

CITY OF HERMISTON

BUILDING DEPARTMENT
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BUILDING DEPARTMENT OPERATING PLAN

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INTRODUCTION

OAR 918-020-0080 Delegation of Building Inspection Programs

The State Building Codes 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 and describe the manner in which the municipality or the division will do so. The operation plan shall establish specific goals, consistent with the program standard described in 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, had been distributed to surrounding jurisdictions, and is available through this office upon request.

This plan reflects the standards, policies, procedures and services administered and offered through the City of Hermiston. The plan will be updated as necessary to reflect service changes.

Any questions related to this plan should be directed to

Chuck Woolsey, Building Official
City of Hermiston
215 E. Gladys Avenue
Hermiston, OR 97838
building@hermiston.or.us
Phone: 541.667.5025

ADMINISTRATION

The Building Official shall have the power to render written and oral interpretations of the codes and to adopt and enforce administrative procedures in order to clarify the application of their provisions. The interpretations, rules and regulations shall be in conformance with the intent and purposes of the codes (Ord. 1914, passed 12-23-96)

Funds

The Building Department operates through the General Fund. The Building Official prepares a budget prior to the beginning of the new fiscal year; July 1st of each year. This budget is estimated to cover equipment, funds, any additional items needed to carry out the duties of the Building Department. This budget is submitted for approval by the City Administration.

All plan review and permit revenues generated through the Building Department are deposited into the general fund and all division expenditures are from this fund. The Building Department's revenue is insufficient to fully fund the department's budget. The Building Department must rely on supplemental funding from the City's general fund to fulfill its annual budget.

Equipment

All Building Department staff 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:

- Open office spaces, including desks, chairs, computers and software
- Vehicles for inspections
- Cellular telephones
- Code and code-related publications, office supplies and business identification cards.

Staff Authority and Responsibilities

Building Official:

As authorized by Hermiston Code of Ordinance §152.03

Building inspection shall be under the administrative and operational control of the Building Official. The Building Official shall have the power to render written and oral interpretations of the state and city codes and to adopt and enforce administrative procedures in order to clarify

the application of their provisions. The interpretations, rules and regulations shall be in conformance with the intent and purpose of the codes.

Plans Examiner:

As per OAR 918-098-1470, plans examiners review plans for compliance with the State of Oregon Specialty Codes for residential and commercial structures; at the level for which the plans examiner is certified by the State of Oregon.

Inspectors:

As per OAR 918-098-1470, inspectors conduct inspections of residential and commercial work covered by the specialty codes at the level certified by the State of Oregon.

Permit Technician:

Permit Technicians are responsible for receiving applications and plans, collecting fees, issuing permits and preparing reports as needed.

The Appeal Process

OAR 918-020-0090, OAR 918-001-0130, § 152.18 Hermiston Code of Ordinances

Any appeal of a plans examiner's decision is reviewed by the Building Official. The appeal must be made in writing. There is no cost for this initial appeal. A decision is generally rendered within 24 hours of the request.

Any appeal of an inspector's decision is reviewed by the Building Official. The appeal must be made in writing. There is no cost for this initial appeal. A decision is generally rendered within 24 hours of the request.

Appeals shall be submitted to:

Chuck Woolsey, Building Official
City of Hermiston
Building Department
215 E Gladys Ave
Hermiston, OR 97838
building@hermiston.or.us
Ph: 541.667.5025

An appeal of a decision by the Building Official related to code provisions may be appealed directly to the Building Codes Division per OAR 918-001-0130 or through the local appeals process per the Hermiston Code of Ordinances § 152.18.

An appeal of a decision of the Building Official unrelated to code provisions is reviewed by the City Manager.

As per ORS 455.690, any person aggrieved by the final decision of a municipal appeals board may, within 30 days after the date of the decision, appeal to the appropriate state advisory board.

For more information on filing an appeal to the appropriate State Boards, contact:

The State of Oregon Building Codes Division
PO Box 14470
Salem, OR 97309
Ph: 503.378.4133

Accounting

All revenues collected are deposited into the General Fund. These revenues are segregated by service area.

All program expenditures are budgeted in the Municipal Budget.

Fee Adoption and Adjustments

The fees for Building, Electrical, Mechanical and Plumbing programs are established by Resolution after holding a public hearing before the City Council. As per OAR 918-020-0220, the city must notify State Building Codes of any fee modification a minimum of 45 days prior to the adopted date.

Records Retention and Retrieval

All City of Hermiston, Building Department records are retained for at least the minimum time as required by OAR 166-200-0250. All permanent retention files prior to 2016 are stored on the ORMS website, files from 2016 to current are stored on the state provided epermitting system Accela.

Public Comments, Inquiries & Complaints

Public comments, inquiries or complaints may be submitted in person, by phone, email or mailed to:

City of Hermiston
Building Dept
215 E Gladys Avenue
Hermiston, OR 97838
(541)667.5025

building@hermiston.or.us

Inquiries, comments, and complaints made in person or by phone must be made between 8:00 am and 5:00 pm Monday through Friday. After hours phone calls will go to a voice mail system. Voice mail messages and emails will be returned within 48 hours.

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 City of Hermiston personnel policies.

Customer Service Information

Customer Questions Regarding Permits, Plan Reviews, and Inspections, Types of Permits Sold, and Hours of Operations can contact the Building Department as described above or online at www.hermiston.or.us

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

Availability of Operating Plan

The City of Hermiston operating plan is available to any interested party upon request. A copy can be supplied in electronic format if desired. A copy of the operating plan can be found on the city website at www.hermiston.or.us

Jurisdictional Boundary

The jurisdiction of the Department covers all areas within the city limits. A map of the jurisdiction boundaries can be viewed on the city website <https://hermiston.maps.arcgis.com/apps/View/index.html?appid=6485269d9cc54261acb03b250f474e84>

Notifications

All notices issued pursuant to OAR 918-020-0070 through 0220 shall be sent to the City of Hermiston's Building Official.

PERMITTING STANDARDS

Office Location and Hours of Operation

The Department maintains office hours from 8:00am - 12:00pm & 1:00pm - 5:00 pm. Telephones are answered by administrative staff during those hours. Permit applications are accepted and permits are issued in the office during the regular business hours posted above. Permit applications can also be submitted via email, fax or online with the epermitting system at www.buildingpermits.oregon.gov

Electronic forms of permit applications are available on the City website at <https://www.hermiston.or.us/commdev/page/permit-process-and-forms>

Application Procedures

Applications for permits are made on forms provided by the Department. Permit applications received in person are checked for completeness before the customer leaves the office. Permit applications received via mail, fax or email are checked on the day of receipt for completeness and if some necessary information is lacking, the customer is contacted immediately.

Application and Permitting Time Frames

Permits Not Requiring Plan Review

The following process procedure applies to permits not associated with projects requiring plan review.

1. The applicant must submit a complete permit application. The application can be submitted:
 - In person, at the counter
 - By mail
 - By e-mail
 - By fax
 - Online via epermitting website
2. The permit application is reviewed for completeness.
3. When a permit cannot be issued, the applicant is notified by telephone or email that:
 - Additional information is needed.
 - A plan review is required
 - Incorrect fees or no fees were submitted.
4. After receipt of the fee, the permit is issued:
 - In person, at the counter
 - By mail

- By e-mail
- Online via epermitting website

Complete permit applications received in person at the counter will be processed with the customer waits. Permit applications received through the mail, e-mail or fax that are complete and have the correct payment included will be processed within 24 hours of receipt. If the information lacking is minor and can be provided over the phone or email by the applicant, staff will complete the form and process the application.

Permits may be paid for with a Visa®, Mastercard® or Discover® card. Cash and Check are also accepted forms of payment.

Faxed Applications

Faxed applications are processed when payment is received, and if applicable, when plans and specifications are submitted.

Verification of Licensing and Registration

Prior to the issuance of any permit staff verifies that the applicant meets the licensing and registration requirements of ORS Chapter 447, 455, 479, 693 and 704. Issues which may arise from this verification process are referred to the Building Official for resolution. ORS 455.156

Fee Refunds and Waivers

1. The Building Official may authorize refunding of:

- ◆ Any fee not authorized by City Ordinance or Resolution of the Division Administrative Rules;
- ◆ The fee paid for a permit under which no work is commenced, subject to the limitation of permit validation and subject to the refund processing fee;
- ◆ The plan review fees, if the application for which the plans are submitted is withdrawn prior to the plan review being started and subject to the refund processing fee;
- ◆ No fee shall be refunded except in a written request by the applicant and received by the Building Official no later than 180 days after payment.

2. The City shall retain, for the repayment of the costs of administration, \$25.00.

PLANS 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 examiner review and approve structural, mechanical, fire/life safety,

energy, ADA requirements and manufactured dwelling plans. Residential and Commercial Plumbing, Mechanical and Structural plans are reviewed and approved by the City Plans Examiner. Commercial electrical plans are currently reviewed and approved by the State of Oregon Electrical plans examiner.

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.

Availability and Listing of Plan Review Staff

Upon request, the Building Department will provide a list of plans examiners and the certifications they hold along with continuing education credits.

Cooperation With Other Agencies

The Building Department cooperates with other City agencies and/or other jurisdictions as necessary to facilitate plan review. Pursuant to OAR 918-020-0020, the City provides the Umatilla County Fire District 1 Fire Marshal with notification of proposed developments and/or buildings that may be regulated by the Fire Marshal. Plans are submitted to the Fire Marshal for his review and comments are submitted back and incorporated into the conditions of approval for the project.

Permit Applications Requirements and Plan Review Procedures for plans requiring plan review

Application must be completed with name, address, and telephone of the owner/tenant, designer, architect, and/or engineer. The site address must be listed, if no address is assigned yet; one will be assigned. The contractor information must be complete with name, address, phone number, email address and Oregon contractor license numbers; prior to issuance.

Deferred submittals shall be noted on the building plans. It is up to the permit applicant to submit deferred plan reviews in a timely manner to allow for plan review prior to work beginning. Plan review times are approximately 2-3 weeks for tenant improvement, fire sprinkler, fire alarms & minor construction. New construction project plan review times are approximately 4-6 weeks. Incomplete plans, details or specs will not be accepted.

A plan review letter will be generated by the plans examiner noting any items that need to be addressed to allow for permit issuance or if the plans are found to be in substantial compliance and ready to issue. A copy of the letter will be emailed to the applicant on file. If revisions are required the plans examiner will note if a new full set of plans with all changes made is required or replacement pages with changes is acceptable.

The building department makes every attempt to get plans reviews in an efficient and timely manner as workload and staff availability allows. All review times are an estimate

and could be shorter or longer depending on circumstances. Our plan review time frames are as follows:

1 & 2 Family Residential	10-14 business days
Commercial Tenant Improvements	3 weeks
New Commercial and Multi-Family Buildings	4- 6 weeks

Plans that are sent out for a review by another jurisdiction or state agency will have added plan review times, as their work load and staff availability allow.

INSPECTION STANDARDS

Inspection Policies and Procedures

Inspection requests are made through the online e-permitting system www.buildingpermits.oregon.gov or through their phone system 888-299-2821 using the permit IVR number. This information can be found on our website. Hours of inspections are 8 am to 5 pm.

Inspections need to be scheduled by 7 a.m for same day inspections. Otherwise, the inspection will be scheduled for the next business day. We currently do residential and commercial structural, mechanical and plumbing inspection Monday thru Friday. Residential electrical inspections are done on Monday and Thursdays. Commercial electrical inspections are done on Monday and Wednesday. Inspection days are subject to change depending of staff availability, holidays and/or work load.

Inspections needed before or after work hours will need to be requested to and approved by the Building Official.

Approved plans are required to be on site and available for review by the inspector if any questions come up.

An electronic copy of the inspection will be emailed to the contractor or contact on file reflecting the status of the inspection. The most common statuses are approved, approved with conditions, or denied. A conditional approval allows the work to proceed while documented corrections are made and a reinspection may be required. In the case of a failed inspection, a list of needed corrections is provided in the report. All corrections need to be made and a reinspection requested prior to work moving forward to the next step.

In certain circumstances a reinspection fee may be assessed by the inspector. The Department policy outlines these circumstances. The policy is available upon request.

Listing Of Inspection Staff

Upon request, the Building Department will provide a list of inspectors and the certifications they hold along with continuing education credits.

COMPLIANCE PROGRAMS

Stop Work Orders

§152.16 City Code of Ordinances states the following:

When any work is being done contrary to the provisions of the Building Code or other laws, ordinances or regulations adopted to enforce the Building Code, or to a permit or orders issued hereunder, the Building Official may issue a stop work order that the person cease and desist all such violations and commanding the person to immediately comply with all requirements of this chapter or the requirements of the permit or order; and take such appropriate remedial or preventive action as may be needed to properly address the violation, including halting operations and undertaking corrective action. The Building Official may order the work stopped by written notice served on any person or persons doing or causing such work to be done. Upon receipt of such notice, the person doing or causing such work to be done shall immediately cease such work, until such time as an authorization to proceed is issued by the Building Official.

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 Electrical and Plumbing Violations

Electrical and plumbing inspectors conduct random spot checks to verify compliance with plumbing and electrical licensing and registration requirements. In cases of a violation, the inspector is provided the discretion to stop the work and a) issue a warning, b) issue a notice of proposed assessment of civil penalty, or c) discuss alternative options such as issuance of a civil penalty. A compliance report will be completed and submitted to the State Building Codes, Enforcement Division after approval from the Building Official. Where violations are not witnessed first hand but there is sufficient evidence to warrant an investigation, the inspector will note the violation by completing a compliance report and sending it to State Building Codes, Enforcement Division.

Process For Response to Reported Code Violations

Reports of work being performed without permit, in violation of Oregon State Specialty Codes, and/or in violation of ORS 479.550, 479.620, 447.030, 447.040, 693.030 and 693.040 are accepted in person or via mail, telephone or email. All reports are entered into the Department's computer data base and are investigated by the inspection staff.

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, civil citation, and/or referral to the State Building Codes, Enforcement Division.

Notice of Proposed Civil Penalties

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