

## OPERATIONAL PLAN CITY OF ASHLAND BUILDING DIVISION

### Funds:

Fees are charged by the Community Development Department, City of Ashland for construction, addition, alteration of buildings and other structures. Fees are also charged for special inspections for moved buildings, demolition review and inspection (see Appendix A), monitoring of Disabled Access Barrier Removal Plans (see Appendix B), facilities master permit inspections (see Appendix C) and excavation permits (see Appendix D).

Structural, mechanical heating and ventilating installation fees are based on valuation. Valuation is computed from the *International Code Council Building Valuation Data* which is updated annually.

New fee schedules for the City of Ashland are adopted each year and are listed in the Miscellaneous Fees and Charges document (see Appendix J).

All fees collected by the Building Division in connection with the administration and enforcement of building inspection programs will be used for the administration and enforcement of those programs.

### Equipment:

Inspectors will be supplied with equipment reasonable and necessary to administer and enforce the state specialty codes in an efficient, effective, timely and acceptable manner. Such equipment shall include, but not be limited to, vehicles capable of traveling to and from inspection sites as may be required, equipment necessary to insure employee safety on inspection sites, desktop or portable laptop computers, cellular telephones, remote pagers, code books, inspection report forms, business cards and City of Ashland I.D. Photographs and other materials and resources reasonably required to carry out their inspection responsibilities.

### Authority and Responsibility of the Building Official, Plans Examiners, and Inspectors:

Building Official: Provides interpretations of the Oregon Structural Specialty code, International Existing Building Code, Oregon Mechanical Specialty Code, Oregon Plumbing Specialty Code, Oregon Residential Specialty Code, and the Oregon Electrical Specialty Code in conformance with the intent and purpose of these codes. Adopts and enforces rules and supplemental regulations in order to clarify the application of code provisions.

Plans Examiners: Appropriately certified inspectors examine plans, blueprints, architectural designs and other documents for compliance with dwelling, mechanical, structural, plumbing, electrical, and fire codes. Code interpretation and guidance on technical issues is provided to architects, builders, other agencies, and the public within the Ashland jurisdiction.

Structural/Mechanical Inspectors: Enforce the State Structural Specialty and Mechanical Specialty Codes through plan reviews and inspections of all building types.

Electrical Inspectors: Enforce the Oregon Electrical Specialty Code and the Oregon Residential Electrical Code through plan review and inspection.

Plumbing Inspectors: Enforce the Oregon Plumbing Specialty Code and the Oregon Residential Plumbing Code through plan review and inspection.

Position descriptions and certifications are included with the submission of this plan.

The authority and responsibilities of the building official, plan reviewers and inspectors is based on Title 15 of the City of Ashland Municipal Code.

### **Appeals Process to the Building Official:**

An appeal to a staff interpretation of code during plan review or inspection will include the following process.

#### **Plan Review:**

An informal appeal of a plan review decision refers the request to the building official who, in consultation with appropriate technical staff, reviews the request and makes a final determination in writing to the applicant.

A formal appeal of the building official's final decision may be forwarded to the City of Ashland Appeals Board for action or provided by options provided in ORS 455.475. A local appeal must be accompanied by the required fee, completed appeal form and justification for the request including any supporting data. (Ashland Municipal Code 15.04.200 application form on file).

Appeals may include submission of data for acceptance of Barrier Removal Plans for Disabled Access in compliance with ORS 447.241(7).

Occupancies requiring State fire and life safety plan review under Oregon Structural Code Sec. 106.3.3.2 may be appealed to:

The Oregon Building Codes Structures Board for structural or mechanical final decisions at the discretion of the building official or after all local process has been exhausted and the appeal is technical and

scientific in nature. The appeal must be accompanied by the required fee, a completed appeal form and related material for justification. (ORS 455.690 application form on file).

Any appeal to Park & Camp rules may be made to the Oregon Manufactured Structures & Parks Board for final decision.

### **Inspection:**

When there is an appeal of a field inspector's interpretation of a code item, the following process is used: the inspector refers the customer and related information to the building official. The building official, in consultation with appropriate technical staff, (this may include staff from Building Codes Division), reviews the request and provides a final decision in writing to the applicant.

Formal appeals of the building official's final decision may be forwarded to the Ashland Board of Appeals for final action or other options designated by ORS 455.475. A local appeal must be accompanied with the required fee, a completed appeal form and justification for the request.

### **Appeals of Local Appeals Board Decisions:**

Review of local appeals board decision may be made to the appropriate state board for final action. The appeal must be accompanied by the required fee, a completed appeal form and justification for the request along with any supporting information. (ORS 455.690 & 479.853 See application form on file).

Structural Code - Building Codes Structures Board (Final Decision)  
Mechanical Code - Building Codes Structures Board (Final Decision)  
Dwelling Code - Residential Board (Final Decision)  
Plumbing Code - Plumbing Board (Final decision)  
Electrical Code - Electrical/Elevator Board (Final decision)

### **Receipts Collected in the Administration and Enforcement of Building Inspection Programs:**

Building Division expenses are distributed to appropriate categories within the budget of the department. Indirect costs are allocated based on a per-employee, per-square foot of space occupied formula which is recalculated for each fiscal year. Revenues are accounted for based on permit type. An excess of expenditures over revenues is funded out of other sources of General Fund revenues, while an excess of revenues over expenditures is treated as unallocated General Fund carryover in a consistent manner.

### **Revenues and Expenditures:**

The City of Ashland Building Division accounts for revenues and expenditures for each specialty code program it administers and enforces on an individual basis. A summary of the division's budget for inspection and plan review activities is included in Appendix E. Budgets for structural, mechanical, and

plumbing programs are consolidated because most of the plan review and inspection activities are integrated and they can be reviewed and analyzed separately through accounting codes.

### **Retention and Retrieval of Records:**

The division maintains plans, plan review information, and inspection records at 51 Winburn Way, Ashland, Oregon. Permit records are kept through a combination of electronic and hard copy files. The Eden Systems software package was implemented in 2000 and contains all permit related data for permits issued from 2000 to current within its database. Files may be retrieved by contacting the City of Ashland Building Division at 541-488-5305. Retention are kept in accordance with the retention schedules outlined in Oregon State Archives Division Administrative Rules, 166-200-0025.

### **Operational Plan:**

Copies of the City of Ashland Building Division Operational Plan are available to the public by calling 541-488-5305.

### **Public Inquiries, Comments, & Complaints:**

Call 541-488-5305 between 8:00a.m. and 4:30p.m., Monday through Friday. Voicemail to individual inspectors will be returned within twenty four hours of receipt. The FAX number is 541 552-2050. The internet address for the City of Ashland is [www.ashland.or.us](http://www.ashland.or.us). Inquiries, comments and complaints will be referred to the Building Official for review and resolution.

### **Customer Questions re: permits, plan review, and inspections; type of permits sold; and hours of operation by phone and at the counter:**

All permits for area served are sold to the public between 8:00a.m. and 4:30p.m., Monday through Friday. Master Permit charges are invoiced to program applicants on completion of inspection and written comment. For questions regarding plan review, call 541-488-5305. Minor label permits are inspected during business hours and consistent with OAR 918-100 requirements for each label category.

Voicemail calls and faxes outside 8:00a.m. and 4:30p.m. will be handled the next working day. Customers can call a 24-hour voice recording with inspection requests at 541-552-2080.

### **Jurisdictional Boundaries:**

Maps are posted at 51 Winburn Way, Ashland, Oregon, which indicate the City of Ashland jurisdiction.

## **Permit applications that do not require plan review (i.e., electrical, residential mechanical, and manufactured dwelling placement permits:**

The City of Ashland provides an "over the counter" permit issuance day each Thursday morning. During this time permits not requiring a plan review will be reviewed by staff immediately upon receipt. If additional information is required the applicant will be advised of exactly what is needed to complete the application. When the permit application is deemed complete, the permit will be issued upon receipt of permit fees.

Applicants requesting permits in person may be required to demonstrate compliance with applicable licensing and registration requirements. Mailed applications will be checked for licensing and registration requirements through the statewide computer system.

## **Plan Review Process:**

Certified individuals review structural, energy, mechanical, electrical, and plumbing plans for compliance with applicable codes. A checklist letter is provided for applicants and a code certified person accepts plans on non-exempt buildings requiring the stamp of a design professional and non-residential structures.

Fire/life safety review required by the structural code is provided by appropriately certified staff.

## **Plans Complete but not in Compliance:**

Complete plans are accepted for review based on a checklist system (see Appendix F). Plans deemed complete are noted on the application form. Notice of plan review corrections is provided with notification by telephone. Plans are then placed in an "on hold" status until response from the applicant is received. If no response is forthcoming plans are held until plan review period prescribed by code has expired and then destroyed.

## **Plans Complete & In Compliance:**

After completed review by certified individuals, plans are stamped "approved" and dated. The applicant is notified that the permit is ready to issue by telephone. Upon receipt of permit fees and any remaining plan review fee not already collected, permit is issued. Approval period for plans varies depending on the complexity of the project. Foundation permits issued prior to full plan review are not allowed, however, deferred submittals limiting issuance to the foundation stage are not uncommon (see Appendix G).

## **INSPECTION STANDARDS**

### **Inspection Services:**

Permit applicants may request inspections either by telephone, fax or in person at any time during normal

business hours. A telephone inspection request line is provided with voice message for after hours requests. Inspection requests called prior to 3:00pm are honored the following business day.

Inspection Requests shall include:

1. Permit number
2. Address of job site
3. Type of inspection
4. Contact name and phone number

Inspection requests without the above information may not be honored until all information is received.

Upon arrival at a job site, an inspector will verify that a permit has been posted and approved plans are on site. Applicants are requested to insure that plans and permits are maintained at the site in legible condition with protection from weather. Where required, inspections are performed based on approved plans. Upon completion, the inspector will note approval or corrections on the inspection request form. He will also sign the site inspection card or note corrections by posting notice of correction on the same form.

#### **Certified Inspector Listing:**

The Oregon Directory of Responsibility lists all inspectors for the Ashland jurisdiction. That list may be reproduced for applicants upon request.

#### **Vest Building Official with authority to issue stop work orders:**

Stop work orders are authorized under Title 15 of the Ashland Municipal Code.

#### **Investigate and Enforce electrical and plumbing violations under ORS 455.156:**

The City of Ashland Compliance Officer is available to investigate licensing and registration requirements for plumbing, electrical and contractor licensing requirements. Individuals performing work without appropriate licensing are given orders to cease all work. With the discretion of the Building Official, assessment of civil penalty through local ordinance violation may be issued. In repeated cases, state compliance procedures may be instituted.

### **COMPLIANCE PROGRAMS**

#### **Procedures for public complaints:**

A Code Violation Complaint Form, (see Appendix H), is available by calling the Ashland Building Division at 541 488-5305 between 8:00a.m. and 4:30pm. Monday through Friday, or online at [www.ashland.or.us](http://www.ashland.or.us).

Voicemail after hours will be returned the following working day.

Complaints received by the Ashland Building Division regarding alleged violations for permits, licensing or specialty codes, are forwarded to the Compliance Officer for review. The Compliance Officer in cooperation with the Building Official may enlist the assistance of the Ashland Police Department, Fire Marshal or other officers in completing an investigation.

**Compliance Request Process:**

The procedure for receiving, verifying, investigating, follow up, and citation are outlined in written form, (see Appendix H). All procedures are handled in an informative and cooperative manner.