Program Administration Request

☐ New ☒ Renewal

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: bcd.oregon.gov

Municipality: Benton County **Building official:** Ronald P. Dettrich
Address: 360 SW Avery Ave
City: Corvallis State: OR ZIP: 97333
Office location: 360 SW Avery Ave, Corvallis OR 97333
Phone: (541) 766-6819 Fax: (541) 766-6891 E-mail: ron.dettrich@co.benton.or.us

Mark program choice by indicating level:

X – Performed by municipality
C – Performed by county
S – Performed by state

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	M	A	C	S	M			
X	X	X	X	X	X	X		X	X	X		X	X	X	X	X			X	X	

Note: Assumption of a structural A-level program includes the requirements for disabled access [ORS 447.233(5)]. MSI includes manufactured dwelling installations; alterations, accessory structures, buildings, and cabana installations; plan review; and inspections. Park/camp includes mobile home and manufactured dwelling parks, recreation parks, organizational camps, and picnic parks plan review and inspection.

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.)
☒ Current fee schedules for all programs
☒ Name of a contact person for surcharge report of assumed programs

Name: Ronald P. Dettrich Phone: 541-766-6292
Address: 360 SW Avery Ave
City: Corvallis State: OR ZIP: 97333

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

Official delegation or assumption of the program(s) above is requested for the period beginning July 1, 20 12 **.**

Authorized signature: _____ Title: Building Official Date: 01/03/2012

Request will not be accepted without signature.

BENTON COUNTY

BUILDING INSPECTION PROGRAM

OPERATING PLAN

JANUARY 1, 1997

REVISED SEPTEMBER 2000
REVISED MARCH 1, 2002
REVISED JANUARY 1, 2004
REVISED JULY 1, 2005
REVISED JULY 1, 2007
REVISED JANUARY 1, 2012

Benton County, Oregon

7-20-05 APM

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes.

Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

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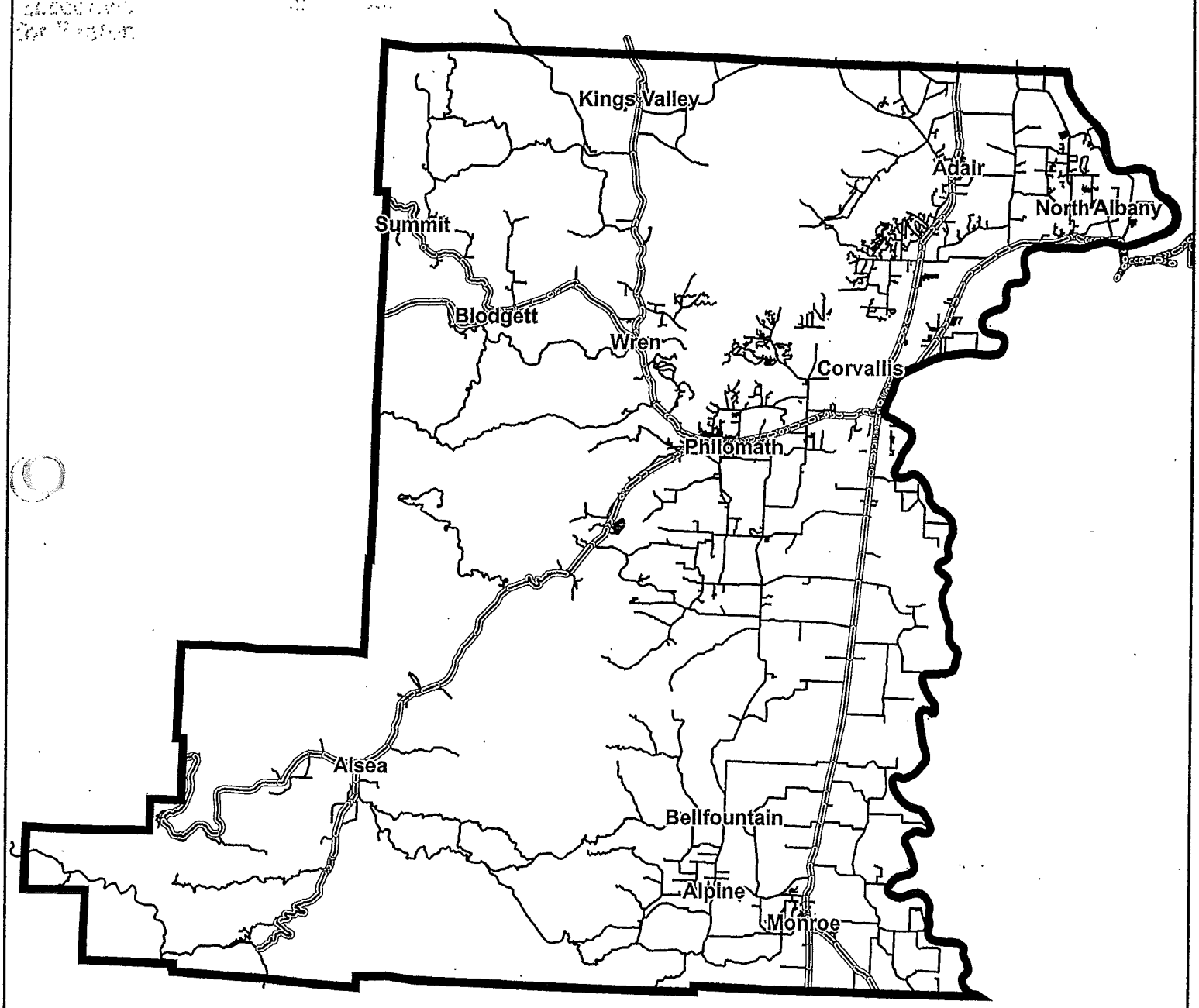

ADMINISTRATIVE STANDARDS

FUNDS

The Building Division operates through a dedicated fund. All plan review and permit revenues are deposited in this fund and all division expenditures are from this fund.

Benton County policy states that the ending operating balance each year shall be carried over in order to assure maintenance of customer service levels.

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, open office spaces, vehicles for inspections, cellular telephones, personal protection equipment, code and code-related publications, business and identification cards, and networked personal computers. The computer system utilizes a Windows environment to operate.

STAFF AUTHORITY AND RESPONSIBILITIES

Building Official:

Section 11.040 of the Benton County Code states as follows:

1) *There is hereby established a code enforcement agency which shall be under the administrative and operational control of the building official.*

2) *The building official is authorized to enforce all the provisions of this code.*

3) *The building official shall have the power to render written and oral interpretations of this code and to adopt and enforce administrative procedures in order to clarify the application of its provisions. Such interpretations, rules, and regulations shall be in conformance with the intent and purpose of this code.*

Plans Examiners:

As per OAR 918-098-1015, plans examiners review plans for compliance with the County Building Code ordinance at the level for which the plans examiner is certified by the State of Oregon.

Inspectors:

As per OAR 918-098-1015 inspectors conduct plan reviews and inspections of work covered by the specialty code and the level certified by the State of Oregon.

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

LOCAL APPEALS PROCESS

(1) Any person aggrieved by a decision of the building official made pursuant to the following specialty codes may appeal that decision to the following:

(2) Electrical Specialty Code - appeals may be made to the State of Oregon, Building Codes Division, Chief Electrical Inspector.

(3) Structural Specialty Code - appeals may be made to the State of Oregon, Building Codes Structures Board.

(4) Mechanical Specialty Code - appeals may be made to the State of Oregon, Building Codes Structures Board.

(5) Plumbing Specialty Code - appeals may be made to the State of Oregon, Building Codes Division.

(6) One and Two Family Dwelling Specialty Code - appeals may be made to the State of Oregon, Building Codes Structures Board.

(7) Manufactured Dwelling Code - appeals may be made to the State of Oregon, Manufactured Structures and Parks Advisory Board as per ORS 455.690.

(8) Recreational Park and Organizational Camp Regulations - appeals may be made to the State of Oregon, Manufactured Structures and Parks Advisory Board as per ORS 455.690.

(9) An appeal shall be in writing, shall describe the basis for the appeal and shall first be filed with the building official.

ACCOUNTING

All revenues collected are deposited in the Building Department's dedicated fund. These revenues are segregated by service area. See Attachment 1 for Biennium 10-11 & Biennium 12-13 revenues and revenue projections for the fiscal year.

All program expenditures are budgeted in the Building Department's dedicated fund. See Attachment 1 for Biennium 10-11 and Biennium 12-13 expenditure projections for the fiscal year.

BIENNIUM GL STATUS DETAIL with Page Break

Print Date: 1/3/2012

Selected: 09 - 11 Biennium and Period: Yr 2 End of Biennium - 100.0% of Biennium

		ADOPTED BUDGET	BIENNIUM PERIOD AMT	BIENNIUM TO DATE	BUDGET BALANCE	% USED/ REC'D
FUND - 001 General Fund						
DEPT - 02 Community Development						
COST CENTER - A36A Building Reg. & Code Services						
REVENUES						
General Revenues						
650A9	Overs & Shorts	0.00	0.00	-3.70	3.70	0%
TOTAL General Revenues		0.00	0.00	-3.70	3.70	0%
Charges for Services						
631AM	Addressing Fee	4,000.00	0.00	2,145.00	1,855.00	54%
63701	State Building Permit Surcharge	53,000.00	0.00	56,980.36	-3,980.36	108%
63704	Albany SD 8J Excise Tax	0.00	0.00	16,854.48	-16,854.48	0%
63705	Corvallis SD 509J Excise Tax	0.00	0.00	101,672.13	-101,672.13	0%
63708	Monroe SD 1 Excise Tax	0.00	0.00	37,697.30	-37,697.30	0%
63711	Construction Excise Tax	0.00	0.00	8,301.76	-8,301.76	0%
637A9	Building Permit Fees	511,777.00	0.00	561,351.60	-49,574.60	110%
637D9	Electrical Permits	124,418.00	0.00	103,717.58	20,700.42	83%
637E9	Indust. & Comm. Inspections	3,000.00	0.00	4,650.38	-1,650.38	155%
637H9	Building Permits - Philomath	72,000.00	0.00	120,678.60	-48,678.60	168%
637J9	Electrical Permits - Philomath	16,560.00	0.00	11,995.52	4,564.48	72%
637L9	Road Inspection Fees	21,600.00	0.00	9,128.00	12,472.00	42%
637M9	Building Permits - Adair	45,000.00	0.00	21,830.59	23,169.41	49%
637N9	Electrical Permits - Adair	7,740.00	0.00	2,636.38	5,103.62	34%
TOTAL Charges for Services		859,095.00	0.00	1,059,639.68	-200,544.68	123%
Operating Grants/Contributions						
66108	Forest Title III Program Support	60,332.00	0.00	15,151.95	45,180.05	25%
TOTAL Operating Grants/Contributions		60,332.00	0.00	15,151.95	45,180.05	25%
Dedicated Beginning Bal						
601B9	Dedicated Beginning Balance	0.00	0.00	-8,597.63	8,597.63	0%
TOTAL Dedicated Beginning Bal		0.00	0.00	-8,597.63	8,597.63	0%
TOTAL REVENUES		**919,427.00**	**0.00**	**1,066,190.30**	**-146,763.30**	**116%**
EXPENDITURES						
Personnel Services						
008BF	Permit Clerk, Building	76,608.00	0.00	44,875.33	31,732.67	59%
01001	Office Specialist 2	13,134.00	0.00	13,734.95	-600.95	105%
014BL	Building Inspector 2	0.00	0.00	60,103.54	-60,103.54	0%
02001	Building Inspector	193,248.00	0.00	164,099.13	29,148.87	85%
020BA	Chief Building Inspector	140,064.00	0.00	110,891.86	29,172.14	79%
025BE	Development Director	40,800.00	0.00	31,817.45	8,982.55	78%
19099	Extra Hire	5,456.00	0.00	10,548.63	-5,092.63	193%
195A9	Overtime	0.00	0.00	21.88	-21.88	0%
19999	Employee Benefits	242,117.00	0.00	222,491.31	19,625.69	92%
TOTAL Personnel Services		711,427.00	0.00	658,584.08	52,842.92	93%
Materials and Services						
20199	Supplies & Operating Expenses	9,600.00	0.00	7,113.24	2,486.76	74%
20499	Travel	600.00	0.00	133.37	466.63	22%
20699	Contractual Services	40,000.00	0.00	81,400.52	-41,400.52	204%
20799	Conferences	2,000.00	0.00	565.45	1,434.55	28%
20899	Training And Education	6,200.00	0.00	3,777.22	2,422.78	61%
208K9	Public Education	18,000.00	0.00	188.87	17,811.13	1%

BIENNIUM GL STATUS DETAIL with Page Break

Print Date: 1/3/2012

Selected: 09 - 11 Biennium and Period: Yr 2 End of Biennium - 100.0% of Biennium

		ADOPTED BUDGET	BIENNIUM PERIOD AMT	BIENNIUM TO DATE	BUDGET BALANCE	% USED/ REC'D
FUND - 001 General Fund						
DEPT - 02 Community Development						
COST CENTER - A36A Building Reg. & Code Services						
EXPENDITURES						
Materials and Services						
21199	Insurance And Bonds	200.00	0.00	215.80	-15.80	108%
213A9	Legal Notices	0.00	0.00	405.48	-405.48	0%
21599	Books & Periodicals	3,000.00	0.00	2,464.84	535.16	82%
22099	Membership Fees	800.00	0.00	1,190.00	-390.00	149%
23699	Bank Service Charges	10,000.00	0.00	9,148.39	851.61	91%
30199	Intragovernmental Payments	500.00	0.00	1,845.69	-1,345.69	369%
301A9	PC Maint. & Replacement Chg.	5,000.00	0.00	3,269.83	1,730.17	65%
301B9	Mail Service & Postage	2,000.00	0.00	1,278.01	721.99	64%
301D9	Photocopy Service	3,000.00	0.00	3,053.11	-53.11	102%
301E9	Motor Pool Service	21,000.00	0.00	15,076.53	5,923.47	72%
301G9	Telephone	2,000.00	0.00	4,417.62	-2,417.62	221%
301GA	Cellular Phone	2,000.00	0.00	1,632.11	367.89	82%
301H9	Cost Allocation	103,365.00	0.00	109,518.00	-6,153.00	106%
301I9	County Space Costs	26,735.00	0.00	23,229.74	3,505.26	87%
31005	State Building Permit Surcharge	53,000.00	0.00	56,980.36	-3,980.36	108%
31014	Alsea SD 5J Excise Tax	0.00	0.00	1,847.04	-1,847.04	0%
31015	Albany SD 8J Excise Tax	0.00	0.00	15,805.44	-15,805.44	0%
31016	Corvallis SD 509J Excise Tax	0.00	0.00	99,171.23	-99,171.23	0%
31019	Monroe SD 1 Excise Tax	0.00	0.00	41,368.68	-41,368.68	0%
TOTAL Materials and Services		309,000.00	0.00	485,096.57	-176,096.57	157%
TOTAL EXPENDITURES		**1,020,427.00**	**0.00**	**1,143,680.65**	**-123,253.65**	**112%**
Sur/Def: COST CENTER - A36A		**-101,000.00**	**0.00**	**-77,490.35**	**-23,509.65**	

BIENNIUM GL STATUS DETAIL with Page Break

Print Date: 1/3/2012

Selected: 11 - 13 Biennium and Period: Yr 2 Period 12 - 100.0% of Biennium

		ADOPTED BUDGET	BIENNIUM PERIOD AMT	BIENNIUM TO DATE	BUDGET BALANCE	% USED/ REC'D
FUND - 001 General Fund						
DEPT - 02 Community Development						
COST CENTER - A36A Building Reg. & Code Services						
REVENUES						
General Revenues						
650A9	Overs & Shorts	0.00	0.00	-0.03	0.03	0%
TOTAL General Revenues		0.00	0.00	-0.03	0.03	0%
Charges for Services						
631AM	Addressing Fee	2,200.00	0.00	330.00	1,870.00	15%
63701	State Building Permit Surcharge	67,650.00	0.00	14,727.52	52,922.48	22%
63704	Albany SD 8J Excise Tax	17,280.00	0.00	5,116.80	12,163.20	30%
63705	Corvallis SD 509J Excise Tax	76,840.00	0.00	17,381.28	59,458.72	23%
63708	Monroe SD 1 Excise Tax	32,640.00	0.00	16,423.96	16,216.04	50%
63711	Construction Excise Tax	5,280.00	0.00	1,266.46	4,013.54	24%
637A9	Building Permit Fees	722,320.00	0.00	133,841.06	588,478.94	19%
637D9	Electrical Permits	123,975.00	0.00	33,224.90	90,750.10	27%
637E9	Indust. & Comm. Inspections	4,900.00	0.00	0.00	4,900.00	0%
637H9	Building Permits - Philomath	94,343.00	0.00	46,456.02	47,886.98	49%
637J9	Electrical Permits - Philomath	21,931.00	0.00	5,503.76	16,427.24	25%
637L9	Road Inspection Fees	12,300.00	0.00	4,280.00	8,020.00	35%
637M9	Building Permits - Adair	53,331.00	0.00	3,778.21	49,552.79	7%
637N9	Electrical Permits - Adair	9,168.00	0.00	684.25	8,483.75	7%
TOTAL Charges for Services		1,244,158.00	0.00	283,014.22	961,143.78	23%
Operating Grants/Contributions						
66108	Forest Title III Program Support	20,000.00	0.00	0.00	20,000.00	0%
TOTAL Operating Grants/Contributions		20,000.00	0.00	0.00	20,000.00	0%
Dedicated Beginning Bal						
601B9	Dedicated Beginning Balance	0.00	0.00	-77,490.35	77,490.35	0%
TOTAL Dedicated Beginning Bal		0.00	0.00	-77,490.35	77,490.35	0%
TOTAL REVENUES		**1,264,158.00**	**0.00**	**205,523.84**	**1,058,634.16**	**16%**
EXPENDITURES						
Personnel Services						
01001	Office Specialist 2	14,976.00	0.00	3,742.82	11,233.18	25%
014BL	Building Inspector 2	106,464.00	0.00	26,704.50	79,759.50	25%
02001	Building Inspector	98,592.00	0.00	26,766.75	71,825.25	27%
020BA	Chief Building Inspector	152,602.00	0.00	35,302.75	117,299.25	23%
025BE	Development Director	43,724.00	0.00	10,001.58	33,722.42	23%
19099	Extra Hire	24,666.00	0.00	6,281.48	18,384.52	25%
19999	Employee Benefits	270,090.00	0.00	61,893.82	208,196.18	23%
TOTAL Personnel Services		711,114.00	0.00	170,693.70	540,420.30	24%
Materials and Services						
20199	Supplies & Operating Expenses	9,000.00	0.00	3,867.00	5,133.00	43%
20499	Travel	300.00	0.00	72.42	227.58	24%
20699	Contractual Services	60,000.00	0.00	16,531.44	43,468.56	28%
20799	Conferences	500.00	0.00	0.00	500.00	0%
20899	Training And Education	5,600.00	0.00	1,068.17	4,531.83	19%
208K9	Public Education	4,000.00	0.00	0.00	4,000.00	0%
21599	Books & Periodicals	2,000.00	0.00	458.40	1,541.60	23%
22099	Membership Fees	800.00	0.00	390.00	410.00	49%

BIENNIUM GL STATUS DETAIL with Page Break

Print Date: 1/3/2012

Selected: 11 - 13 Biennium and Period: Yr 2 Period 12 - 100.0% of Biennium

		ADOPTED BUDGET	BIENNIUM PERIOD AMT	BIENNIUM TO DATE	BUDGET BALANCE	% USED/ REC'D
FUND - 001 General Fund						
DEPT - 02 Community Development						
COST CENTER - A36A Building Reg. & Code Services						
EXPENDITURES						
Materials and Services						
23699	Bank Service Charges	10,000.00	0.00	2,596.63	7,403.37	26%
30199	Intragovernmental Payments	500.00	0.00	913.25	-413.25	183%
301A9	PC Maint. & Replacement Chg.	4,000.00	0.00	728.08	3,271.92	18%
301B9	Mail Service & Postage	1,500.00	0.00	149.09	1,350.91	10%
301D9	Photocopy Service	3,000.00	0.00	502.45	2,497.55	17%
301E9	Motor Pool Service	15,300.00	0.00	3,014.40	12,285.60	20%
301G9	Telephone	4,800.00	0.00	1,111.47	3,688.53	23%
301GA	Cellular Phone	2,000.00	0.00	270.89	1,729.11	14%
301H9	Cost Allocation	117,184.00	0.00	22,789.15	94,394.85	19%
301I9	County Space Costs	24,840.00	0.00	4,943.95	19,896.05	20%
31005	State Building Permit Surcharge	60,000.00	0.00	13,502.54	46,497.46	23%
31015	Albany SD 8J Excise Tax	17,280.00	0.00	5,116.80	12,163.20	30%
31016	Corvallis SD 509J Excise Tax	76,800.00	0.00	11,057.28	65,742.72	14%
31019	Monroe SD 1 Excise Tax	32,640.00	0.00	14,813.50	17,826.50	45%
TOTAL Materials and Services		452,044.00	0.00	103,896.91	348,147.09	23%
Other: Contingency						
45599	Operating Contingency	101,000.00	0.00	0.00	101,000.00	0%
TOTAL Other : Contingency		101,000.00	0.00	0.00	101,000.00	0%
TOTAL EXPENDITURES		**1,264,158.00**	**0.00**	**274,590.61**	**989,567.39**	**22%**
Sur/Def: COST CENTER - A36A		**0.00**	**0.00**	**-69,066.77**	**69,066.77**	

Administrative costs are assessed through the Finance Department's administrative service charge.

RECORDS RETENTION AND RETRIEVAL

All County records are retained at least for the minimum time outlined by the Oregon State Archivist. A records maintenance plan has been established and is available upon request.

Currently, records are retained in their original "paper" format in file cabinets.

AVAILABILITY OF OPERATING PLAN

The Benton County operating plan is available to any interested party upon request.

PUBLIC COMMENT/COMPLAINT PROCESS

Public comments or complaints may be submitted verbally (in person or via telephone) or in writing (via fax, mail, 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.

The employee's supervisor as per County personnel policies will process comments or complaints related to employee behavior.

PUBLIC INQUIRY PROCESS

The Benton County Building Division office hours are from 8:00 a.m. to 5:00 p.m. Telephones are answered by administrative staff between 8:00 a.m. and 5:00 p.m. Inspection requests are accepted via an automated inspection request line 24 hours per day. The inspection request line number is (541) 766-6898.

The Division's phone number is (541) 766-6819. The fax number is (541) 766-6891.

Customers may telephone to inquire on matters related to permitting, plan review, or inspection processes anytime between 8:00 a.m. and 5:00 p.m. Permit Counter staff is available to answer these inquiries from 9 a.m. to 1 p.m. Customers may visit our public service counter at 360 SW Avery Avenue, Corvallis, Oregon to inquire on matters related to permitting, plan review, or inspection processes anytime between 9:00 a.m. and 1:00 p.m. Customers may mail or fax inquiries 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.

CUSTOMER SERVICE INFORMATION

The jurisdiction of this Division covers all areas outside the city limits of Corvallis and through an intergovernmental agreement with the City of Corvallis for the Municipal Airport and Airport Industrial Park that they cover. A map of the jurisdictional boundaries is maintained at the public service counter. Benton County is a "full service" jurisdiction. Permits for work governed by each specialty code are available through this office.

NOTIFICATIONS

All notices issued pursuant to OAR 918-020-0070 through -0220 shall be sent to the Benton County Building Official.

PERMITTING STANDARDS

OFFICE LOCATION AND HOURS OF OPERATION

The Benton County Building Division, which resides at 360 SW Avery Avenue, Corvallis, Oregon, maintains office hours from 8:00 a.m. to 5:00 p.m. Telephones are answered by administrative staff between the hours of 8:00 a.m. and 5:00 p.m. Permit applications are accepted and permits are issued anytime between 9:00 a.m. and 1:00 p.m. Some permit applications are also accepted via mail.

APPLICATION PROCEDURES

Applications for permits are made on forms provided by the Division. Permit applications received in person are checked on the day of receipt for completeness and if some necessary information is lacking, the customer is contacted immediately.

APPLICATION & PERMITTING TIMEFRAMES

One and Two Family Dwelling Code Permits:

Permits applications for work regulated by the Oregon Residential Specialty Code are issued over-the-counter when possible.

Applicants will be informed within three working days of receiving an application if the application is "complete" and whether or not it is for a "simple" residential plan. A "complete" plan is defined as meeting all of the criteria outlined in the Benton County Residential Plan Review Application Checklist (copies available upon request.) A "simple" residential plan is defined in OAR 918-020-0090 (copies available upon request).

If a plan is defined as "complete" and "simple", the applicant will be informed of the time period in which the plan review will be completed. If the time period is estimated to exceed ten working days from the date of application, the applicant will be provided the opportunity, at their own expense, to utilize a plans examiner licensed under OAR 918-090-0210 (copy available upon request) and approved by Benton County. If the applicant chooses this option, Benton County plan review fee will not be charged, or, if already collected, will be refunded to the applicant. A list of approved, third party licensed plans examiners will be maintained by the Division and is available upon request.

Manufactured Dwelling Permits:

Permit applications for work regulated by the Oregon Manufactured Dwelling Standards are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter, the permit is issued as soon as all department approvals are received.

Other Permits:

Permit applications for work regulated by the Structural, Mechanical, Plumbing, and Electrical Codes are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter, the permit is issued as soon as all department approvals are received.

"OVER THE COUNTER" PERMIT PROCEDURES

Permits not involving a plan review are generally issued over-the-counter. Temporary permits are issued over-the-counter. Emergency permits can be issued over-the-counter or, with the approval of the Building Official, via any reasonable means (i.e. via telephone).

Master permits are issued only after receiving a written application describing various aspects of the program. The Division has a form letter explaining the required information.

FAXED APPLICATIONS

The Division accepts faxed applications with the condition that an application with an original signature will be submitted at a later date. Faxed applications are processed in the same manner as any other application. If the application with the original signature is not received within a reasonable period of time, the applicant is contacted.

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, which may arise from this verification process, are handled by the permit clerk for resolution.

MASTER PERMIT PROGRAMS

Policies and procedures related to the electrical master permit programs are included in the Electrical Program Operating Plan (copy available).

PLAN REVIEW STANDARDS

COMPLIANCE WITH SPECIALTY CODES

Plan review staff is certified by the State of Oregon in all codes administered by the Division. The plans examiners review and approve structural, mechanical, fire/life safety, energy, ADA requirements, and manufactured dwelling plans. Plumbing plans are reviewed and approved by the County Plumbing Inspector. Electrical plans are reviewed and approved by the City Electrical Inspector. The Division contracts with the City of Corvallis for Fire, Life, Safety plans review, some electrical inspection, and park/camp inspector.

A roster of the plan review staff, including current certifications and continuing education records, is available upon request to any interested party.

AVAILABILITY OF CHECKLISTS/BROCHURES

The Division 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 Division also offers pre-development and pre-construction meetings at no cost to the applicant. Pre-development 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.

AVAILABILITY AND LISTING OF PLAN REVIEW STAFF

A roster of the plan review staff, including current certifications and continuing education records, is available to any interested party upon request.

INSPECTION STANDARDS

INSPECTION SCHEDULE

Inspection staff provides inspection services between 8:30 a.m. and 5:00 p.m. each day. Inspections outside of these hours may be arranged through the Building Official.

INSPECTION POLICIES AND PROCEDURES

The Division utilizes an automated inspection request telephone line. This dedicated line is available 24 hours per day, 7 days per week. Inspections requested prior to 7:30 a.m. are conducted on the date requested. Inspection requests received after 7:30 a.m. will be accomplished the following day, unless a later date is requested. Inspection requests that are received after 7:30 a.m. but are needed on the same day requested because of unforeseen issues may be accomplished as requested if approved by the Building Official.

Customers submitting inspection requests by fax, mail, or in person are requested to utilize the inspection request line.

Approved plans are required to be available on the job site unless other arrangements have been made with the inspector.

A written 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 written report is left on the job site and entered into the Division's computer system.

In certain circumstances the inspector assesses a re-inspection fee. A Division policy outlines these circumstances and the policy is available upon request.

LISTING OF INSPECTION STAFF

A roster of the inspection staff, including current certifications and continuing education records, is available to any interested party upon request.

STOP WORK ORDERS

Section 11.060 of the Benton County Code states as follows:

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, Division 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 citation into District Court, with the Building Official.

Complaints received by the Division related to alleged violations of plumbing or electrical licensing or registration requirements are investigated by the appropriate inspector.

COMPLIANCE PROGRAMS

PROCESS FOR RESPONSE TO REPORTED CODE VIOLATIONS

Reports of work being performed without permit, in violation of the County Building Code, 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 fax. All reports are entered into the Division's computer database 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 Division, including but not limited to stop work orders, assessment of investigation fees, citation into Municipal Court, and referral to the Building Codes Division Compliance Section through the process identified in ORS and OAR. In any case, the person making the report is informed of the outcome.

NOTICES OF PROPOSED CIVIL PENALTIES

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

CITIZEN COMPLAINTS

Policy Summary:

Outlines policy for accepting citizen complaints and processing requests for public access to information related to those complaints.

Background:

The Benton County Building Department processes several citizen complaints each year. The subjects of the complaints are quite varied, ranging from dangerous buildings and visual nuisances to garbage accumulation and abandoned vehicles.

Most complaints are lodged via telephone. Many callers request to remain anonymous; however, many provide their name, address and telephone number so that we can contact them if we have questions or to inform them of the disposition of the complaint. A computerized, numbered case file is created for each complaint and a Building Inspector is assigned to conduct an investigation.

Discussion:

It has been unclear as to our responsibilities with respect to accepting complaints and processing requests for access to information related to citizen complaints.

The specific questions have been as follows:

1. Should citizens be required to submit a written complaint or is it appropriate to accept verbal complaints?

2. Should complainants be required to state their name and address before a complaint is accepted or is it appropriate to accept anonymous complaints?

3. If an interested party requests information in a complaint case file, should this request be in writing or may it be verbal? Is staff required to grant this request?

The identity of and some statements made by a complainant are protected in certain circumstances from disclosure. ORS 192.502 (4) exempts from disclosure.

> Information submitted to a public body in confidence and not otherwise required by law to be submitted, where such information should reasonably be considered confidential, the public body has obliged itself in good faith not to disclose the information and when the public interest would suffer by disclosure.

Policy:

The answers to the above questions provide the policy for the Division with respect to accepting citizen complaints and processing requests for information related to complaints within 48 hours or sooner are staff is available.

1. Citizen complaints may be verbal or written and may be lodged via telephone, fax, letter, in person, or by any means.
2. Complainants need not state their name, telephone number, or any other personal information for the complaint to be accepted by the Division and assigned for investigation.
3. If a complainant requests that personal information (i.e. name, telephone number, address, etc.) be treated as confidential, staff will not disclose this information. All other information related to the specifics of a complaint is accessible by the public.

ASSESSMENT OF REINSPECTION FEES

Policy Summary

Field inspection personnel when, in their professional judgment, circumstances such as those outlined in Policy Number 1002 warrants such action may assess re-inspection fees. Assessment of these fees will be with the approval of the Building Official. Tracking and collection of these fees will be $40.00.

Policy number 1002 available for review upon request.

ELECTRICAL PROGRAMS

Every January the City of Corvallis and Benton County Electrical Operating Plan is updated as required by OAR 918-020-0105, and a copy is submitted to the Building Codes Division. This plan can be found in Attachment 2.

ATTACHMENT 1

REVENUES
AND
EXPENDITURES

ATTACHMENT 2

ELECTRICAL PROGRAM OPERATING PLAN

BENTON COUNTY
ELECTRICAL PROGRAM OPERATING PLAN
January 1, 2000

DELEGATION OF AUTHORITY

A. Automatic Extension for Current Enforcement Authority

Benton County contracts with the City of Corvallis for its electrical safety program under the authority of ORS 479.730 and 479.855.

B. Local Jurisdiction Formation

The electrical safety program encompasses all areas outside the city limits of Corvallis and inside the Cities of Philomath and Adair Village. The Building Official is Ronald P. Dettrich.

C. Adoption and Update of Local Ordinance

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 adopted per OAR 918-309-0030 through 918-309-0070.

The adopting ordinances are reviewed and updated annually as per OAR 918-020-0090. Any proposed amendments to these ordinances will be forwarded to the Building Codes Division at least 30 days prior to public hearing and any amendments and intended effective dates will be forwarded to the Division at least 30 days prior to.

D. Amendment of Existing Plan

As per OAR 918-020-0105 the City of Corvallis and Benton County will annually review and update this operating plan.

REQUIREMENTS FOR CONTINUED DELEGATION

A. Employment of "A" Level Electrical Inspector

The City of Corvallis employs one full-time A-level electrical inspector, one full-time C-level electrical inspector and contracts with one part-time A-level electrical inspector on an "as needed" basis. Benton County has a contract with the City of Corvallis for the electrical inspectors services.

B. Public Contact Procedure

The electrical inspector has established office hours of 7:30 - 8:30 a.m. and 4:00 - 4:30 p.m. each workday. Additionally, he is available via radio or cellular telephone at any time that a customer needs immediate assistance.

C. Code Interpretations/Dispute Resolution

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.

PLAN REVIEW AND PERMIT PROCEDURES

A. Permit Sales Office

The County Development Office is open to the public from 9:00 a.m. to 1:00 p.m. each workday. Inspectors are available via telephone at 7:30 a.m. each workday. Electrical permits are available at the Center at any time during these hours. Additionally, permit applications may be mailed to the Development Office.

B. Electrical Plan Reviews

Electrical plan reviews are conducted in accordance with OAR 918-311-0040 and 918-311-0050.

C. Electrical Permits

A copy of the County's electrical permit application form is attached (attachment 4).

D. Electrical Permit Issuance

The procedures followed by Benton County Development staff are in compliance with all applicable Oregon Administrative Rules and Oregon Revised Statutes.

E. Minor Installation Labels

Minor labels may be purchased from the Tri-county Building Industry Service Center.

F. Temporary Permits

For the convenience of our customers, the County offers a temporary electrical permit per OAR 918-309-0050.

G. Master Permits

Benton County offers the electrical master permit program as per OAR 918-309-0100.

INSPECTION STANDARDS

A. Minimum Standards for Adequate Electrical Inspections

Benton County electrical inspectors adhere to the standards established by the Oregon Electrical Specialty Code and OAR 918 Division 305 when making electrical inspections.

B. Mandatory Inspections

Benton 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.

C. Inspection of Secondary Considerations

Installations for which electrical permits are required are inspected by Benton County per OAR 918-271-0050.

D. Inspections by Uncertified Individuals

Under no circumstances will persons not holding the appropriate certification from the Building Codes Division conduct an electrical inspection on behalf of Benton County.

E. Turnaround Time

Benton County offers "same-day" electrical inspections for inspections requested by 7:30 a.m. Inspections requested after 7:30 a.m. will be conducted on the following workday or sooner if possible.

ACCOUNTING AND DISPOSITION OF REVENUES

A. Accounting

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

B. Disposition of Revenues

The fees collected by Benton County for electrical plan reviews and permits are used solely for the administration of the electrical safety program.

ATTACHMENTS 1, 2 & 4 OF ELECTRICAL PROGRAM

OPERATING PLAN NOT INCLUDED

ELECTRICAL PLAN REVIEW STANDARDS

Policy Summary:

Specifies when electrical plan reviews are required in conjunction with the electrical permit application process.

Specifies the information required to be submitted by the applicant for an electrical plan review.

Background:

The City of Corvallis has been conducting electrical plan reviews for Benton County for several years. Established standards were utilized to determine which permit applications required a set of electrical plans for review.

The State Electrical Board adopted rules (OAR 918-311-0040) that established statewide standards related to the electrical plan review process. This policy is intended to reflect the standards contained in the rules which specify when electrical plan reviews are required and the information that is required to be submitted for review.

Discussion:

Although the rules allow a local jurisdiction some flexibility in deviating from the statewide standards, we have chosen to adopt the same standards contained in the OAR in the interest of uniformity.

Policy:

1. Plan reviews will be required if the proposed electrical installation involves one or more of the following:

    a. Square footage. More than 10,000 square feet;
    b. Ampacity:
        A. More than 320 amperes continuous rating, metered through a self contained metering device, for one and two family dwellings; or
        B. More than 225 amperes for service and starting at 400 amperes for feeders for other than one and two family dwellings;
    c. Voltage. More than 600 supply volts nominal;
    d. Height. More than three stories;
    e. Occupancy. Four or more residential units in one structure, or occupancy rating of more than 99 persons;
    f. Classified Area. Any area or structure containing a special occupancy as described in Chapter 5 of the National Electrical Code adopted by the Board by OAR 918-305-0100; or

g. Manufactured Structures Park or Recreational Vehicle Park. A new manufactured structures park, a temporary manufactured structures park, or recreational vehicle park, or any addition or alteration to an existing park.

2. 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 the service disconnect;
      D. Complete load calculations, or provide applicable load records, for any new installations and for additions to existing installations;
      E. Fixture schedule, showing type, location, and layout of 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.

3. Nothing in these rules shall prohibit a jurisdiction from requiring a lighting energy budget.

TEMPORARY ELECTRICAL PERMITS

Policy Summary:

Documents the temporary electrical permit system.

Background:

For several years Benton County has offered a temporary permit system for electrical contractors. Under this system a licensed electrical contractor may obtain a temporary electrical permit via telephone. This temporary permit allows the contractor to conduct electrical work and call for the required inspections. The permit and the associated fees and signature must then be received by Benton County not more than ten working days from the date of obtaining the temporary electrical permit.

This system has worked well for the electrical code program. The purpose of this policy is to document in writing the temporary electrical permit system.

Discussion:

A licensed electrical contractor may request a temporary electrical permit via telephone for any type of electrical work. The contractor is verbally issued a permit number and the information is then entered by Benton County staff into Permit' Plus. The electrical contractor is required to complete the permit application and pay the required fee not more than ten (10) working days from the time that the temporary permit number was obtained. If the contractor does not meet this timeframe, a double fee may be assessed. 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.

Policy:

Benton County will offer a system of temporary electrical permits as described above.

Medical Gas Piping Policy

The State of Oregon established new licensing procedures for medical gas installers, new certification requirements for inspectors and plans examiners and adopted new standards for the installation and testing of this piping. Benton County will adopt the fees as developed by the Building Codes Division and Benton County will contract with the City of Corvallis for plans review and inspections. This policy will be effective April 1, 2002.