

OPERATING PLAN

BUILDING INSPECTION PROGRAM 2018

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

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.

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