it qualifies for an OTC permit. OTC permits must fall within the parameters defined in BD-PP-0019.

3. If the Inspector determines that the application qualifies for an OTC permit, he/she review the information to ensure that complete data has been provided and will work with the applicant to complete the review and issue the permit.
4. A Permit Technician will ensure that the permit application is filled out completely.
5. If the Inspector determines that a brief consultation with coworkers Representing Planning and/or Public Works will allow him/her to issue the permit OTC, he/she may elect to gain clarification of minor issues related to the application.
6. The Inspector will review the work for compliance with the applicable code(s) and specific issues associated with the successful completion of the proposed work to ensure that the work does not lessen health, life, and/or fire safety requirements or compromise the integrity of the structure in any way. He/she will thoroughly discuss the results of the plan review with the customer at the counter.
7. Once the Inspector has determined that the permit can be issued OTC, he/she will add the appropriate fees and conditions necessary to clarify the code requirements and sign off the plan review activity in the permit case. A Permit Technician will then collect the fees and issue the permit.