

OPERATING PLAN

BUILDING INSPECTION PROGRAM 2022

HOOD RIVER COUNTY
601 STATE STREET
HOOD RIVER, OR 97031
www.co.hood-river.or.us



INTRODUCTION

OAR 918-020-0080 DELEGATION OF INSPECTION PROGRAMS

The division and every municipality that administers and enforces a building inspection program or desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan describing the manner in which the municipality or the division will do so. The operating plan shall establish specific goals, consistent with the program standards described in ORS 455.153 and OAR 918-020-0090.

This operating plan was developed to comply with the above administrative rule. The plan is on file with the State of Oregon Building Codes Division, is available on the County web page, and is available through the Community Development office upon request.

This plan reflects the standards, policies, procedures and services administered and offered through the Hood River County Building Department. The plan will be updated as necessary to reflect service changes.

Questions related to this plan should be directed to:

Eric Walker, Director Community Development
601 State Street – Hood River, OR 97031
541-387-6840 eric.walker@co.hood-river.or.us

Mark Van Voast, Building Official
601 State Street – Hood River, OR 97031
541-386-1306 mark.vanvoast@co.hood-river.or.us



Program Administration Form

Department of Consumer & Business Services
Building Codes Division

1535 Edgewater St. NW, Salem, OR
Mailing address: P.O. Box 14470, Salem, OR 97309-0404
Phone: 503-373-4133 • Fax: 503-378-2322 • Web: Oregon.gov/bcd

Department Use Only

- New request
- Renewal

Municipality: Hood River County		Building official: Mark Van Voast	
Address: 601 State Street			
City: Hood River		State: OR	ZIP: 97031
Office location: Same			
Phone: 541-386-1306		Fax:	Email: mark.vanvoast@hoodrivercounty.gov

Mark program choice by indicating level:

- X** – Performed by the municipality applying for the renewal
- A** – Performed by a different municipality through an intergovernmental agreement with Wasco County Bldg Dept.
- C** – Performed by county; X and A do not apply
- S** – Performed by state

Please see the key at the bottom of Page 2 for definitions.

Plans				Structural				Mechanical				Electrical				Plumbing					Manufactured Structures (MSI)	Park & Camp (PCI)	Master Builder Program (optional)
A	B	C	F	A	B	C	M	A	B	C	M	A	B	C	M	A	B	C	S	M			
X	X	X	X	X	X	X		X	X	X		A	X	X	X	X	X	X	X		X	X	

Note: Assumption of a structural A-level program includes the requirements for accessibility [ORS 447.220]. MSI includes manufactured dwelling installations; alterations, accessory structures, buildings, and cabana installations; plan review; and inspections. Park and camp includes mobile home and manufactured dwelling parks, recreation parks, organizational camps, and picnic parks plan review and inspection.

Respond to the following if your municipality uses a third-party building official:

- Which services are provided by the third party?: _____
- Name of third party building official: _____
- Names of all designated qualified employees: _____

Attach the following:

- Completed copy of municipality's operating plan (OAR 918-020-0090)
- Electrical program requests (See requirements in OAR Chapter 918, Div. 308)
- Changes of service areas (Include map or description if applicable)
- Current fee schedules for all programs
- Name of a contact person for surcharge report of assumed programs

Name: Brenda Lee	Phone: 541-386-1306
Address: 601 State Street	
City: Hood River	State: OR ZIP: 97031

List inspectors and others, as requested, on the back of this sheet. Attach additional pages as necessary.

Official delegation or assumption of the programs above is requested or being renewed for the period beginning July 1, 20__.

The undersigned agrees this form and all accompanying attachments comply with the applicable statutes and rules outlined in OAR 918, Division 020, and ORS Chapter 455. The undersigned further agrees this municipality's program will, at all times, be administered to operate in compliance with its operating plan and all applicable statutes and rules.

Authorized signature:	Title: Building Official	Date: 1/12/22
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This form will not be accepted without signature.
Electronic signatures are accepted if the form is sent via email from the signor.

Name of inspector and/or person responsible for program	Building official	Plans examiner				Structural inspector				Mechanical inspector				Electrical inspector				Plumbing inspector					MSI	PCI
		A	B	C	F	A	B	C	M	A	B	C	M	A	B	C	M	A	B	C	S	M		
Mark Van Voast	X	X		X	X	X		X		X		X		X	X	X		X	X				X	X
Luke Franz				X				X				X		X	X	X		X	X				X	
Jim Park												X					X		X				X	
Henry McDonald		X		X	X	X		X		X		X				X		X	X	X			X	X
Matthew J Caldwell																	X		X					
Keith J Wallis						X		X				X				X			X				X	
Donald F Cochran		X		X	X	X		X		X		X		X		X	X	X	X				X	X
Kylee Ruby		X		X	X	X		X		X		X											X	

Cities covered by county program: City of Hood River & City of Cascade Locks

Cities with complete or partial program: City of Hood River

Emergency manager: Sheriff Matt English Phone: 541-387-7048

Address: 601 State Street - Hood River, OR 97031

State fire marshal official/designee: Deputy Craig Andresen OSFM. Phone: 541 667-7422
(See OAR 918-020-0020)

Address: 3565 Trelstad Ave SE Salem, OR 97317

Health department contact: Trish Elliott Phone: 541-386-1115

Address: 1109 June Street - Hood River, OR 97031

Permit issuance phone: 541-386-1306

Planning/zoning phone: 541-387-6840

Key:

A A Level – All buildings or structures, except dwelling code	C One- and two-family dwelling	MSI Manufactured structures installation inspector: electrical, plumbing, hook-up and setup
B B Level – Any building or structure not required to be designed by an Oregon-registered architect or engineer, except H or I occupancies over 1,500 sq. ft. and one- or two-family dwelling	F Fire and life safety	PCI Park and camp inspector
	M Master permit program	S Limited plumbing inspector: sewer

ADMINISTRATIVE STANDARDS

FUNDS

The Hood River County Building Inspection Program is a division of the Hood River County Community Development Department. The Building Inspection and Electrical programs are a fee supported fund. Fees collected are used to fund the Program's operation in conformance to ORS 455.210.3(c).

EQUIPMENT

All staff members are provided with the equipment and other resources needed to complete their work in an efficient and service oriented manner. Such equipment includes, but is not limited to, office spaces, code and code-related publications, business and identification cards, forms, and networked personal computers.

STAFF AUTHORITY AND RESPONSIBILITIES

Building Official: Hood River County Code 15.04.010 Short title, these regulations shall be known as the "Hood River County Building Code Title 15.04." (Ord. No. 311)

15.04.025 Adoption of State Structural and Fire Safety Code. The Oregon State Structural and Fire and Safety Code is adopted by reference with the additions and deletions cited in this chapter or its amendments. (Ord. No. 311)

Plans Examiners: Plans Examiners' review plans for compliance with the State Building Codes and other statutes, ordinances and regulations as administered by Hood River County at the level for which the plans examiner is certified by the State of Oregon.

Inspectors: Inspectors conduct inspections of work covered by the specialty code at the level certified by the State of Oregon.

Detailed position descriptions for all staff members are available upon request.

LOCAL APPEALS PROCESS

When there is an appeal of a staff interpretation of code during plan review or inspection, the following process is followed:

Plan Review Appeal: In an informal appeal of a plans examiner's decision, the appeal is forwarded to the Building Official. After consultation with the appellant and the appropriate technical staff, the Building

Official reviews the request and may respond either verbally or in writing depending on the request of the appellant.

Inspection Appeal: In an informal appeal of an inspector's interpretation of the structural, mechanical, electrical and plumbing code sections, the appeal is forwarded to the Building Official. The Building Official may make a decision of the matter and respond either verbally or in writing depending on the request of the appellant.

Building Official Appeal: After consultation with the appellant and the appropriate technical staff, the Building Official reviews the request and may respond either verbally or in writing depending on the request of the appellant. If the appeal is clearly an interpretation, the matter may be appealed to the State of Oregon Building Codes Division.

State of Oregon Appeals: Following a decision by the Building Official, the appellant may further appeal to the State of Oregon Building Codes Division. The applicant is advised of the procedures contained in the following:

- OAR 918-008-0120 – State Building Code appeals process.
- OAR 918-001-0130 – Alternative appeal procedures:
- ORS 455.060 – Rulings on acceptability of material, design or method of construction, effect of approval; and
- ORS 455.475 – Appeal of decision of Building Official.

ACCOUNTING – OAR 918-020-0090(1)(A) & (1)(B)

Expense and income reports are prepared for each code program administered and enforced.

All expenditures and revenues are paid from or deposited to a dedicated Building Inspection fund. Any operating surpluses are allocated to either the subsequent fiscal year's beginning fund balance or to the Building Inspection reserve fund.

Fund losses are not allowed; any shortfalls in expected revenue would be offset by a reduction in employee work hours.

RECORDS RETENTION AND RETRIEVAL

All County records are retained for at least the minimum retention time required by the Oregon State Archivist.

AVAILABILITY OF OPERATING PLAN

A copy of the Building Inspection Operation Plan is on file at the Community Development Department. The Operating Plan will also be available on the Internet at Hood River County's web site <http://hrccd.co.hood-river.or.us/departments/building-code-inspection/>.

PUBLIC COMMENT/COMPLAINT PROCESS

Public comments or complaints shall be submitted in writing (via fax, mail, email or personal delivery). Comments or complaints related to code provisions will be processed by the most appropriate staff member.

If the comment or complaint becomes an appeal, procedures outlined above will be followed. Comments or complaints related to employee behavior will be processed by the employee's supervisor as per Hood River County personnel policies.

PUBLIC INQUIRY PROCESS

The Department maintains office hours from 8:00 a.m.-5:00 p.m., Monday through Friday, except for holidays. Telephones are answered by administrative staff between 8:00 a.m.-5:00 p.m.

Inspection requests are accepted via telephone, e-Permitting or in person between the hours of 8:00 a.m.-5:00 p.m. Inspection requests can also be left on an inspection line 24 hours a day. Inspections requested after 7:00 a.m. are posted for the next business day.

Phone: 541-386-1306 ~ 24 hour Inspection Line: 541-308-0646

Customers may telephone to inquire on matters related to permitting, plan review, or inspection processes anytime between 8:00 a.m.-5:00 p.m. each working day. Customers may visit our public service counter to inquire on matters related to permitting, plan review, or inspection processes anytime between 8:00 a.m.-5:00 p.m. Customers may mail, or email inquires of this nature at any time. Responses to customer inquiries are generally conducted on the same day they are received, but not later than 24 hours of receipt.

JURISDICTIONAL INFORMATION

Structural and Mechanical Jurisdiction: All unincorporated portions of Hood River County; and the City of Cascade Locks.

Electrical and Plumbing Jurisdiction: All unincorporated portions of Hood River County; the City of Cascade Locks; and the City of Hood River.

A map of the jurisdictional boundaries, a list of permits sold and hours of operation are maintained at the public service counter.

The County is a "full service" jurisdiction. Permits for work governed by each specialty code are available through this office.

NOTIFICATIONS

In addition to the Building Official all notices issued pursuant to OAR 918-020-0070 through -0220 shall be sent to the Hood River County Community Development Department Director.

PERMITTING STANDARDS

OFFICE LOCATION AND HOURS OF OPERATION

The Department maintains an office at 601 State Street, Hood River, OR 97031 for all matters. The Department maintains office hours from 8:00 a.m.-5:00 p.m. each working day. Telephones are answered by administrative staff between 8:00 a.m.-5:00 p.m. Permit applications are accepted and permits are issued anytime between 8:00 a.m. and 5:00 p.m. Permit applications are also accepted via mail, fax, and email.

APPLICATION PROCEDURES

Applications for permits are made on forms provided by the Department or by applying online through the State's e-Permitting program. Permit applications received are reviewed for completeness and applicant notified of any deficiencies within three days. Permit applications received via mail, fax, or email are checked on the day of receipt for completeness, and if information is lacking, the customer is contacted typically within 24 hours.

All building permit applications require agency signatures and are subject to review and comment. Fire Marshal or the Fire Marshal's designee shall have the opportunity to examine construction plans for those buildings that the Fire Marshal inspects for occupancy standards under ORS 476.030.

APPLICATION & PERMITTING TIMEFRAMES - In accordance with ORS 455.467 timelines

One and Two Family Dwelling Code Permits: Permit applications for specialty code plan reviews of "simple" one and two family dwellings are issued within 10 working days from the date that complete application and plan information are received by the Building Department.

Manufactured Dwelling Permits: Permit applications for work regulated by the Oregon Manufactured Dwelling Standards are generally issued within 48 hours from the date the completed application and plan information are approved by the Community Development Department.

Other Permits: With the exception of "simple" and "over the counter permits", other more "complex" structures and permit applications are generally issued within 30 days from the date that completed application and plan information are received by the Building Department. Temporary and emergency permits can be issued over-the-counter or, with the verbal approval of the Building Official. The Department will notify the applicant of any plan deficiencies within three days.

The department shall issue permits in accordance with the State code for commercial projects that include phased or deferred submittals as authorized by the Building Official.

VERIFICATION OF LICENSES AND REGISTRATIONS

Prior to the issuance of any permit, staff verifies that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455, 479, 693, and 701. Issues that may arise from this verification process are referred to the Building Official for resolution.

PLAN REVIEW STANDARDS

COMPLIANCE WITH SPECIALTY CODES

Plan review Staff are certified by the State of Oregon in all codes administered by the Department. The plans examiners review and approve structural, mechanical, plumbing & electrical, fire/life/safety, energy, accessibility, and manufactured dwelling plans, including any current interpretive rulings adopted pursuant to ORS 455.060 or 455.475.

AVAILABILITY OF CHECKLISTS/BROCHURES

The Department has created a variety of informational brochures to assist the public in the permit application process. These brochures are available at the public service counter.

The Department also offers optional predevelopment and pre-construction meetings at no cost to the applicant. Predevelopment meetings generally occur at the time of plan submittal and provide an opportunity for the applicant to summarize the project being submitted for review, discuss any requested alternate methods or materials, request interpretations, and hear a preliminary assessment of the project. Pre-construction meetings generally occur in conjunction with the issuance of the permit. The meeting provides an opportunity for the applicant and his/her associates to meet the inspectors who will be involved in the project, discuss any unique aspects of the project, clarify special inspection requirements, coordinate public infrastructure issues, and reach consensus on remaining issues identified during the review process.

VERIFICATION OF STAMP BY DESIGN PROFESSIONALS

Staff verifies that plans are appropriately stamped by a registered design professional when required. Plans failing to meet this requirement are not approved until the appropriate stamp is provided.

BUILDING OFFICIAL, PLAN REVIEW AND INSPECTION STAFF

Information regarding Building Official, Plan Review and Inspection Staff, including current certifications are available upon request.

DESIGNATED LICENSED PLAN REVIEWERS

A list of licensed plan reviewers from whom Hood River County will accept plan reviews from when time periods for review listed in OAR 981-020-0090(3)(e) cannot be met is available upon request.

INSPECTION STANDARDS

INSPECTION SCHEDULE

Inspection staff provides inspection services between 8:00 a.m. and 5:00 p.m. Monday through Thursday. Inspections outside of these hours may be arranged through the Building Official.

INSPECTION POLICIES AND PROCEDURES

The Department accepts inspection requests between the hours 8:00 a.m.-5:00 p.m. in person, by telephone, or by the e-Permitting system each working day, and performs inspections within 48-hours of request.

Approved plans are required to be available on the jobsite. A report is issued by the inspector for each inspection. The report will reflect approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and a re-inspection requested. In the case of a failed inspection, a list of needed corrections is provided in the report. A copy of the report is entered into the e-Permitting system. In certain circumstances a re-inspection fee may be assessed by the Building Official as per fee ordinance.

LISTING OF INSPECTION STAFF

Information concerning the inspection staff, including current certifications and continuing education records, are available to any interested party upon request.

STOP WORK ORDERS

The Building Official is vested with authority to issue stop work orders for failure to comply with the specialty codes the municipality is responsible for administering and enforcing in accordance with Oregon Administrative Rule 918-020-0090(8)(g). Specifically, whenever any work is being done contrary to the provisions of this code (or other pertinent laws or ordinances implemented through its enforcement), the building official may order the work stopped by notice in writing served on any person(s) engaged in the doing or causing of such work to be done. Such person(s) shall stop such work until specifically authorized by the building official to proceed thereafter.

The authority to issue stop work orders is delegated to the inspection staff; however, Department policy requires that the inspector contact the Building Official to discuss the decision prior to issuance of the stop work order.

INVESTIGATION OF VIOLATIONS

Complaints received by the Department related to alleged violations of licensing or registration requirements shall be forwarded to the proper state agency for resolution. Additionally, Building Inspectors perform enforcement inspections as part of routine installation inspections.

COMPLIANCE PROGRAMS

PROCESS FOR RESPONSE TO REPORTED CODE VIOLATIONS

Reports of work being performed without permit, in violation of the Hood River County Building Code, and/or in violation of ORS 479.550, 479.620, 447.040, 693.030, and 639.040 are accepted in person or via mail or fax. All reports are entered into the Department's violations file and are investigated by the Building Official or his/her Designee.

INVESTIGATION OF REPORTED VIOLATIONS

Reports as described above are investigated to determine whether or not a violation exists. If no violation exists, the case is closed. If a violation exists, there are several possible actions that may be taken by the Department, including, but not limited to, stop work orders, assessment of investigation fees (actual costs), or a citation may be issued through Hood River County's Code Enforcement process (Ordinance No. 308, Hood River County Code Enforcement Chapter 1.08). In any case, the complainant is informed of the outcome upon request.

Inspectors and Plan Reviewers require proof of compliance with the licensing, permitting, registration, and certification requirements of persons engaged in any activity regulated by ORS Chapters 446, 447, 455, 479, 693, 701, and OAR 918-020-0091. All violations are reported to the appropriate enforcement agency.

NOTICES OF PROPOSED CIVIL PENALTIES

As per ORS 455.156, the Department acts as an agent of the respective state boards in the issuance of proposed assessments of civil penalties.

VERIFICATION OF LICENSES AND REGISTRATIONS

Prior to the issuance of any permit, staff verifies that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455, 479, 693, and 701. Issues that may arise from this verification process are referred to the Building Official for resolution.

INVESTIGATION OF VIOLATIONS

Complaints received by the Department related to alleged violations of licensing or registration requirements shall be forwarded to the proper state agency for resolution. Additionally, Building Inspectors perform enforcement inspections as part of routine installation inspections.

ELECTRICAL PROGRAM OPERATING PLAN

HOOD RIVER COUNTY

DELEGATION OF AUTHORITY

Hood River County assumed enforcement and administration of the electrical safety program on July 1, 2007. The electrical safety program encompasses all areas inside Hood River County. The Building Official of Hood River County assures the County employs qualified electrical inspectors. The State of Oregon Electrical Specialty Code and One and Two Family Dwelling Specialty Code are adopted locally. The fees associated with the electrical safety program are consistent with State fee guidelines. The County will annually review and update this operating plan.

REQUIREMENTS FOR CONTINUED DELEGATION

The County employs an A-level electrical inspector through as part of an intergovernmental agreement with Wasco County Building Codes. The electrical inspector is available during regular office hours to answer questions or meet with customers. The electrical inspector is responsible for all initial interpretations of the Electrical Specialty Code. If there is an appeal of his decision, it is then reviewed by the Building Official. Further appeals are processed in accordance with ORS 479.853 and OAR 918-001-0130.

PLAN REVIEW AND PERMIT PROCEDURES

Electrical Permits: The Department maintains office hours for sales of permits Monday through Friday from 8:00 a.m.-5:00 p.m. Electrical permit applications are available at the above address at any time during office hours, or on our website. The County uses an electrical permit application form complying with state and local requirements. Most permits can be issued over the counter by the Departments staff. The permit applications may be mailed or emailed to our office. Additionally, Electrical permits may be pulled online through the e-Permitting system.

Electrical Plan Reviews: Electrical plan reviews are conducted in accordance with OAR 918-311-0010 through 918-311-0060

Master Permits: The County offers the electrical master permit program as per OAR 918-260-350.

INSPECTION STANDARDS

County electrical inspectors adhere to the standards established by the Oregon Electrical Specialty Code. The County considers the inspection of all the installations outlined in OAR 918-271-0040 as mandatory. All of these types of installations are inspected, discrepancies are noted, and corrections are insured. Under no circumstances will persons not holding the appropriate certification from the Building Codes Division conduct an electrical inspection on behalf of the County.

ACCOUNTING AND DISPOSITION OF REVENUES

Accounting: All revenues collected under the electrical program are accounted for separate from other revenues. Any surplus electrical program revenues are carried forward to the next fiscal year.

Disposition of Revenues: The fees collected by the County for electrical plan reviews and permits are to be used solely for the administration of the electrical safety program.

ELECTRICAL PLAN REVIEW STANDARDS

918-311-0040 Electrical Plan Review for Complex Structures

- (1) A jurisdiction providing electrical code plan review services may only require electrical plan review for a complex structure. For the purpose of this rule, "complex structures" have an electrical system designed, constructed or reconstructed with any of the following:
- (a) A service or feeder beginning at 400 Amps where the available fault current exceeds 10,000 Amps at 150 Volts or less to ground or exceeds 14,000 Amps for all other installations; or
 - (b) Installation of a 150 KVA or larger separately derived system as defined in Article 100 of the National Electrical Code (NEC); or
 - (c) Addition of a new motor load of 100 HP or more; or
 - (d) Fire pump installations as defined in Article 695 of the NEC; or
 - (e) Emergency systems installations as defined in Article 700 of the NEC; or
 - (f) A service or feeder rated at 600 Amps or over; or
 - (g) Voltage. More than 600 supply volts nominal; or
 - (h) Renewable Energy. Renewable electrical energy systems rated over 25 KVA; or
 - (i) Height. More than three stories; or
 - (j) Occupancy.
 - (A) Six or more residential units in one structure; or
 - (B) An "A" (Assembly) occupancy, "E" (Educational) occupancy, or "I-2" or "I-3" (Institutional) occupancy as defined in the adopted Oregon Structural Specialty Code; or
 - (C) Any of the following special occupancies as described in Chapter 5 of the NEC adopted by the board in OAR 918-305-0100:
 - (i) Hazardous (Classified) locations as defined in Articles 500 to 516; or
 - (ii) Installations in patient care areas of health care facilities as defined in Article 517; or
 - (iii) Agricultural buildings used for commercial purposes, as defined in Article 547; or
 - (iv) Floating buildings as defined in Article 553; or
 - (v) Marinas and boat yards as defined in Article 555; or
 - (k) Recreational Vehicle Park. A new recreational vehicle park, or any addition or alteration to an existing park.
- (2) Plan review is not required for work permitted through minor installation labels under OAR 918-309-0210 to 918-309-0260.
- (3) A jurisdiction requiring electrical plan review may not require plan review on more than one building or structure under construction or reconstruction at the same job site, as long as:
- (a) The electrical systems of the buildings or structures are materially alike, and;
 - (b) A person obtains electrical permits for the buildings or structures within a reasonable time.
- (4) Standardized Format for Plan Review. When electrical plan review is required the electrical plan shall meet the following requirements:
- (a) Copies. Submit two sets of electrical plans;
 - (b) Readability. The plans shall be drawn to scale, contain definitions for legends used, be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the applicable electrical code requirements, laws, ordinances, rules and regulations;
 - (c) Contents. The plans shall contain the following minimum requirements:
 - (A) Feeder riser diagram showing panel location and circuit schedules;
 - (B) One line riser diagram showing bonding and grounding and conductor sizes;

- (C) Available fault current on the line side of service disconnect;
 - (D) Complete load calculations, or provide applicable load records, for all new installations and for additions to existing installations;
 - (E) Fixture schedule, showing type, location and layout of the fixtures;
 - (F) Address of the installation and name of owner and address;
 - (G) Identification of the employer, identification and signature of person who prepared the plan, license number if the person is an electrical supervisor and professional registration number if the person is an architect or registered professional electrical engineer; and
 - (H) Location of emergency systems, identifying the power source and the system on plan.
- (5) Nothing in these rules shall prohibit a jurisdiction from requiring a lighting energy budget.
- (6) Nothing in these rules shall prohibit the owner or the owner's agent from requesting and receiving plan review for non-complex structures.

TEMPORARY ELECTRICAL PERMITS

A licensed electrical contractor may request a temporary electrical permit via telephone for any type of electrical work. The electrical contractor is required to complete the permit application and pay the required fee with ten (10) working days from the time that the temporary permit number was obtained. If a contractor abuses this system, the Electrical Inspector may notify the contractor that the temporary electrical permit system is no longer available for his/her use.

The Department will offer a system of temporary electrical permits as described above.

PROGRAM REVENUES / EXPENDITURES

The County will perform all functions associated with the Electrical Program and will collect and account for all revenues in accordance with associated Oregon Revised Statutes governing the use of such revenues.

COMPLIANCE PROGRAMS

PROCESS FOR RESPONSE TO REPORTED CODE VIOLATIONS

Reports of work being performed without permit, in violation of the Hood River County Building Code, and/or in violation of ORS 479.550, 479.620, 447.040, 693.030, and 639.040 are accepted in person or via mail or fax. All reports are entered into the Department's violations file and are investigated by the Building Official or his/her Designee.

INVESTIGATION OF REPORTED VIOLATIONS

Reports as described above are investigated to determine whether a violation exists. If no violation exists, the case is closed. If a violation exists, there are several possible actions that may be taken by the Department, including, but not limited to, stop work orders, assessment of investigation fees (actual costs), or a citation may be issued through Hood River County's Code Enforcement process (Ordinance No. 308, Hood River County Code Enforcement Chapter 1.08). In any case, the complainant is informed of the outcome upon request.

Inspectors and Plan Reviewers require proof of compliance with the licensing, permitting, registration, and certification requirements of persons engaged in any activity regulated by ORS Chapters 446, 447, 455, 479, 693, 701, and OAR 918-020-0091. All violations are reported to the appropriate enforcement agency.

NOTICES OF PROPOSED CIVIL PENALTIES

As per ORS 455.156, the Department acts as an agent of the respective state boards in the issuance of proposed assessments of civil penalties.

VERIFICATION OF LICENSES AND REGISTRATIONS

Prior to the issuance of any permit, staff verifies that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455, 479, 693, and 701. Issues that may arise from this verification process are referred to the Building Official for resolution.

INVESTIGATION OF LICENSE VIOLATIONS

Complaints received by the Department related to alleged violations of licensing or registration requirements shall be forwarded to the proper state agency for resolution. Additionally, Building Inspectors perform enforcement inspections as part of routine installation inspections.

Building Valuation Chart Current as of April 1, 2021

Group (2021 International Building Code)	IA	IB	IIA	IIIB	IIIA	IIIB	IIIB	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	263.06	254.15	247.55	237.53	223.05	216.60	229.90	207.42	199.94		
A-1 Assembly, theaters, without stage	241.02	232.11	225.51	215.49	201.01	194.56	207.86	185.38	177.89		
A-2 Assembly, nightclubs	205.93	199.80	194.89	186.91	176.19	171.34	180.27	159.46	154.02		
A-2 Assembly, restaurants, bars, banquet halls	204.93	198.80	192.89	185.91	174.19	170.34	179.27	157.46	153.02		
A-3 Assembly, churches	243.83	234.92	228.32	218.30	204.21	198.79	210.67	188.58	181.10		
A-3 Assembly, general, community halls, libraries, museums	204.02	195.11	187.51	178.49	163.01	157.56	170.86	147.38	140.89		
A-4 Assembly, arenas	240.02	231.11	223.51	214.49	199.01	193.56	206.86	183.38	176.89		
B Business	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35		
E Educational	222.69	214.99	208.81	199.81	186.17	176.74	192.93	162.78	157.80		
F-1 Factory and industrial, moderate hazard	125.58	119.68	112.86	108.68	97.37	92.83	104.02	80.23	75.34		
F-2 Factory and industrial, low hazard	124.58	118.68	112.86	107.68	97.37	91.83	103.02	80.23	74.34		
H-1 High Hazard, explosives	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	0.00		
H234 High Hazard	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	67.37		
H-5 HPM	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35		
I-1 Institutional, supervised environment	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25		
I-2 Institutional, hospitals	355.95	348.21	341.39	331.67	314.48	0.00	324.26	293.82	0.00		
I-2 Institutional, nursing homes	247.27	239.53	232.71	222.99	207.36	0.00	215.58	186.70	0.00		
I-3 Institutional, restrained	241.59	233.85	227.03	217.31	202.46	194.97	209.90	181.80	173.00		
I-4 Institutional, day care facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25		
M Mercantile	153.55	147.41	141.50	134.53	123.48	119.63	127.88	106.75	102.31		
R-1 Residential, hotels	213.59	206.35	200.28	192.29	176.78	171.95	192.54	158.70	154.00		
R-2 Residential, multiple family	179.04	171.80	165.73	157.74	143.25	138.43	157.99	125.18	120.47		
R-3 Residential, one- and two-family	166.68	162.17	157.99	154.10	149.61	144.19	151.48	138.79	130.58		
R-4 Residential, care/assisted living facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25		
S-1 Storage, moderate hazard	116.37	110.47	103.65	99.47	88.40	83.87	94.81	71.27	66.37		
S-2 Storage, low hazard	115.37	109.47	103.65	98.47	88.40	82.87	93.81	71.27	65.37		
U Utility, miscellaneous	89.90	84.75	79.27	75.71	67.97	63.50	72.24	53.83	51.28		

a. Private Garages use Utility, Misc. b. For shell only buildings deduct 20 percent c. N.P. = not permitted d. Unfinished Basements (Group R-3) = \$25.64 per sq'

Use the "U" values in the proposed chart to determine:

1. Carports/Covered Porch/Patio/Deck =	50%	\$25.64
2. Pole Buildings Simple=\$25.64 Complex=\$51.28		25.64/51.28

Other Plan Review Rates:

Commercial Fire Life Safety Review = 40% of Structural Fee

Commercial Fire Sprinkler System Review = 40% of Structural Fee

Commercial Mechanical Plan Review = 25% of Mech Valuation

Interior Remodels - use 40% of the sq ft fee from the chart x the actual sq' of remodel area.

Cargo Containers - charge \$78.00 hourly inspection fee + 12% State Surcharge

Residential Solar Panels - \$150.00 + 12% = \$168.00 (LUP not required unless in NSA / no permit required on ag bldgs but Building Official will review for safety).

Cell Towers and/or Antennas - based off of valuation. Plan review at regular 65% review rate.

TABLE 1-A BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1,00 TO \$500.00	23.5
\$501.00 TO \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2001.00 TO \$5,000.00	\$69.25 for the first \$2000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25001.00 TO \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 TO \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 TO \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 TO \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 AND UP	\$5,608.75 for this first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

Manufactured Homes Fees 01/01/08

	SWMH	DWMH	TWMH	QWMH
Base + Elect & Plumb. & Site	\$245.00	\$340.00	\$390.00	\$440.00
Surcharge	\$30.00	\$30.00	\$30.00	\$30.00
12% State	\$29.40	\$40.80	\$46.80	\$52.80
TOTALS	\$304.40	\$410.80	\$466.80	\$522.80

***Other Inspections and Fees:**

1. Inspections outside of normal business hours (minimum charge - two hours) \$156.00
2. Re-inspection fees \$78.00
3. Inspections for which no fee is specifically indicated (minimum charge 1/2 hour \$39.00)
4. Additional plan review required by changes/revisions (minimum charge 1/2 hour \$39.00)

*Or the actual cost to the County, which ever is the greatest. Cost shall include supervision, overhead,

Fee Refunds:

The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The Building Official may authorize a retention fee for refunds of the fees paid in order to cover the amount of staff time invested in the project. the date of the fee payment.

ELECTRICAL PERMIT APPLICATION

Hood River County Building Department
 601 State Street Hood River, Oregon 97031
 P: 541.386.1306 F: 541.387.6878
 eMail: building@co.hood-river.or.us

DEPARTMENT USE ONLY			
Permit #:			
By:		Issue Date:	
Zoning approval verified?	Yes	No	

PERMIT EXPIRES IF: (A) Work is not started within 180 days of issuance; or (B) Suspended for 180 days; or (C) The work exceeds one year from permit issuance.

CONSTRUCTION CATEGORY	
<input type="checkbox"/> Residential	<input type="checkbox"/> Government <input type="checkbox"/> Commercial
JOB SITE INFORMATION & LOCATION	
Job site address:	
City/State/Zip:	
Project Name:	
Directions to job site:	
DESCRIPTION OF WORK	
PROPERTY OWNER INSTALLATION	
Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
<input type="checkbox"/> The installation is being made on residential or farm property owned by me or a member of my immediate family.	
Signature: _____	
CONTRACTOR INSTALLATION	
Business Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
e-mail:	
<input type="checkbox"/> Contractor CCB License #:	
<input type="checkbox"/> BCD License #:	
Signature: _____	
Print Name: _____	
<p>* Schedule Inspections from your I-phone. Download free app! Schedule Inspections by going to: BuildingPermits.Oregon.gov or call 1-888-299-2821</p>	
	
* Make check or money order payable to Hood River County (HRC).	

FEE SCHEDULE - EFFECTIVE Apr. 1, 2021			
	Fee	# of Items	Total
Residential, Per Unit, Service Included			
Each Manufactured Home or Modular Dwelling Service or Feeder-----	\$ 78.00		
1,000 Sq. Ft. or Less-----	\$ 127.00		
Each Additional 500 Sq. Ft. or Thereof--	\$ 23.00		
Limited Energy-----	\$ 30.00		
Multi-Family Residential-----	\$ 54.00		
Service or Feeders (Installation, Alteration, Relocation)			
200 Amps <i>OR</i> Less -----	\$ 95.00		
201 to 400 Amps -----	\$ 113.00		
401 to 600 Amps -----	\$ 187.00		
601 to 1,000 Amps -----	\$ 245.00		
Over 1,000 Amps <i>OR</i> Volts -----	\$ 563.00		
Reconnect ONLY -----	\$ 63.00		
Temp. Services or Feeders (Installation, Alteration, Relocation)			
200 Amps <i>OR</i> Less -----	\$ 63.00		
201 to 400 Amps -----	\$ 86.00		
401 to 600 Amps -----	\$ 125.00		
Over 600 Amps <i>OR</i> 1,000 Volts -----	\$ *See Above		
<small>*See Service or Feeders Above</small>			
Branch Circuits (New, Alterations, Extension per Panel)			
<i>* Fee for Branch Circuits WITH purchase of a Service or Feeder:</i>			
Each Branch Circuit -----	\$ 4.80		
<i>*Fee for Branch Circuit WITHOUT purchase of a Service or Feeder:</i>			
First Branch Circuit -----	\$ 65.00		
Each Additional Branch Circuit -----	\$ 4.80		
Miscellaneous			
Each Pump or Irrigation Circle -----	\$ 78.00		
Each Sign or Outline Lighting -----	\$ 78.00		
Signal, Circuit(s) or a Limited-Energy Panel, Alteration, or Extension -----	\$ 78.00		
Hourly Rate (per hour) -----	\$ 78.00		
Sub-Total (Add up above fees - Minimum fee \$60.00): -----			
Investigative Fee \$78/hour -----			
Add 12% Surcharge (0.12 x Sub-Total) -----			
Plan Review, if Required (2.5% of Sub-Total) -----			
GRAND TOTAL (fees and surcharges) -----			

MECHANICAL PERMIT APPLICATION
HOOD RIVER COUNTY
COMMUNITY DEVELOPMENT



601 State Street
Hood River, OR 97031



Inspection Line: (541) 308-0646

PLANNING
PHONE 541-387-6840
FAX 541-387-6873
Email: plan.dept@co.hood-river.or.us

BUILDING
PHONE 541-386-1306
FAX 541-387-6878
Email: building@co.hood-river.or.us

BUILDING	
Permit No.:	
Date received:	
Date issued:	
Ref. bldg. permit #	

This permit is issued under OAR 918-440-0050. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

Construction Category	Fee Schedule																																																																																																																																																												
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Job Site Information Townshp: Range: Sect: Tax Lot: Job Street Address: City / State / Zip: Subdivision: Lot #: Description of Work: Property Owner: Name: Mailing Address: City: State: Zip: Phone: Fax: E-mail: <input type="checkbox"/> Owner acknowledges installation is being made on property owned by me or member of immediate family, and is exempt from licensing req's under ORS 701.010 SIGNATURE REQ'D																																																																																																																																																													
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PLUMBING PERMIT APPLICATION

Hood River County Building Department
601 State Street Hood River, Oregon 97031
P: 541.386.1306 F: 541.387.6878
eMail: building@co.hood-river.or.us

DEPARTMENT USE ONLY

Permit #:

By:

Issue Date:

Zoning approval verified?	Yes	No	
Sanitation approval verified?	Yes	No	

PERMIT EXPIRES IF: (A) Work is not started within 180 days of issuance; or (B) Suspended for 180 days; or (C) The work exceeds one year from permit issuance.

CONSTRUCTION CATEGORY		
<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
JOB SITE INFORMATION & LOCATION		
Job site address:		
City/State/Zip:		
Project Name:		
Directions to job site:		
DESCRIPTION OF WORK		
PROPERTY OWNER INSTALLATION		
Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail:		
The installation is being made on residential or farm property owned by me or a member of my immediate family. ORS 479.540(1), 479.560 (1)		
Signature: _____		
CONTRACTOR INSTALLATION		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
e-mail:		
Contractor CCB License #:		
BCD License #:		
Signature: _____		
Print Name: _____		
<p>* Schedule Inspections from your I-phone. Download free app! Schedule Inspections by going to: BuildingPermits.Oregon.gov or call 1-888-299-2821</p> 		
* Make check or money order payable to Hood River County (HRC).		

FEE SCHEDULE - EFFECTIVE Apr. 1, 2020			
	Fee	# of Items	Total
Residential			
New Single Family Dwelling 1 Bath (Includes 100' Water/Sewer) -----	\$ 252.00		
Additional Bath -----	\$ 90.00		
Additional Kitchen -----	\$ 60.00		
Additional 100' of Sewer/Water -----	\$ 36.00		
Remodel/Alterations per Fixture -----	\$ 24.00		
Manufactured Dwellings			
Sewer/Water Supply first 30'			
* (Included in Manufactured Home Permit) -----	NA		
Additional 100' Sewer/Water -----	\$ 36.00		
RV & Manufactured Dwelling Parks			
Base fee (Includes the first 10 or fewer spaces) --	\$ 384.00		
Each additional space -----	\$ 33.00		
Commercial, Industrial, & Dwellings other than (1) or (2) Family			
Base fee (Includes up to 3 fixtures) -----	\$ 72.00		
Additional fixtures (per fixture) -----	\$ 24.00		
Site Utilities per 100' (or part thereof) -----	\$ 36.00		
Miscellaneous Fees			
Residential Fire Sprinklers -----	\$ 120.00		
Indirect Wastes -----	\$ 55.00		
Specialty fixtures -----	\$ 55.00		
Backflow Devices -----	\$ 55.00		
Re-Inspection per hour -----	\$ 78.00		
Special Requested inspection per hour --	\$ 78.00		
Requested by Government Agency under ORS 190 -----	As Agreed		
Medical Gas Piping			
Base fee -----	\$ 270.00		
Each inlet/outlet -----	\$ 1.80		
Sub-Total (Add up above fees - Minimum fee \$60.00): -----			
Investigative Fee \$78/hour -----			
Add 12% Surcharge (0.12 x Sub-Total)-----			
Plan Review, if Required (25% of Sub-Total) -----			
GRAND TOTAL (fees and surcharges) -----			