



# 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

<b>Municipality:</b>					<b>Building official:</b>				
Address:									
City:			State:				ZIP:		
Office location:									
Phone:			Fax:			Email:			

**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 \_\_\_\_\_

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			

**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:					Phone:				
Address:									
City:			State:				ZIP:		

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:			Date:	
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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				

Cities covered by county program:

Cities with complete or partial program:

Emergency manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

State fire marshal official/designee: \_\_\_\_\_ Phone: \_\_\_\_\_  
(See OAR 918-020-0020)

Address: \_\_\_\_\_

Health department contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Permit issuance phone: \_\_\_\_\_

Planning/zoning phone: \_\_\_\_\_

**Key:**

<b>A</b> A Level – All buildings or structures, except dwelling code	<b>C</b> One- and two-family dwelling	<b>MSI</b> Manufactured structures installation inspector: electrical, plumbing, hook-up and setup
<b>B</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	<b>F</b> Fire and life safety	<b>PCI</b> Park and camp inspector
	<b>M</b> Master permit program	<b>S</b> Limited plumbing inspector: sewer

# CITY OF ASHLAND

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## OPERATIONAL PLAN CITY OF ASHLAND BUILDING DIVISION

### **Funds:**

Fees are charged by the Community Development Department, City of Ashland for Construction, addition, alteration of buildings and other structures, which include structural, electrical, mechanical, and plumbing. Fees are also charged for special inspections for moved buildings, demolition review and inspection monitoring of Disabled Access Barrier Removal Plans, and excavation permits.

Commercial structural and Commercial mechanical fees are calculated by valuations provided by the applicant, or valuation posted in the current ICC Valuation Tables.

Residential Valuations are only calculated off of the current ICC valuation Tables.

Building Department Fee Schedules for the City of Ashland are listed in the Miscellaneous Fees and Charges document, and can be found on the city's website (See Appendix L).

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

### **Equipment:**

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

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

*The Building Official* provides interpretations of the Oregon Structural Specialty Code, International Existing Building Code, Oregon Mechanical Specialty Code, Oregon Plumbing Specialty Code, Oregon Residential Specialty Code, Oregon Electrical Specialty Code, and the Oregon Energy Efficiency Specialty Code in conformance with the intent and purpose of these codes. The Building Department Program adopts and enforces rules and supplemental regulations in order to clarify the application of code provisions.

*Plans Examiners* are appropriately certified inspectors that examine plans, blueprints, architectural designs, and other documents for compliance with dwelling, mechanical, structural, plumbing, electrical, and Fire and Life-Safety codes. Code interpretation and guidance on technical issues is provided to architects, builders, other agencies, and the public within the Ashland jurisdiction.

*Electrical Inspectors* enforce the Oregon Electrical Specialty Code through plan review and inspections.

*Plumbing Inspectors* enforce the Oregon Plumbing Specialty Code through plan review and inspections.

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

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

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

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

#### **Plan Review:**

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

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

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

Occupancies requiring State Fire and Life-Safety plan review under Oregon Structural Code Section 107.3.5 may be appealed to:

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

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

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

### **Inspection:**

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

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

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

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

Structural Code – Building Codes Structures Board (Final Decision)

Mechanical Code – Building Codes Structures Board (Final Decision)

Residential Code – Residential Board (Final Decision)

Plumbing Code – Plumbing Board (Final Decision)

Electrical Code – Electrical/Elevator Board (Final Decision)

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

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

reserved and only used for the administration and enforcement of building department programs.

### **Revenues and Expenditures:**

The City of Ashland Building Division accounts for revenues and expenditures for each specialty code program it administers and enforces on an individual basis. Budgets for structural, mechanical, and plumbing programs are consolidated because most of the plan review and inspection activities are integrated and they can be reviewed and analyzed separately through accounting codes.

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

The division maintains plans, plan review information, and inspection records at 51 Winburn Way, Ashland, Oregon. Permit records are kept through a combination of electronic and hard copy files. The Eden Systems software package was implemented in 2000 and contains all permit related data for permits issued from 2000 to 2018, and the most current software system, Energov holds digital records of permits from April of 2018 to current.

### **Operational Plan:**

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

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

Call 541-488-5305 between 8:00am and 4:30pm., Monday through Friday. Voicemail to individual inspectors will be returned within twenty-four hours of receipt. The internet address for the City of Ashland is [www.ashland.or.us](http://www.ashland.or.us). The general Building Division email is [building@ashland.or.us](mailto:building@ashland.or.us). Inquiries, comments, and complaints will be referred to the Building Official for review and resolution.

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

All permits for area served are sold to the public between 8:00am and 4:30pm, Monday through Friday. For questions regarding plan review, call 541-488-5305 or email to [building@ashland.or.us](mailto:building@ashland.or.us). Minor label permits are inspected during business hours and consistent with OAR 918-100 for requirements of each label category.

Voicemail calls and emails outside of 8:00am and 4:30pm, will be handled the next working day. Customers can call a 24-hour voice recording with inspection requests at 541-552-2080, or they can use our online inspection request form at <https://www.ashland.or.us/FormPageBS.asp?FormID=104>.

### **Jurisdictional Boundaries:**

Maps are posted at 51 Winburn Way, Ashland, Oregon, which indicate the City of Ashland Jurisdiction, as well as online at <https://gis.ashland.or.us/planning/>.

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

The City of Ashland provides an electronic Express permit issuance for smaller projects that are put to the front of the review line, and are reviewed within 1-5 business days, depending on staff availability. If additional information is required, the applicant will be advised of exactly what is needed to complete the application. When the permit application is deemed complete, the permit will be issued upon receipt of permit fees.

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

### **Plan Review Process:**

Certified individuals review structural, energy, mechanical, electrical, and plumbing plans for compliance with applicable codes. A plan review letter referencing applicable code sections is emailed to the applicants for any plans that do not demonstrate complete code compliance. The applicants are asked to demonstrate how code compliance for the areas addressed in the letter will be corrected to meet code compliance.

Fire and Life-Safety review required by the structural code is provided by appropriately certified staff.

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

Complete plans are accepted for review based on a checklist system. Plans deemed complete are noted on the application form. Notice of plan review corrections is provided with notification by email. Plans are then placed in an “on hold” status until response from the applicant is received. If no response forthcoming plans are held until plan review period prescribed by code has expired and then removed from our system.

### **Plans Complete & in compliance:**

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



## **Inspection Standards**

### **Inspection Services:**

Permit applicants may request inspections either by telephone, email, or through our online inspection request form at any time. Inspections requested prior to 3:00pm are honored the following business day.

Inspection Requests shall include:

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

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

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

### **Certified Inspector Listing:**

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

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

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

### **Investigate and Enforce Electrical and Plumbing Violations under ORS 455.156:**

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

## **Compliance Programs**

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

A Code Violation Complaint Form, is available by calling the Ashland Building Division at 541-488-5305 between 8:am and 4:30pm. Monday through Friday, or online at <https://www.ashland.or.us/FormPageBS.asp?FormID=228>.

Voicemail after hours will be returned the following working day.

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

### **Compliance Request Process:**

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

**INTERGOVERNMENTAL AGREEMENT  
FOR BUILDING INSPECTION SERVICES**

This Agreement is entered into this 5 day of January, 2010 by and between THE **CITY OF ASHLAND**, Oregon, and THE **CITY OF MEDFORD**, Oregon.

A. ORS 190.010 permits units of local government to enter into intergovernmental agreements for the performance of any or all functions and activities that a party to the agreement has authority to perform; and

B. The City of Ashland requires the services of a qualified building official to oversee it's building inspection program; and

C. The City of Medford employs a building official with the particular training, ability, knowledge, and experience to meet the needs of the City of Ashland; and

**NOW, THEREFORE**, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **RECITALS.** The recitals set forth above are true and correct and are incorporated herein by this reference.

2. **DURATION.** [ORS 190.020(1)(e)]. The term of this Agreement shall be after execution by both parties and shall expire on June 30, 2010, unless administratively extended in writing as provided for herein. The Ashland City Administrator may extend this Agreement twice, by twelve (12) months each extension, by indicating in writing to the City of Medford that an extension of the Agreement is sought under the same terms and conditions,\* of this Agreement. \*Provided however, that the rate of compensation set forth in paragraph 4 below is subject to any cost of living increase paid the applicable City of Medford Building Safety Department staff for the extension period. The extension shall be effective only upon receipt of a document from an authorized City of Ashland representative consenting to the extension under the same terms and conditions\*.

3. **FUNCTIONS OR ACTIVITIES.** [ORS 190.020(1)]. The City of Medford shall make available to the City of Ashland, city Building Safety Department personnel with the qualifications and state certifications necessary to perform the duties and responsibilities of a building official as described in ORS 455.148 (3) as requested by the City of Ashland. The building official shall be made available on those dates and at those times as are mutually agreed upon between the Ashland Community Development Department director and the Medford Building Official. A statement of work is contained in Exhibit A attached hereto and made a part hereof by this reference. The City of Medford building official providing services to the City of Ashland pursuant to this Agreement shall have all jurisdiction, authority, powers, functions, and duties of the City of Ashland building official with respect to any and all violations of State Law, the City Charter or ordinances of the City of Ashland.

4. **PAYMENT.** [ORS 190.020(1)(a)]. The City of Ashland shall promptly reimburse the City of Medford for the actual expenses incurred for the services provided. For purposes of this Agreement, actual cost shall be considered a flat rate costs in an amount of \$80.00 per hour, not to exceed \$10,000 for the initial contract term. Additional reimbursable costs, if any, shall be set forth and contained in Exhibit A, attached hereto and made a part hereof by this reference.

5. **REVENUE.** [ORS 190.020(1)(b)]. All costs, fees, fines and charges, collected as a result of the work performed by City of Medford building official pursuant to this Agreement shall be the property of the City of Ashland. No revenues expected to be derived pursuant to this Agreement need to be apportioned between the parties.

6. **PERSONNEL.** [ORS 190.020(1)(c)]. No employees will be formally transferred pursuant to this Agreement. The City of Medford will continue to pay its employees and shall keep accurate records of hours worked pursuant to this Agreement. The City of Ashland and the City of Medford are subject employers under ORS Chapter 656, and shall procure and maintain current valid workers compensation insurance coverage for all subject workers throughout the period of this Agreement. This Agreement does not change the status of any employee, contractor or officer of the respective Cities.

7. **REAL OR PERSONAL PROPERTY.** [ORS 190.020(1)(d)]. There shall be no transfer of title or possession to any real or personal property pursuant to this Agreement.

8. **TERMINATION.** [190.020(1)(f)]. This Agreement may be terminated by mutual consent by both parties; or by either party at any time, upon sixty (60) days notice in writing and delivered by certified mail or personal service. In the event of termination of the Agreement the City of Ashland shall pay for services rendered to the date of termination. Such termination shall be without prejudice to any obligations or liabilities of either party accrued prior to such termination.

9. **HOLD HARMLESS.** It is the intention of the City of Ashland to be solely responsible for the actions of the City of Medford building official while acting pursuant to this Agreement for the sole benefit of the City of Ashland with the full power and authority of the City of Ashland Building Safety Department. Accordingly, to the extent permitted by Article 11, Section 7, and Article 11, Section 10 of the Oregon Constitution and the Oregon Tort Claims Act, the City of Ashland shall hold harmless, defend and indemnify the City of Medford from any and all claims, demands, damages or injuries, liability of damage, including injury resulting in death or damage to property, that anyone may have or assert by reason of the any error, act or omission of City of Medford building department personnel, arising out of or in the performance of his/her duties under the terms of this Agreement. Provided however, the City of Ashland shall not be held responsible for any claims, actions, costs, judgments or other damages, directly and proximately caused by the criminal or wanton acts of Medford employees or the negligence of the City of Medford employees. Such indemnification shall also cover claims brought against either party under state or federal employees' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

10. **METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS.** All notices, bills, and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills, and payments sent by mail should be addressed as follows:

City of Ashland  
20 East Main Street  
Ashland, Oregon 97520  
Phone: 541-488-2100

City of Medford  
Attn: Christy L. West  
411 W. 8<sup>th</sup> Street  
Medford, Oregon 97501  
Phone: 541-774-2351

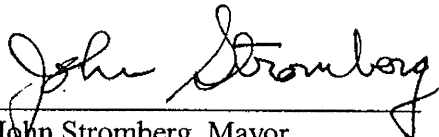
and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made to the names and addresses of the person to whom notices, bills, and payments are to be given by providing notice pursuant to this paragraph.

11. **MERGER.** This writing is intended both as the final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

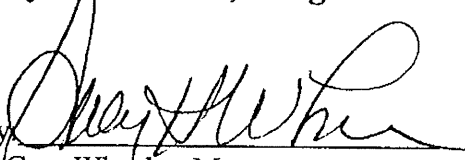
IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two (2) duplicate originals, either as individuals, or by their officers, thereunto duly authorized.

Dated this 5 day of January, 2010.

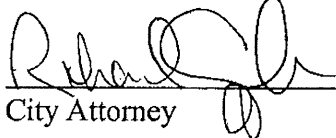
**City of Ashland, Oregon**

By:   
John Stromberg, Mayor  
City of Ashland


**City of Medford, Oregon**

By:   
Gary Wheeler, Mayor  
City of Medford

Approved as to Form:

  
City Attorney

Approved as to Form:

  
City Attorney

INTERGOVERNMENTAL AGREEMENT  
FOR BUILDING INSPECTION SERVICES

This agreement, hereinafter referred to as "Agreement", is made and entered into by and between the County of Jackson, Board of Commissioners, herein after referred to "County", and City of Ashland ("City").

**STATUTORY AUTHORITY**

1. In accordance with and pursuant to the provisions of ORS Chapter 190, entitled "INTERGOVERNMENTAL COOPERATION", the County is authorized to jointly provide for the performance of a function or activity in cooperation with a "unit of local government" that includes a commission or other governmental authority in Oregon. By acceptance of this Agreement, City certifies that it meets the above criteria for eligibility for such cooperation with the County.

2. As a result of this Agreement and pursuant to ORS 190.030, any unit of local government, consolidated department, intergovernmental entity or administrative officers designated herein to perform specified functions or activities is vested with all powers, rights and duties relating to those functions and activities that are vested by law in each separate party to the Agreement, its officers and agencies.

**RECITAL**

1. ORS 190.010 permits units of local government to enter into intergovernmental agreements for the performance of any or all functions and activities that a party to the agreement has authority to perform; and
2. The County and the City require the services of qualified building inspectors for the performance of routine building code inspections; and
3. The County and the City employ inspectors with the particular training, ability, knowledge, and experience to meet the needs of the County and the City.

NOW, THEREFORE in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**AGREEMENT**

1. The recitals set forth above are true and correct and are incorporated herein by this reference.

**2. COOPERATION AND SERVICES TO BE SHARED**

**a. County Responsibilities:**

- 1) The County shall make available to the City Building Department personnel with the qualifications and state certifications necessary to perform the inspection requested by the City. Inspectors shall be made available on those dates and at those times as are mutually agreed upon between the Ashland Building Official and Jackson County Building Official. A statement of work is contained in Exhibit A attached hereto and made a part hereof by this reference. The County Inspectors providing services to the City pursuant to this Agreement shall have all jurisdiction, authority, powers, functions, and duties of the City Inspectors with respect to any and all violations of State Law and City Ordinances.

**b. City Responsibilities:**

- 1) The City shall make available to the County Building Department personnel with the qualifications and state certifications necessary to perform the inspection requested by the County. Inspectors shall be made available on those dates and at those times as are mutually agreed upon between Jackson County Building Official and Ashland Building Official. A statement of work is contained in Exhibit A attached hereto and made a part hereof by this reference. The City Inspectors providing services to the County pursuant to this Agreement shall have all jurisdiction, authority, powers, functions, and duties of the County Inspectors with respect to any and all violations of State Law and County Ordinances.

**3. APPORTIONMENT FOR FUNDING**

- a. The County shall promptly reimburse the City for the actual expenses incurred for the services provided. For purposes of this Agreement, actual cost shall be considered a flat rate costs in an amount of \$70.00 per hour, not to exceed \$10,000 for the initial contract term.
- b. The City shall promptly reimburse the County for the actual expenses incurred for the services provided. For purposes of this Agreement, actual cost shall be considered a flat rate costs in an amount of \$70.00 per hour, not to exceed \$10,000 for the initial contract term.

**4. PERSONNEL.** No employees will be formally transferred pursuant to this Agreement. The County and City will continue to pay its employees and shall keep accurate records of hours worked pursuant to this Agreement. The City and the County are subject employers under ORS Chapter 656, and shall procure and maintain current valid workers compensation insurance coverage for all subject workers throughout the period of this Agreement. The Agreement does not change the status of any employee, contractor or officer of the City or County.

**5. LIMITATIONS OF LIABILITY**

All parties agree that each party shall not be subject to claim, action, or liability arising in any manner whatsoever out of any act or omission, interruption, or cessation of services by the other party under this agreement. Each party shall not be liable or responsible for any direct, indirect special or consequential damages sustained by the other party to this agreement, including, but not limited to, delay, or interruption of business activities that may result in any manner whatsoever from any act or omission, interruption, or cessation of services.

**6. INDEMNIFICATION**

Subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 et seq., and Article XI, Section 10 of the Oregon Constitution, each Party to this agreement shall be solely responsible for its own actions and/or failure to act and shall indemnify and hold the other party harmless from any liability, cost or damage arising there from. Provided, however, that neither party shall be required to indemnify the others for any claim, loss or liability arising solely out of the wrongful act of the others officers, employees or agents. The provisions of this paragraph shall survive the expiration or sooner termination of this agreement.

**7. TERM OF AGREEMENT**

The term of this Agreement shall become effective upon the date which this Agreement is fully executed by all Parties and shall continue in full force until terminated as provided herein.

**8. TERMINATION**

- a. **Mutual Consent.** This contract may be terminated at any time by mutual consent of both parties.
- b. **Parties' Convenience.** This contract may be terminated at any time by either Party upon 30 days notice in writing and delivered by certified mail or in person.
- c. **For Cause.** Either party may terminate or modify this contract, in whole or in part, effective upon delivery of written notice to the City or County, or at such later date as may be established by the County, under any of the following conditions:
  - 1) If any license or certificate required by law or regulation to be held by the City or the County to provide the services required by this contract is for any reason denied, revoked, suspended, or not renewed.
- d. **For Default or Breach.**
  - 1) Either County or City may terminate this contract in the event of a breach of the



contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, or within such other period as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice.

- 2) Waiver of any breach of any term or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term shall be waived or deleted except in writing signed in advance by the parties.
- 3) In the event of a dispute relating to this Agreement, the parties shall first attempt to resolve the dispute through mediation. The parties will share the administrative costs of the mediation and the mediator's fees equally. Mediation fees shall be limited to those customarily charged in Jackson County, Oregon by state court appointed mediators. The parties will attempt to jointly select a mediator within ten (10) days of a party giving notice to the other party of its desire to undertake mediation. In the event the parties cannot agree to a mediator within such ten (10) day period, then within five (5) days thereafter, each shall select a mediator, and the two selected mediators will designate a third mediator who will then mediate the dispute. The first two mediators may charge the choosing party for its services to select the third mediator. In the event mediation fails to resolve the dispute, a party may commence legal proceedings, and in such case each party shall be responsible for its own costs and attorneys' fees incurred in connection with such proceedings.

9. **METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS.** All notices, bills, and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills, and payments sent by mail should be addressed as follows:

Jackson County  
Attn: Ted Zuk  
10 South Oakdale, Room 100  
Medford, OR 97501  
Phone: 541-774-6921

City of Ashland  
Attn: Carolyn Schwendener  
51 Winburn Way  
Ashland, OR 97520  
Phone: 541-488-5309

10. CONSTRUCTION, MODIFICATIONS OF THIS AGREEMENT


- a. This Agreement shall not become effective until all parties hereto have executed this Agreement.
- b. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon.
- c. THIS AGREEMENT CONTAINS THE ENTIRE AGREEMENT BETWEEN THE PARTIES HERETO AND SUPERSEDES ANY AND ALL PRIOR EXPRESS AND/OR IMPLIED STATEMENTS, NEGOTIATIONS AND/OR AGREEMENTS BETWEEN THE PARTIES, EITHER ORAL OR WRITTEN, AND MAY NOT BE AMENDED, CHANGED OR MODIFIED IN ANY WAY, EXCEPT BY WRITTEN AGREEMENT SIGNED BY ALL PARTIES HERETO.

IN WITNESS WHEREOF, the parties hereby enter into this agreement.

Each party, by signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this Agreement represents and warrants to have authority to execute this Agreement.

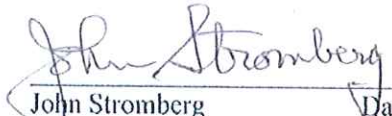
JACKSON COUNTY OREGON

CITY OF ASHLAND OREGON

  
\_\_\_\_\_  
Danny Jordan  
Administrator

Date

9/11/13

  
\_\_\_\_\_  
John Stromberg  
Mayor

Date

Approved As To Legal Sufficiency:

Approved As To Legal Sufficiency:

  
\_\_\_\_\_  
County Counsel

  
\_\_\_\_\_  
City Counsel

STATEMENT OF WORK

EXHIBIT A

Through this Agreement the City of Ashland agrees to perform site built electrical, plumbing, and structural/mechanical and manufactured home set up inspections on behalf of Jackson County and Jackson County agrees to perform site built electrical, plumbing and structural/mechanical and manufactured home set up inspections on behalf of the City of Ashland.

A. The City of Ashland shall:

When performing site built inspections for the County:

1. Comply with all requirements and regulations of the ORS and OAR pertaining to the electrical, plumbing, and structural/mechanical programs and manufactured home programs.
2. Provide State of Oregon certified/licensed inspectors.
3. Perform electrical, plumbing, structural/mechanical and manufactured home inspections as requested by the County within two (2) business days.
4. Complete Inspection Report Form at the time of inspection (form provided by the County). Return Inspection Report Form with correction notes to the County at end of inspection day.
5. Provide identification upon entering a job site and the reason for the site visit.
6. Comply with the inspection notification requirements of applicable ORS and OAR.
7. Provide to the County a monthly request for payment to be submitted with a detailed spreadsheet listing date and location of inspection, type of inspection and inspection time spent.

When requesting site built inspections to be done by the County:

1. Provide all necessary forms
2. Give a minimum of one day notice prior to an inspection.
3. Provide site location, type of inspection needed, and permit number and information.

B. The County shall:

When performing site built inspections for the City:

1. Comply with all requirements and regulations of the ORS and OAR pertaining to the electrical, plumbing, and structural/mechanical programs and manufactured home programs.
2. Provide State of Oregon certified/licensed inspectors.
3. Perform electrical, plumbing, structural/mechanical and manufactured home inspections as requested by the City within two (2) business days.
4. Complete Inspection Report Form at the time of inspection (form provided by the City). Return Inspection Report Form with correction notes to the City at end of inspection day.
5. Provide identification upon entering a job site and the reason for the site visit.
6. Comply with the inspection notification requirements of applicable ORS and OAR.
7. Provide to the City a monthly request for payment to be submitted with a detailed spreadsheet listing date and location of inspection, type of inspection and inspection time spent.

When requesting site built inspections to be done by the City:

1. Provide all necessary forms
2. Give a minimum of one day notice prior to an inspection.
3. Provide site location, type of inspection needed, and permit number and information.

## 15.04.010 Code Adoption



A. The current versions of the following building codes are adopted as a part of this chapter and are further referred to in this title as “the specialty codes.”

1. The Oregon Structural Specialty Code as defined in OAR [918-460-0010](#), and including Appendices J and G.

2. The Oregon Plumbing Specialty Code as defined in OAR [918-750-0110](#).

3. The Oregon Mechanical Specialty Code as defined in OAR [918-440-0010](#).

4. The Oregon Residential Specialty Code as defined in OAR [918-480-0010](#), including ORSC R327.4.

a. The provisions of Oregon Residential Specialty Code (ORSC) R327.4.1 are not herein adopted except that the following ORSC R327.4.1 shall apply within the City of Ashland: ORSC R327.4.1, Qualifying lots of record. Qualifying lots of record shall meet all the following:

(1) Be located in a wildlife hazard zone as identified by the local municipality using criteria established by the Oregon Department of Forestry. The local municipality is not required to include all areas identified by the Oregon Department of Forestry as wildfire hazard zones. The zone shall be detailed in the local adopting ordinance.

b. The City of Ashland Building Official has discretion to waive the requirements of ORSC R327.4 for any particular property upon making a written determination that the purposes of ORSC R327.4 have been achieved through substantial compliance with its standards.

5. The Oregon Electrical Specialty Code as defined in OAR [918-305-0100](#).

6. The Oregon Energy Efficiency Specialty Code as defined in OAR [918-460-0500](#).

B. The current Oregon-adopted version of the following code is adopted as a part of this chapter except those portions of this code which conflict with or overlap the specialty codes:

1. The International Existing Building Code as published by the International Code Council, a copy of which is on file with the Building Official. (Ord. 3198, amended, 06/01/2021; Ord. 3043, amended, 12/21/2010; Ord. 2925, amended, 04/18/2006)

## 15.04.020 City Code Administration



The City shall provide for the administration of a plan checking, permit and inspection program for structural, mechanical, plumbing work and electrical work. This City program is applicable to

public buildings, including state buildings, as well as private buildings. (Ord. 2925, amended, 04/18/2006; Ord. 2685, amended, 1992; Ord. 1825, amended, 1974)

### 15.04.030 Building Official Designated



The City Manager shall designate a City employee to carry out the functions and duties of the Building Official as described in the Oregon 2004 Structural Specialty Code, unless such individual is a Department Head, in which case such designation shall be by the Mayor with confirmation by the City Council. Such person shall be state certified as a Building Official in all the codes adopted by this chapter, and may delegate portions of responsibility as may be deemed necessary. Designation by the City Manager of the Building Official shall be done in writing in a document filed with the City Recorder. (Ord. 3192 § 113, amended, 11/17/2020; Ord. 3043, amended, 12/21/2010; Ord. 2925, amended, 04/18/2006)

### 15.04.090 Building Permits Generally



Permits shall be obtained as required by the specialty codes. General contractors shall obtain all permits for a given job at one time. No building permit that would result in the construction of new structures, or the enlargement or change in use of existing structures shall be issued prior to the presentation of an approved zoning permit to the Building Official by the applicant. Such zoning permit shall be issued by the Planning Director, or a designee, and shall verify that the contemplated project is in accord with all applicable zoning and planning regulations. It shall also set forth any special conditions to be met by the applicant prior to issuance of a Certificate of Occupancy or any other planning and zoning related conditions to be enforced by the Building Official. The issuance and continued validity of any building permit issued by the City of Ashland shall be contingent on compliance by the applicant with all applicable city, county, state, or other regulations. On properties or in areas designated to be of significant historical value or interest applications for building permits, not requiring review by the Planning commission pursuant to Title [18](#) of the Municipal Code, shall be referred to the Ashland Historic Commission for review and recommendations, who shall have a period of time not to exceed seven days to complete such review and recommendations. (Ord. 2925, amended, 04/18/2006; Ord. 2775, amended; Ord. 2712 § 2, amended, 1993; Ord. 2685, amended, 1992; Ord. 2037 § 3, amended, 1979; Ord. 1981 § 6, amended, 1978)

### 15.04.092 Building Permits LEED Certified Priority Plan Check



1. New buildings and existing buildings whose repair, alteration or rehabilitation costs exceed fifty percent of their replacement costs, that will be pursuing certification under the Leadership in Energy and Environmental Design Green Building Rating System (LEED) of the United States Green Building Council shall receive top priority in the plan check processing.

2. Applicants wishing to receive priority plan check processing shall provide the following documentation with the building permit submittals demonstrating the completion of the following steps in the working towards LEED certification.

a. Hiring and retaining a LEED Accredited Professional as part of the project team throughout design and construction of the project.

b. The LEED checklist indicating the credits that will be pursued. Building permit submittals must clearly specify the materials, systems and strategies they will use to achieve the credits in the plans submitted to the City of plan check approval.

3. A final report shall be prepared by the LEED Accredited Professional and presented to the City upon completion of the project verifying that the project has met, or exceeded, the LEED standard. (Ord. 3035, added, 08/17/2010)

## 15.04.095 Building Permits – Required Street Dedications



In issuing building permits for proposed buildings, dedication of abutting streets shall first be made to the City of Ashland as follows:

*A. Dedication of Streets – Public Need.* Whenever a property owner requests a building permit, land partition or subdivision approval, and such proposed use of the land or division of the land causes a public need for increased street right-of-way, the property owner shall dedicate such additional right-of-way to the City of Ashland before approval is given for the subdivision, land partition or application for a building permit. In determining public need the following factors shall be considered:

1. Accommodation of increased traffic generated by the development;
2. The ability to provide traffic circulation to neighboring properties in order to make the most economic use of land, thereby fulfilling the intent of the City Comprehensive Plan and State Planning Code;
3. The health, safety, and welfare of future residents of the area, if the area is developed through flag partitions or other piecemeal, irregular means, causing inadequate access; and
4. Such other factors as may be found relevant during consideration of a particular application.

*B. Dedication of Streets – Width established.* Whenever a property owner requests approval of a land partition, subdivision or building permit, and the property abuts on a street shown on Exhibit “A” attached to Ordinance No. 2012 which is hereby incorporated herein, and the street at that location is not dedicated to the widths required by Section 18.80.020.B of this Code, approval of the application shall only be granted after the property owner has dedicated such required additional right-of-way to the City of Ashland. For purposes of this Section, all streets not designated on Exhibit “A” as arterial or collectors shall be designated as minor streets.

C. *Dedication of Streets – New Streets.* Whenever a property owner requests approval of a land partition, subdivision or building permit, and the property abuts on a planned street which has been adopted by resolution of the Planning Commission as a part of a precise street plan for an area, approval of the application shall only be granted after the property owner has dedicated such required right-of-way to the City of Ashland.

D. *Setbacks.* All setbacks required under Title [18](#) of this code shall be measured from the new right-of-way line established pursuant to Subsections A through C, above. (Ord. 2925, amended, 04/18/2006; Ord. 2052 § 6, amended, 1979)

## 15.04.100 Inspections Required



Inspections shall be called for and made as provided in the specialty codes. (Ord. 3043, amended, 12/21/2010; Ord. 2925, amended, 04/18/2006)

## 15.04.105 Barrier Removal Improvement Plans, Liens



A. The Building Official may approve a Barrier Removal Improvement Plan authorized under ORS [447.241](#) when:

1. All requirements of that statute are met and approved by the building official;
2. The approval by the building official is made in writing together with the date of the approval; and
3. The value of the improvements required by the plan are entered into the City lien docket as provided in section [15.04.105.B](#) or adequate security is deposited by the plan applicant as provided in section [15.04.105.C](#).

B. Unless adequate security is deposited as provided in section [15.04.105.C](#), the value of the improvements required by the plan shall be chargeable as a lien upon the property subject to the plan. The City recorder shall enter in the City lien docket a statement of the value of the plan improvements together with a description of the plan improvements, the name of the owners of the property and the date of the approval of the plan by the building official. Upon such entry in the lien docket, the amount so entered shall become a lien upon the property.

1. The determination of value for the plan improvements shall be made by the building official. Such determination shall include the value of all construction work necessary to accomplish the plan, as well as all finish work, painting roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment. The value shall also include the cost of future inspections by the Building Official to determine if the plan is being or has been met.



2. Upon completion of the plan improvements, the building official shall certify to the City recorder that all improvements have been made. Upon such certification, the City recorder shall remove the lien on the property from the lien docket.

3. Upon partial completion of the plan improvements, the building official, when requested by the property owner or plan permittee, shall certify to the City recorder that plan improvements have been partially made. The certification shall state the value of improvements yet to be made and the City recorder shall amend the lien docket to reflect such value.

4. If the plan is not completed according to its terms, the City may proceed to foreclose the lien in the manner provided by the general law in the State of Oregon for the collection of real property liens. No foreclosure suit shall be filed, however, unless the property owner is first given 30-days written notice specifying the nature of the incompleteness and an opportunity for the owner to complete the plan within such 30-day period.

C. The plan applicant may provide adequate security in a sum equal to the value of the improvements required in the plan to secure performance of the plan in lieu of the lien described in section [15.04.105.B](#). Adequate security includes but is not limited to a surety bond furnished by a surety company authorized to do business in Oregon or an irrevocable letter of credit from a bank doing business in Oregon or such other security as the may be approved by the director of finance. (Ord. 2925, amended, 04/18/2006)

## 15.04.115 Conversion to For Purchase Housing



Structures being converted from multiple-family rental unit use to for-purchase housing in multi-family zones shall conform to Oregon Structural Specialty Code Chapter 34 Existing Structures, including but not limited to, structural, mechanical, plumbing, and fire/life safety, in effect at the time of conversion, and a building permit shall be obtained for such conversion. Specifically, it shall be unlawful for the owner or his agent of multi-family residential units to convert said units and common areas to condominium ownership without prior approval of the building official. Review of components identified in Oregon Structural Specialty Code Chapter 34 Existing Structures shall precede such approval. Owner shall notify tenants that the City Building Division may be performing inspections of units and request entry for such purpose. After completion of the review, a report of items to be brought into compliance, if any will be provided to the owner or his agent by the Ashland Building Official. Any and all corrective measures and related construction permits with approved final inspections shall be completed prior to sale of units identified in the report. Physical improvement or rehabilitation of units and common areas are subject to the limitations of ORS [100.315](#). Conversion is also subject to requirements of AMC Chapter [10.115](#). The fee schedule for the conversion review shall be established by resolution of the City council. (Ord. 3043, amended, 12/21/2010; Ord. 2938, amended, 05/01/2007; Ord. 2925, amended, 04/18/2006)

## 15.04.185 Heat Pumps and Mechanical Devices



A. *Permit Requirement.* No person shall install a commercial or residential heat pump, air conditioning unit, or similar mechanical device prior to submitting a permit application to the Building Official and receiving approval. (Ord. 3038, amended, 11/07/2010; Ord. 2925, amended, 04/18/2006)

## 15.04.190 Underground Utilities



A. *Underground Utilities Required.* In conjunction with the issuance of a building permit for a new electrical service all on-site utility lines, including but not limited to, electric, communications, and cable television, shall be installed underground. For the purpose of this section, appurtenances and associated equipment such as, but not limited to, surface-mounted terminal boxes and meter cabinets, and terminations for concealed ducts in an underground system, may be placed above ground.

B. *Underground Utilities – Exceptions.* Underground utilities need not be installed in the following instances:

1. Any replacement or relocation of a service on a lot when it does not necessitate any increase in the number of existing overhead lines and/or utility poles;
2. Any increase in service size if no additional overhead lines and/or utility poles are required; or
3. Single-family dwellings, when utility poles exist along property lines, or abutting streets, except for underground facilities required by Section [18.80.060](#) of the Ashland Municipal Code; provided, that a service panel and stubbed conduit shall be installed to convert to underground utilities at a future date.

C. *Underground Utilities – Cost.* The applicant for service shall be responsible for all trenching and backfilling, and shall pay to the City the connection fees specified in Section [14.16.090](#) of this Code.

D. *Underground Utilities – Rules and Regulations.* The City Council may, by resolution, adopt rules and regulations governing the installation and allocation of costs for underground utility extensions as a condition of building permit issuance. (Ord. 2925, amended, 04/18/2006; Ord. 2148 § 1, amended, 1981; Ord. 2052 § 7, amended, 1979)

## 15.04.192 Location of Electric Meters



In conjunction with the construction of new residential structures, electric meter bases shall be installed on the side of the structure, nearest the City's service point and nearest the front of the structure as practicable, unless an alternate location is approved by the Director of Electric

Utilities. On corner lots, the meter base may be located on the rear of the structure, nearest the City's service point and nearest the side street as practicable. No meter installation shall cause service entrance conductors to enter a structure without a service disconnecting means at the closest point of entry as described in the National Electrical Code Article 230-70. (Ord. 2925, amended, 04/18/2006; Ord. 2712 § 4, amended, 1993; Ord. 2282 § 1, amended, 1983)

## 15.04.200 Board of Appeals - Appeal Process



A. *Appeal Procedure.* Any: (a) final decision relating to the suitability of alternate materials and methods of construction or (b) final decision of the demolition review committee or (c) an interpretation or final decision by the building official, including the imposition of administrative penalties, with regard to the City of Ashland Building Code may be appealed to the Building Board of Appeals in conformance with procedures provided in the applicable section of the building code. Appeals shall be filed in the City Administration offices by the deadline. An appeal shall include the applicable appeal fee or deposit as applicable. Failure to strictly comply with the applicable appeal requirements, including but not limited to time for filing and payment of the applicable appeal fee, if any, shall be a jurisdictional defect and shall subject the appeal to summary dismissal in accordance with paragraph B of this section. When the specific applicable code does not contain an appeal timeframe, the time to appeal a decision (including administrative penalty) or interpretation shall be 15 days, unless an order to vacate has been posted, in which case it shall be within 10 days. The board of appeals may charge an unsuccessful appellant the cost of the appeal, including the cost of a hearing officer, if the board makes findings that the appeal is frivolous and either finds against the appellant after a hearing or dismisses the appeal. Failure to pay the costs within 60 days of receipt of said billing shall result in a lien on the appellant's property.

B. *Scheduling.* The building official shall schedule a meeting of the board within 30 working days of the filing of the appeal. The board of appeals shall determine at this meeting whether to grant a hearing or dismiss the appeal. The appeal shall be dismissed if the board finds that the appeal does not meet the criteria in paragraph A of this section. If the appeal is dismissed, the building official's decision is final. The hearing shall be held as soon as reasonable, after the board meeting. The decision and findings shall be mailed to all persons who appeared before the Board. The Administrator of the State Building Codes Division shall be furnished copies of decisions interpreting state building code requirements. (Ord. 3003, amended, 02/18/2010; Ord. 2925, amended, 04/18/2006; Ord. 2878, amended, 12/04/2001)

## 15.04.210 Demolition or Relocation of Structures



A. For purposes of sections [15.04.210](#) through [15.04.218](#), the following terms, phrases, words and their derivations mean:

1. *Demolition.* To raze, destroy, dismantle, or any act or process that may cause partial or total destruction of a structure where less than 60% of the structure's external walls will be retained in place; or where less than a majority of the facade will remain.

2. *Facade.* The front or principal face(s) of a building, excluding an attached garage of a residential structure, sometimes distinguished from the other faces by elaboration of architectural or ornamental details and often serving as the primary entrance.

B. Except as provided in section [15.04.210.D](#), a permit is required before any structure, or part of a structure as defined in subsection A.1 above, can be demolished or relocated. The permit fees for demolition or relocation of a structure will be set by resolution of the council.

C. No demolition or relocation permit is required:

1. For structures of less than 500 square feet in size.

2. For relocation of a structure upon the same lot.

3. To demolish a building declared to be dangerous under the Uniform Code for the Abatement of Dangerous Buildings pursuant to section [15.04.010.B](#).

D. In addition to the enforcement provisions of this Title, the City Attorney may, or upon order of the City Council shall, immediately commence action or proceedings for the prevention of the demolition or relocation of a structure in the manner provided by law, and may take such other steps and apply to such courts as may have jurisdiction to grant such relief as will prevent the demolition, moving, removal, or damage to a building or structure, or using property contrary to the provisions of this Title. The remedies provided for in this section shall be cumulative and not exclusive.

1. For any demolition or relocation in violation of sections [15.04.210](#) to [15.04.218](#), the court shall also have the authority to order the person convicted of the violation to rebuild or restore the structure to its appearance prior to the demolition or to move and restore the building to its original site.

2. For any flagrant violation, the court may impose a fine up to and including the assessed market value of the structure demolished or relocated. A flagrant violation is an act by a person who, after being notified of a violation, intentionally continues it. (Ord. 2925, amended, 04/18/2006; Ord. 2858, amended, 06/20/2000)

## 15.04.212 Demolition Review Committee



The Demolition Review Committee shall be the same as the Board of Appeals as established in section [15.04.200](#). (Ord. 2925, amended, 04/18/2006; Ord. 2878, amended, 12/04/2001; Ord. 2866, amended, 02/06/2001; Ord. 2858, amended, 06/20/2000; Ord. 2852, added, 01/21/2000)

## 15.04.214 Approval Process



Applications for demolition or relocation permits will be processed as follows:

A. A complete application must be submitted to the Building Official and must include all of the required information for the specific action requested. The application must be signed by one or more property owners of the property where the structure is located. The application must be accompanied by the appropriate application fee.

B. Within fourteen (14) days after receipt of a complete application, the Building Official will approve, approve with conditions, or deny the application unless such time limitation is extended with the consent of the applicant. Notice of the decision of the Building Official will be mailed to the applicant within seven days of the decision.

C. If the application is approved, or if the application is denied and the applicant desires a hearing before the Demolition Review Committee, the applicant must post and publish a notice of the decision. The notice must be posted on the property in such a manner as to be clearly visible from a public right-of-way and be posted within five (5) business days of the date the applicant received the decision. In addition, the notice must be published in a newspaper of general circulation within the City at least seven (7) days prior to the date requests for hearing must be filed.

D. The applicant or any person may request a hearing before the Demolition Review Committee by filing a request for a hearing with the Building Official. The request for a hearing must:

1. Be in writing and be filed within ten (10) days of the date of the decision, if the request is by the applicant. Otherwise the request must be filed within ten days of the date the notice is posted or seven (7) days after the notice is published, whichever date is later.

2. Contain the specific grounds for which the decision should be reversed or modified, based on the applicable demolition or relocation standards.

E. The following information is required to be contained in the notices required by this section:

1. Notice of the decision by the Building Official described in subsection **B** above is to contain the following information:

- a. The decision of the Building Official and the date of the decision.

- b. The requirements of the applicant for posting and publishing notice of the decision.

- c. A statement that no hearing will be held before the Demolition Review Committee unless specifically requested.

d. A statement that a request for a hearing by the applicant must be made within 10 days of the date the applicant received the decision and that a request for a hearing must include:

(i) The name and address of the applicant;

(ii) The file number of the demolition or relocation application; and

(iii) The specific grounds for which the decision should be reversed or modified, based on the applicable demolition or relocation standards.

2. The posted and published notices described in subsection [C](#) above must contain:

a. A brief description of the approval and the application file number;

b. The phone number and address of the Building Official;

c. The date the notice was posted; and

d. A statement that anyone who objects to the approval must file a request for a hearing on a form furnished by the Building Official, by a date not more than 10 days from the date the notice was posted or seven days from the date the notice was published in the newspaper, whichever date is later.

F. If a request for a hearing is timely received, the Demolition Review Committee will conduct a hearing at least fifteen (15) days, but not more than thirty (30) days, from the date of the request.

G. Notice for hearings before the Demolition Review Committee will be published in a daily newspaper of general circulation within the City at least ten (10) days prior to the hearing and mailed to the applicant or authorized agent at least ten (10) days prior to the hearing. In addition, a notice must be posted on the property by the applicant in such a manner as to be clearly visible from a public right-of-way at least ten (10) days prior to the date of the hearing. The applicant must certify, for the record of the hearing, that the posting was accomplished. The posted notice must contain a brief description of the proposal, the time, date and place of the hearing, and the phone number and address for contact with the Building Official.

H. Within fifteen (15) days of the hearing, or within fifteen (15) days of the receipt of the report described in AMC [15.04.216.A.1](#) is received, whichever date is later, the Demolition Review Committee shall issue its decision in writing and mail it to the applicant and all persons who appeared and spoke at the hearing.

I. The decision of the Demolition Review Committee may be appealed to the City Council by the applicant or someone who spoke at the hearing. In addition, the City Council may review the decision on its own motion. The decision is appealed by filing a notice of appeal with the City Manager. The appeal fee, as set by resolution of the City Council, must accompany the notice of appeal. The appeal must be filed within fifteen (15) days of the date the decision of the committee is mailed. The appeal notice must contain:

1. The appellant's name and address;

2. A reference to the decision sought to be reviewed;
3. A statement that the appellant is the applicant or someone who appeared and testified at the hearing;
4. The date of the decision being appealed; and
5. The specific grounds for which the decision should be reversed or modified, based on the applicable standards.

J. The notice of appeal, together with notice of the date, time and place of the hearing on the appeal by the Council will be mailed to those who appeared at the hearing before the Demolition Review Committee at least twenty (20) days prior to the hearing. The appeal before the Council shall be a de novo hearing based solely on the evidence in the record made before the Demolition Review Board. The applicant shall have the burden to prove the standards have been met. The Council may affirm, reverse or modify the decision and may approve or deny the request, or grant approval with conditions. The City Council shall make findings and conclusions, and make a decision based on the record before it as justification for its action. The City Council shall cause copies of a final order to be sent to all persons participating in the appeal. (Ord. 3192 § 114, amended, 11/17/2020; Ord. 2925, amended, 04/18/2006; Ord. 2858, amended, 06/20/2000; Ord. 2852, added, 01/21/2000)

## 15.04.216 Demolition and Relocation Standards



A. For demolition or relocation of structures erected more than forty-five (45) years prior to the date of the application:

1. The applicant must demonstrate that either subsection [A.1.a](#) or [b](#) of this section applies:

a. The structure cannot be rehabilitated or reused on site as part of any economically beneficial use of the property. In determining whether an economically beneficial use can be made of the property, the Demolition Review Committee may require the applicant to:

(i) Furnish an economic feasibility report prepared by an architect, developer, or appraiser, or other person who is experienced in rehabilitation of buildings that addresses the estimated market value of the property on which the building lies, both before and after demolition or removal; or

(ii) Market the property utilizing a marketing plan approved by the Demolition Review Committee or by advertising the property in the Ashland Daily Tidings or Medford Mail Tribune at least eight times and at regular intervals for at least 90 days and by posting a for sale sign on the property, four to six square feet in size and clearly visible from the street, for the same 90-day period.



b. The structure proposed for demolition is structurally unsound despite efforts by the owner to properly maintain the structure.

2. In addition to subsection [A.1.a](#) or [b](#) above, the applicant must also:

a. Submit a redevelopment plan for the site that provides for a replacement or rebuilt structure for the structure being demolished or relocated. The replacement or rebuilt structure must be a minimum of 1,000 square feet, unless the structure being demolished or relocated is less than 1,000 square feet. If the structure is less than 1,000 square feet, the replacement structure must be a minimum of 500 square feet. The redevelopment plan must indicate in sufficient detail the nature, appearance and location of all replacement or rebuilt structures. No replacement structure is required, however, if:

(i) The applicant agrees to restrict the property to open space uses and a finding is made that such restriction constitutes a greater benefit to the neighborhood than redevelopment would; or

(ii) The structure being demolished or relocated is a nonhabitable accessory structure.

b. Demonstrate, if the application is for a demolition, the structure cannot be practicably relocated to another site.

3. If a permit is issued and the redevelopment plan:

a. Requires a site review permit, no demolition or relocation may occur until the site review permit has been issued, unless the site is restricted to open space uses as provided in subsection [A.2](#) of this section.

b. Does not require a site review permit, no demolition or relocation may occur until the building permit has been issued for the replacement or rebuilt structure, unless the site is restricted to open space uses as provided in subsection [A.2](#) of this section.

4. The Demolition Review Committee may require the applicant to post with the City a bond, or other suitable collateral as determined by the City Manager, ensuring the safe demolition of the structure and the completed performance of the redevelopment plan.

B. For demolition or relocation of structures erected less than forty-five (45) years from the date of the application:

1. The applicant:

a. Has the burden of proving the structure was erected less than forty-five (45) years from the date of the application. Any structure erected less than forty-five (45) years from the date of the application, which replaced a structure demolished or relocated under this section, shall be considered a structure subject to the standards in this section.

b. Must submit a redevelopment plan for the site that provides for a replacement or rebuilt structure being demolished or relocated. The replacement or rebuilt structure must be a minimum of 1,000 square feet, unless the structure being demolished or relocated is less than 1,000 square



feet. If the structure is less than 1,000 square feet, the replacement structure must be a minimum of 500 square feet. The redevelopment plan must indicate in sufficient detail the nature, appearance and location of all replacement or rebuilt structures. No replacement structure is required, however, if:

- (i) The applicant agrees to restrict the property to open space uses and a finding is made that such restriction constitutes a greater benefit to the neighborhood than redevelopment would; or
- (ii) The structure being demolished or relocated is a nonhabitable accessory structure.

2. If a permit is issued and the redevelopment plan:

a. Requires a site review permit, no demolition or relocation may occur until the site review permit has been issued, unless the site is restricted to open space uses as provided in this subsection **B**.

b. Does not require a site review permit, no demolition or relocation may occur until a building permit has been issued for the structure or structures to be replaced or rebuilt, unless the site is restricted to open space uses as provided in this subsection **B**.

C. For any demolition approved under this section, the applicant is required to salvage or recycle construction and demolition debris, in accordance with a demolition debris diversion plan that complies with the requirements adopted by the Demolition Review Committee. The applicant shall submit such a plan with the application for demolition.

For any relocation approved under this section, the applicant must also comply with the provisions of AMC Chapter **15.08**. (Ord. 3192 § 115, amended, 11/17/2020; Ord. 2925, amended, 04/18/2006; Ord. 2891, amended, 11/19/2002; Ord. 2858, amended, 06/20/2000; Ord. 2852, added, 01/21/2000)

## 15.04.220 Mechanical Specialty Code Fee



For application in this City, the fee schedule for mechanical specialty code fees shall be established by resolution of the City council. (Ord. 3043, amended, 12/21/2010; Ord. 2925, amended, 04/18/2006; Ord. 2896, amended, 06/03/2003)

## 15.04.240 Certificate of Occupancy



No building for which a permit has been issued shall be occupied nor shall utilities be released until a final inspection has been made and a certificate of occupancy has been issued by the Building Official. Such certificate shall not be issued until all relevant requirements of AMC Title **15** have been met and all requirements of the Planning Commission shall have been completed. However, with respect to requirements of the Planning Commission, which shall include but not be limited to variance, conditional use permits, site plans and planned unit

developments, the Building Official may, unless otherwise directed by the Planning Commission or City Council, release a temporary certificate of occupancy and a temporary release of utilities before the installation and completion of such requirements, and provided the owner has posted a performance bond satisfactory to the City Manager to ensure the installation of said requirements within a specified time, which time must also be satisfactory to the City Manager. (Ord. 3192 § 116, amended, 11/17/2020; Ord. 2925, amended, 04/18/2006; Ord. 1923, amended, 1977)

## 15.04.250 Notice of Noncompliance and Violation



- A. No permit or certificate of any kind shall be issued by the Building Official for a structure or occupancy which would violate any provision of the Ashland Municipal Code.
- B. Provided written notice and an opportunity to be heard is first given, the Building Official, upon determining that a violation of this chapter exists, shall have authority to file a notice of noncompliance in the Jackson County Records office upon any property which contains a structure or is occupied in violation of this chapter.
- C. The notice of noncompliance shall specify the owner of the property as reflected in the Jackson County Records office, the property description, the date and brief description of the violation and the citation to this chapter section.
- D. Whenever the violation for which the notice of non-compliance was filed is corrected, the Building Official shall, upon payment of the recording fee for the notice of non-compliance and the recording fee for the notice of correction, immediately file a notice of correction. The notice of correction shall reference the notice of non-compliance and specify that the violation has been corrected. (Ord. 2925, amended, 04/18/2006; Ord. 2685, amended, 1992)

## 15.04.260 Violation Administration Penalty



- A. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City or cause the same to be done contrary to or in violation of any of the provisions of this title.
- B. The Building Official, and his/her designee is specifically authorized to impose a civil penalty for any violation of the Building Code, including an order of the Building Official to remedy such violation. The civil penalty shall be served in a “Notice and Order Imposing the Civil Penalty” for the violation. The Notice shall:
  - 1. Describe the alleged violation, including any relevant code provision numbers, ordinance numbers or other identified references; and

2. State that the City of Ashland intends to assess a civil penalty for the violation and states the amount of the civil penalty; and

3. State that the party may challenge the civil penalty by filing a notice of appeal to the Building Board of Appeals within 15 days of service of the Notice as provided in AMC Chapter 15.

C. The civil penalty may not exceed the maximum civil penalty amount authorized for an equivalent specialty code violation under ORS 455.895, subject to the limitations in the Ashland City Charter. Any person, firm or corporation violating any of the provisions of this title shall be deemed guilty of an offense and each such person shall be deemed guilty of separate offense on each and every day or portion thereof during which any violation of any of the provisions of this ordinance is committed, continue or permitted and upon conviction of any such violation. The civil penalties provided herein are in addition to and not in lieu of any other remedy for enforcement available to the City including but not limited to increased permit or investigative fees, injunctive relief or any other remedy.

#### D. Unpaid Penalties

1. Failure to pay an administrative penalty imposed pursuant to this code within thirty (30) days after the penalty becomes final shall constitute a Class I violation of this code.

2. If an administrative civil penalty is imposed on a responsible person because of a violation of any provision of this code resulting from prohibited use or activity on real property, and the penalty remains unpaid 30 days after such penalty become final, the building official shall assess against the property the full amount of the unpaid fine and shall enter such an assessment as a lien in the docket of City liens.

3. In addition, failure to pay an administrative civil penalty imposed pursuant to this code shall be grounds for withholding issuance of requested permits or licenses, issuance of a stop work order, as well as revocation or suspension of any issued permits or certificates of occupancy. (Ord. 3043, amended, 12/21/2010; Ord. 3003, added, 02/18/2010)



CITY OF ASHLAND  
BUILDING DIVISION  
51 Winburn Way • Ashland, OR • (541) 488-5305

CORRECTION NOTICE  
NOTICIA DE CORRECCION

No. \_\_\_\_\_  
Page \_\_\_\_\_

If you do not understand this Notice, contact your Building Inspector and provide this Notice to your Superintendent.  
Si no entiende esta Noticia debe ponerse en contacto con su Inspector y proveer esta Noticia a Superintendente.

THIS NOTICE MUST BE PRESENTED AT ALL INSPECTION OR PLANS EXAMINER INQUIRIES.  
ESTA NOTICIA DEBE SER PRESENTADA EN TODAS INSPECCIONES O A LA OFFICINA DE PLANOS Y PERMISOS.

Date: \_\_\_\_\_ Permit No. \_\_\_\_\_  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contractor: \_\_\_\_\_

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Inspector: \_\_\_\_\_ No. \_\_\_\_\_

RESOLUTION

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Inspector: \_\_\_\_\_ No. \_\_\_\_\_

Plans check Review By: \_\_\_\_\_ Date: \_\_\_\_\_



Date



Name

Street address

City, State

## NOTICE OF NON-COMPLIANCE AND VIOLATION

Re: Non-Compliance and Building Code Violations, consisting of a (**structure or installation & sq. ftg.**) located at (**street address**), and more particularly described in Exhibit A attached hereto and made a part hereof by this reference.

Dear Mr./Mrs.

**NOTICE AND ORDER** pursuant to the City of Ashland Municipal Code Section 15.04.250 (Notice of Non-Compliance and Violation)

The City of Ashland Building Department, and its authorized representatives, having reasonable cause to believe that there existed in the buildings and structures or upon the premises described above, conditions contrary to, or in violation of, the Ashland Municipal Code, including the Ashland Building Code.

(1) The above-referenced Findings of Fact and Conclusions of Law are incorporated herein by this reference.

(2) Pursuant to the City of Ashland Municipal Code Section 15.04.250 (B) (Notice of Non-Compliance and Violation) you are provided an opportunity to be heard by written response to this notice within thirty (30) days of receipt of this notice. If response is not received within the time specified, the Building Official, upon determining that a violation of this chapter exists, shall have the authority to file a notice of non-compliance in the Jackson County Records office upon any property which contains a structure or is occupied in violation of this chapter.

(3) Whenever the violation for which the notice of non-compliance was filed is corrected, the Building Official shall, upon payment of the recording fee for the notice of non-compliance and the recording fee for the notice or correction of non-compliance shall specify that the violation has been corrected.

**Done and Ordered this** (day, month year).

**Steven Matiaco, Building Official**  
**City of Ashland**



**City of Ashland Building Division**  
51 Winburn Way • Ashland, OR 97520  
(541) 488-5305 • Fax (541) 488-6006

Bill Molnar, Community Development Director

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Date

Address  
Ashland OR,97520

**Permit #**

The project referenced above is in the plans examination process. The plans are being reviewed for compliance with City of Ashland ordinances and applicable codes. The comments that follow describe deficiencies and corrections, which must be addressed prior to completing the examination process and subsequent issuance of permits.

A written response along with applicable drawings and calculations must be provided for each of the items listed below to resume review. Please submit them electronically to the Building Division upon completion, [building@ashland.or.us](mailto:building@ashland.or.us).

You may contact your plans examiner directly regarding any item on this letter at (541) 488-5305.

Review By: \_\_\_\_\_

Steven Matiaco  
Building Official  
Steven.matiaco@ashland.or.us



# CITY OF ASHLAND

DEPARTMENT OF COMMUNITY DEVELOPMENT  
BUILDING DIVISION

## STOP WORK ORDER (RED TAG)

Job Location: \_\_\_\_\_

You are hereby ordered to **STOP WORK IMMEDIATELY**

Until authorized by the Building Official to proceed.

The following violations are listed below:

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**DO NOT REMOVE THIS TAG !**

DATE \_\_\_\_\_ TIME \_\_\_\_\_ INSPECTOR \_\_\_\_\_





# CITY OF ASHLAND BUILDING DIVISION

51 Winburn Way, Ashland, OR 97520 • (541) 488-5305

## Temporary Certificate of Occupancy Application

BUILDING PERMIT #: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ PROJECT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE OF REQUESTED OCCUPANCY: \_\_\_\_\_ DATE OF PROJECT COMPLETION: \_\_\_\_\_

AREA(S) REQUESTED FOR OCCUPANCY: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

CONDITIONS OF WORK NOT COMPLETE: \_\_\_\_\_

1. City of Ashland Municipal Code 15.04.240 provides for issuance of a Temporary Certificate of Occupancy (TCO). The Building Official may, unless otherwise directed by the Planning Commission or City Council, release a Temporary Certificate of Occupancy and a temporary release of utilities before the installation and completion of such requirements, and provided the owner has posted a performance bond satisfactory to the City Administrator to insure the installation of said requirements within a specific time which must also be satisfactory to the City Administrator. Prior to the issuance of a TCO, a \$56.00 issuance fee must be paid along with any inspection fees.
2. The Building Division may suspend or revoke a TCO if it is determined it is in violation of any City of Ashland Municipal Code or Regulation.
3. **Prior to the expiration of the TCO, it is the responsibility of the Owner or Contractor to request required inspections for completion of permitted work. Acceptable final inspections are required by all applicable trades prior to issuance of a Certificate of Occupancy. If uncompleted work cannot be finished during the duration of the TCO, reapplication for a TCO is required.**
4. The TCO shall not be valid until acceptable inspections are completed, applicable fees paid, Certificate is signed by the Building Official, and the Certificate has been posted in the occupied area.

**AS CONTRACTOR, I FULLY UNDERSTAND AND AGREE TO CONFORM TO THE PROVISIONS OF THIS APPLICATION AND ANY CONDITIONS ASSOCIATED WITH TCO APPROVAL.**

(Print) \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

(Sign) \_\_\_\_\_ Contractor Title Date

**(Initial)** \_\_\_\_\_ **This application is valid for 30 calendar days.**

If the TCO is not issued within 30 days, this application will be discarded and the applicant will be required to re-apply.

OFFICE USE	<u>RECORD STATUS AND SOURCE OF RELEASE</u>		
	_____ Planning Division	_____ Building Division	_____ Fire Department



## CERTIFICATE OF OCCUPANCY

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Permit #:

Zone:

Site Address:

Property Description:

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Project Name:

Tenant Name:

Tenant #:

Owner Name:

Contractor Name:

State Lic. #:

Contractor Address:

Contractor Phone:

Parcel #:

# of Units:

Code Year:

Automatic Sprinkler System:    Yes    No

Construction Type:

Occupancy:

Occupant Load:

Square Feet:

Building Final:

Issued Date:

Application Type:

Description of Work:

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### NOTICE TO APPLICANT

This structure is deemed to be in substantial compliance with fire, life safety, and structural provisions of the adopted codes of construction. Records concerning the construction of this building are on file with the Building Division in compliance with the appropriate records procedures.

This Certificate must be posted and maintained within any non-single family building or structure referenced above. Any construction to be done beyond the final building inspection date, above, requires a new building permit.

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DATE APPROVED

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STEVEN MATIACO, CBO  
CITY OF ASHLAND BUILDING OFFICIAL



**Building Safety Division**

51 Winburn Way  
Ashland, OR 97520  
541.488.5305  
www.ashland.or.us

# Change of Use Certificate of Occupancy

**Permit Number**                    **BD-NR-2022-00000**

**Job Address**                        **???????????**

**Property Owner**                   **???????????**

**Building Official**                 **Steven Matiaco**

**Code Edition**                       **2019 OSSC**

**New Occupancy Type**    ??

**Previous Occupancy Type**    ?

**Type of Construction**    ??

**Occupant Load**                 ?? (Occupant load will be strictly enforced)

**Sprinkler System**                ??

With the issuance of this certificate of occupancy, it is recognized that the building at the above listed address has been inspected and complies with the Oregon Residential Specialty Code and with the use and occupancy for which the proposed occupancy is classified. In addition, all of the criteria set forth by the Department of Community Development have also been met.

Date: \_\_\_\_\_

\_\_\_\_\_  
Steven Matiaco  
Building Official, City of Ashland

CITY OF  
**ASHLAND**  
**Municipal Code Violation  
Complaint Form**

The Community Development Department handles a wide variety of local municipal code compliance topics. Some specific types of compliance issues will be forwarded to other City Departments for their particular expertise, but coordination of the complaint and resolution will be through the Community Development Department.

**Description of Complaint**

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**Location of Potential Violation**

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**Violator Information** (Name, address, etc if known)

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**Complainant Information**

Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please check box if you want this complaint to be kept as confidential as possible under existing law. The City will try to honor such a request, but please note that, depending on the circumstances, disclosure of the complaint could be required under laws governing public records or discovery in litigation. Please note also that maintaining the confidentiality of complainants can compromise efforts to cite and penalize violators.

\_\_\_\_\_  
Signature requesting confidentiality



## Municipal Code Compliance Request Process

1. Receive compliant.
2. Investigate to determine if a violation exists.
3. If the complaint does not constitute a Municipal Code violation, the person filing the complaint will be notified and informed of the reason the situation does not constitute a violation.
4. If a violation does exist, the property owner or violator will be contacted and informed of the violation, what actions are needed to remedy the situation, and given a specific compliance deadline date.
5. On the compliance deadline date, Code Compliance Staff will verify that compliance has been attained. If this is found to be the case, the file will be closed.
6. If, upon re-inspection, the violation still exists, the property owner or violator will be contacted and again requested to comply. The second notice will include a date in which a citation may be issued if the problem has not been resolved.
7. After the citation deadline is reached, a site visit is made to determine if the matter has been corrected. If the violation still exists, a citation may be issued and the case information prepared for Municipal Court.

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Due to the large volume of complaints processed, it is difficult to maintain up to date status reports to complainants. Please feel free to check in with the Compliance staff if you would like to find out the current status of a complaint.

Different types of complaints and violations have somewhat different timeframes for compliance based on a number of factors including public safety and ease of corrective activities required. The intent of the compliance process is to be as fair as possible to all parties involved and to ensure that the livability of our community is maintained through communication, education, and mutual respect.

The Municipal Code is available for reference on the City website at [www.ashland.or.us](http://www.ashland.or.us). It is encouraged that citizens refer to the Municipal Code to provide a basis for a complaint, and if possible, communicate directly with the responsible party to the complaint in efforts of resolving the matter privately.

For questions regarding Code Compliance in Ashland, please contact Kevin Flynn at (541) 552-2424 or [Kevin.Flynn@ashland.or.us](mailto:Kevin.Flynn@ashland.or.us).



## APPENDIX G FLOOD-RESISTANT CONSTRUCTION

Appendix G is not adopted by the State of Oregon, Building Codes Division, as part of the *state building code*, consistent with the purpose and scope of application authorized in ORS 455.020.

Local *municipalities* are permitted to enact local ordinances for flood-resistant construction.

### SECTION G101 ADMINISTRATION

#### G101.1 Purpose.

The purpose of this appendix is to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific *flood hazard areas* through the establishment of comprehensive regulations for management of *flood hazard areas* designed to:

1. Prevent unnecessary disruption of commerce, access and public service during times of flooding.
2. Manage the alteration of natural flood plains, stream channels and shorelines.
3. Manage filling, grading, dredging and other development that may increase flood damage or erosion potential.
4. Prevent or regulate the construction of flood barriers that will divert floodwaters or that can increase flood hazards.
5. Contribute to improved construction techniques in the flood plain.

#### G101.2 Objectives.

The objectives of this appendix are to protect human life, minimize the expenditure of public money for flood control projects, minimize the need for rescue and relief efforts associated with flooding, minimize prolonged business interruption, minimize damage to public facilities and utilities, help maintain a stable tax base by providing for the sound use and development of flood-prone areas, contribute to improved construction techniques in the flood plain and ensure that potential owners and occupants are notified that property is within *flood hazard areas*.

#### G101.3 Scope.

The provisions of this appendix shall apply to all proposed development in a *flood hazard area* established in Section 1612 of this code, including certain building work exempt from permit under Section 105.2.

#### G101.4 Violations.

Any violation of a provision of this appendix, or failure to comply with a *permit* or variance issued pursuant to this appendix or any requirement of this appendix, shall be handled in accordance with Section 114.

### SECTION G102 APPLICABILITY

#### G102.1 General.

This appendix, in conjunction with this code, provides minimum requirements for development located in flood hazard areas, including:

1. The subdivision of land.
2. Site improvements and installation of utilities.
3. Placement and replacement of manufactured homes.
4. Placement of recreational vehicles.
5. New construction and repair, reconstruction, rehabilitation or additions to new construction.
6. Substantial improvement of existing buildings and structures, including restoration after damage.
7. Installation of tanks.
8. Temporary structures.
9. Temporary or permanent storage, utility and miscellaneous Group U buildings and structures.
10. Certain building work exempt from permit under Section 105.2 and other buildings and development activities.

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**G102.2 Establishment of flood hazard areas.**

*Flood hazard areas* are established in Section 1612.3 of this code, adopted by the applicable governing authority on [INSERT DATE].

## **SECTION G103 POWERS AND DUTIES**

**G103.1 Permit applications.**

All applications for permits must comply with the following:

1. The *building official* shall review all *permit* applications to determine whether proposed development is located in *flood hazard areas* established in Section G102.2.
2. Where a proposed development site is in a *flood hazard area*, all development to which this appendix is applicable as specified in Section G102.1 shall be designed and constructed with methods, practices and materials that minimize *flood* damage and that are in accordance with this code and ASCE 24.

**G103.2 Other permits.**

It shall be the responsibility of the *building official* to ensure that approval of a proposed development shall not be given until proof that necessary permits have been granted by federal or state agencies having jurisdiction over such development.

**G103.3 Determination of design flood elevations.**

If design flood elevations are not specified, the *building official* is authorized to require the applicant to meet one of the following:

1. Obtain, review and reasonably utilize data available from a federal, state or other source.
2. Determine the design flood elevation in accordance with accepted hydrologic and hydraulic engineering techniques. Such analyses shall be performed and sealed by a *registered design professional*. Studies, analyses and computations shall be submitted in sufficient detail to allow review and approval by the *building official*. The accuracy of data submitted for such determination shall be the responsibility of the applicant.

**G103.4 Activities in riverine flood hazard areas.**

In riverine *flood hazard areas* where design flood elevations are specified but *floodways* have not been designated, the *building official* shall not permit any new construction, substantial improvement or other development, including fill, unless the applicant submits an engineering analysis prepared by a *registered design professional*, demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated *flood hazard area* encroachment, will not increase the design flood elevation more than 1 foot (305 mm) at any point within the community.

**G103.5 Floodway encroachment.**

Prior to issuing a *permit* for any *floodway* encroachment, including fill, new construction, substantial improvements and other development or land-disturbing activity, the *building official* shall require submission of a certification prepared by a *registered design professional*, along with supporting technical data, demonstrating that such development will not cause any increase of the base flood level.

**G103.5.1 Floodway revisions.**

A *floodway* encroachment that increases the level of the base flood is authorized if the applicant has applied for a conditional Flood Insurance Rate Map (FIRM) revision and has received the approval of the Federal Emergency Management Agency (FEMA).

**G103.6 Watercourse alteration.**

Prior to issuing a *permit* for any alteration or relocation of any watercourse, the *building official* shall require the applicant to provide notification of the proposal to the appropriate authorities of all adjacent government jurisdictions, as well as appropriate state agencies. A copy of the notification shall be maintained in the permit records and submitted to FEMA.

**G103.6.1 Engineering analysis.**

The *building official* shall require submission of an engineering analysis, prepared by a *registered design professional*, demonstrating that the flood-carrying capacity of the altered or relocated portion of the watercourse will not be decreased. Such watercourses shall be maintained in a manner that preserves the channel's flood-carrying capacity.

**G103.7 Alterations in coastal areas.**

Prior to issuing a *permit* for any alteration of sand dunes and mangrove stands in coastal high-hazard areas and coastal A zones, the *building official* shall require submission of an engineering analysis, prepared by a *registered design professional*, demonstrating that the proposed alteration will not increase the potential for flood damage.

**G103.8 Records.**

The *building official* shall maintain a permanent record of all *permits* issued in *flood hazard areas*, including supporting certifications and documentation required by this appendix and copies of inspection reports, design certifications and documentation of elevations required in Section 1612 of this code and Section R322 of the



**G103.9 Inspections.**

Development for which a *permit* under this appendix is required shall be subject to inspection. The *building official* or the *building official's* designee shall make, or cause to be made, inspections of all development in *flood hazard areas* authorized by issuance of a *permit* under this appendix.

**SECTION G104  
PERMITS**

**G104.1 Required.**

Any person, owner or owner's authorized agent who intends to conduct any development in a *flood hazard area* shall first make application to the *building official* and shall obtain the required *permit*.

**G104.2 Application for permit.**

The applicant shall file an application in writing on a form furnished by the *building official*. Such application shall:

1. Identify and describe the development to be covered by the *permit*.
2. Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitely locate the site.
3. Include a site plan showing the delineation of *flood hazard areas*, *floodway* boundaries, flood zones, design flood elevations, ground elevations, proposed fill and excavation and drainage patterns and facilities.
4. Include in subdivision proposals and other proposed developments with more than 50 lots or larger than 5 acres (20 234 m<sup>2</sup>), base flood elevation data in accordance with Section 1612.3 if such data are not identified for the *flood hazard areas* established in Section G102.2.
5. Indicate the use and occupancy for which the proposed development is intended.
6. Be accompanied by construction documents, grading and filling plans and other information deemed appropriate by the *building official*.
7. State the valuation of the proposed work.
8. Be signed by the applicant or the applicant's authorized agent.

**G104.3 Validity of permit.**

The issuance of a *permit* under this appendix shall not be construed to be a *permit* for, or approval of, any violation of this appendix or any other ordinance of the jurisdiction. The issuance of a *permit* based on submitted documents and information shall not prevent the *building official* from requiring the correction of errors. The *building official* is authorized to prevent occupancy or use of a structure or site that is in violation of this appendix or other ordinances of this jurisdiction.

**G104.4 Expiration.**

A *permit* shall become invalid if the proposed development is not commenced within 180 days after its issuance, or if the work authorized is suspended or abandoned for a period of 180 days after the work commences. Extensions shall be requested in writing and justifiable cause demonstrated. The *building official* is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each.

**G104.5 Suspension or revocation.**

The *building official* is authorized to suspend or revoke a *permit* issued under this appendix wherever the *permit* is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or code of this jurisdiction.

## SECTION G105 VARIANCES

**G105.1 General.**

The *board of appeals* established pursuant to Section 113 shall hear and decide requests for variances. The *board of appeals* shall base its determination on technical justifications, and has the right to attach such conditions to variances as it deems necessary to further the purposes and objectives of this appendix and Section 1612.

**G105.2 Records.**

The *building official* shall maintain a permanent record of all variance actions, including justification for their issuance.

**G105.3 Historic structures.**

A variance is authorized to be issued for the repair or rehabilitation of a historic structure upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure, and the variance is the minimum necessary to preserve the historic character and design of the structure.

**Exception:** Within *flood hazard areas*, *historic structures* that do not meet one or more of the following designations:

1. Listed or preliminarily determined to be eligible for listing in the National Register of Historic Places.
2. Determined by the Secretary of the U.S. Department of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined to qualify as an historic district.
3. Designated as *historic* under a state or local historic preservation program that is approved by the Department of Interior.

**G105.4 Functionally dependent facilities.**

A variance is authorized to be issued for the construction or substantial improvement of a functionally dependent facility provided that the criteria in Section 1612.1 are met and the variance is the minimum necessary to allow the construction or substantial improvement, and that all due consideration has been given to methods and materials that minimize flood damages during the design flood and do not create additional threats to public safety.

**G105.5 Restrictions.**

The *board of appeals* shall not issue a variance for any proposed development in a floodway if any increase in flood levels would result during the base flood discharge.

**G105.6 Considerations.**

In reviewing applications for variances, the *board of appeals* shall consider all technical evaluations, all relevant factors, all other portions of this appendix and the following:

1. The danger that materials and debris may be swept onto other lands resulting in further injury or damage.
2. The danger to life and property due to flooding or erosion damage.
3. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners.
4. The importance of the services provided by the proposed development to the community.
5. The availability of alternate locations for the proposed development that are not subject to flooding or erosion.
6. The compatibility of the proposed development with existing and anticipated development.
7. The relationship of the proposed development to the comprehensive plan and flood plain management program for that area.
8. The safety of access to the property in times of flood for ordinary and emergency vehicles.
9. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site.
10. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.

**G105.7 Conditions for issuance.**

Variances shall only be issued by the *board of appeals* where all of the following criteria are met:

1. A technical showing of good and sufficient cause that the unique characteristics of the size, configuration or topography of the site renders the elevation standards inappropriate.
2. A determination that failure to grant the variance would result in exceptional hardship by rendering the lot undevelopable.
3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances.
4. A determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Notification to the applicant in writing over the signature of the building official that the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage, and that such construction below the base flood level increases risks to life and property.

**SECTION G201  
DEFINITIONS**

**G201.1 General.**

The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of this code for general definitions.

**G201.2 Definitions.**

**DEVELOPMENT.** Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, temporary structures, temporary or permanent storage of materials, mining, dredging, filling, grading, paving, excavations, operations and other land-disturbing activities.

**FUNCTIONALLY DEPENDENT FACILITY.** A facility that cannot be used for its intended purpose unless it is located or carried out in close proximity to water, such as a docking or port facility necessary for the loading or unloading of cargo or passengers, shipbuilding or ship repair. The term does not include long-term storage, manufacture, sales or service facilities.

**MANUFACTURED HOME.** A structure that is transportable in one or more sections, built on a permanent chassis, designed for use with or without a permanent foundation when attached to the required utilities, and constructed to the Federal Mobile Home Construction and Safety Standards and rules and regulations promulgated by the U.S. Department of Housing and Urban Development. The term also includes mobile homes, park trailers, travel trailers and similar transportable structures that are placed on a site for 180 consecutive days or longer.

**MANUFACTURED HOME PARK OR SUBDIVISION.** A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**RECREATIONAL VEHICLE.** A vehicle that is built on a single chassis, 400 square feet (37.16 m<sup>2</sup>) or less when measured at the largest horizontal projection, designed to be selfpropelled or permanently towable by a light-duty truck, and designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect-type utilities and security devices and has no permanently attached additions.

**VARIANCE.** A grant of relief from the requirements of this section that permits construction in a manner otherwise prohibited by this section where specific enforcement would result in unnecessary hardship.

**VIOLATION.** A development that is not fully compliant with this appendix or Section 1612, as applicable.

## SECTION G301 SUBDIVISIONS

### G301.1 General.

Any subdivision proposal, including proposals for manufactured home parks and subdivisions, or other proposed new development in a flood hazard area shall be reviewed to verify all of the following:

1. Such proposals are consistent with the need to minimize flood damage.
2. Public utilities and facilities, such as sewer, gas, electric and water systems, are located and constructed to minimize or eliminate flood damage.
3. Adequate drainage is provided to reduce exposure to flood hazards.

### G301.2 Subdivision requirements.

The following requirements shall apply in the case of any proposed subdivision, including proposals for manufactured home parks and subdivisions, any portion of which lies within a *flood hazard area*:

1. The *flood hazard area*, including *floodways*, coastal high-hazard areas and coastal A zones, a

2. Design flood elevations shall be shown on tentative and final subdivision plats.
3. Residential building lots shall be provided with adequate buildable area outside the *floodway*.
4. The design criteria for utilities and facilities set forth in this appendix and appropriate International Codes shall be met.

## SECTION G401 SITE IMPROVEMENT

### **G401.1 Development in floodways.**

Development or land-disturbing activity shall not be authorized in the *floodway* unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice, and prepared by a *registered design professional*, that the proposed encroachment will not result in any increase in the base flood level.

### **G401.2 Coastal high-hazard areas and coastal A zones.**

In coastal high-hazard areas and coastal A zones:

1. New buildings and buildings that are substantially improved shall only be authorized landward of the reach of mean high tide.
2. The use of fill for structural support of buildings is prohibited.

### **G401.3 Sewer facilities.**

All new or replaced sanitary sewer facilities, private sewage treatment plants (including all pumping stations and collector systems) and on-site waste disposal systems shall be designed in accordance with Chapter 7, ASCE 24, to minimize or eliminate infiltration of floodwaters into the facilities and discharge from the facilities into floodwaters, or impairment of the facilities and systems.

### **G401.4 Water facilities.**

All new or replacement water facilities shall be designed in accordance with the provisions of Chapter 7, ASCE 24, to minimize or eliminate infiltration of floodwaters into the systems.

### **G401.5 Storm drainage.**

Storm drainage shall be designed to convey the flow of surface waters to minimize or eliminate damage to persons or property.

### **G401.6 Streets and sidewalks.**

Streets and sidewalks shall be designed to minimize potential for increasing or aggravating flood levels.

## SECTION G501 MANUFACTURED HOMES

### **G501.1 Elevation.**

All new and replacement manufactured homes to be placed or substantially improved in a *flood hazard area* shall

be elevated such that the lowest floor of the manufactured home is elevated to or above the design flood elevation.

**G501.2 Foundations.**

All new and replacement manufactured homes, including substantial improvement of existing manufactured homes, shall be placed on a permanent, reinforced foundation that is designed in accordance with Section R322 of the *International Residential Code*.

**G501.3 Anchoring.**

All new and replacement manufactured homes to be placed or substantially improved in a *flood hazard area* shall be installed using methods and practices that minimize flood damage. Manufactured homes shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement. Methods of anchoring are authorized to include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.



**G501.4 Protection of mechanical equipment and outside appliances.**

Mechanical equipment and outside appliances shall be elevated to or above the *design flood elevation*.

**Exception:** Where such equipment and appliances are designed and installed to prevent water from entering or accumulating within their components and the systems are constructed to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding up to the elevation required by Section R322 of the *International Residential Code*, the systems and equipment shall be permitted to be located below the elevation required by Section R322 of the *International Residential Code*. Electrical wiring systems shall be permitted below the *design flood elevation* provided that they conform to the provisions of NFPA 70.

**G501.5 Enclosures.**

Fully enclosed areas below elevated manufactured homes shall comply with the requirements of Section R322 of the *International Residential Code*.



## SECTION G601 RECREATIONAL VEHICLES

**G601.1 Placement prohibited.**

The placement of recreational vehicles shall not be authorized in coastal high-hazard areas and in *floodways*.

**G601.2 Temporary placement.**

Recreational vehicles in *flood hazard areas* shall be fully licensed and ready for [highway use, or shall be placed on a site for less than 180 consecutive](#) days.

**G601.3 Permanent placement.**

Recreational vehicles that are not fully licensed and ready for highway use, or that are to be placed on a site for more than 180 consecutive days, shall meet the requirements of Section G501 for manufactured homes.





## SECTION G701 TANKS

### G701.1 Tanks.

Underground and above-ground tanks shall be designed, constructed, installed and anchored in accordance with ASCE 24.

## SECTION G801 OTHER BUILDING WORK

### G801.1 Garages and accessory structures.

Garages and accessory structures shall be designed and constructed in accordance with ASCE 24.



### G801.2 Fences.

Fences in floodways that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the requirement of Section G103.5.

### G801.3 Oil derricks.

Oil derricks located in *flood hazard areas* shall be designed in conformance with the flood loads in Section 1612.

### G801.4 Retaining walls, sidewalks and driveways.

Retaining walls, sidewalks and driveways shall meet the requirements of Section 1804.5.

### G801.5 Swimming pools.

Swimming pools shall be designed and constructed in accordance with ASCE 24. Above-ground swimming pools, on-ground swimming pools and in-ground swimming pools that involve placement of fill in *floodways* shall also meet the requirements of Section G103.5.



### G801.6 Decks, porches, and patios.

Decks, porches and patios shall be designed and constructed in accordance with ASCE 24.

### G801.7 Nonstructural concrete slabs in coastal high-hazard areas and coastal A zones.

In coastal high-hazard areas and coastal A zones, nonstructural concrete slabs used as parking pads, enclosure floors, landings, decks, walkways, patios and similar nonstructural uses are permitted beneath or adjacent to buildings and structures provided that the concrete slabs shall be constructed in accordance with ASCE 24.

### G801.8 Roads and watercourse crossings in regulated floodways.

Roads and watercourse crossings that encroach into regulated *floodways*, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other, shall meet the requirement of Section G103.5.



## SECTION G901

## TEMPORARY STRUCTURES AND TEMPORARY STORAGE

### **G901.1 Temporary structures.**

Temporary structures shall be erected for a period of less than 180 days. Temporary structures shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood. Fully enclosed temporary structures shall have flood openings that are in accordance with ASCE 24 to allow for the automatic entry and exit of floodwaters.

### **G901.2 Temporary storage.**

Temporary storage includes storage of goods and materials for a period of less than 180 days. Stored materials shall not include hazardous materials.

### **G901.3 Floodway encroachment.**

Temporary structures and temporary storage in floodways shall meet the requirements of G103.5.

## SECTION G1001 UTILITY AND MISCELLANEOUS GROUP U

### **G1001.1 Utility and miscellaneous Group U.**

Utility and miscellaneous Group U includes buildings that are accessory in character and miscellaneous structures not classified in any specific occupancy in this code, including, but not limited to, agricultural buildings, aircraft hangars (accessory to a one- or two-family residence), barns, carports, fences more than 6 feet (1829 mm) high, grain silos (accessory to a residential occupancy), greenhouses, livestock shelters, private garages, retaining walls, sheds, stables and towers.

### **G1001.2 Flood loads.**

Utility and miscellaneous Group U buildings and structures, including substantial improvement of such buildings and structures, shall be anchored to prevent flotation, collapse or lateral movement resulting from flood loads, including the effects of buoyancy, during conditions of the design flood.

### **G1001.3 Elevation.**

Utility and miscellaneous Group U buildings and structures, including substantial improvement of such buildings and structures, shall be elevated such that the lowest floor, including basement, is elevated to or above the design flood elevation in accordance with Section 1612 of this code.

### **G1001.4 Enclosures below design flood elevation.**

Fully enclosed areas below the design flood elevation shall be constructed in accordance with ASCE 24.

### **G1001.5 Flood-damage-resistant materials.**

Flood-damage-resistant materials shall be used below the design flood elevation.



**G1001.6 Protection of mechanical, plumbing and electrical systems.**

Mechanical, plumbing and electrical systems, including plumbing fixtures, shall be elevated to or above the design flood elevation.

**Exception:** Electrical systems, equipment and components; heating, ventilating, air conditioning and plumbing appliances; plumbing fixtures, duct systems and other service equipment shall be permitted to be located below the design flood elevation provided that they are designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to the design flood elevation in compliance with the flood-resistant construction requirements of this code. Electrical wiring systems shall be permitted to be located below the design flood elevation provided that they conform to the provisions of NFPA 70.

**SECTION G1101  
REFERENCED STANDARDS**

ASCE 24—14	Flood Resistant Design and Construction	G103.1, G401.3, G401.4, G701.1, G801.1, G801.5, G801.6, G801.7, G901.1, G1001.4
HUD 24 CFR Part 3280 (2008)	Manufactured Home Construction and Safety Standards	G201
IBC—18	<i>International Building Code</i>	G102.2, G1001.1, G1001.3
IRC—18	<i>International Residential Code</i>	G501.2, G501.4, G501.5
NFPA 70—17	<i>National Electrical Code</i>	G501.4, G1001.6



**CITY OF ASHLAND BUILDING DIVISION**  
 51 Winburn Way, Ashland, OR, 97520  
 (541) 488-5305  
[Building@ashland.or.us](mailto:Building@ashland.or.us)

## Commercial Building Permit Submittal Form

Location:		Date:	
Description of Project:			
Total Project Valuation: <i>See <a href="#">Determination of Valuation Policy</a> for additional information</i>		\$	
Mechanical Valuation:		\$	
Type: <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Mixed Use Bld. <input type="checkbox"/> Commercial Bld. <input type="checkbox"/> Commercial Addition <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Common Area <input type="checkbox"/> Structural/Roof <input type="checkbox"/> Change of Use/Occupancy <input type="checkbox"/> Other: _____			
<b>APPLICANT INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		
<b>PROPERTY OWNER INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		
<b>CONTRACTOR INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		
Ashland Business License #		CCB#	
<b>ARCHITECT/ENGINEER/DESIGN PROFESSIONAL INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		

**SUBMITTAL CHECKLIST:**

YES	NO	N/A	GENERAL INFORMATION:
			PDF of Digital Plans - Submit to <a href="mailto:Building@ashland.or.us">Building@ashland.or.us</a> <i>Plans must be drawn to scale, minimum 11x17 inches in size, and legible.</i> <i>If files are too large to email, please call #541-488-5305 to request access to our digital DropBox</i>
			Design Professional, Architect and/or Engineer(s) name, phone, and Email
			Name, Address, Phone and Email of all owners and contractors (include license #s)
			Signed statement of consent from Property Owner
			List Design Criteria and supporting calculations for all Structural components of project as required by Ch. 16 OSSC and ASCE-7
			Provide a Code Analysis and include the following information: <input type="checkbox"/> Construction type <input type="checkbox"/> Existing and proposed Occupancy types <input type="checkbox"/> Occupant loads and supporting calculations <input type="checkbox"/> Means of Egress sizing and supporting calculations including the path of the exit discharge to the public way <input type="checkbox"/> Number of required exits based on occupant loads and travel distances <input type="checkbox"/> Allowable areas and supporting documentation
			Gross Square Footage
			Does this project require a design professional (Architect, or Engineer, licensed through the State of Oregon)? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>*See <a href="#">When is an Architect/Engineer Required handout</a> for additional information</i>
			Complete <a href="#">Special Inspection Agreement Form</a>
			<a href="#">Existing Building Form</a>
			Any conditions imposed as part of an approved planning action shall be shown
			<b>PLOT PLAN:</b>
			Show all Proposed and Existing Buildings
			Total Square Footage of Impervious Surface
			Direction Indicator (north arrow)
			Easement Locations (private/public) and maintenance agreements for common areas
			Show distances between Property Lines and Buildings <i>See <a href="#">Property Pin Policy</a> for additional information</i>
			Location of storm drains, sanitary sewer, water service connection, and electric service panel
			Show point of termination for footing, roof, and storm drains (Street or approved disposal site)
			Show Contour Lines (topography)
			Basement and Retaining Walls (cross sections and details or attached engineering)
			Provide calculations for all structural loads (include member reports)
			<b>FOUNDATION PLAN:</b>
			Elevation of footing and foundation details (including hold downs and their locations)
			<b>FLOOR PLAN:</b>
			Show each floor and use of all rooms and areas
			If Remodel or Addition, provide existing and proposed Floor Plans
			Provide bracing design, prescriptive and/or engineered
			<b>CROSS SECTION &amp; DETAILS</b>
			Show all materials that make up the assemblies for roof, wall, ceilings, floors, and projections, including flashing and finishes

YES	NO	N/A	ELEVATIONS:
			Show all sides of building and identify as North, South, East, and West
			Provide Solar Calculations
			<b>ROOF PLAN:</b>
			Engineered Trusses
			Deferred Trusses ( <i>Include on Deferred Submittal Form</i> )
			Stick Frame
			<b>FIRE PLAN:</b>
			Fire Protection system shop drawings for Fire Alarms, and Sprinklers per OSSC 107.2.2
			Deferred Fire Protection System Shop Drawings for Fire Alarms and Sprinklers ( <i>Include on Deferred Submittal Form</i> )
			<b>ELECTRICAL PLAN:</b>
			One-line drawings, panel schedules, and load calculations
			<b>MECHANICAL PLAN:</b>
			Mechanical Valuation (labor, materials, overhead & profit whether paid for or not)
			Provide schedule of all heating, ventilation, and A/C equipment and location of each
			Gas line schematic diagram with BTU requirements for each fixture (appliance)
			<b>PLUMBING PLAN:</b>
			Show riser diagram with all pipe sizes for DWV system and water supply system
			Show backflow devices
			Description of each plumbing fixture being replaced, relocated, or added
			<b>DRAINAGE SYSTEM:</b>
			Show spot elevations to determine direction of runoff to storm sewer
			<b>LANDSCAPE SYSTEM:</b>
			Include sprinkler and low voltage electrical
			<b>ENERGY COMcheck FORMS</b>
			Provide complete and signed COMcheck forms under the current State of Oregon adopted Energy Standards for each of the building elements listed below: <input type="checkbox"/> Building Envelope <input type="checkbox"/> Mechanical <input type="checkbox"/> Lighting
			<b>EXCAVATION PERMIT REQUIREMENTS:</b>
			Location of retaining walls and corresponding engineering
			Topography of site
			Easement/Rights of Way – Label roads and utility locations
			PW Permit with City Engineer Signature
			Electric utility distribution plan with stamp
			Preliminary Plat
			Engineering grading plan (show elevations for cuts and fills with total cubic yardage)
			Soils report

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Address: 51 Winburn Way, Ashland OR 97520  
Phone: 541-488-5305 Fax: 541-488-6006  
Web: [www.ashland.or.us](http://www.ashland.or.us)

# ELECTRICAL PERMIT APPLICATION

Permit #: BD -

Date: \_\_\_\_\_

**This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

LOCAL GOVERNMENT APPROVAL		
Zoning approval verified? <input type="checkbox"/> Yes <input type="checkbox"/> No		
CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City:	State:	ZIP:
Subdivision:	Lot no.:	
DESCRIPTION OF WORK		
PROPERTY OWNER		
Name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
If this is a property owner installation on residential or farm property owned by me or a member of my immediate family, I certify that this property is not intended for sale, exchange, lease, or rent. OAR 479.540(1) and 479.560(1).		
Signature: _____		
CONTRACTOR		
Business name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
CCB license no.:	BCD license no.:	
City of Ashland license no.:		
Signing supervisor's license no.:		
Print name of signing supervisor:		
Signature of signing supervisor: _____		
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Phone: - -	
Credit card number		Expiration
Name of cardholder as shown on credit card		\$
Cardholder signature		Amount

FEE SCHEDULE			
Number of inspections per item ( )	Qty.	Cost ea.	Total cost
<b>Residential, per unit, service included:</b>			
1,000 sq. ft. or less (4)		\$135	\$
Each additional 500 sq. ft. or portion thereof		\$25	\$
Limited energy		\$32	\$
Each manufactured home or modular dwelling service or feeder (2)		\$50	\$
Multifamily residential (1)		\$65	\$
<b>Services or feeders: installation, alteration, relocation</b>			
200 amps or less (2)		\$95	\$
201 to 400 amps (2)		\$115	\$
401 to 600 amps (2)		\$190	\$
601 to 1,000 amps (2)		\$250	\$
Over 1,000 amps or volts (2)		\$550	\$
Reconnect only (2)		\$75	\$
<b>Temporary services or feeders: installation, alteration, relocation</b>			
200 amps or less (2)		\$75	\$
201 to 400 amps (2)		\$100	\$
401 to 600 amps (2)		\$150	\$
Over 600 amps or 1,000 volts, see services or feeders section above			
<b>Branch circuits: new, alteration, extension per panel</b>			
a. Fee for branch circuits with purchase of a service or feeder fee:			
Each branch circuit		\$6	\$
b. Fee for branch circuits without purchase of a service or feeder fee:			
First branch circuit (2)		\$65	\$
Each additional branch circuit		\$7.50	\$
<b>Miscellaneous fees: service or feeder not included</b>			
Each pump or irrigation circle (2)		\$65	\$
Each sign or outline lighting (2)		\$65	\$
Signal circuit or a limited-energy panel, alteration, or extension (2)		\$65	\$
Hourly rate (no. of hrs. x fee per hr.)		\$90	\$
<b>Each additional inspection: (1)</b>		\$90	\$
APPLICANT USE			
(A) Enter subtotal of above fees		\$	
(B) Enter 12% surcharge (.12 x [A])		\$	
(C) Plan review, if required ( % of [A])		\$	
<b>TOTAL fees and surcharges (A through C):</b>		\$	



**City of Ashland**  
Building Safety Department

Address: 51 Winburn Way, Ashland OR 97520  
 Phone: 541-488-5305 Fax: 541-488-6006  
 Web: [www.ashland.or.us](http://www.ashland.or.us)

**RESTRICTED ENERGY ELECTRICAL  
PERMIT APPLICATION**

Permit #: BD - \_\_\_\_\_

Date: \_\_\_\_\_

**This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

LOCAL GOVERNMENT APPROVAL		
Zoning approval verified: <input type="checkbox"/> Yes <input type="checkbox"/> No		
CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City:	State:	ZIP:
Project name:		
Subdivision:	Lot no.:	
PROPERTY OWNER INSTALLATION		
Name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. (ORS 479.540(1) and 479.560(1))		
<b>Sign here:</b>		
CONTRACTOR INSTALLATION		
Business name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
CBB license no.:	BCD license no.:	
Signing supervisor's license number:		
Print name of signing supervisor:		
Signature of signing supervisor:		

FEE SCHEDULE	
<b>A. Fee for all systems (includes two inspections):</b>	<b>\$ 25</b>
<b>Check type of work involved:</b>	
<input type="checkbox"/> Audio and stereo systems	
<input type="checkbox"/> Data telecommunications	
<input type="checkbox"/> Doorbell	
<input type="checkbox"/> Garage-door opener	
<input type="checkbox"/> Heating, ventilation, and air-conditioning systems	
<input type="checkbox"/> Landscape lighting and sprinkler controls	
<input type="checkbox"/> Landscape irrigation controls*	
<input type="checkbox"/> Outdoor landscape lighting*	
<input type="checkbox"/> Vacuum systems	
<input type="checkbox"/> Other:	
Number of systems:	
<b>B. Each additional inspection:</b>	<b>\$ 90 per hr.</b>
* Exception: BCD license is required unless work is done by a licensed landscape contractor, ORS 671.510 to 671.710.	
APPLICANT USE	
<b>C. Enter total of above fees (A+B):</b>	\$
<b>D. Enter 12% surcharge (.12 x [C]):</b>	\$
<b>E. Plan review, if required, ( % x [C]):</b>	\$
<b>TOTAL fees and surcharges (C through E):</b>	<b>\$</b>

CREDIT CARD INFORMATION	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Phone: - -
Credit card number	Expiration
Name of cardholder as shown on credit card	\$
Cardholder signature	Amount



# City of Ashland

Building Safety Department

Address: 51 Winburn Way, Ashland OR 97520

Phone: 541-488-5305 Fax: 541-488-6006

Web: [www.ashland.or.us](http://www.ashland.or.us)

## MECHANICAL PERMIT APPLICATION

Permit #: BD -

Date:

This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City:	State:	ZIP:
Subdivision:		Lot no.:
DESCRIPTION OF WORK		
PROPERTY OWNER		
Name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
This property owner installation is being made on property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.		
Signature:		
CONTRACTOR INSTALLATION		
Business name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
CCB license no.:		
City of Ashland license no.:		
Print name:		
Signature:		

CREDIT CARD INFORMATION	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Phone: - -
_____ / _____	
Credit card number	Expiration
_____	
Name of cardholder as shown on credit card	
_____	
Cardholder signature	\$ _____
	Amount

FEE SCHEDULE			
Residential	Qty.	Cost ea.	Total cost
Mechanical permit Minimum Fee		\$75	\$
Supplemental fee		N/A	\$
Furnace/burner including ducts and vents			
Up to 100k BTU/hr.		\$20	\$
Over 100k BTU/hr.		\$20	\$
Heaters/stoves/vents			
Unit heater		\$20	\$
Wood/pellet/gas stove/flue		\$20	\$
Repair/alter/add to heating appliance/ refrigeration unit or cooling system/ absorption system		\$20	\$
Evaporated cooler		\$20	\$
Vent fan with one duct/appliance vent		\$20	\$
Hood with exhaust and duct		\$20	\$
Floor furnace including vent		\$20	\$
Gas piping			
Any number of outlets		\$20	\$
Air-handling units, including ducts			
Up to 10,000 CFM		\$20	\$
Over 10,000 CFM		\$20	\$
Compressor/absorption system/heat pump			
Up to 3 hp/100k BTU		\$20	\$
Up to 15 hp/500k BTU		\$20	\$
Up to 30 hp/1,000 BTU		\$20	\$
Up to 50 hp/1,750 BTU		\$35	\$
Over 50 hp/1,750 BTU		\$45	\$
Incinerators			
Domestic incinerator		\$20	\$
Commercial			
Enter total valuation of mechanical system and installation costs \$ _____.			
Miscellaneous fees	Items	Cost ea.	Total cost
Reinspection		\$90	\$
Specially requested inspections (per hr.)		\$90	\$
Regulated equipment (unclassified)		\$50	\$
APPLICANT USE			
(A) Enter subtotal of above fees			\$
(B) Investigative fee (equal to [A])			\$
(C) Enter 12% surcharge (.12 x [A+B])			\$
(D) Seismic fee, 1% (.01 x permit fee [A])			\$
(E) Plan review ( % of [A])			\$
<b>TOTAL fees and surcharges (A through E):</b>			\$



# City of Ashland

Building Safety Department

Address: 51 Winburn Way, Ashland OR 97520

Phone: 541-488-5305 Fax: 541-488-6006

Web: [www.ashland.or.us](http://www.ashland.or.us)

## PLUMBING PERMIT APPLICATION

Permit #: BD -

Date:

**This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

LOCAL GOVERNMENT APPROVAL		
Zoning approval verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sanitation approval verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City:	State:	ZIP:
Subdivision:	Lot no.:	
DESCRIPTION OF WORK		
PROPERTY OWNER		
Name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
This property owner installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirements under OAR 918-695-0020.		
Signature:		
CONTRACTOR INSTALLATION		
Business name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
CCB license no.:	BCD license no.:	
City of Ashland license no.:		
Print name:		
Signature:		
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover
Phone: - -		/
Credit card number		Expiration
Name of cardholder as shown on credit card		\$
Cardholder signature		Amount

FEE SCHEDULE			
Description	Qty.	Cost ea.	Total cost
<b>New residential</b>			
1 bathroom/1 kitchen (includes: first 100 feet of water/sewer lines, hose bibs, ice maker, underfloor low-point drains and rain-drain packages)		\$400	\$
2 bathrooms/1 kitchen		\$500	\$
3 bathrooms/1 kitchen		\$575	\$
Each additional bathroom (over 3)		\$50	\$
Each additional kitchen (over 1)		\$50	\$
Remodel/alteration (minimum fee)		\$75	\$
Each fixture, appurtenance, and piping		\$20	\$
Storm water retention/detention facility		\$45	\$
Irrigation systems		\$15	\$
Piping or private storm drainage systems exceeding the first 100 feet		\$22	\$
<b>Residential fire sprinklers (includes plan review)</b>			
0 to 2,000 square feet		\$200	\$
2,001 to 3,600 square feet		\$250	\$
3,601 to 7,200 square feet		\$350	\$
7,201 square feet and greater		\$450	\$
<b>Manufactured dwelling or pre-fab (circle one)</b>			
Connections to building sewer and water supply - greater than 30 feet		\$50	\$
<b>RV and manufactured dwelling parks</b>			
Base fee (including the first 10 or fewer spaces)		\$150	\$
Each additional 10 spaces		\$100	\$
<b>Commercial, industrial, and dwellings other than one- or two-family; Graywater Systems</b>			
Minimum fee		\$75	\$
Each fixture		\$40	\$
Piping (based on number of feet)		\$0.75	\$
<b>Miscellaneous fees</b>			
Specialty fixtures		\$40	\$
Reinspection (no. of hrs. x fee per hr.)		\$90	\$
Special requested inspections (no. of hrs. x fee per hr.)		\$90	\$
Fee assessed for technical services, when requested by another government entity, ORS 190		\$	\$
<b>Medical gas piping</b>	Minimum fee	<b>\$50</b>	
Enter value of installation and equipment \$ _____.			
Enter fee based on Plumbing Fee Schedule			\$
APPLICANT USE			
(A) Enter subtotal of above fees		\$	
(B) Investigative fee (equal to [A])		\$	
(C) Enter 12% surcharge (.12 x [A+B])		\$	
(D) Plan review ( % of [A])		\$	
<b>TOTAL fees and surcharges (A through D):</b>		\$	





# Electrical Renewable Energy Permit Application

City of Ashland Building Division  
 51 Winburn Way, Ashland OR 97520  
 (541) 488-5305 [www.ashland.or.us](http://www.ashland.or.us)

Type of work	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition/Alteration/Replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
Category of construction	
<input type="checkbox"/> 1 & 2 family dwelling	<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Master Builder
<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Other:
Job site information and location	
Job address:	
City/State/Zip:	
Suite/Bldg/Apt no.:	Project Name:
Subdivision:	Tax Map/Parcel no.:
Description of work	
Provide RS permit no.	
<input type="checkbox"/> Property owner <input type="checkbox"/> Tenant	
Name:	Email:
Address:	
City/State/Zip:	
Phone:	Fax:
<b>If owner installation:</b> This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.	
Owner signature:	Date:
<input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	
Business name:	Email:
Address:	
City/State/Zip:	
Phone:	Fax:
Elec. lic. no.	CCB lic. no.
Supervising Electrician	
Signature required: _____	
Print name:	License no.
Authorized signature: _____	
Print name:	Date:
<input type="checkbox"/> Applicant <input type="checkbox"/> Contact Person	
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

Fee Schedule				
Description	Qty.	Fee	Total	**
<b>Renewable energy installation per system total</b>				
5 kva or less		\$100		2
5.01 to 15 KVA		\$100		2
15.01 to 25 KVA		\$156		2
>25 KVA @ \$6.25ea				2
<b>Wind generation systems in excess of 25 KVA:</b>				
25.01 to 50 KVA		\$204		
50.01 to 100 KVA		\$469		
100.01 and up		See OAR 918.309.0040		
<b>Miscellaneous</b>				
Describe:				
Hourly rate:		\$90		
<b>Each additional inspection</b>				
Per inspection		\$90		
Investigation fee				
Other				
<b>Permit fees</b>				
Electrical Permit Subtotal			\$	

Structural Valuation for Racking System:	\$
--	----

<b>Subtotal of Permit Fees</b>	\$
Plan review (25% of permit fee)	\$
State surcharge (12% of permit fee)	\$
<b>TOTAL PERMIT FEE</b>	\$

RS Combo Permit/No Fees Due:



# Prescriptive Solar Photovoltaic Installation Checklist

## 2019 Oregon Structural Specialty Code (OSSC) Compliance

Use this checklist to demonstrate compliance with the prescriptive photovoltaic (PV) requirements of Sections 3111.3.5.3 and 3111.3.4.8 of the Oregon Structural Specialty Code (OSSC). Separate electrical permits are required for the installations.

### PART I – PROPERTY OWNER INFORMATION

Property owner name:

Phone number:

Installation address:

City:

State: Oregon

ZIP:

Structure on which modules are to be installed:

Installer:  Contractor  Owner (If owner, skip to Part III)

### PART II – CONTRACTOR INFORMATION

Contractor name:

Phone number:

Email address:

BCD business license #:

Contractor's CCB#:

### PART III – STRUCTURAL CRITERIA

#### Roof structure requirements

If "No" is selected for any item below, or if the supporting structure is a manufactured dwelling, the project **may not** be submitted using the prescriptive path.

Check the appropriate boxes for each item as it applies to the project.

- Structure is classified Risk Category I or II in accordance with OSSC 1604.5: .....  Yes  No
- Structure is of *conventional light-frame construction*: .....  Yes  No
- Supporting roof framing is one of the following: .....  Yes  No  
 (check one)  Pre-engineered trusses spaced  $\leq 24$  inches o.c.; **or**  
 Rafters spaced  $\leq 24$  inches o.c. and spans comply with OSSC 2308.7.2 **or** ORSC R802.5, respectively
- Ground snow load does not exceed maximum load: .....  Yes  No  
 (check one)   $\leq 50$  psf for structures under the ORSC, **or**   $\leq 70$  psf for structures under the OSSC
- The basic design wind speed does not exceed the following: .....  Yes  No  
 (check one)   $\leq 120$  mph in Wind Exposure Category C for structures under the OSSC; **or**  
  $\leq 135$  mph in Wind Exposure Category B for structures under the OSSC; **or**  
  $\leq 135$  mph in Wind Exposure Category C for structures under the ORSC
- Roofing materials are metal, single-layer wood shingle or shake, or not more than two layers of composition shingle: .....  Yes  No
- Module height is less than 18 inches from the top of the module to the roof surface and complies with Figures 3111.3.5.3(1) and 3111.3.5.3(2): .....  Yes  No

**PART III – STRUCTURAL CRITERIA (continued)**

**Loading requirements**

Check the appropriate boxes for each item associated with the selected attachment method.

**Attachment 1:** PV modules or racking is attached directly to the **roof framing or blocking:**

- Combined weight of PV modules and racking is not more than 4.5 psf: .....  Yes  No
- Spacing of PV modules or racking complies with one of the following: .....  Yes  No
  - (check one)  ≤ 48 inches in any direction; **or**
  - ≤ 24 inches in any direction where the following are true:
    - Ground snow load is more than 36 psf
    - Panels are located within 3 feet of a roof edge, hip, eave, or ridge
    - Basic design wind speed is greater than 120 mph in Wind Exposure Category B
    - Basic design wind speed is greater than 110 mph in Wind Exposure Category C

*\*If this is the appropriate attachment method and “No” is selected for any of the items above, the project may not be submitted using the prescriptive path.*

**Attachment 2:** PV modules or racking is attached directly to **standing seam metal panels:**

- Combined weight of PV modules and racking is not more than 4.5 psf: .....  Yes  No
- **Clamps** comply with the following requirements:
  - Provide the following, allowable uplift capacity: .....  Yes  No
    - (check one)  Not less than 115 pounds and spaced at 60 inches o.c. or less; **or**
    - Not less than 75 pounds and spaced at 48 inches o.c. or less.
  - Spacing between metal panel seams is not more than 24 inches .....  Yes  No
  - Spacing along a metal panel seam is not more than 60 inches .....  Yes  No
- **Metal roofing panels** comply with the following requirements:
  - Panel thickness is 26 gauge steel, minimum .....  Yes  No
  - Panel width is 18 inches or less .....  Yes  No
  - Attached with at least #10 screws at 24 inches o.c. ....  Yes  No
  - Installed over minimum ½-inch nominal wood structural panels attached to framing with 8d nails at 6 inches o.c. at panel edges and 12 inches o.c. field nailing .....  Yes  No

*\*If this is the appropriate attachment method and “No” is selected for any of the items above, the project may not be submitted using the prescriptive path.*

**PART IV – ROOF DESIGN SITE PLAN**

**Roof design requirements**

- Attach a simple structural plan showing the roof framing (rafter size, type, and spacing) and PV system racking attachment.
- System must be shown in sufficient detail to assess whether the requirements of Section 3111.3.5.3 have been met.
- The structural plan must be on 8.5-inch x 11-inch or larger paper.

**PART V – PV MODULES**

Manufacturer:

Model number:

Listing agency:

**PART VI – PATHWAYS AND CLEARANCES**

**Pathway and clearance requirements**

- Using the grid below or an attached 8.5-inch x 11-inch or larger paper, provide a simple drawing, indicating the location of the PV system in relation to buildings, structures, property lines, and, as applicable, flood hazard areas.
- The drawing must be shown in sufficient detail to assess whether the *pathway* requirements of Section 3111.3.4.8 or one of the exceptions have been met.

A large grid for drawing a PV system layout. The grid consists of 20 columns and 20 rows of squares, providing a space for a simple drawing to show the location of the PV system in relation to buildings, structures, property lines, and flood hazard areas.



**CITY OF ASHLAND BUILDING DIVISION**  
 51 Winburn Way, Ashland, OR, 97520  
 (541) 488-5305  
[Building@ashland.or.us](mailto:Building@ashland.or.us)

## Residential Building Permit Submittal Form

Location:		Date:
Description of Project:		
Valuation of Project: <i>See <a href="#">Determination of Valuation Policy</a> for additional information</i>		\$
Type:	SFR      ARU/2 <sup>nd</sup> Unit      Addition      Remodel      Change of Use/Occupancy	
<b>APPLICANT INFORMATION:</b>		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
<b>PROPERTY OWNER INFORMATION:</b>		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
<b>CONTRACTOR INFORMATION:</b>		<b>Work to be done by Owner</b>
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Ashland Business License #		CCB#

### SUBMITTAL CHECKLIST:

YES	NO	N/A	GENERAL INFORMATION:
			PDF of Digital Plans - Submit to <a href="mailto:Building@ashland.or.us">Building@ashland.or.us</a> <i>Plans must be drawn to scale, minimum 11x17 inches in size, and legible</i>
			Design Professional, Architect and/or Engineer(s) name, phone, and Email
			Name, Address, Phone and Email of all owners and contractors (include license #s)
			Design Criteria
			Code Analysis
			Gross Square Footage
			Total Square Footage of Impervious Surface
			If Remodel, show total # of plumbing fixtures being replaced, relocated, or added
			Any conditions imposed as part of an approved planning action shall be shown

YES	NO	N/A	
			Demolished Structures Information
			Energy Forms <i>See <a href="#">Energy Forms &amp; Bulletins</a> for additional information</i>
			Moisture Content & High Efficiency Lighting Form
			Structural Design Loads (snow load, wind, and exposure) <i>Default load is 25 lbs. per sq. ft.</i>
			<b>PLOT PLAN:</b>
			Show all Proposed and Existing Buildings
			Direction Indicator (north arrow)
			Easement Locations (private/public) and maintenance agreements for common areas
			Show distances between Property Lines and Buildings <i>See <a href="#">Property Pin Policy</a> for additional information</i>
			Location of storm drains, sanitary sewer, water service connection, and electric service panel
			Show point of termination for footing, roof, and storm drains (Street or approved disposal site)
			Show Contour Lines (topography)
			Basement and Retaining Walls (cross sections and details or attached engineering)
			Provide calculations for all structural loads (include member reports)
			<b>FOUNDATION PLAN:</b>
			Elevation of footing and foundation details (including hold downs and their locations)
			<b>FLOOR PLAN:</b>
			Show each floor and use of all rooms and areas
			If Remodel or Addition, show existing Floor Plan
			Provide bracing design, prescriptive and/or engineered
			<b>FRAMING CROSS SECTION &amp; DETAILS</b>
			Show coverings for all surfaces (roofing, ceilings interior, exterior, and projections) <i>Identify materials compliance with R324.7 Wildfire Mitigation</i>
			<b>ELEVATIONS:</b>
			Show all sides of building
			Provide Solar Calculations
			<b>ROOF PLAN:</b>
			Engineered Trusses
			Deferred Trusses
			Stick Frame
			<b>MECHANICAL PLAN</b>
			Show all heating, ventilation, and A/C equipment and location of each
			Gas fixtures (appliances) listed w/ BTU requirements
			<b>FIRE ACCESS &amp; WILDFIRE MITIGATION</b>
			Show distance to closest fire hydrant
			Wildfire Mitigation Plan Submittal Form

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 2021 ORSC Residential Energy Form

## RESIDENTIAL INFORMATION

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Job Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## INSTRUCTIONS

**Please select type of construction below; sign, date, and complete the entire form. Submit this form with your permit application or your project will be placed on hold until the required information is provided.**

- New construction.** All conditioned spaces within residential buildings must comply with Table N1101.1(1) and one additional measure from Table N1101.1(2) on page 2.

---

- Additions.** Additions to existing buildings or structures may be made without making the entire building or structure comply if the new additions comply with the requirements of this chapter. (N1101.3)
- Large additions.** Additions that are equal to 600 square feet (55 m<sup>2</sup>) in area must comply with Table N1101.1(2) on page 2. (N1101.3.1) *(Note: You must select one measure.)*
- Small additions.** Additions that are less than 600 square feet in area must select one measure from Table N1101.1(2) on page 2 or comply with Table N1101.3 on page 2. (N1101.3.2)
- Exception:** Additions that are less than 225 square feet in area are not required to comply with Table N1101.1(2) or Table N1101.3.

- Change of use or occupancy**  
See additional information on page 3 of this document for further clarification.

**Note:** N1101.2.3 change of occupancy or use. Definition of "Change of use" for purposes of Section N1101.2.3 is a change of use in an existing residential building and shall include any of the following: any unconditioned spaces such as an attached garage, basement, porch, or canopy that are to become conditioned spaces; any unconditioned, inhabitable space that is to become conditioned space, such as a large attic.

**N1101.2.3.1 Change of use. See section N1101.2.3.2 Change of occupancy. See section.**

**TABLE N1101.2  
EXISTING BUILDING COMPONENT REQUIREMENTS**

BUILDING COMPONENT	REQUIRED PERFORMANCE	EQUIVALENT VALUE
Wall insulation	U-0.083	R-15
Flat ceiling	U-0.025	R-49
Vaulted ceiling > 10 inches nominal rafter depth	U-0.040	R-25
Vaulted ceiling > 8 inches nominal rafter depth	U-0.047	R-21
Underfloor > 10 inches nominal joist depth	U-0.028	R-30
Underfloor > 8 inches nominal joist depth	U-0.039	R-25
Slab-edge perimeter	F-0.52	R-15
Windows	U-0.30	U-0.30
Skylights	U-0.50	U-0.50
Exterior doors	U-0.20	R-5
Exterior doors with > 2.5ft <sup>2</sup> glazing	U-0.40	R-2.5
Forced air ducts	n/a	R-8

For SI: inch-25.4mm, 1 square foot = 0.0929m<sup>2</sup>

**TABLE N1101.3 – SMALL ADDITION ADDITIONAL MEASURES (SELECT ONE)**

<input type="checkbox"/>	1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
<input type="checkbox"/>	2	Replace all existing single-pane wood or aluminum windows to be U-value as specified in Table N1101.2.
<input type="checkbox"/>	3	Insulate the existing floor, crawl space or basement wall systems as specified in Table N1101.2 and install 100 percent of permanently installed lighting fixtures as CFL, LED or linear fluorescent, or a minimum efficacy of 40 lumens per watt as specified in Section N1107.2.
<input type="checkbox"/>	4	Test the entire dwelling with blower door and exhibit no more than 4.5 air changes per hour @ 50 Pascals.
<input type="checkbox"/>	5	Seal and performance test the duct system.
<input type="checkbox"/>	6	Replace existing 80 percent AFUE or less gas furnace with a 92 percent AFUE or greater system.
<input type="checkbox"/>	7	Replace existing electric radiant space heaters with a ductless mini-split system with a minimum HSPF of 10.0.
<input type="checkbox"/>	8	Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 9.5.
<input type="checkbox"/>	9	Replace existing water heater with a water heater meeting: <ul style="list-style-type: none"> <li>• Natural gas/propane water heater with minimum UEF 0.90, or</li> <li>• Electric heat pump water heater with minimum 2.0 COP</li> </ul>

**TABLE N1101.1(2) ADDITIONAL MEASURES**

1	<b>HIGH EFFICIENCY HVAC SYSTEM</b> a. Gas-fired furnace or boiler AFUE 94%, or b. Air source heat pump HSPF 10.0/14.0 SEER cooling, or c. Ground source heat pump COP 3.5 or Energy Star rated
2	<b>HIGH EFFICIENCY WATER HEATING SYSTEM</b> a. Natural gas/propane water heater with minimum UEF 0.90, or b. Electric heat pump water heater with minimum 2.0 COP, or c. Natural gas/propane tankless/instantaneous heater with minimum 0.80 UEF and Drain Water Heat Recovery Unit installed on minimum of one shower/tub-shower
3	<b>WALL INSULATION UPGRADE</b> Exterior walls – U-0.045/R-21 conventional framing with R-5.0 continuous insulation
4	<b>ADVANCED ENVELOPE</b> Windows - U-0.21 (Area weighted average), and Flat ceiling – U-0.017/R-60, and Framed floors - U-0.026/R-38 or slab edge insulation to F-0.48 or less (R-10 for 48"; R-15 for 36" or R-5 fully insulated slab)
5	<b>DUCTLESS HEAT PUMP</b> For dwelling units with all-electric heat provide: <ul style="list-style-type: none"> <li>• Ductless heat pump of minimum HSPF 10 in primary zone replaces zonal electric heat</li> <li>• Programmable thermostat for all heaters in bedrooms</li> </ul>
6	<b>HIGH EFFICIENCY THERMAL ENVELOPE UA</b> Proposed UA is 8 percent lower than the code UA
7	<b>GLAZING AREA</b> Glazing area, measured as the total of framed openings is less than 12 percent of conditioned floor area
8	<b>3 ACH AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION</b> Achieve a maximum of 3.0 ACH50 whole-house air leakage when third-party tested and provide a whole-house ventilation system including heat recovery with a minimum sensible heat recovery efficiency of not less than 66 percent

**Choose one of the following methods to meet the Mechanical Whole-House Ventilation System requirements (see BCD technical bulletin)**

<input type="checkbox"/>	Supply and exhaust fans providing continuously-operating, balanced, WHV without a furnace.
<input type="checkbox"/>	Supply and exhaust fans providing continuously-operating, balanced, WHV with a furnace.
<input type="checkbox"/>	Central Fan Integrated Supply (CFIs) continuously-operating, balanced WHV. Furnace serves as the intake fan. Shall be interlocked with exhaust system and an override switch.
<input type="checkbox"/>	Heat recovery/energy recovery ventilation providing continuously-operating, balanced, WHV. Supply may be connected to the central furnace return air.
<input type="checkbox"/>	Other approved method detailed on the construction documents. Reference page number _____.



**TABLE N1101.1(1) PRESCRIPTIVE ENVELOPE REQUIREMENTS<sup>a</sup>**

BUILDING COMPONENT	STANDARD BASE CASE		LOG HOMES ONLY	
	Required Performance	Equiv. Value <sup>b</sup>	Required Performance	Equiv. Value <sup>b</sup>
Wall insulation—above grade	U-0.059 <sup>c</sup>	R-21 Intermediate <sup>c</sup>	Note d	Note d
Wall insulation—below grade <sup>e</sup>	C-0.063	R-15 c.i. / R-21	C-0.063	R-15/R-21
Flat ceilings <sup>f</sup>	U-0.021	R-49	U-0.020	R-49 A <sup>h</sup>
Vaulted ceilings <sup>g</sup>	U-0.033	R-30 Rafter or R-30A <sup>g</sup> / R-30 Scissor Truss	U-0.027	R-38A <sup>h</sup>
Underfloors	U-0.033	R-30	U-0.033	R-30
Slab-edge perimeter <sup>m</sup>	F-0.520	R-15	F-0.520	R-15
Heated slab interior <sup>i</sup>	n/a	R-10	n/a	R-10
Windows <sup>j</sup>	U-0.27	U-0.27	U-0.27	U-0.27
Skylights	U-0.50	U-0.50	U-0.50	U-0.50
Exterior doors <sup>k</sup>	U-0.20	U-0.20	U-0.54	U-0.54
Exterior doors with > 2.5 ft <sup>2</sup> glazing <sup>l</sup>	U-0.40	U-0.40	U-0.40	U-0.40

For SI: 1 inch = 25.4 mm, 1 square foot = 0.0929 m<sup>2</sup>, 1 degree = 0.0175 rad, n/a = not applicable.

- a. As allowed in Section N1104.1, thermal performance of a component may be adjusted provided that overall heat loss does not exceed the total resulting from conformance to the required U-factor standards. Calculations to document equivalent heat loss shall be performed using the procedure and approved U-factors contained in Table N1104.1(1).
- b. R-values used in this table are nominal for the insulation only in standard wood-framed construction and not for the entire assembly.
- c. Wall insulation requirements apply to all exterior wood-framed, concrete or masonry walls that are above grade. This includes cripple walls and rim joist areas. Nominal compliance with R-21 insulation and Intermediate Framing (N1104.5.2) with insulated headers.
- d. The wall component shall be a minimum solid log or timber wall thickness of 3.5 inches.
- e. Below-grade wood, concrete or masonry walls include all walls that are below grade and do not include those portions of such wall that extend more than 24 inches above grade. R-21 for insulation in framed cavity; R-15 continuous insulation.
- f. Insulation levels for ceilings that have limited attic/rafter depth such as dormers, bay windows or similar architectural features totaling not more than 150 square feet in area may be reduced to not less than R-21. When reduced, the cavity shall be filled (except for required ventilation spaces). R-49 insulation installed to minimum 6-inches depth at top plate at exterior of structure to achieve U-factor.
- g. Vaulted ceiling surface area exceeding 50 percent of the total heated space floor area shall have a U-factor no greater than U-0.026 (equivalent to R-38 rafter or scissor truss with R-38 advanced framing).
- h. A = Advanced frame construction. See Section N1104.6.
- i. Heated slab interior applies to concrete slab floors (both on and below grade) that incorporate a radiant heating system within the slab. Insulation shall be installed underneath the entire slab.
- j. Sliding glass doors shall comply with window performance requirements. Windows exempt from testing in accordance with Section NF1111.2, Item 3 shall comply with window performance requirements if constructed with thermal break aluminum or wood, or vinyl, or fiberglass frames and double-pane glazing with low-emissivity coatings of 0.10 or less. Buildings designed to incorporate passive solar elements may include glazing with a U-factor greater than 0.35 by using Table N1104.1(1) to demonstrate equivalence to building envelope requirements.
- k. A maximum of 28 square feet of exterior door area per dwelling unit can have a U-factor of 0.54 or less.
- l. Glazing that is either double pane with low-e coating on one surface, or triple pane shall be deemed to comply with this requirement.
- m. Minimum 24-inch horizontal or vertical below grade.

**N1101.2.3 Change of occupancy or use.**

Definition of "change of use" for purposes of Section N1101.2.3 is a change of use in an existing residential building and shall include any of the following: any unconditioned spaces such as an attached garage, basement, porch, or canopy that are to become conditioned spaces; any unconditioned, inhabitable space that is to become *conditioned space*, such as a large attic.

**N1101.2.3.1 Change of use.**

A building that changes use, without any changes to the components regulated in this chapter, is required to comply with Table N1101.2 to the greatest extent practical. Changes of use that are greater than 30 percent of the existing building heated floor area or more than 400 square feet (37 m<sup>2</sup>) in area, whichever is less, shall be required to select one measure from Table N1101.3.

**N1101.2.3.2 Change of occupancy.**

Alteration and repair of conditioned nonresidential buildings, such as a small church or school, that are changing occupancy to residential *dwelling*s shall use Table N1101.2 to the greatest extent practical and select one measure from Table N1101.1(2) or N1101.3.

**Exception:** The minimum component requirements shall be disregarded when thermal performance calculations are completed for change of use to Group R-3 occupancy, when such calculations demonstrate similar performance to the requirements of Table N1101.2.

**N1101.4 Information on plans and specifications.**

Plans and specifications shall show in sufficient detail all pertinent data and features of the building and the equipment and systems as herein governed, including, but not limited to: exterior envelope component materials; R-values of insulating materials; *fenestration U-factors*; HVAC equipment efficiency performance and system controls; lighting; an additional measure from Table N1101.1(2); and the other pertinent data to indicate compliance with the requirements of the chapter.



## **Moisture Content & High-Efficiency Interior & Exterior Lighting System Acknowledgment Form**

I, \_\_\_\_\_, am the authorized agent or the owner at the following address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Permit #

- A) R318.2 Moisture Content.** Prior to the installation of interior finishes, the *Building Official* shall be notified in writing by the general contractor that all moisture-sensitive wood framing member used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.
- B) N1107.2 High-Efficiency Lamps.** All permanently installed lighting fixtures shall be high-efficiency light sources. **Exception:** Two permanently installed lighting fixtures are not required to be high-efficiency light sources when controlled by a dimmer or automatic control.
- C) N1107.3 High-Efficacy Exterior Lighting** – Same requirements as N1107.2 above.

By signing below, I certify that I will meet the required minimums for the above mentioned building codes.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Circle One) Owner/General Contractor/Authorized Agent



## Wildfire Mitigation Plan Submittal Form

**Instructions:** Identify in each section how compliance with R327.4 Wildfire Hazard Mitigation requirements are achieved (Check and fill in information for all that applies).

### **Roofing (R327.4.3)**

**Note:** There are additional requirements for preventing intrusion of embers and flames in open spaces between roofing and roof decking and additional flashing requirements.

	Material (Minimum Class B)	Manufacturer	Product Name	Fire-Resistance Rating Class A or B

### **Rain Gutters (R327.4.3.1)**

Non-combustible rain gutter with non-combustible corrosion-resistant screening.
---

### **Vents (Flame and Ember-Resistant): Eave, Soffit, Cornice, and Ceiling <12 feet above grade or surface below (R327.4.4)**

	Location	Manufacturer	Product Name	Approval Listing #

### **All Other Vents (R327.4.4)**

	Material
	Corrosion-resistant with maximum 1/8" non-combustible corrosion-resistant metal mesh

### **Exterior Wall Covering (R327.4.5)**

**Note:** There are additional requirements for how wall coverings terminate.

For combustible siding/wall covering, fill out the following table or explain how you will achieve requirements:

	Location	Orientation	Material	Manufacturer	Product Name	Approval Listing #
	One layer of minimum 5/8" exterior grade Type X behind covering or 1-hour fire-resistive assembly					

**Overhanging Projections, Roof Eaves, Soffits, Cornices, Patio/Porch Ceilings, or Underfloor Protection of Elevated Structures (R327.4.6.1.4)**

Note: Gable end overhangs beyond an ext. wall other than at the lower end of rafter tails are exempt.

	Location	Material	Manufacturer	Product Name	Approval Listing #
	One layer of minimum 5/8" exterior grade Type X behind covering or 1-hour fire-resistive assembly				

**Walking Surfaces (R327.4.7)**

Note: Fill this in for any combustibile surface decking material planned. If none, label N/A.

	Material	Manufacturer	Product Name	Approval Listing #

**Glazing in Windows, Doors, Skylights (R327.4.8)**

	Material
	All, dual glazing, tempered glass, glass block, or a fire resistance rating of not less than 20 min.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# R327.4 Wildfire Hazard Mitigation Construction Guide for Wildfire Hazard Zones



## Underfloor and Attic Vents

ORSC Section R327.4.4

### All Vents:

All vents shall have screening made of corrosion-resistant metal mesh with minimum 1/16" and maximum 1/8" grid **or** be designed to resist flame and ember intrusion (ASTM E2886).

### Eave, Soffit, and Cornice Vents less than 12' above grade or surface:

All vents shall have screening made of corrosion-resistant metal mesh with minimum 1/16" and maximum 1/8" grid **and** be designed to resist flame and ember intrusion (ASTM E2886).

## Roofing

ORSC Section R327.4.3

Roofing shall be asphalt, slate, metal, tile, clay, concrete, or equivalent minimum Class B. **Wood shingle or shake materials are prohibited.** Cap off or fire block spaces between roofing and roof deck to prevent flame and ember intrusion and provide galvanized valley flashing where valley flashing is installed.

## Walking Surfaces

ORSC Section R327.4.7

Deck, porch, and balcony walking surfaces greater than 30" and less than 12' above grade or the surface below shall be constructed of minimum 2" nominal lumber for decks <= 200 sq. ft., non-combustible, ignition-resistant conforming to ASTM E84 or UL 723, exterior fire retardant treated wood, meets ASTM E2632 and ASTM 2726 criteria, or meets ASTM E2632 with ignition-resistant wall covering.

## Rain Gutters

ORSC Section R327.4.3.1

Non-combustible materials with provisions to prevent the accumulation of leaves and debris in the gutters (Non-combustible corrosion resistant metal screening).

## Underfloor Protection

ORSC Section R327.4.6.4

Underfloor area of elevated structures shall be enclosed or meet non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" exterior grade Type X applied behind the exterior covering of the underside, or 1-hour fire resistive exterior wall assembly.

## Windows, Doors, Skylights Glazing

ORSC Section R327.4.8

Exterior windows, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels (typical dual pane), glass block, or have a minimum fire-resistant rating of 20 minutes.



## Overhanging Projections

ORSC R327.4.6.1; R327.4.6.2; R327.4.6.3

All enclosed roof eaves, soffits, cornices, exterior patio/porch ceilings and floor projections less than 12' above grade or the surface below shall be covered with either non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" ext. Type X applied behind the exterior covering, or 1-hour fire resistive exterior wall assembly (Gable end overhangs are exempt).

## Exterior Wall Covering

ORSC Section R327.4.5

Wall covering materials shall be noncombustible, ignition-resistant, heavy timber, log wall, or wall assemblies tested in accordance with ASTM E2707. Alternatively, one layer of minimum 5/8" exterior grade Type X applied behind the exterior wall covering or cladding or 1-hour fire resistive exterior wall assembly. Exterior wall coverings shall extend from the top of the foundation to the roof, and terminate at 2" nominal solid wood blocking between rafters at all roof overhangs, or in the case of enclosed eaves or soffits, shall terminate at the underside of the enclosure.





**CITY OF ASHLAND BUILDING DIVISION**  
 51 Winburn Way, Ashland, OR, 97520  
 (541) 488-5305  
[Building@ashland.or.us](mailto:Building@ashland.or.us)

## Residential Express Building Permit Submittal Form

### GENERAL INFORMATION:

#### ❖ WHAT IS ELIGIBLE FOR AN EXPRESS PERMIT?

Small residential projects that require basic Planning and Building Department review including most additions, remodels, decks, pools, retaining walls or other similar type projects.

**Please note:** These reviews are intended to be quick and fairly routine. If your project involved a Planning Action or if other research or extensive calculations are required, your project will be reviewed through the standard review process.

#### ❖ HOW DO I SUBMIT?

Email your completed form, digital plans, and submittal checklist information to [Building@ashland.or.us](mailto:Building@ashland.or.us).

#### ❖ WHAT IS THE PROCESS?

A Permit Technician will log your project and contact you for payment of the plan check fee. Following payment, the Building Plans Examiner and Planning Plans Examiner will review your project for compliance with building and land use codes and contact you if they have any questions. Once the review is complete, a Permit Technician will contact you for payment of the remaining permit fees and your approved plans will be returned via email, along with your inspection card and copy of the permit. Express Permits are typically reviewed and issued within 72 hours.

### APPLICATION INFORMATION:

Location:		Date:	
Description of Project:			
Valuation of Project: <i>See <a href="#">Determination of Valuation Policy</a> for additional information</i>		\$	
Type:	Addition Garage/Shop	Remodel Carport	Deck/Porch Structural Commercial Re-Roof Other
<b>APPLICANT INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		
<b>PROPERTY OWNER INFORMATION:</b>			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		

<b>CONTRACTOR INFORMATION:</b>			<input type="checkbox"/> <b>Work to be done by Owner</b>
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		
Ashland Business License #			CCB#

**SUBMITTAL CHECKLIST:**

YES	NO	N/A	GENERAL INFORMATION:
			PDF of Digital Plans - Submit to <a href="mailto:Building@ashland.or.us">Building@ashland.or.us</a> <i>Plans must be drawn to scale, minimum 11x17 inches in size, and legible</i>
			Design Professional, Architect and/or Engineer(s) name, phone, and Email
			Name, Address, Phone and Email of all owners and contractors (include license #s)
			Existing and Proposed Square Footage of Structure(s)
			Existing and Proposed Impervious Surfaces
			Site Plan showing proposed and existing buildings, north arrow indicator, distances to property lines, drainage lines, retaining walls, and contour lines
			Foundation Plan (including footing elevation and hold down locations)
			Floor Plan including the use of the rooms and other areas. Identify all new, deleted and existing walls, windows & doors. Also include location of all replaced, relocated, or added plumbing fixtures, heating, ventilation and A/C equipment, hot water tanks, electrical panels, and gas fixtures with BTU requirements.
			Framing Cross-Sections & Details including beam calculations for all beams, brace panels (exterior & interior), alt. brace panels, portal frame or engineered system.
			Roof framing plan for stick frame & engineered trusses. (Include the eng. truss calculations & truss layout sheet)
			Elevations – show all sides of the building affected by the remodel or addition.
			Solar Calculations <i>See <a href="#">Solar Setback Guide</a> for additional information</i>
			Exterior Materials being used for roof, siding, trim molding, windows, porches, railings, etc.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# City of Ashland

Building Safety Department

Address: 51 Winburn Way, Ashland OR 97520

Phone: 541-488-5305 Fax: 541-488-6006

Web: [www.ashland.or.us](http://www.ashland.or.us)

## STRUCTURAL PERMIT APPLICATION

Permit #: BD -

Date:

**This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

LOCAL GOVERNMENT APPROVAL		
This project has final land-use approval.		Date:
Signature:		
This project has DEQ approval.		Date:
Signature:		
Zoning approval verified: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Property is within flood plain: <input type="checkbox"/> Yes <input type="checkbox"/> No		
CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City: Ashland	State: Oregon	ZIP: 97520
Subdivision:	Lot no.:	
PROPERTY OWNER		
Name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.		
Sign here:		
CONTRACTOR INSTALLATION		
Business name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
CCB license no.:		
Print name:		
Signature:		

CREDIT CARD INFORMATION	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Phone: - -
Credit card number	Expiration /
Name of cardholder as shown on credit card	
Cardholder signature	\$ Amount

FEE SCHEDULE	
1. Valuation information	
(a) Job description:	
Occupancy	
Construction type:	
Square feet:	
Cost per square foot:	
Other information:	
<input type="checkbox"/> new <input type="checkbox"/> alteration <input type="checkbox"/> addition	
(b) Foundation-only permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(c) Plan review only? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Total valuation:</b>	\$
2. Building fees	
(a) Permit fee (use valuation table):	\$
(b) Investigative fee (equal to [2a]):	\$
(c) Reinspection (\$ per hour): (number of hours x fee per hour)	\$
(d) Enter 12% surcharge (.12 x [2a+2b+2c]):	\$
<b>(e) Subtotal of fees above (2a through 2d):</b>	\$
3. Plan review fees	
(a) Plan review ( % x permit fee [2a]):	\$
(b) Fire and life safety ( % x permit fee [2a]):	\$
<b>(c) Subtotal of fees above (3a and 3b):</b>	\$
4. Miscellaneous fees	
(a) Seismic fee, 1% (.01 x permit fee [2a]):	\$
<b>TOTAL fees and surcharges (2e+3c+4a):</b>	\$





## Wildfire Mitigation Plan Submittal Form

**Instructions:** Identify in each section how compliance with R327.4 Wildfire Hazard Mitigation requirements are achieved (Check and fill in information for all that applies).

### **Roofing (R327.4.3)**

**Note:** There are additional requirements for preventing intrusion of embers and flames in open spaces between roofing and roof decking and additional flashing requirements.

	Material (Minimum Class B)	Manufacturer	Product Name	Fire-Resistance Rating Class A or B

### **Rain Gutters (R327.4.3.1)**

Non-combustible rain gutter with non-combustible corrosion-resistant screening.
---

### **Vents (Flame and Ember-Resistant): Eave, Soffit, Cornice, and Ceiling <12 feet above grade or surface below (R327.4.4)**

	Location	Manufacturer	Product Name	Approval Listing #

### **All Other Vents (R327.4.4)**

	Material
	Corrosion-resistant with maximum 1/8" non-combustible corrosion-resistant metal mesh

### **Exterior Wall Covering (R327.4.5)**

**Note:** There are additional requirements for how wall coverings terminate.

For combustible siding/wall covering, fill out the following table or explain how you will achieve requirements:

	Location	Orientation	Material	Manufacturer	Product Name	Approval Listing #
	One layer of minimum 5/8" exterior grade Type X behind covering or 1-hour fire-resistive assembly					

**Overhanging Projections, Roof Eaves, Soffits, Cornices, Patio/Porch Ceilings, or Underfloor Protection of Elevated Structures (R327.4.6.1.4)**

Note: Gable end overhangs beyond an ext. wall other than at the lower end of rafter tails are exempt.

	Location	Material	Manufacturer	Product Name	Approval Listing #
	One layer of minimum 5/8" exterior grade Type X behind covering or 1-hour fire-resistive assembly				

**Walking Surfaces (R327.4.7)**

Note: Fill this in for any combustibile surface decking material planned. If none, label N/A.

	Material	Manufacturer	Product Name	Approval Listing #

**Glazing in Windows, Doors, Skylights (R327.4.8)**

	Material
	All, dual glazing, tempered glass, glass block, or a fire resistance rating of not less than 20 min.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# R327.4 Wildfire Hazard Mitigation Construction Guide for Wildfire Hazard Zones



## Underfloor and Attic Vents

ORSC Section R327.4.4

### All Vents:

All vents shall have screening made of corrosion-resistant metal mesh with minimum 1/16" and maximum 1/8" grid **or** be designed to resist flame and ember intrusion (ASTM E2886).

### Eave, Soffit, and Cornice Vents less than 12' above grade or surface:

All vents shall have screening made of corrosion-resistant metal mesh with minimum 1/16" and maximum 1/8" grid **and** be designed to resist flame and ember intrusion (ASTM E2886).

## Roofing

ORSC Section R327.4.3

Roofing shall be asphalt, slate, metal, tile, clay, concrete, or equivalent minimum Class B. **Wood shingle or shake materials are prohibited.** Cap off or fire block spaces between roofing and roof deck to prevent flame and ember intrusion and provide galvanized valley flashing where valley flashing is installed.

## Walking Surfaces

ORSC Section R327.4.7

Deck, porch, and balcony walking surfaces greater than 30" and less than 12' above grade or the surface below shall be constructed of minimum 2" nominal lumber for decks <= 200 sq. ft., non-combustible, ignition-resistant conforming to ASTM E84 or UL 723, exterior fire retardant treated wood, meets ASTM E2632 and ASTM 2726 criteria, or meets ASTM E2632 with ignition-resistant wall covering.

## Rain Gutters

ORSC Section R327.4.3.1

Non-combustible materials with provisions to prevent the accumulation of leaves and debris in the gutters (Non-combustible corrosion resistant metal screening).

## Underfloor Protection

ORSC Section R327.4.6.4

Underfloor area of elevated structures shall be enclosed or meet non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" exterior grade Type X applied behind the exterior covering of the underside, or 1-hour fire resistive exterior wall assembly.

## Windows, Doors, Skylights Glazing

ORSC Section R327.4.8

Exterior windows, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels (typical dual pane), glass block, or have a minimum fire-resistant rating of 20 minutes.



## Overhanging Projections

ORSC R327.4.6.1; R327.4.6.2; R327.4.6.3

All enclosed roof eaves, soffits, cornices, exterior patio/porch ceilings and floor projections less than 12' above grade or the surface below shall be covered with either non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" ext. Type X applied behind the exterior covering, or 1-hour fire resistive exterior wall assembly (Gable end overhangs are exempt).

## Exterior Wall Covering

ORSC Section R327.4.5

Wall covering materials shall be noncombustible, ignition-resistant, heavy timber, log wall, or wall assemblies tested in accordance with ASTM E2707. Alternatively, one layer of minimum 5/8" exterior grade Type X applied behind the exterior wall covering or cladding or 1-hour fire resistive exterior wall assembly. Exterior wall coverings shall extend from the top of the foundation to the roof, and terminate at 2" nominal solid wood blocking between rafters at all roof overhangs, or in the case of enclosed eaves or soffits, shall terminate at the underside of the enclosure.





**Alternate Method Ruling Application**

**City of Ashland Building Division**  
51 Winburn Way • Ashland, OR 97520  
(541) 488-5305 • Fax (541) 488-6006

**Petitioner Information**

Name:		Date:
Business name:		
Address:		
City:	State:	ZIP:
Phone: ( )	Fax: ( )	
Specialty Code:		Edition (year):
Applicable code section:		
Is the material, design, or method now in use?		

**Question Presented**

Please explain your reasons for requesting an alternate method ruling. Note any scientific or technical information that supports your reasoning. Attach additional sheets as necessary.

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- Denied
- Approved
- Approved with conditions

Building Official \_\_\_\_\_

Date \_\_\_\_\_



## BUILDING SAFETY DIVISION

51 Winburn Way  
Ashland, OR 97520  
(541) 488-5305  
[building@ashland.or.us](mailto:building@ashland.or.us)

### Commercial Mechanical HVAC Equipment Checklist

Property Address: \_\_\_\_\_

**\*Mechanical ComCheck Forms Are Required For Review Prior To Permit Issuance.\***

**Select all that apply:**

- Is the proposed equipment supported by the existing structure and weighs more than 10% greater of the existing unit to be replaced?
- Is the proposed equipment supported by the existing structure and located in an area not previously occupied by an existing unit?
- Does the proposed equipment exceed any dimension of the existing equipment by more than 10%?
- Do the existing structural members require alteration or modification to accommodate the proposed equipment?
- Is the proposed equipment installed in or on an occupancy risk category IV building?

If any of the boxes above are checked, plan review is required and structural design for the structure or attachment to the structure may be required as well.

The following items applicable to your installation are required to be on site for the city inspector at time of inspection. Please check the boxes for all items that apply to your application and sign and date the form below. Completing this form signifies that you are aware of the requirements for inspection approval.

- Equipment attachment to the structure to address potential seismic loads is required pursuant to ASCE 7-10 chapter 13 and 1613 OSSC.
- Economizers are required for cooling equipment more than 54,000 total cooling capacity pursuant to 503.3.1 OEESC
- Equipment shall comply with the minimum energy efficiencies of 503 OEESC and shall be verifiable at time of inspection.
- Equipment exceeding 2000 cfm capacity on the return side of the system shall be provided with smoke detection in the return side plenum in accordance with 606 OMSC.
- Equipment required to have smoke detection shall be tested for operation by a third party inspection agency or qualified person(s) and a written report shall be provided on site at time of inspection.
- Installation instructions and listing information shall be provided on site with a copy of this form at time of inspection.
- A gas line schematic may be required on more complex installations to verify adequacy of the gas line system.

By completing this form including signature and date, I agree to comply with the requirements above to obtain final approval of the installation for this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**City of Ashland Building Division**  
 51 Winburn Way • Ashland, OR 97520  
 (541) 488-5305 • Fax (541) 488-6006

## Deferred Submittal Form

The purpose of this document is to provide the applicant and the authority having jurisdiction with the information required for a deferred submittal.

1. Check each submittal item that is deferred on the checklist and provide the valuation of each submitted item and an estimated time for each item.
2. As the submitted documents and drawings are prepared for plan review, ensure that the deferred submittal documents are reviewed by the design professional of record per 107.3.4 OSSC. The drawings must have a notation indicating that the submitted documents have been reviewed by the design professional of responsible charge and that they have been found to be in general conformance with the design of the building.
3. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item.
4. A fee for processing and reviewing deferred submittals shall be 65% of the building permit fee for that portion of the work with a min. set fee of \$100 per item. This fee is in addition to the project plan review fee based on the total project value in accordance with OAR 918-050-0170.

Items which may be deferred include, but are not limited to, the following:

<input checked="" type="checkbox"/>	Deferred Item	Date	Valuation	<input checked="" type="checkbox"/>	Deferred Item	Date	Valuation
	1 Acoustical Ceiling/Suspension System				11 Shelving Systems/Racking Systems		
	2 Engineered trusses/shop drawings				12		
	3 Curtain Wall Systems				13		
	4 Electrical Systems				14		
	5 Emergency Call Systems				15		
	6 Exit Illumination				16		
	7 Fire Stopping				17		
	8 HVAC Systems				18		
	9 Plumbing Systems				19		
	10 Fire rated construction				20		

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name



Community Development Department  
 51 Winburn Way, Ashland OR 97520  
 541-488-5305 Fax 541-488-6006

# DEMOLITION/RELOCATION APPLICATION

Date Received \_\_\_\_\_

Demo Permit # \_\_\_\_\_

## DESCRIPTION OF PROPERTY

Street Address \_\_\_\_\_

Assessor's Map #39 1E \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Details of each structure to be  Demolished /  Relocated:

Commercial Building: Age \_\_\_\_\_ Sq. Footage \_\_\_\_\_ Fixture Count \_\_\_\_\_

House: Age \_\_\_\_\_ Sq. Footage \_\_\_\_\_ (Contact Plumbing Inspector for assistance)

Carport/Garage: Age \_\_\_\_\_ Sq. Footage \_\_\_\_\_

Other (Describe) \_\_\_\_\_: Age \_\_\_\_\_ Sq. Footage \_\_\_\_\_

Square footage of impervious surface to be removed (including building footprints): \_\_\_\_\_

## APPLICANT

E-Mail \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## PROPERTY OWNER

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## IS THE STRUCTURE EXEMPT FROM AMC 15.04.214 AND 15.04.216?

No  Yes (Applicant must submit written justification to support exempt status)

If Yes, select one:

- Structure is less than 500 sq.ft.
- Structure will be relocated on the same lot.
- Structure is declared dangerous under the International Existing Building Code (IEBC) pursuant to AMC 15.04.010.B.

## IEBC DEFINITIONS:

**Dangerous.** Any building, structure or portion thereof that meets any of the conditions described below shall be deemed dangerous.

1. The building or structure has collapsed, partial collapsed, moved off its foundation or lacks the support of ground necessary to support it.
2. There exists a significant risk of collapse, detachment or dislodgment of any portion, member, appurtenance or ornamentation of the building or stature under service loads.

**Unsafe.** Buildings, structures or equipment that are unsanitary, or that are deficient due to inadequate means of egress facilities, inadequate light and ventilation, or that constitute a fire hazard, or in which the structure or individual structural members meet the definition of "Dangerous", or that are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance shall be deemed unsafe. A vacant structure that is not secured against entry shall be deemed unsafe.

I hereby certify that the statements and information contained in this application, including the enclosed drawings and the required findings of fact, are in all respects, true and correct. I understand that all property pins must be shown on the drawings and visible upon the site inspection. In the event the pins are not shown or their location found to be incorrect, the owner assumes full responsibility. I further understand that if this request is subsequently contested, the burden will be on me to establish: that I produced sufficient factual evidence at the hearing to support this request; that the findings of fact furnished justifies the granting of the request; that the findings of fact furnished by me are adequate; and further, that all structures or improvements are properly located on the ground. Failure in this regard will result most likely in not only the request being set aside, but also possibly in my structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Owner

**Submittal Requirements for Non-Exempt Structures:**

If the structure is non-exempt, the following submittal requirements apply [15.04.214/15.04.216]:

If structure is more than 45 years old and

- A. Structure cannot be rehabilitated or reused on site:
  - Furnish Economic Feasibility report (see details in Section 15.04.216.1.a.i) OR
  - Submit a Marketing Plan approved by the Demolition Review Committee (15.04.216.1.a.ii) OR
  - Submit evidence that the property was advertised in the local newspaper at least eight times and at regular intervals for at least 90 days with appropriate “For Sale” sign for the same 90 day period.
- B. Structure is structurally unsound:
  - Demonstrate how it is unsound

Also submit:

- Redevelopment plan for the site that details the nature, appearance and location of the replacement or rebuilt structure(s).
- Demonstrate, if the application is for a demolition, that the structure cannot be relocated to another site.
- If the application is for a demolition, provide a demolition debris diversion plan outlining how construction and demolition debris will be salvaged or recycled.

If structure is less than 45 years old:

- Provide proof the structure was erected less than 45 years from the date of the application.
- Redevelopment plan for the site that details the nature, appearance and location of the replacement or rebuilt structure(s).

**NOTE:**

- A. If a Demolition or Relocation permit is issued and the redevelopment plan:
  - a. Requires a site review permit, no demolition or relocation may occur until the site review permit has been issued, unless the site is restricted to open space uses as provided in Section 15.04.216.B.
  - b. Does not require a site review permit, no demolition or relocation may occur until a building permit has been issued for the structure(s) to be replaced or rebuilt unless the site is restricted to open space uses as provided in Section 15.04.216.B.
- B. For any demolition approved, the applicant is required to salvage or recycle construction and demolition debris per approved demolition debris diversion plan.
- C. For any relocation approved, the applicant must also comply with the provision of Chapter 15.08.

**FINDINGS OF FACT**

Type your response to the appropriate zoning requirements (15.04.216 Demolition and Relocation Standards) on another sheet(s) of paper and enclose it with this form. Keep in mind your responses must be in the form of factual statements or findings of fact and supported by evidence.



## City of Ashland Municipal Code - Chapter 15.04.210 Demolition or Relocation of Structures

- A. For purposes of sections 15.04.210 through 15.04.218, the following terms, phrases, words and their derivations mean:
1. Demolition: To raze, destroy, dismantle, or any act or process that may cause partial or total destruction of a structure where less than 60% of the structure's external walls will be retained in place; or where less than a majority of the facade will remain.
  2. Facade: The front or principal face(s) of a building, excluding an attached garage of a residential structure, sometimes distinguished from the other faces by elaboration of architectural or ornamental details and often serving as the primary entrance.
- B. Except as provided in section 15.04.210.D, a permit is required before any structure, or part of a structure as defined in subsection A.1 above, can be demolished or relocated. The permit fees for demolition or relocation of a structure will be set by resolution of the council.
- C. No demolition or relocation permit is required:
1. For structures of less than 500 square feet in size.
  2. For relocation of a structure upon the same lot.
  3. To demolish a building declared to be dangerous under the Uniform Code for the Abatement of Dangerous Buildings pursuant to section 15.04.010.B.
- D. In addition to the enforcement provisions of this Title, the City Attorney may, or upon order of the City Council shall, immediately commence action or proceedings for the prevention of the demolition or relocation of a structure in the manner provided by law, and may take such other steps and apply to such courts as may have jurisdiction to grant such relief as will prevent the demolition, moving, removal, or damage to a building or structure, or using property contrary to the provisions of this Title. The remedies provided for in this section shall be cumulative and not exclusive.
1. For any demolition or relocation in violation of sections 15.04.210 to 15.04.218, the court shall also have the authority to order the person convicted of the violation to rebuild or restore the structure to its appearance prior to the demolition or to move and restore the building to its original site.
  2. For any flagrant violation, the court may impose a fine up to and including the assessed market value of the structure demolished or relocated. A flagrant violation is an act by a person who, after being notified of a violation, intentionally continues it.

## City of Ashland Municipal Code - 15.04.214 Approval Process

Applications for demolition or relocation permits will be processed as follows:

- A. A complete application must be submitted to the building official and must include all of the required information for the specific action requested. The application must be signed by one or more property owners of the property where the structure is located. The application must be accompanied by the appropriate application fee.
- B. Within 14 days after receipt of a complete application, the building official will approve, approve with conditions, or deny the application unless such time limitation is extended with the consent of the applicant. Notice of the decision of the building official will be mailed to the applicant within seven days of the decision.
- C. If the application is approved, or if the application is denied and the applicant desires a hearing before the Demolition Review Committee, the applicant must post and publish a notice of the decision. The notice must be posted on the property in such a manner as to be clearly visible from a public right-of-way and be posted within 5 business days of the date the applicant received the decision. In addition, the notice must be published in a newspaper of general circulation within the city at least 7 days prior to the date requests for hearing must be filed.
- D. The applicant or any person may request a hearing before the Demolition Review Committee by filing a request for a hearing with the building official. The request for a hearing must:
1. Be in writing and be filed within ten days of the date of the decision, if the request is by the applicant. Otherwise the request must be filed within ten days of the date the notice is posted or 7 days after the notice is published, whichever date is later.

2. Contain the specific grounds for which the decision should be reversed or modified, based on the applicable demolition or relocation standards.

E. The following information is required to be contained in the notices required by this section.

1. Notice of the decision by the building official described in subsection B above is to contain the following information:

- a. The decision of the building official and the date of the decision.
- b. The requirements of the applicant for posting and publishing notice of the decision.
- c. A statement that no hearing will be held before the Demolition Review Committee unless specifically requested.
- d. A statement that a request for a hearing by the applicant must be made within 10 days of the date the applicant received the decision and that a request for a hearing must include:
  - i. The name and address of the applicant,
  - ii. the file number of the demolition or relocation application, and
  - iii. the specific grounds for which the decision should be reversed or modified, based on the applicable demolition or relocation standards.

2. The posted and published notices described in subsection C above must contain:

- a. A brief description of the approval and the application file number,
- b. The phone number and address of the building official,
- c. The date the notice was posted, and
- d. A statement that anyone who objects to the approval must file a request for a hearing on a form furnished by the building official, by a date not more than 10 days from the date the notice was posted or seven days from the date the notice was published in the newspaper, whichever date is later.

F. If a request for a hearing is timely received, the Demolition Review Committee will conduct a hearing at least 15 days, but not more than 30 days, from the date of the request.

G. Notice for hearings before the Demolition Review Committee will be published in a daily newspaper of general circulation within the city at least 10 days prior to the hearing and mailed to the applicant or authorized agent at least 10 days prior to the hearing. In addition a notice must be posted on the property by the applicant in such a manner as to be clearly visible from a public right-of-way at least 10 days prior to the date of the hearing. The applicant must certify, for the record of the hearing, that the posting was accomplished. The posted notice must contain a brief description of the proposal, the time, date and place of the hearing, and the phone number and address for contact with the building official.

H. Within 15 days of the hearing, or within 15 days of the receipt of the report described in section 15.04.216.A.1 is received, whichever date is later, the Demolition Review Committee shall issue its decision in writing and mail it to the applicant and all persons who appeared and spoke at the hearing.

I. The decision of the Demolition Review Committee may be appealed to the council by the applicant or someone who spoke at the hearing. In addition, the council may review the decision on its own motion. The decision is appealed by filing a notice of appeal with the city manager. The appeal fee, as set by resolution of the council, must accompany the notice of appeal. The appeal must be filed within 15 days of the date the decision of the committee is mailed. The appeal notice must contain:

1. The appellant's name and address,
2. A reference to the decision sought to be reviewed,
3. A statement that the appellant is the applicant or someone who appeared and testified at the hearing,
4. The date of the decision being appealed, and
5. The specific grounds for which the decision should be reversed or modified, based on the applicable standards.

J. The notice of appeal, together with notice of the date, time and place of the hearing on the appeal by the Council will be mailed to those who appeared at the hearing before the Demolition Review Committee at least 20 days prior to the hearing. The appeal before the council shall be a de novo hearing based solely on the evidence in the record made before the Demolition Review Board. The applicant shall have the burden to prove the standards have been met. The council may affirm, reverse or modify the decision and may approve or deny the request, or grant approval with conditions. The Council shall make findings and conclusions, and make a decision based on the record before it as justification for its action. The Council shall cause copies of a final order to be sent to all persons participating in the appeal.

## City of Ashland Municipal Code - 15.04.216 Demolition and Relocation Standards

- A. For demolition or relocation of structures erected more than 45 years prior to the date of the application:
1. The applicant must demonstrate that either subparagraphs a or b apply:
    - a. The structure cannot be rehabilitated or reused on site as part of any economically beneficial use of the property. In determining whether an economically beneficial use can be made of the property, the Demolition Review committee may require the applicant to:
      - (i) Furnish an economic feasibility report prepared by an architect, developer, or appraiser, or other person who is experienced in rehabilitation of buildings that addresses the estimated market value of the property on which the building lies, both before and after demolition or removal, or
      - (ii) Market the property utilizing a marketing plan approved by the Demolition Review Committee or by advertising the property in the Ashland Daily Tidings and Medford Mail Tribune at least eight times and at regular intervals for at least 90 days and by posting a for sale sign on the property, four to six square feet in size and clearly visible from the street, for the same 90 day period.
    - b. The structure proposed for demolition is structurally unsound despite efforts by the owner to properly maintain the structure.
  2. In addition to subparagraphs a or b above, the applicant must also:
    - a. Submit a redevelopment plan for the site that provides for replacement or rebuilt structure for the structure being demolished or relocated. The replacement or rebuilt structure must be a minimum of 1,000 square feet, unless the structure being demolished or relocated is less than 1,000 square feet. If the structure is less than 1,000 square feet, the replacement structure must be a minimum of 500 square feet. The redevelopment plan must indicate in sufficient detail the nature, appearance and location of all replacement or rebuilt structures. No replacement structure is required, however, if:
      - (i) the applicant agrees to restrict the property to open space uses and a finding is made that such restriction constitutes a greater benefit to the neighborhood than redevelopment would, or
      - (ii) the structure being demolished or relocated is a nonhabitable accessory structure.
    - b. Demonstrate, if the application is for a demolition, the structure cannot be practicably relocated to another site.
  3. If a permit is issued and the redevelopment plan:
    - a. Requires a site review permit, no demolition or relocation may occur until the site review permit has been issued, unless the site is restricted to open space uses as provided in section [15.04.216.A.2](#).
    - b. Does not require a site review permit, no demolition or relocation may occur until the building permit has been issued for the replacement or rebuilt structure, unless the site is restricted to open spaces uses as provided in section [15.04.216.A.2](#).
  4. The Demolition Review Committee may require the applicant to post with the City a bond, or other suitable collateral as determined by the city manager, ensuring the safe demolition of the structure and the completed performance of the redevelopment plan.
- B. For demolition or relocation of structures erected less than 45 years from the date of the application:
1. The applicant:
    - a. Has the burden of proving the structure was erected less than 45 years from the date of the application. Any structure erected less than 45 years from the date of the application, which replaced a structure demolished or relocated under section [15.04.216](#), shall be considered a structure subject to the standards in subsections [15.04.216](#).
    - b. Must submit a redevelopment plan for the site that provides for a replacement or rebuilt structure being demolished or relocated. The replacement or rebuilt structure must be a minimum of 1,000 square feet, unless the structure being demolished ore relocated is less than 1,000 square feet. If the structure is less than 1,000 square feet, the replacement structure must be a minimum of 500 square feet. The redevelopment plan must indicate in sufficient detail the nature, appearance and location of all replacement or rebuilt structures. No replacement structure is required, however, if:
      - (i) the applicant agrees to restrict the property to open space uses and a finding is made that such restriction constitutes a greater benefit to the neighborhood than redevelopment would, or
      - (ii) the structure being demolished or relocated is a nonhabitably accessory structure.
  2. If a permit is issued and the redevelopment plan:
    - a. Requires a site review permit, no demolition or relocation may occur until the site review permit has been issued, unless the site is restricted to open space uses as provided in section [15.04.216.B](#).

b. Does not require a site review permit, no demolition or relocation may occur until a building permit has been issued for the structure or structures to be replaced or rebuilt, unless the site is restricted to open space uses as provided in section [15.04.216.B](#).

C. For any demolition approved under this section, the applicant is required to salvage or recycle construction and demolition debris, in accordance with a demolition debris diversion plan that complies with the requirements adopted the Demolition Review Committee. The applicant shall submit such a plan with the application for demolition. For any relocation approved under this section, the applicant must also comply with the provisions of Chapter [15.08](#).

## **Building Demolition Debris Diversion**

If the amount of waste generated in demolition for any item exceeds the threshold noted below, then you must divert it from the waste stream headed for the landfill. Consult the resources noted for specific charges and conditions of acceptance.

<b>ITEM</b>	<b>THRESHOLD</b>	<b>RESOURCES</b>
Asphalt	1 cubic yard	Quality Rock (541)482-8000
Brush	1 cubic yard	Ashland Recology (541) 482-1471
Corrugated Cardboard	Any	Ashland Sanitary & Recycling (541) 482-1471
Concrete & Brick containing no metal or rebar	1 cubic yard	Quality Rock (541) 482-8000
Concrete & Brick w/metal or rebar	1 cubic yard	Quality Rock (541) 482-8000
Ferrous Metal Scrap	10 cubic yards	Ashland Sanitary & Recycling (541) 482-1471 Schnitzer Steel (541) 826-5758
Lumber, untreated unless 2/creosote, may have small ferrous metals such as nails, thin truss connector plates, etc.	1 cubic yard	Ashland Recology (541) 482-1471
Yard Debris	1 cubic yard	Ashland Sanitary & Recycling (541) 482-1471

# EXCAVATION PERMIT CHECKLIST

## CITY OF ASHLAND - BUILDING DIVISION

**LOCATION:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**YES NO N/A**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Engineer(s) or Developers name and phone number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed plat or tentative plat, signed by Engineering Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plat for all utilities - Approved by Public Works Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm, Sewer & Water (Public / Private)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric, including location of transformers) signed by Electric Dept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils Engineers / geology report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contour Map showing: Elevation cuts, Fills and Yardage (approx. cu.yds.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements / Right of Way: Location / Type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roads: Public or Private
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities under Roads / Driveways: Public or Private
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Dept. Permit required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural Description

Point Person for Public Works: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant submitting plans**

\_\_\_\_\_  
**Inspector**

\_\_\_\_\_  
**Date**

\* This list does not constitute a plan review



# CITY OF ASHLAND

## Existing Building Permit Form

Permit #:	Applicant Info:
Job Site Address:	Flood plain:
Historic Review:	

- In accordance with the International Existing Building Code (IEBC) Section 301.3, the applicant is required to provide the compliance path for review. Compliance methods shall not be applied in combination with each other.
- The general provisions for all compliance paths are found in Chapter 3 IEBC.

**Check the boxes the apply:**

<input type="checkbox"/>	Repair/voluntary structural retrofit
<input type="checkbox"/>	Alteration
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Change of occupancy/use
<input type="checkbox"/>	Moved/relocated

**Check one of the 4 paths below and each box under the path that applies:**

<input type="checkbox"/>	<b>Repair/voluntary work only</b>
<input type="checkbox"/>	Structural damage to vertical elements of lateral force-resisting system 405.2.3 IEBC
<input type="checkbox"/>	Structural damage to gravity load-carrying components 405.2.4 IEBC
<input type="checkbox"/>	Voluntary lateral force-resisting system 503.13 IEBC
<input type="checkbox"/>	<b>Prescriptive compliance method Chapter 5 IEBC</b>
<input type="checkbox"/>	Additions 502 IEBC
<input type="checkbox"/>	Alteration 503 IEBC
<input type="checkbox"/>	Change of occupancy 506 IEBC
<input type="checkbox"/>	Accessibility 305 IEBC
<input type="checkbox"/>	Historic building 507 IEBC
<input type="checkbox"/>	<b>Work area compliance method Chapter 6-12 IEBC</b>
<input type="checkbox"/>	Alteration level I 602 IEBC
<input type="checkbox"/>	Alteration level II 603 IEBC
<input type="checkbox"/>	Alteration III 604 IEBC
<input type="checkbox"/>	Change of occupancy/use 605 IEBC
<input type="checkbox"/>	Addition 606 IEBC
<input type="checkbox"/>	Accessibility 305 IEBC
<input type="checkbox"/>	Historic building 607 IEBC
<input type="checkbox"/>	<b>Performance compliance method Chapter 13 IEBC (investigation/evaluation to be provided to the city for this method)</b>
<input type="checkbox"/>	Fire safety, means of egress and general safety 1301 IEBC
<input type="checkbox"/>	Structural analysis (required when using this path) 1301.4 IEBC
<input type="checkbox"/>	Accessibility 305 IEBC



**ASHLAND FIRE & RESCUE  
FIRE & LIFE SAFETY DIVISION**

---

**Fire Sprinkler Affidavit for Alterations; Up to 10 Sprinkler Heads Without Plans  
Submit to Ashland Building Department with Tenant Improvement Plans**

DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_  
JOB ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_ OCCUPIED AS: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CONTRACTOR ADDRESS: \_\_\_\_\_  
VALUATION OF WORK \$: \_\_\_\_\_ NUMBER OF ALTERED HEADS (MAX 10): \_\_\_\_\_  
DESCRIPTION OF WORK: \_\_\_\_\_

I CERTIFY THAT THE FOLLOWING IS TRUE AND REASONABLY DEFINES THE SCOPE OF WORK FOR THIS PROJECT

- A) PIPING INVOLVES BRANCH LINES OR PIPING DIRECTLY CONNECTED TO SPRINKLER HEADS OR CONNECTED THROUGH ARM-OVERS
- B) NO FLEX HEADS ALLOWED WITHOUT PLAN REVIEW
- C) THERE IS NO CHANGE IN HAZARD CLASSIFICATION OR COMMODITY CONFIGURATION
- D) POSITIONS OF SPRINKLER HEADS RELATIVE TO ARCHITECTURAL FEATURES SUCH AS SOFFITS, BEAMS, PARTITIONS, WALLS, ETC. COMPLIES WITH THE CURRENT ADOPTED EDITION OF NFPA 13.
- E) THE PROPOSED WORK DOES NOT REQUIRE HYDRAULIC CALCULATIONS/DOES NOT CREATE A NEWLY HYDRAULICALLY REMOTE AREA.
- F) ONLY ONE SPRINKLER HEAD WILL BE INSTALLED FROM ONE DROP (EXCEPTION: UP TO TWO HEADS FROM ONE DROP MAY BE INSTALLED WHEN EACH HEAD IS IN A SEPARATE FIRE AREA).
- G) THE AREA COVERED PER SPRINKLER HEAD IS LIMITED TO THE SPACING REQUIREMENTS OF NFPA 13.
- H) TENANT IMPROVEMENTS IN A NEW BUILDING SHALL BE EQUIPPED WITH QUICK RESPONSE HEADS
- I) INSTALLATION SHALL COMPLY WITH THE REQUIREMENTS OF CURRENTLY ADOPTED NFPA 13.
- J) WORK SHALL NOT BE COVERED UNTIL PIPING, HANGERS AND BRACING ARE INSPECTED.
- K) FINAL APPROVAL SHALL BE SUBJECT TO ONSITE TESTS AND INSPECTIONS.

IN ADDITION, I UNDERSTAND THE FOLLOWING IS REQUIRED

A SKETCH ATTACHED TO THIS DOCUMENT SHOWING THE AREA OF WORK WITHIN THE BUILDING'S STRUCTURE, AND

A COPY OF THIS DOCUMENT SHALL BE AVAILABLE FOR ALL INSPECTIONS

THE BUILDING AND FIRE DEPARTMENT RESERVES THE RIGHT TO REQUIRE PLANS AND CALCULATIONS AS DETERMINED DURING THE FIELD INSPECTION

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_





## **Moisture Content & High-Efficiency Interior & Exterior Lighting System Acknowledgment Form**

I, \_\_\_\_\_, am the authorized agent or the owner at the following address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Permit #

- A) R318.2 Moisture Content.** Prior to the installation of interior finishes, the *Building Official* shall be notified in writing by the general contractor that all moisture-sensitive wood framing member used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.
- B) N1107.2 High-Efficiency Lamps.** All permanently installed lighting fixtures shall be high-efficiency light sources. **Exception:** Two permanently installed lighting fixtures are not required to be high-efficiency light sources when controlled by a dimmer or automatic control.
- C) N1107.3 High-Efficacy Exterior Lighting** – Same requirements as N1107.2 above.

By signing below, I certify that I will meet the required minimums for the above mentioned building codes.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Circle One) Owner/General Contractor/Authorized Agent



## ACKNOWLEDGMENT FOR NON-CONDITIONED BUILDINGS

**City of Ashland Building Division**  
51 Winburn Way • Ashland, OR 97520  
(541) 488-5305 • Fax (541) 488-6006

Dear Building Owner,

Thank you for working with the City of Ashland Building Department to secure the necessary permits to construct the proposed building.

When electing to construct a non-conditioned building, this acknowledgement form must be signed. In so doing, you are indicating that you are aware that at some future date after the issuance of the certificate of occupancy, if you decide to condition the building, you will be required to meet all of the current energy code requirements.

Retrofitting existing buildings to comply with the energy code requirements is often burdensome and expensive. It is not recommended to retrofit existing buildings when it is feasible to construct the energy code requirements into the building during the initial construction.

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_



**City of Ashland Building Division**  
 51 Winburn Way • Ashland, OR 97520  
 (541) 488-5305 • Fax (541) 488-6006

## Phase Submittal Form

The purpose of this document is to provide the applicant and the authority having jurisdiction with the information required for a phased submittal.

1. Check each submittal item that is phased on the checklist.
2. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided adequate information and detailed statements have been filed complying with pertinent requirements of this code. ***The holder of such a permit for the foundation or other parts of the building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.***
3. Phased submittal documents and drawings must be submitted and approved prior to the construction/installation of the phased item.
4. Additional fees will be charged for this procedure. \$275 minimum phasing fee plus 10% of the total project building permit fee not to exceed \$1500 for each phase.

Items which may be phased include, but are not limited to the following:

<input checked="" type="checkbox"/>	Phased Item	Date
1.	Foundation	
2.	Shell Building	
3.	Tenant Improvement #1	
4.	Tenant Improvement #2	
5.	Tenant Improvements #3	
6.	Tenant Improvements #4	
7.	Tenant Improvements #5	
8.	Tenant Improvements #6	

OAR 918-050-0160. A municipal plan review fee for a phased project is based on a minimum phasing fee, determined by the municipality, plus 10 percent of the total project building permit fee not to exceed \$1,500 for each phase.

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

Total Valuation of entire project (For office use only)

\$ \_\_\_\_\_



**City of Ashland Building Division**  
51 Winburn Way • Ashland, OR 97520  
(541) 488-5305 • Fax (541) 488-6006

## **Property Owner Pool Barrier Acknowledgement Form**

Dear Property Owner,

Thank you for working with the City of Ashland Building Department to secure the necessary permits to construct a swimming pool and pool barrier.

Due to the hazardous nature of swimming pools to the property owner and surrounding neighbors, the State of Oregon mandates adequate pool barriers be in place to enclose swimming pools.

Contractors do not always include the construction of pool barriers in their contract. As a result, often pool barriers are not constructed adequately to protect from accidental drownings.

Pool barriers are a requirement for final approval of the swimming pool permit process. Ultimately, the responsibility of the pool and barrier placement belong to the property owner regardless of who applies for the permit. Once the pool construction is complete, pool barriers shall be in place and the City of Ashland Building Department shall be notified for inspection. Pool, mechanical, plumbing and electrical inspections shall all be scheduled as applicable to the project. Failure to schedule an inspection for the pool and pool barrier upon completion of construction may result in fines assessed to the property owner.

Your signature represents your acknowledgment to comply with the pool barrier codes and permit process.

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX G

# SWIMMING POOLS, SPAS AND HOT TUBS

### SECTION AG101 GENERAL

**AG101.1 General.** The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the lot of a one- or two-family dwelling.

### SECTION AG102 DEFINITIONS

**AG102.1 General.** For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

**ABOVE-GROUND/ON-GROUND POOL.** See "Swimming pool."

**BARRIER.** A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

**HOT TUB.** See "Swimming pool."

**IN-GROUND POOL.** See "Swimming pool."

**RESIDENTIAL.** That which is situated on the premises of a detached one- or two-family dwelling or a one-family *townhouse* not more than three stories in height.

**SPA, NONPORTABLE.** See "Swimming pool."

**SPA, PORTABLE.** A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating equipment are an integral part of the product.

**SWIMMING POOL.** Any structure intended for swimming or recreational bathing that contains water over 24 inches (610 mm) deep. This includes in-ground, above-ground and on-ground swimming pools, hot tubs and spas.

**SWIMMING POOL, INDOOR.** A swimming pool which is totally contained within a structure and surrounded on all four sides by the walls of the enclosing structure.

**SWIMMING POOL, OUTDOOR.** Any swimming pool which is not an indoor pool.

### SECTION AG103 SWIMMING POOLS

**AG103.1 In-ground pools.** In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG108.

**AG103.2 Above-ground and on-ground pools.** The design and construction of above-ground and on-ground pools are not included in this appendix.

### SECTION AG104 SPAS AND HOT TUBS

**AG104.1 Permanently installed spas and hot tubs.** Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-3 as listed in Section AG108.

**AG104.2 Portable spas and hot tubs.** Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-6 as listed in Section AG108.

### SECTION AG105 BARRIER REQUIREMENTS

**AG105.1 Application.** The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

**AG105.2 Outdoor swimming pool.** An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above *grade* measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions that form handholds or footholds, except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed  $1\frac{3}{4}$  inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed  $1\frac{3}{4}$  inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the

horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1<sup>3</sup>/<sub>4</sub> inches (44 mm) in width.

6. Maximum mesh size for chain link fences shall be a 2<sup>1</sup>/<sub>4</sub>-inch (57 mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1<sup>3</sup>/<sub>4</sub> inches (44 mm).
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1<sup>3</sup>/<sub>4</sub> inches (44 mm).
8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
  - 8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and
  - 8.2. The gate and barrier shall have no opening larger than 1/2 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
9. Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall be met:
  - 9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F1346; or
  - 9.2. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the *building official*, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 described above.
10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:
  - 10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
  - 10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

**AG105.3 Indoor swimming pool.** Walls surrounding an indoor swimming pool shall comply with Section AG105.2, Item 9.

**AG105.4 Prohibited locations.** Barriers shall be located to prohibit permanent structures, equipment or similar objects from being used to climb them.

**AG105.5 Barrier exceptions.** Spas or hot tubs with a safety cover which complies with ASTM F1346, as listed in Section AG108, shall be exempt from the provisions of this appendix.

**SECTION AG106  
ENTRAPMENT PROTECTION FOR SWIMMING  
POOL AND SPA SUCTION OUTLETS**

**AG106.1 General.** Suction outlets shall be designed and installed in accordance with ANSI/APSP-7.

**SECTION AG107  
ABBREVIATIONS**

**AG107.1 General.**

ANSI—American National Standards Institute  
11 West 42nd Street  
New York, NY 10036

APSP—Association of Pool and Spa Professionals  
NSPI—National Spa and Pool Institute  
2111 Eisenhower Avenue  
Alexandria, VA 22314

ASCE—American Society of Civil Engineers  
1801 Alexander Bell Drive  
Reston, VA 98411-0700

ASTM—ASTM International  
100 Barr Harbor Drive,  
West Conshohocken, PA 19428

**SECTION AG108  
STANDARDS**

**AG108.1 General.**

**ANSI/NSPI**

ANSI/NSPI-3-14 Standard for Permanently Installed Residential Spas .....AG104.1

ANSI/NSPI-4-12 Standard for Above-ground/ On-ground Residential Swimming Pools .....AG103.2

ANSI/NSPI-5-11 Standard for Residential In-ground Swimming Pools.....AG103.1

ANSI/NSPI-6-13 Standard for Residential Portable Spas .....AG104.2

**ANSI/APSP**

ANSI/APSP-7-13 Standard for Suction Entrapment avoidance in Swimming Pools, Wading Pools, Spas, Hot Tubs and Catch Basins .....AG106.1

**ASTM**

ASTM F1346-91 (2010) Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs..... AG105.2, AG105.5



20 East Main St  
Ashland, OR 97520

## REQUEST FOR PUBLIC RECORDS

**The following information is to be filled out by the person requesting records:**

Date of Request: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

*If this is an emergency request, indicate the date desired and please describe the nature of the emergency:*

\_\_\_\_\_

**RECORDS REQUESTED:** (Please state the title and date of the record(s) being requested) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe any additional information that will help us locate the records for you as quickly as possible:

\_\_\_\_\_

\_\_\_\_\_

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For City Use Only

Staff person who received the Request: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Copies: \_\_\_\_\_ Total Charge: \_\_\_\_\_

Staff person who provided the records: \_\_\_\_\_

Date: \_\_\_\_\_ Client Name Receiving records: \_\_\_\_\_

## Request for Reproduction of Copyrighted Materials

**NOTE: THIS FORM MUST BE PROPERLY COMPLETED FOR THE CITY OF ASHLAND TO ACCEPT YOUR COPY REQUEST. (FEDERAL COPYRIGHT LAW CAN BE FOUND IN TITLE 17 OF THE UNITED STATES CODE)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby request copies of the following materials: \_\_\_\_\_

\_\_\_\_\_

for the project: \_\_\_\_\_  
(name of project)

located at: \_\_\_\_\_  
(street address)

### Please check any that apply:

- I am not required to obtain a copyright release from the copyright owner because:
  - I intend to use the copies made for purposes such as:
    - Research**,  **Comment**,  **News reporting**,  **Teaching**,  **Criticism, or**
    - Scholarship**, as allowed by the doctrine of fair use (17 U.S.C. § 107). I understand I cannot use the requested copies for commercial gain under any circumstances.
  - The materials were created prior to March 1, 1989, and there is no copyright notice on the plans.
  - The materials were created prior to 1923, and therefore are in the public domain.
- I have been granted copying privileges by the copyright owner. (Please attach a copy of the permission letter or copyright release from the copyright owner.)

I hereby agree to defend, indemnify and hold harmless the City of Ashland, its officers, employees and agents from and against any and all claims, suits, actions, damages and liabilities arising out of or related to any copyright violation claim(s) made against the City of Ashland as a result of the reproduction of any materials identified in this request.

\_\_\_\_\_  
(Initial here)

**By signing below, I verify that I have read and understand all terms set forth herein:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Frequently Asked Questions on the Request for Reproduction of Copyrighted Materials Form

The City maintains a record of approved architectural drawings as a reference. The architectural drawings are available for review; however, copyright law protects the duplication of these drawings without the owner's consent.

**Q: What is a copyright?**

**A:** A copyright is the exclusive right of the copyright holder to copy, reproduce, or make derivative works of their copyrighted material, such as architectural plans and drawings.

**Q: Why is the City treating architectural works (plans and drawings) differently than other types of documentation?**

**A:** While many types of work may be eligible for copyright protection, architectural works are given specific protection under U.S. Copyright law. (An architectural work is "the design of a building as embodied in any tangible medium of expression, including a building, architectural plans or drawings. The work includes the overall form as well as the arrangement and composition of spaces and elements in the design but does not include individual standard features.")

**Q: Why is the City saying architectural plans are copyrighted if I don't see the © symbol on it?**

**A:** There are a few reasons. On and after March 1, 1989, it was no longer necessary for copyright holders to place the symbol on a work for it to have copyright protection. Also, architectural works are given specific protection under U.S. Copyright law.

**Q: Doesn't Oregon Public Records Law mean the City has to give copies to the public?**

**A:** No. Federal copyright law supersedes Oregon Public Records law. Requestors still do have the right to view copyrighted material under the Public Records law but may not make copies of the material without the copyright owner's consent.

**Q: Who is the "owner" of a copyright?**

**A:** The "owner" is the party that holds the copyright and has the exclusive right to allow copies of the work. For architectural works such as plans and drawings, this may be either the architectural firm that drew the plans, or the party that hired the architectural firm as "work for hire," such as a builder or individual homeowner.

**Q: How can a customer determine who holds the copyright on plans or drawings?**

**A:** The customer may view the plans/drawings and investigate who owns the plans/drawings by contacting the architect or owner represented on the plans. The City accepts that the customer has done their due diligence in investigating ownership and obtaining the proper release or making a determination that their use qualifies as "fair use."

**Q: How do I know if I'm qualified to copy under fair use?**

**A:** This is not an easy question to answer, but in general, it is acceptable to copy if it is for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. It is also generally acceptable to copy small portions of a plan for limited, non-commercial use, such as a copy of a particular section in order to locate electrical or a support wall etc. It is not acceptable to copy a full set of plans or drawings to avoid having to pay the owner for copies of those plans. It is not fair use if the purpose is to gain commercial advantage.

**Q: Can someone get a copy of plans or drawings for a replacement set, for deferred submittal or revisions without a copyright release or permission letter from the copyright owner?**

**A:** No. They need a release or permission letter signed by the copyright owner.

**Q: What do we do with the copyright release or permission letter?**

**A:** Give the signed release or permission letter to the City Recorder along with the Request for Reproduction of Copyrighted Materials and Public Records Request forms.

**Q: What if the owner of the plans is deceased or unavailable to fill out this form?**

**A:** Copyright exists for the life of the owner plus 70 years, so death does not automatically extinguish copyright protections.



## 2021 ORSC Residential Energy Form

### RESIDENTIAL INFORMATION

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Job Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### INSTRUCTIONS

**Please select type of construction below; sign, date, and complete the entire form. Submit this form with your permit application or your project will be placed on hold until the required information is provided.**

**New construction.** All conditioned spaces within residential buildings must comply with Table N1101.1(1) and one additional measure from Table N1101.1(2) on page 2.

**Additions.** Additions to existing buildings or structures may be made without making the entire building or structure comply if the new additions comply with the requirements of this chapter. (N1101.3)

**Large additions.** Additions that are equal to 600 square feet (55 m<sup>2</sup>) in area must comply with Table N1101.1(2) on page 2. (N1101.3.1) *(Note: You must select one measure.)*

**Small additions.** Additions that are less than 600 square feet in area must select one measure from Table N1101.1(2) on page 2 or comply with Table N1101.3 on page 2. (N1101.3.2)

**Exception:** Additions that are less than 225 square feet in area are not required to comply with Table N1101.1(2) or Table N1101.3.

**Change of use or occupancy**  
See additional information on page 3 of this document for further clarification.

**Note:** N1101.2.3 change of occupancy or use. Definition of "Change of use" for purposes of Section N1101.2.3 is a change of use in an existing residential building and shall include any of the following: any unconditioned spaces such as an attached garage, basement, porch, or canopy that are to become conditioned spaces; any unconditioned, inhabitable space that is to become conditioned space, such as a large attic.

**N1101.2.3.1 Change of use.** See section N1101.2.3.2 Change of occupancy. See section.

**TABLE N1101.2  
EXISTING BUILDING COMPONENT REQUIREMENTS**

BUILDING COMPONENT	REQUIRED PERFORMANCE	EQUIVALENT VALUE
Wall insulation	U-0.083	R-15
Flat ceiling	U-0.025	R-49
Vaulted ceiling > 10 inches nominal rafter depth	U-0.040	R-25
Vaulted ceiling > 8 inches nominal rafter depth	U-0.047	R-21
Underfloor > 10 inches nominal joist depth	U-0.028	R-30
Underfloor > 8 inches nominal joist depth	U-0.039	R-25
Slab-edge perimeter	F-0.52	R-15
Windows	U-0.30	U-0.30
Skylights	U-0.50	U-0.50
Exterior doors	U-0.20	R-5
Exterior doors with > 2.5ft <sup>2</sup> glazing	U-0.40	R-2.5
Forced air ducts	n/a	R-8

For SI: inch=25.4mm, 1 square foot = 0.0929m<sup>2</sup>

**TABLE N1101.3 – SMALL ADDITION ADDITIONAL MEASURES (SELECT ONE)**

<input type="checkbox"/>	1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
<input type="checkbox"/>	2	Replace all existing single-pane wood or aluminum windows to be U-value as specified in Table N1101.2.
<input type="checkbox"/>	3	Insulate the existing floor, crawl space or basement wall systems as specified in Table N1101.2 and install 100 percent of permanently installed lighting fixtures as CFL, LED or linear fluorescent, or a minimum efficacy of 40 lumens per watt as specified in Section N1107.2.
<input type="checkbox"/>	4	Test the entire dwelling with blower door and exhibit no more than 4.5 air changes per hour @ 50 Pascals.
<input type="checkbox"/>	5	Seal and performance test the duct system.
<input type="checkbox"/>	6	Replace existing 80 percent AFUE or less gas furnace with a 92 percent AFUE or greater system.
<input type="checkbox"/>	7	Replace existing electric radiant space heaters with a ductless mini-split system with a minimum HSPF of 10.0.
<input type="checkbox"/>	8	Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 9.5.
<input type="checkbox"/>	9	Replace existing water heater with a water heater meeting: <ul style="list-style-type: none"> <li>• Natural gas/propane water heater with minimum UEF 0.90, or</li> <li>• Electric heat pump water heater with minimum 2.0 COP</li> </ul>

**TABLE N1101.1(2) ADDITIONAL MEASURES**

1	<b>HIGH EFFICIENCY HVAC SYSTEM</b> a. Gas-fired furnace or boiler AFUE 94%, or b. Air source heat pump HSPF 10.0/14.0 SEER cooling, or c. Ground source heat pump COP 3.5 or Energy Star rated
2	<b>HIGH EFFICIENCY WATER HEATING SYSTEM</b> a. Natural gas/propane water heater with minimum UEF 0.90, or b. Electric heat pump water heater with minimum 2.0 COP, or c. Natural gas/propane tankless/instantaneous heater with minimum 0.80 UEF and Drain Water Heat Recovery Unit installed on minimum of one shower/tub-shower
3	<b>WALL INSULATION UPGRADE</b> Exterior walls – U-0.045/R-21 conventional framing with R-5.0 continuous insulation
4	<b>ADVANCED ENVELOPE</b> Windows - U-0.21 (Area weighted average), and Flat ceiling – U-0.017/R-60, and Framed floors - U-0.026/R-38 or slab edge insulation to F-0.48 or less (R-10 for 48"; R-15 for 36" or R-5 fully insulated slab)
5	<b>DUCTLESS HEAT PUMP</b> For dwelling units with all-electric heat provide: • Ductless heat pump of minimum HSPF 10 in primary zone replaces zonal electric heat • Programmable thermostat for all heaters in bedrooms
6	<b>HIGH EFFICIENCY THERMAL ENVELOPE UA</b> Proposed UA is 8 percent lower than the code UA
7	<b>GLAZING AREA</b> Glazing area, measured as the total of framed openings is less than 12 percent of conditioned floor area
8	<b>3 ACH AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION</b> Achieve a maximum of 3.0 ACH50 whole-house air leakage when third-party tested and provide a whole-house ventilation system including heat recovery with a minimum sensible heat recovery efficiency of not less than 66 percent

**Choose one of the following methods to meet the Mechanical Whole-House Ventilation System requirements (see BCD technical bulletin)**

<input type="checkbox"/>	Supply and exhaust fans providing continuously-operating, balanced, WHV without a furnace.
<input type="checkbox"/>	Supply and exhaust fans providing continuously-operating, balanced, WHV with a furnace.
<input type="checkbox"/>	Central Fan Integrated Supply (CFIs) continuously-operating, balanced WHV. Furnace serves as the intake fan. Shall be interlocked with exhaust system and an override switch.
<input type="checkbox"/>	Heat recovery/energy recovery ventilation providing continuously-operating, balanced, WHV. Supply may be connected to the central furnace return air.
<input type="checkbox"/>	Other approved method detailed on the construction documents. Reference page number _____.

**TABLE N1101.1(1) PRESCRIPTIVE ENVELOPE REQUIREMENTS<sup>a</sup>**

BUILDING COMPONENT	STANDARD BASE CASE		LOG HOMES ONLY	
	Required Performance	Equiv. Value <sup>b</sup>	Required Performance	Equiv. Value <sup>b</sup>
Wall insulation—above grade	U-0.059 <sup>c</sup>	R-21 Intermediate <sup>c</sup>	Note d	Note d
Wall insulation—below grade <sup>e</sup>	C-0.063	R-15 c.i. / R-21	C-0.063	R-15/R-21
Flat ceilings <sup>f</sup>	U-0.021	R-49	U-0.020	R-49 A <sup>h</sup>
Vaulted ceilings <sup>g</sup>	U-0.033	R-30 Rafter or R-30A <sup>g</sup> / R-30 Scissor Truss	U-0.027	R-38A <sup>h</sup>
Underfloors	U-0.033	R-30	U-0.033	R-30
Slab-edge perimeter <sup>m</sup>	F-0.520	R-15	F-0.520	R-15
Heated slab interior <sup>i</sup>	n/a	R-10	n/a	R-10
Windows <sup>j</sup>	U-0.27	U-0.27	U-0.27	U-0.27
Skylights	U-0.50	U-0.50	U-0.50	U-0.50
Exterior doors <sup>k</sup>	U-0.20	U-0.20	U-0.54	U-0.54
Exterior doors with > 2.5 ft <sup>2</sup> glazing <sup>l</sup>	U-0.40	U-0.40	U-0.40	U-0.40

For SI: 1 inch = 25.4 mm, 1 square foot = 0.0929 m<sup>2</sup>, 1 degree = 0.0175 rad, n/a = not applicable.

- a. As allowed in Section N1104.1, thermal performance of a component may be adjusted provided that overall heat loss does not exceed the total resulting from conformance to the required U-factor standards. Calculations to document equivalent heat loss shall be performed using the procedure and approved U-factors contained in Table N1104.1(1).
- b. R-values used in this table are nominal for the insulation only in standard wood-framed construction and not for the entire assembly.
- c. Wall insulation requirements apply to all exterior wood-framed, concrete or masonry walls that are above grade. This includes cripple walls and rim joist areas. Nominal compliance with R-21 insulation and Intermediate Framing (N1104.5.2) with insulated headers.
- d. The wall component shall be a minimum solid log or timber wall thickness of 3.5 inches.
- e. Below-grade wood, concrete or masonry walls include all walls that are below grade and do not include those portions of such wall that extend more than 24 inches above grade. R-21 for insulation in framed cavity; R-15 continuous insulation.
- f. Insulation levels for ceilings that have limited attic/rafter depth such as dormers, bay windows or similar architectural features totaling not more than 150 square feet in area may be reduced to not less than R-21. When reduced, the cavity shall be filled (except for required ventilation spaces). R-49 insulation installed to minimum 6-inches depth at top plate at exterior of structure to achieve U-factor.
- g. Vaulted ceiling surface area exceeding 50 percent of the total heated space floor area shall have a U-factor no greater than U-0.026 (equivalent to R-38 rafter or scissor truss with R-38 advanced framing).
- h. A = Advanced frame construction. See Section N1104.6.
- i. Heated slab interior applies to concrete slab floors (both on and below grade) that incorporate a radiant heating system within the slab. Insulation shall be installed underneath the entire slab.
- j. Sliding glass doors shall comply with window performance requirements. Windows exempt from testing in accordance with Section NF1111.2, Item 3 shall comply with window performance requirements if constructed with thermal break aluminum or wood, or vinyl, or fiberglass frames and double-pane glazing with low-emissivity coatings of 0.10 or less. Buildings designed to incorporate passive solar elements may include glazing with a U-factor greater than 0.35 by using Table N1104.1(1) to demonstrate equivalence to building envelope requirements.
- k. A maximum of 28 square feet of exterior door area per dwelling unit can have a U-factor of 0.54 or less.
- l. Glazing that is either double pane with low-e coating on one surface, or triple pane shall be deemed to comply with this requirement.
- m. Minimum 24-inch horizontal or vertical below grade.

**N1101.2.3 Change of occupancy or use.**

Definition of "change of use" for purposes of Section N1101.2.3 is a change of use in an existing residential building and shall include any of the following: any unconditioned spaces such as an attached garage, basement, porch, or canopy that are to become conditioned spaces; any unconditioned, inhabitable space that is to become *conditioned space*, such as a large attic.

**N1101.2.3.1 Change of use.**

A building that changes use, without any changes to the components regulated in this chapter, is required to comply with Table N1101.2 to the greatest extent practical. Changes of use that are greater than 30 percent of the existing building heated floor area or more than 400 square feet (37 m<sup>2</sup>) in area, whichever is less, shall be required to select one measure from Table N1101.3.

**N1101.2.3.2 Change of occupancy.**

Alteration and repair of conditioned nonresidential buildings, such as a small church or school, that are changing occupancy to residential *dwelling*s shall use Table N1101.2 to the greatest extent practical and select one measure from Table N1101.1(2) or N1101.3.

**Exception:** The minimum component requirements shall be disregarded when thermal performance calculations are completed for change of use to Group R-3 occupancy, when such calculations demonstrate similar performance to the requirements of Table N1101.2.

**N1101.4 Information on plans and specifications.**

Plans and specifications shall show in sufficient detail all pertinent data and features of the building and the equipment and systems as herein governed, including, but not limited to: exterior envelope component materials; R-values of insulating materials; *fenestration U-factors*; HVAC equipment efficiency performance and system controls; lighting; an additional measure from Table N1101.1(2); and the other pertinent data to indicate compliance with the requirements of the chapter.



**BUILDING SAFETY DIVISION**

51 Winburn Way  
Ashland, OR 97520  
(541) 488-5305  
[building@ashland.or.us](mailto:building@ashland.or.us)

**STATEMENT OF SPECIAL INSPECTION AGREEMENT**

This agreement shall be submitted by permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the State of Oregon Structural Specialty Code (OSSC).

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

BUILDING PERMIT NUMBER: \_\_\_\_\_ Date Issued: \_\_\_\_\_

SPECIAL INSPECTOR \_\_\_\_\_ Inspection Type \_\_\_\_\_

SPECIAL INSPECTOR \_\_\_\_\_ Inspection Type \_\_\_\_\_

SPECIAL INSPECTOR \_\_\_\_\_ Inspection Type \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The registered design professional in responsible charge, or qualified person approved by the building official for construction not designed by a registered design professional, shall complete: this agreement, including the Statement of Special Inspections, and a Statement of Special Inspection Schedule. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

**APPROVAL OF SPECIAL INSPECTORS:** Special inspectors shall have no financial interest in projects for which they provide special inspection. Each special inspector shall submit their qualifications to the building official. The building official shall approve each special inspector prior to permit issuance and prior to performing any duties. Special inspectors shall display identification, as stipulated by the building official, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of OSSC Chapter 17. The following conditions are also applicable:

**A. Duties and responsibilities of the Special Inspector**

**1. Observe work**

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the OSSC. Architect/engineer reviewed shop drawings and/or placing drawings may be used only as an aid to inspection. Special inspections are to be periodic or continuous as identified in the Statement of Special Inspections.

**2. Reporting (1704.2.4)**

The special inspector shall keep records of inspections and shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in

the work, the special inspector shall immediately notify the building department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

**3. Furnish daily reports**

On request, each special inspector shall complete and sign both the special inspection record and the daily report for each day's inspection to remain at the job-site with the contractor for review by the building department's inspector.

**4. Furnish weekly reports**

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building department, architect and engineer of record, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and building department if not included in non-conforming items.

**5. Furnish Final Report**

The special inspector or inspection agency shall submit a final report to the building department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the OSSC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

**B. Contractor's Responsibilities**

**1. Notify the special inspector**

The contractor is responsible for notifying the special inspector or agency regarding individual inspections as identified in the statement of special inspection. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

**2. Provide access to work and approved plans (1704.2.2)**

The contractor is responsible for providing the special inspector access to approved plans at the job-site.

**3. Retain special inspection records**

The contractor is also responsible for retaining at the job-site all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request.

**4. Statement of Responsibility for Construction of Force-Resisting System (1704.5)**

Construction of a wind- or seismic-resisting component listed in the statement of special inspections requires submittal of a written statement of responsibility by the Contractor.

**5. Records**

The contractor is also responsible for retaining at the job-site all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request.

**C. Building Department Responsibilities**

**1. Approve special inspection**

The building department shall approve all special inspection and special inspection requirements.

**2. Monitor special inspection**

Work requiring special inspection and the performance of special inspectors shall be monitored by the building department's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

**3. Issue Certificate of Occupancy**

The building department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

**D. Owner Responsibilities (or Owners Agent)**

The owner or the Registered Design Professional in Responsible Charge acting as the owner's agent shall:

1. Obtain and fund special inspection services by contract with an *agency* approved by the Building Official.
2. Submit the signed Special Inspection and Testing Agreement to the building official prior to permit issuance.
3. Submit the Statement of Special Inspection to the building official prior to permit issuance.
4. Obtain and fund structural observation by engineer of record if required by Chapter 17 of the OSSC.

**E. Engineer or Architect of Record Responsibilities (design may be by a qualified person approved by the building official for construction not designed by a registered design professional):**

1. Provide a Statement of Special Inspection per 1704.3.
2. The engineer or architect of record shall include special inspection requirements on the plans and specifications.

## ACKNOWLEDGEMENTS

**I have read and agree to comply with the terms and conditions of this agreement.**

Owner: \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Contractor: \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Special

Inspection Agency: \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Project Engineer/

Architect: \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED FOR THE CITY OF ASHLAND BUILDING SAFETY DIVISION

By \_\_\_\_\_ Date \_\_\_\_\_



# SUMMARY OF SPECIAL INSPECTION, TESTING, CONTRACTOR STATEMENT OF RESPONSIBILITY, AND STRUCTURAL OBSERVATION

(Per the 2014 Oregon Structural Specialty Code)

## NOTE: Fillout and attach Schedule of Inspection Form

### General:

- Contractor's Statement of Responsibility for Seismic Resistance** – 1704.2.5 & 1704.2.5.1  
Construction of a Main Wind or Seismic Force- Resisting System component listed in statement of Special Inspection requires Contractors Statement of Responsibility.
- Structural Observation for Seismic Resistance** – 1704.5.2

### Special Inspections:

- Shop Fabrication of Load Bearing Members** – 1704.2.5 & 1704.2.5.1
- Steel Construction** – 1705.2
- Concrete Construction** – 1705.3
- Masonry Construction** – 1705.4
- Wood Construction** – 1705.5
- Soils** – 1705.6
- Deep Driven Foundation** – 1705.7
- Cast-in-Place Deep Foundation** – 1705.8
- Special Inspection for Seismic Resistance** – 1705.11
  - Structural Steel** – 1705.11.1
  - Structural Wood** – 1705.11.2
  - Cold-formed Steel Light-frame Construction** – 1705.11.3
  - Designated** – 1705.11.4
  - Architectural Components** – 1705.11.5
  - Access Floors** – 1705.11.6
  - Mechanical and Electrical Components** – 1705.11.1
  - Storage Racks** – 1705.11.7
  - Isolation Systems** – 1705.11.8
- Structural Testing for Seismic Resistance** – 1705.12
- Spray Fire-Resistant Materials** – 1705.13

### Miscellaneous Special Inspections:

- Mastic and Intumescent Fire-Resistant Coatings** – 1705.14
- Exterior Insulation and Finish Systems (EIFS)** – 1705.15
- Fire-resistant Penetrations and Joints** – 1705.16
- Special Inspection for Smoke Control** – 1705.17
- Random Mitigation Inspections** – 1705.18

## APPENDIX J GRADING

Appendix J is not adopted by the State of Oregon, Building Codes Division, as part of the *state building code*, consistent with the purpose and scope of application authorized in ORS 455.020.

Local *municipalities* are permitted to enact local ordinances for the grading.

### SECTION J101 GENERAL

#### J101.1 Scope.

The provisions of this chapter apply to grading, excavation and earthwork construction, including fills and embankments. Where conflicts occur between the technical requirements of this chapter and the geotechnical report, the geotechnical report shall govern.

#### J101.2 Flood hazard areas.

Unless the applicant has submitted an engineering analysis, prepared in accordance with standard engineering practice by a *registered design professional*, that demonstrates the proposed work will not result in any increase in the level of the base flood, grading, excavation and earthwork construction, including fills and embankments, shall not be permitted in *floodways* that are in *flood hazard areas* established in Section 1612.3 or in *flood hazard areas* where design flood elevations are specified but *floodways* have not been designated.

### SECTION J102 DEFINITIONS



#### DEFINITIONS

##### J102.1 Definitions.

The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of this code for general definitions.

**BENCH.** A relatively level step excavated into earth material on which fill is to be placed.

**COMPACTION.** The densification of a fill by mechanical means.

**CUT.** See "Excavation."

**DOWN DRAIN.** A device for collecting water from a swale or ditch located on or above a slope, and safely delivering it to an approved drainage facility.

**EROSION.** The wearing away of the ground surface as a result of the movement of wind, water or ice.

**EXCAVATION.** The removal of earth material by artificial means, also referred to as a cut.



**FILL.** Deposition of earth materials by artificial means.

**GRADE.** The vertical location of the ground surface.

**GRADE, EXISTING.** The grade prior to grading.

**GRADE, FINISHED.** The grade of the site at the conclusion of all grading efforts.

**GRADING.** An excavation or fill or combination thereof.

**KEY.** A compacted fill placed in a trench excavated in earth material beneath the toe of a slope.

**SLOPE.** An inclined surface, the inclination of which is expressed as a ratio of horizontal distance to vertical distance.

**TERRACE.** A relatively level step constructed in the face of a graded slope for drainage and maintenance purposes.

## SECTION J103

### PERMITS REQUIRED

#### J103.1 Permits required.

Except as exempted in Section J103.2, grading shall not be performed without first having obtained a *permit* therefor from the *building official*. A grading *permit* does not include the construction of retaining walls or other structures.

#### J103.2 Exemptions.

A grading *permit* shall not be required for the following:

1. Grading in an isolated, self-contained area, provided that the public is not endangered and that such grading will not adversely affect adjoining properties.
2. Excavation for construction of a structure permitted under this code.
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells, or trenches for utilities.
6. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided that such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
7. Exploratory excavations performed under the direction of a *registered design professional*.

Exemption from the *permit* requirements of this appendix shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

## SECTION J104

### PERMIT APPLICATION AND SUBMITTALS

#### J104.1 Submittal requirements.

In addition to the provisions of Section 105.3, the applicant shall state the estimated quantities of excavation and fill.

#### J104.2 Site plan requirements.

In addition to the provisions of Section 107, a grading plan shall show the existing grade and finished grade in contour intervals of sufficient clarity to indicate the nature and extent of the work and show in detail that it complies with the requirements of this code. The plans shall show the existing grade on adjoining properties in sufficient detail to identify how grade changes will conform to the requirements of this code.

#### J104.3 Geotechnical report.

A geotechnical report prepared by a *registered design professional* shall be provided. The report shall contain not less than the following:

1. The nature and distribution of existing soils.
2. Conclusions and recommendations for grading procedures.
3. Soil design criteria for any structures or embankments required to accomplish the proposed grading.
4. Where necessary, slope stability studies, and recommendations and conclusions regarding site geology.

**Exception:** A geotechnical report is not required where the *building official* determines that the nature of

#### J105.2 Special inspections.

The *special inspection* requirements of Section 1705.6 shall apply to work performed under a grading permit where required by the *building official*.

## SECTION J106 EXCAVATIONS

#### J106.1 Maximum slope.

The slope of cut surfaces shall be not steeper than is safe for the intended use, and shall be not more than one unit vertical in two units horizontal (50-percent slope) unless the owner or the owner's authorized agent furnishes a geotechnical report justifying a steeper slope.

#### Exceptions:

1. A cut surface shall be permitted to be at a slope of 1.5 units horizontal to one unit vertical (67-percent slope) provided that all of the following are met:
  - 1.1. It is not intended to support structures or surcharges.
  - 1.2. It is adequately protected against erosion.
  - 1.3. It is not more than 8 feet (2438 mm) in height.
  - 1.4. It is approved by the building code official.
  - 1.5. Ground water is not encountered.
2. A cut surface in bedrock shall be permitted to be at a slope of one unit horizontal to one unit vertical (100-percent slope).

## SECTION J107 FILLS

### J107.1 General.

Unless otherwise recommended in the geotechnical report, fills shall comply with the provisions of this section.

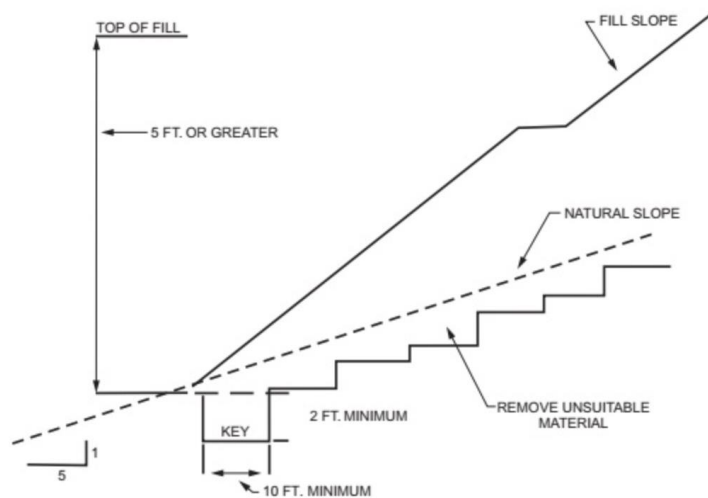
### J107.2 Surface preparation.

The ground surface shall be prepared to receive fill by removing vegetation, topsoil and other unsuitable materials, and scarifying the ground to provide a bond with the fill material.

### J107.3 Benching.

Where existing grade is at a slope steeper than one unit vertical in five units horizontal (20-percent slope) and the depth of the fill exceeds 5 feet (1524 mm) benching shall be provided in accordance with Figure J107.3. A key shall

be provided that is not less than 10 feet (3048 mm) in width and 2 feet (610 mm) in depth.



For SI: 1 foot = 304.8 mm.

FIGURE J107.3 BENCHING DETAILS

### J107.4 Fill material.

Fill material shall not include organic, frozen or other deleterious materials. Rock or similar irreducible material greater than 12 inches (305 mm) in any dimension shall not be included in fills.

### J107.5 Compaction.

All fill material shall be compacted to 90 percent of maximum density as determined by ASTM D1557, Modified Proctor, in lifts not exceeding 12 inches (305 mm) in depth.

### J107.6 Maximum slope.

The slope of fill surfaces shall be not steeper than is safe for the intended use. Fill slopes steeper than one unit vertical in two units horizontal (50-percent slope) shall be justified by a geotechnical report or engineering data.

## SECTION J108 SETBACKS

### J108.1 General.

Cut and fill slopes shall be set back from the property lines in accordance with this section. Setback dimensions shall be measured perpendicular to the property line and shall be as shown in Figure J108.1, unless substantiating data is submitted justifying reduced setbacks.

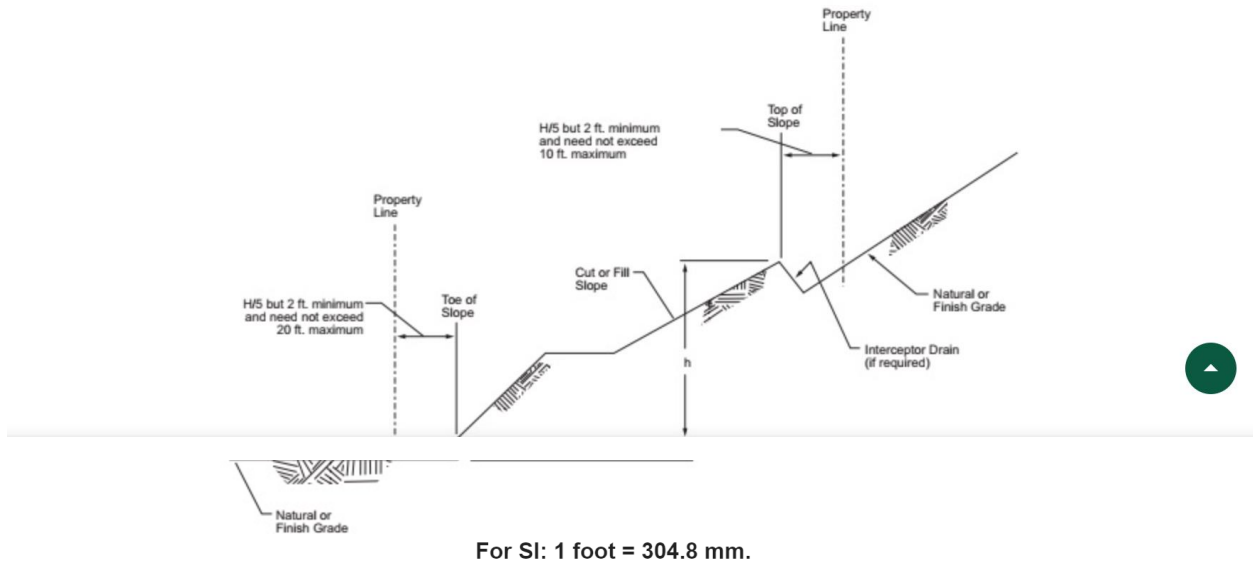


FIGURE J108.1 DRAINAGE DIMENSIONS

### J108.2 Top of slope.

The setback at the top of a cut slope shall be not less than that shown in Figure J108.1, or than is required to accommodate any required interceptor drains, whichever is greater.

### J108.3 Slope protection.

Where required to protect adjacent properties at the toe of a slope from adverse effects of the grading, additional protection, approved by the *building official*, shall be included. Examples of such protection include but are not be

limited to:

1. Setbacks greater than those required by Figure J108.1.
2. Provisions for retaining walls or similar construction.
3. Erosion protection of the fill slopes.
4. Provision for the control of surface waters.

## SECTION J109 DRAINAGE AND TERRACING

### J109.1 General.

Unless otherwise recommended by a *registered design professional*, drainage facilities and terracing shall be provided in accordance with the requirements of this section.

**Exception:** Drainage facilities and terracing need not be provided where the ground slope is not steeper than one unit vertical in three units horizontal (33-percent slope).

### J109.2 Terraces.

Terraces not less than 6 feet (1829 mm) in width shall be established at not more than 30-foot (9144 mm) vertical intervals on all cut or fill slopes to control surface drainage and debris. Suitable access shall be provided to allow for cleaning and maintenance.

Where more than two terraces are required, one terrace, located at approximately mid-height, shall be not less than 12 feet (3658 mm) in width.

Swales or ditches shall be provided on terraces. They shall have a minimum gradient of one unit vertical in 20 units horizontal (5-percent slope) and shall be paved with concrete not less than 3 inches (76 mm) in thickness, or with other materials suitable to the application. They shall have a depth not less than 12 inches (305 mm) and a width not less than 5 feet (1524 mm).

A single run of swale or ditch shall not collect runoff from a tributary area exceeding 13,500 square feet (1256 m<sup>2</sup>) (projected) without discharging into a down drain.

### J109.3 Interceptor drains.

Interceptor drains shall be installed along the top of cut slopes receiving drainage from a tributary width greater than 40 feet (12 192 mm), measured horizontally. They shall have a minimum depth of 1 foot (305 mm) and a minimum width of 3 feet (915 mm). The slope shall be approved by the *building official*, but shall be not less than one unit vertical in 50 units horizontal (2-percent slope). The drain shall be paved with concrete not less than 3 inches (76 mm) in thickness, or by other materials suitable to the application. Discharge from the drain shall be accomplished in a manner to prevent erosion and shall be approved by the *building official*.

### J109.4 Drainage across property lines.

Drainage across property lines shall not exceed that which existed prior to grading. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility. Erosion of the ground in the area of discharge shall be prevented by installation of nonerosive down drains or other devices.

## SECTION J110 EROSION CONTROL

### J110.1 General.

The faces of cut and fill slopes shall be prepared and maintained to control erosion. This control shall be permitted to consist of effective planting.

**Exception:** Erosion control measures need not be provided on cut slopes not subject to erosion due to the erosion-resistant character of the materials.

Erosion control for the slopes shall be installed as soon as practicable and prior to calling for final inspection.



### J110.2 Other devices.

Where necessary, check dams, cribbing, riprap or other devices or methods shall be employed to control erosion and provide safety.

## SECTION J111 REFERENCED STANDARDS

ASTM D1557-12	Test Method for Laboratory Compaction Characteristics of Soil Using Modified Effort [56,000 ft-lb/ft <sup>3</sup> (2,700 kN-m/m <sup>3</sup> )].	J107.5
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# CITY OF ASHLAND



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## DIRECTIVE

### **BD-DIR-0001**

#### **PREPARATION FOR SEISMIC EVENT**

##### **Policy Summary:**

Outlines steps to be taken to prepare for a seismic event.

##### **Background:**

Seismologists have concluded that a major magnitude seismic event could occur at any time in the Pacific Northwest. The City's Emergency Operation Plan outlines the general responsibilities of senior City staff for various disasters, including seismic events. This policy is intended to provide more specific guidance for Building/ Safety Division staff in the preparation for such an event.

##### **Discussion:**

It is assumed for the purposes of this policy that a major magnitude seismic event will damage the City Hall building to the extent that it will be inaccessible and/or unusable to carry out either normal or emergency response functions. Additionally, it is assumed that many Community Development staff members will be unavailable to report to work during the initial stages of response.

##### **Policy:**

In order to enhance our effectiveness in carrying out our assigned duties in the event of a major magnitude seismic event, the Community Development Department will implement the following directives:

1. Priority responsibilities of the Community Development Department will be to:
  - (a) Perform post earthquake assessment of structures as outlined in the Applied Technology Council ATC 20 procedures,
  - (b) Strive to provide the same services as prior to the seismic event, and
  - (c) Respond to requests from the Command Center as staffing allows.
2. Designated locations for Department staff to assemble and perform the functions outlined above (in order of availability) are as follows:
  - (a) Community Development – 51 Winburn Way
  - (b) City Hall – 20 E. Main St.
  - (c) Main Fire Station
3. When at City Hall, City vehicles shall be parked in locations previously identified as reasonably safe from damage caused by structures which could collapse in a seismic event.

4. A list of telephone numbers (including those for inspector cellular telephones) shall be maintained by the Department. Each staff member shall maintain this list at their residence or some other available location during non-working hours.
5. Cellular telephones assigned to the field inspectors will be taken home with the inspectors on evenings and weekends.
6. There will be at least three sets of keys for each City vehicle assigned to the Department. The sets of keys will be distributed as follows:
  - (a) At City Hall in the inspector work area
  - (b) With (or readily available to) each inspector during non-working hours
  - (c) At the City shops
7. Appropriate staff will receive training in the ATC 20 procedures. Steps will be taken to insure that this training remains current.
8. Appropriate steps will be taken to insure that all data in Eden is protected from earthquake damage and that this data will be available as quickly as possible after the event takes place.
9. Post earthquake permit policies & standards will be developed and maintained.
10. Appropriate supplies for performing the above functions will be located in the trunks of Department vehicles. These supplies will be maintained in working order. The following lists examples of appropriate supplies:
  - (a) Hardhats
  - (b) ATC 20 manuals
  - (c) ATC 20 placards
  - (d) Flashlights
  - (e) Clipboards
  - (f) Tape measures
  - (g) Tools
  - (h) Code books
  - (i) Gloves (rubber and leather)
  - (j) Barricade tape
  - (k) Inspection forms
  - (l) Staplers/staples
  - (m) First aid kits (with CPR mouthpieces & rubber gloves)
  - (n) Permanent markers
  - (o) Tyvek coveralls
  - (p) Flares (6)
  - (q) Roll of duct tape
  - (r) Dust masks
  - (s) Orange safety vest
  - (t) H.D. breather masks with filters



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## Field Interpretation Guidelines

### BD-FIG-0001

#### RESIDENTIAL INSPECTION PROTOCOL

##### **Policy Summary:**

Adopts guidelines for conducting inspections in residences when the owners are not present or when there are no adults present.

##### **Background:**

This office responds to hundreds of inspection requests each month, and occasionally we are requested to conduct inspections in residences when the owners/tenants are not present or when no adults are present. In order to assure consistency and to avoid potentially undesirable situations, this policy is provided for the inspection staff.

##### **Discussion:**

During the inspection process associated with new residential structures, there is an assumption that no one will be living in the structure until the final inspection approaches. As the time for the final inspection approaches, the potential for the structure to be occupied, increases. In the case of residential additions and remodels, there is an assumption that the residence is occupied throughout the construction process.

Section 104.6 of the Oregon Residential Specialty Code (ORSC) provides some general guidance as follows:

***R104.6 Right of entry.*** *Where it is necessary to make an inspection to enforce the provisions of the code, or where the building official has reasonable cause to believe that there exists in a structure or upon a premises a condition which is contrary to or in violation of this code which makes the structure or premises unsafe, dangerous or hazardous, the building official or designee is authorized to enter the structure or premises at reasonable time to inspect or to perform the duties imposed by this code, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises be unoccupied, the building official shall first make a reasonable effort to locate the owner or the other person having charge or control of the structure or premises and request entry. If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.*

In the above cases when the inspector either assumes or has definite knowledge that the residential structure is occupied, more specific guidelines as described below will be utilized.

##### **Policy:**

When an inspector is requested to conduct an inspection and either assumes or has definite knowledge that the involved residential structure is occupied, the following guidelines will be followed:

1. Unless the inspection is on public property (such as a sidewalk inspection), the inspector will notify the owners/tenants of his/her presence. If the owners/tenants express any reluctance in allowing the inspection to take place, the inspector will immediately leave the property.
2. If the owners/tenants are not present, an authorized adult representative must be present for any interior inspections to be accomplished, including those in new additions and existing garages. For the purposes of this policy, the inspector may assume that the general contractor or a subcontractor is an authorized representative.
3. If no one is present, the inspector will not conduct any interior inspections unless specific prior arrangements have been made which are acceptable to the inspector.
4. If minors are present (under 18 years of age), the inspector will not enter the building or conduct any interior inspections unless the owner or an authorized adult representative (18 years of age or older) is also present.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0001**

#### **FOOTING AND FOUNDATION WALL REBAR REQUIREMENTS FOR SINGLE FAMILY RESIDENCES**

##### **Policy Summary:**

Clarifies rebar requirements for footings and foundation walls in single-family residential construction.

##### **Background:**

The following question related to the Oregon Residential Specialty Code (ORSC) requirements for footings/foundations have been raised by the plan review and inspection staff:

When utilizing Table R404.1.1, what are the rebar requirements when a 6" foundation wall is utilized as allowed for a foundation wall associated with unbalanced fill 4' or less in height?

##### **Discussion:**

ORSC Section 404.1.4 indicates that rebar is required in the upper 12 inches of the foundation wall.

Section R401.4 indicates that the Building Official may require a soil test in areas likely to have expansive, compressible, shifting, or other unknown soil characteristics. Ashland is known to have expansive soils in certain areas. Recent improvements in GIS mapping have provided staff with better tools which reflect Benton Soils Maps and depict specific soil types for specific areas. Because of this, staff are able to more accurately determine if soils testing is necessary for specific locations of proposed construction activity.

In areas that would typically require soils testing, and where no other special site conditions exist, our experience indicates that horizontal rebar should be required in cases where the foundation wall thickness is less than eight (8) inches or where the height of the unbalanced fill exceeds four (4) feet. Vertical rebar should be required in those cases where there is a horizontal "cold" joint. The vertical rebar should be placed four feet on center. If deemed an acceptable alternative by the Plans Examiner, compliance with these rebar placement standards would typically negate the need for a soil test.

Special consideration must also be taken for new subdivisions where expansive soils are identified. A soils report will be required for new subdivisions and the guidelines for foundation construction in the soils report, shall be followed.

**Policy:**

In areas that require a soils test, where no special site conditions are known to exist, the following standard may be utilized if deemed acceptable by the Plans Examiner in lieu of providing a soils test.

The minimum rebar requirements for a 6 inch thick concrete foundation wall (height of unbalanced fill 4 feet or less) and the associated footing are as follows if no soil test is submitted as required by Section 401.4:

Horizontal rebar - two #4 bars are required in all cases; if the footing is poured independent of the foundation wall or monolithically, the two bars will both be in the footing. In addition, one bar must be placed in the upper 12 inches of foundation wall.

Vertical rebar - #4 rebar is required in those cases where there will be a horizontal "cold" joint. The vertical rebar will be spaced 4 feet on center and must have a standard hook.

This policy does not apply to installations where a soils test is not required and the foundation is proposed to be constructed prescriptively to comply with minimum code requirements.

In the case of new subdivisions where expansive soils are identified, a soils report shall identify specific soils preparation, soils compaction, foundation construction methods, and wet weather construction guidelines. In addition, a subdivision plot plan shall be provided with the soils report that identifies each lot covered by the soils report along with lots containing areas of expansive soils. Each plan submittal for a foundation on a lot containing expansive soils shall provide copy of such soils report. A copy of the soils report will be scanned along with the site plan for each case.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0002

#### INSPECTION REQUIREMENTS FOR GAS PRESSURE TESTS

##### **Policy Summary:**

Outlines criteria for waiving gas piping pressure tests.

##### **Background:**

Section C102 of the Oregon Mechanical Specialty Code and Section G2417 of the Oregon Residential Specialty Code specify the requirements for conducting and approving gas piping pressure tests. These codes state that all piping must be in place and pressurized when the inspection is requested. This requirement has caused problems for installers in the case of changeouts of existing equipment since a required gas pressure test adds an additional step in the installation process which, unless well coordinated, causes an additional trip for the contractor and the inspector. Because of this problem we have historically waived the gas pressure test under the following conditions:

- The piping is not concealed; and,
- The installer conducts a "soap test" of all new joints; and,
- There is less than 6 feet of new or reconfigured piping; and,
- There are a maximum of 3 joints which have been affected by the changeout; and,
- The installer is a contractor registered with the Construction Contractors Board.

##### **Discussion:**

This past practice related to changeouts has worked well for both the installers and the inspectors. In the past few years the practice has also been utilized in new construction in cases where the new gas piping would interfere with the work of other subcontractors installing gypsum board, plumbing systems, and electrical wiring. As in the case of changeouts, the practice has worked well.

It should be noted that the term "soap test" as used in this policy refers to the use of a professional leak detecting solution which contains low chlorides. Chlorides have been specifically cited by manufacturers as causing corrosion on various metal pipes. Common kitchen detergents are generally high in chloride and not recommended for a "soap test."

##### **Policy:**

Pressure tests for gas piping may be waived by the Building Official when the criteria listed above are met.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0003

#### INSPECTION OF EXISTING BUILDINGS

**Policy Summary:**

Specifies instances when Community Development will inspect an existing building at the request of an applicant.

**Background:**

Community Development receives requests to inspect existing buildings for various purposes. In some cases the inspection will result in additional permits once the applicant has determined what issues must be addressed in order to occupy the structure. In other cases, insurance companies request that we confirm certain safety features of a building. Realtors and prospective buyers also request inspections.

**Discussion:**

The intent of this office is to provide inspections of existing buildings in cases where there is a change of occupancy or in other circumstances where it is appropriate for city inspectors to be involved. The private sector provides a similar service which is often more appropriate for an applicant.

In order to provide this service in an efficient manner, the applicant is responsible for providing plans for review prior to the inspection. A fee is also charged in conjunction with the issuance of the permit.

**Policy:**

Community Development will provide inspections for existing buildings when requested in the following cases:

- there is an application for a change of occupancy;
- prospective tenant is contemplating the occupancy of a structure which has been vacant for more than one year, or;
- when specifically approved by the Building Official.

In all cases, the applicant must provide two copies of a complete site plan and floor plan (for each floor) along with a completed permit application. The fee will be as provided in Chapter 15 of the Ashland Municipal Code. Additional permits may be required to implement the inspector's findings.



# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0004

#### ACCEPTANCE OF REVERSED PLANS

**Policy Summary:**

States that the policy of the Community Development Department is to not accept reversed construction plans for plan review.

**Background:**

There are occasions when an applicant submits plans to this office which accurately reflect proposed construction with the exception that the plan is reversed from the manner that the structure will actually be built in the field. There are also occasions when plans are submitted which have been reproduced in reverse (i.e. the words and notations are displayed backwards) in an attempt to accurately reflect the manner in which a structure will be constructed.

**Discussion:**

These "reversed" plans are difficult to review for either the plans examiner or the field inspector. In the first case cited above the field inspector must constantly remember that everything is reversed from that depicted on the plans. In the second case cited above, the plans examiner usually has great difficulty reading the notes and comments on the plans. In both cases the subcontractors can become confused when attempting to implement the provisions of the plans. In discussing the matter with local representatives of the Homebuilder's Association, it became apparent that they would not submit plans which were reversed nor would they expect the City to accept these types of plans. It was further noted that the cost associated with redrawing reversed plans to make them accurately depict the manner in which a structure will actually be built is minimal.

**Policy:**

The Bulding/Safety Division will not accept any type of reversed plans for plan review purposes.



## **Policies / Interpretations / Procedures**

### **BD-PP-0005**

#### **PLAN REVIEW AND PERMIT FEES FOR FIRE SPRINKLER AND FIRE ALARM SYSTEMS**

##### **Policy Summary:**

Specifies the appropriate plan review and permit fees for the review and inspection of fire sprinkler systems and fire alarm systems.

##### **Background:**

In an effort to achieve a greater level of consistency, the following information is provided.

##### **Discussion:**

###### **Fire Sprinkler Systems**

Section 109 of the Oregon Structural Specialty Code (OSCC), which discusses permit fees, states in part:

*"The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include the total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing, equipment, and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official."*

This section states clearly that it is appropriate to include the value of permanent systems in the overall building valuation. The building valuation data table adopted by the City of Ashland specifies an appropriate valuation to assign to sprinkler systems. This value must be added to the structure's valuation.

If a structure is required to have a sprinkler system installed, it is so noted as part of the plan review. It is therefore inappropriate to subtract the sprinkler system valuation from the overall valuation of the structure even if the sprinkler plans are not included in the initial submittal.

The plan review and structural permit fees for the structure are calculated using the overall valuation (which includes the sprinkler system valuation), and therefore no additional plan review or permit fee should be assessed if the sprinkler plans are submitted as deferred submittals and approved at a later date (this does not include the assessment of a deferred submittal fee which is a processing fee).

### **Fire Alarm Systems**

Standards for the installation of fire alarm systems are provided through the structural and electrical codes; consequently, both a building permit and an electrical permit (limited-energy electrical circuit) will be issued. The system will be inspected by an electrical inspector during installation, tested by the Building Inspector and observed by the Fire Marshal during final inspection. Permit fees for these systems are assessed through the building permit, electrical permit.

#### **Policy:**

1. Fire sprinkler and fire alarm system valuation shall be added to the valuation of the structure when calculating the plan review and permit fees. This must be accomplished in conjunction with initial plan submittal. If the sprinkler and/or alarm plans are submitted at a later date as deferred submittals, no plan review or permit fees should be assessed at that time. A deferred submittal fee may be collected if not collected previously at time of permit issuance.
2. If the installation of a fire sprinkler or fire alarm system is the only work proposed for an existing structure, plan review and permit fees shall be calculated on the basis of the valuation of the sprinkler or alarm system proposed. Unless waived, a building permit fee, plan review fee, fire and life safety plan review fee, and fire code review fee will be assessed.
3. Fire alarm systems are subject to an electrical permit fee (limited energy circuit) as well as a Structural Code permit fee issued through Community Development.



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## Policies / Interpretations / Procedures

### BD-PP-0006

#### PRE-INSPECTIONS OF EXISTING CHIMNEYS AND VENTS

##### **Policy Summary:**

Requires that any existing chimney or vent previously utilized to burn solid or liquid fuel be cleaned and inspected by a chimney sweep or masonry contractor prior to the issuance of a permit for reuse with a new fuel-burning appliance.

##### **Background:**

The Oregon Mechanical Specialty Code (OMSC) and the Oregon Residential Specialty Code (ORSC) require appliances which are installed utilizing an existing chimney or vent to comply with the following:

*The flue gas passageway shall be free of obstruction and combustible deposits and shall be cleaned if previously used for venting a solid or liquid fuel-burning appliance or fireplace. The flue liner, chimney inner wall or vent inner wall shall be continuous and shall be free of cracks, gaps, perforations or other damage or deterioration which would allow the escape of combustion products, including gases, moisture and creosote.*

This requirement applies to all appliances installed into an existing chimney or vent which previously vented appliances using solid or liquid fuel. The requirement does not apply to new gas appliances which are proposed to vent into an existing (type B) gas vent.

##### **Discussion:**

The inspection of an existing chimney or vent requires equipment that is not readily available to staff. A professional chimney sweep or masonry contractor who is licensed by the State Construction Contractors Board (CCB) has the equipment and expertise to confirm the safety of an existing chimney or vent.

**Policy:**

1. Existing chimneys or vents previously utilized to burn solid or liquid fuel must be cleaned and inspected by a chimney sweep or masonry contractor prior to the issuance of a permit for reuse with a new fuel-burning appliance. The chimney sweep or masonry contractor must be registered with the CCB.
2. Prior to requesting the inspection of the new appliance, the chimney sweep or masonry contractor must submit written verification to this Division that the chimney or vent has been cleaned and is safe for reuse with the proposed appliance.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0007**

#### **PLAN REVIEW, PERMIT, AND FEE REQUIREMENTS FOR CITY PROJECTS**

##### **Policy Summary:**

Clarifies plan review, permit, inspection, and fee requirements for construction projects related to City-owned structures and property.

##### **Background:**

There has been some confusion as to when permits and inspections are required for construction projects related to City-owned structures and property. There have also been questions regarding the various fees for these projects such as those for plan review, inspection services, and Systems Development Charges (SDC).

##### **Discussion:**

The specialty codes enforced by Building and Safety Division (structural, mechanical, plumbing, and electrical) are adopted by the State legislature for use throughout Oregon. Administration of these codes is delegated to local jurisdictions such as Ashland only after certain conditions are met. One of these conditions is that the codes be applied uniformly for all construction activity whether public or private. Compliance with this condition is monitored by the State Building Codes Division.

In general, all work on a plumbing system, an electrical system not controlled by a public utility, or non-portable mechanical equipment (furnaces, boilers, central heating or air conditioning units, etc.) requires a permit. Additionally, any work involving the structural support or internal configuration of a building requires a permit. This may include the installation of new doors, windows, stairs, or non-bearing partitions. The City's Land Development Code specifies that parking lots must meet certain standards and therefore must be permitted.

Inspections are required any time a permit is issued. It is normally the responsibility of the property owner to assure that all of the required inspections are requested on time. In the case of a City project, the responsibility should be delegated in writing to the contractor; that is, it should be listed as a condition of the contract.

Area contractors are very aware of the requirement for permits and inspections for construction work associated with public buildings. In the past we have received feedback from these

contractors that there seems to be a "double standard" for some City projects because no permits are obtained and no inspections are requested. We would like to dispel this perception.

There has also been a question as to whether fees should be charged for the required permits and inspections for City projects. Because the Building and Safety Division has been directed to be self-supported through the fees collected, fee schedules have been set with the assumption that the cost of each plan review and inspection will be recovered through fees. It is also recognized, however, that inter-departmental services are provided through the Facilities Master Permit process.

In addition to cost recovery, fees are assessed in the latter case for several additional reasons. First, in virtually all cases, the bids received for work on City projects include the cost of the permit. Second, those few contractors who do not include the permit fee in their bid will submit a bid which is unfairly lower than those of the other competitors. Third, an inappropriate message is sent to contractors if they are told that the City does not have to pay the required permit fees.

Systems Development Charges specifically covered in the Ashland Municipal Code. Staff does not have the ability to waive these charges; any waiver of or changes in SDC must be made by the City Council.

**Policy:**

1. Permit and inspection requirements for city-owned structures and property are identical to the requirements for non-city-owned structures and property.
2. Systems Development Charges are assessed as per the requirements of the Ashland Municipal Code. Any waiver or reduction of these charges must be made by the City Council.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0008**

#### **DISCHARGE FROM HOT TUBS, SPAS, AND SWIMMING POOLS**

##### **Policy Summary:**

Specifies the approved method for disposal of waste water from hot tubs, spas, and swimming pools.

##### **Background:**

There have been questions regarding the most appropriate method for disposal of the discharge from hot tubs, spas, and swimming pools. Under provisions of the Oregon Plumbing Specialty Code, the Building Official is charged with the responsibility of determining the routing of the discharge of plumbing fixtures. Although some hot tubs do not technically qualify as plumbing fixtures, the code implies that the Building Official should also be responsible for regulating this discharge.

##### **Discussion:**

Section 813.0 of the Oregon Plumbing Specialty Code (OPSC) states that piping carrying swimming pool waste water must be discharged through an indirect waste. There is no further clarification for swimming pools, spas or hot tubs. Recent input from the City's environmental staff and the Oregon Department of Environmental Quality (DEQ) indicates the following:

- DEQ has adopted management practices for the disposal of chlorinated water from swimming pools and hot tubs which state that the best option is to discharge to the sanitary sewer
- DEQ's position is that chlorinated water should not be discharged into the storm water system or a stream. Backflush water from pool filters must be discharged to the sanitary sewer. The water from the pool, hot tub or spa should not show any detectable levels of chlorine because chlorine is harmful to fish and other aquatic life even at low concentrations. Also, the discharge of water from hot tubs and spas could cause thermal pollution of the receiving stream.

##### **Policy:**

Chlorinated water from swimming pools, spas and hot tubs shall be discharged to the sanitary sewer. If the building official determines that discharge to the sanitary sewer is not possible, other alternatives may be approved by the building official in accordance with DEQ's current management practices (see *Disposal of Chlorinated Water from Swimming Pools and Hot Tubs* at the DEQ website [www.deq.state.or.us](http://www.deq.state.or.us)).



# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0009**

#### **FIRE AND LIFE SAFETY PLAN REVIEW**

##### **Policy Summary:**

Outlines the respective roles of the Community Development Department and the Fire Department in the Fire and Life Safety Plan Review (FLSPR) process.

##### **Background:**

The Community Development Department was created to facilitate development by consolidating all of the primary development review functions into one department and physical space. Customers may bring all development-related questions to Community Development Department, submit plans, and obtain all necessary permits at this one location. Community Development Department staff have the responsibility to involve as appropriate all other departments in this process. Procedures have been established for the involvement of Public Works, Parks and Recreation, Planning, and Engineering. As a substantial portion of the process speaks to fire protection considerations, it is essential that the Fire Department play a prominent role in this process.

The Community Development Department will strive to work with all appropriate departments in all development review processes. The local Building Official has the responsibility under ORS 479.155 to review plans, specifications, and related building construction documents for compliance with the fire and life safety sections of the State of Oregon Structural Specialty Code (Building Code). The FLSPR approval is the statutory responsibility of the Building Official. However, the Fire Chief, or his/her designee, assumes responsibility for the fire and life safety of a building upon issuance by the Building Official of the Certificate of Occupancy. Therefore, active involvement of the Fire Department is vital to the fulfillment of the fire and life safety responsibility.

Historically, the FLSPR process has been a cooperative effort between Community Development Department staff and the Fire Department. In general, the Community Development Department Plans Examiner reviewed fire and life safety issues related to the determination of occupancy group and required type of construction and specific requirements related to exterior firewall protection, allowable floor areas and building

heights, roof coverings, and electrical and HVAC systems. The Fire Marshal generally reviewed fire department access.

**Discussion:**

The primary goal of both the Fire Department and the Community Development Department with respect to the FLSPR process is to insure that the service is provided to our customers in an accurate, timely, cost-effective, and professional manner. The "one-stop" concept offered through Community Development Department will continue, and the responsibility of the Building Official to accept and process FLSPR applications will also continue. Because a substantial portion of these services relate to fire protection, it is essential that the Fire Department be provided the opportunity by Community Development Department and respond to FLSPR issues within the associated time periods.

**Policy:**

1. The Building Official has the authority and responsibility for the FLSPR process.
2. Fire Department input is considered essential, since the Fire Chief (or designee) assumes regulatory responsibility for the fire and life safety of a building as soon as the Certificate of Occupancy is signed.
3. Procedures will be adopted to ensure adequate opportunity is provided by Community Development Department and that responsive comments are conducted within specified timelines by the Fire Marshal.
4. All FLSPRs will be done in accordance with applicable laws, codes, and standards as adopted by City ordinances.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0010**

#### **ASSESSMENT OF REINSPECTION FEES**

##### **Policy Summary:**

Outlines those situations in which a reinspection fee may be assessed.

##### **Background:**

The various specialty codes establish the authority to assess a reinspection fee in certain circumstances. ORS 455.058

##### *455.058 Investigation fee for work commenced without permit; rules.*

*1. Except as provided in subsection (2) of this section, the Department of Consumer and Business Services, or a municipality administering and enforcing a building inspection program, may assess an investigation fee against a person that is required to obtain a permit for work on the electrical, gas, mechanical, elevator, boiler, plumbing or other systems of a building or structure if the work is commenced before the permit required for the work is obtained. The amount of the investigation fee shall be the average or actual additional cost of ensuring that a building, structure, or system is in conformance with state building code requirements that results from the person not obtaining a required permit before work for which the permit is required commences.*

It is our desire to utilize the authority granted by these codes in a fair and consistent manner. This policy will provide the necessary guidelines for field inspectors who encounter circumstances in which it may be appropriate to assess a reinspection fee.

##### **Discussion:**

The permit fees paid at the time of permit issuance are set to recover the costs associated with the inspection of the particular project. It is recognized that, on any individual permit, the costs may be somewhat higher or lower than the revenue generated by the permit. The objective is to recover the total program costs over the course of the fiscal year. It is assumed that each type of permit has a certain number of inspections associated with it, each of which will take a certain amount of time. When the number or length of inspections increases, the associated costs are considered unanticipated. If the reason for the increase in number or length of inspection is valid, the program is geared to provide a limited "subsidy"; however, if the number or length of inspections increases because of non-valid reasons, there is an assumption that the program should not subsidize these instances. Non-valid reasons, for purposes of this policy, must be determined by the field inspector; however, the circumstances outlined as follows will provide a guideline:

- Arriving at a jobsite as requested and finding that the work is not ready for inspection for a second time.

- Arriving at a jobsite as requested and finding that the items previously written up as required corrections have not been addressed.
- Finding no plans on the jobsite for the second time in those instances where the plans are needed to conduct the inspection and had previously been identified in writing as a required correction.
- Arriving at a jobsite as requested and finding that there is no ladder or other means of access to the roof for a second time.
- Arriving at a jobsite at the time requested for a final inspection and finding that the structure is locked for a second time.

It should be emphasized that the primary purpose of assessing reinspection fees is not to generate revenue; rather, it is intended to create a deterrent for individuals who repeatedly abuse the inspection request system.

**Policy:**

Reinspection fees may be assessed by field inspection personnel when, in their professional judgment, circumstances such as those outlined above warrant such action. Assessment of these fees will be with the approval of the Building Official. Tracking and collection of these fees will be as per PRO 3009.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0011

#### TIMED INSPECTIONS

##### **Policy Summary:**

Defines division policy related to the acceptance and scheduling of timed inspection requests.

##### **Background:**

The Community Development Department offers inspection services provided that the inspection request is received prior to 12 noon the previous day. There have been questions related to the policy of this Division with respect to the acceptance and scheduling of inspections requested for a specific hour (i.e. "timed inspections").

##### **Discussion:**

Inspections requested often contain a request for an inspector to be on the site at a specific hour of the day. While the Community Development Department makes every effort to facilitate construction and meet customer service requests, it becomes inefficient and costly to create inspection schedules based solely on requests by contractors for a specific inspection time. Priorities are given to some inspection requests; however, because of competing demands, not all requests for timed inspections can be met.

##### **Policy:**

The Community Development Department policy on timed inspection requests is as follows:

1. In order to allow the most efficient inspection routes to be planned, timed inspections are not scheduled except in the following cases:

- Inspection requests from homeowners who have other competing commitments;
- Inspection requests from contractors who must provide access to a building for inspection purposes;
  
- Inspection requests from an individual who is requesting a meeting with the inspector to discuss issues;
- Inspections involving the scheduling of concrete, concrete pumps, or other services requiring advance notice;
- Other requests specifically approved by the inspector involved.

In all of the above cases, the time of the inspection must be confirmed with the inspector who is assigned the request. If the requested time is not acceptable, the inspector will make every attempt to contact the requester and reschedule the time prior to the time originally requested. If the requested time is acceptable and the requester asked for confirmation, the inspector will insure that the time is confirmed with the requester.

2. All other inspection requests for AM or PM should be made in the specified time frame if possible. The inspector will make every reasonable attempt to notify the requester if the preferred AM or PM time cannot be met.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0012**

#### **DEFINITION OF UNFINISHED AND SEMI-FINISHED BASEMENTS OR OTHER AREAS**

##### **Policy Summary:**

For purposes of conducting a code review and determining project valuation, this policy defines the terms "unfinished" and "semi-finished" when referring to basements or other areas.

##### **Background:**

The adopted valuation chart assigns differing cost per square foot values for finished and unfinished basements or other areas. In addition, some projects elect to not complete the "finish" leaving certain areas in a semi-finished condition as defined below. The code does not define the terms "unfinished" and "semi-finished."

##### **Discussion:**

In order to assure consistency and clarify this issue for the public, this policy provides definitions for the terms "unfinished" and "semi-finished."

##### **Policy:**

When assessing code compliance or assigning value from the adopted valuation chart to "unfinished" or "semi-finished" basements or other areas, the following definitions will be utilized:

- "Unfinished" basement or other areas - an unheated portion or area not intended as a habitable space and limited to storage, housing of mechanical equipment, general work area or similar uses. If there is plumbing in the area, it will be limited to floor drains, water and drain lines serving mechanical equipment, or similar purposes. There will be no other framing for interior walls other than as required for structural support. The area will not be insulated other than the ceiling/floor separation. The ceiling height may be as low as 6 feet 8 inches except for under beams, girders, ducts or other obstructions where the clear height may be not less than 6 feet 4 inches.

- "Semi-finished" basement or other areas - intended for future use as a habitable space and/or similar use. May not be dry-walled or heated. Has a clear ceiling height of not less than 7 feet. Walls or partitions may be rough framed, have rough-in plumbing and electrical. All plumbing for future fixtures is protected from freezing, capped and no fixtures are set. Exterior walls may be insulated. Since the space is not heated, the floor ceiling separation is insulated to not less than R-25.

Semi-finished areas will be assessed a valuation as "unfinished". Systems development charges will not be assessed at semi-finished or unfinished stages.

- Heated spaces will be considered as "finished" and constructed to comply with the applicable codes.

- Note: The assigned inspector will verify the unfinished, semi-finished, or finished condition of the basement at final inspection. Basements found to be at a phase that is greater than originally stated in plans shall be directed to resubmit plans and pay additional fees if necessary.

- Note: Projects that proceed to finish semi-finished or unfinished areas after final inspection approval shall be considered as work conducted without a permit. The owner will be required to obtain a new permit for the finished work and will be assessed appropriate investigation fees.



# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0013

#### INSPECTION OF PROPERTY PINS

##### **Policy Summary:**

1. Assigns responsibility to the building inspector to take appropriate steps to insure that the approved setback requirements to property lines are met.
2. Specifies that the permit applicant is responsible for exposing the property pins and establishing string lines for the building inspector on those construction projects where the inspector must verify compliance with required minimum distances to property lines.

##### **Background:**

The City Land Development Code (LDC) and Building Code provide minimum setback requirements for buildings on lots/parcels. These setbacks are critical elements for fire safety, access for public utilities, as well as neighborhood livability. It is important that these setbacks are checked during the appropriate phase of construction.

##### **Discussion:**

The building inspector is assigned the responsibility to take appropriate steps to insure that the approved setback requirements to property lines are met.

The City Building Code, which includes the Oregon Residential Specialty Code and the Oregon Structural Specialty Code, states as follows:

*A survey of the lot may be required by the building official to verify that the structure is located in accordance with the approved plans.*

This requirement is generally waived by the building inspector when the appropriate property pins are exposed and string lines established. The inspector may allow other mechanisms to be utilized by the applicant to make the inspection as accurate as possible.

##### **Policy:**

1. The building inspector has the responsibility to take appropriate steps to insure that the approved setback requirements to property lines are met.
2. The permit holder is responsible, when deemed appropriate by the building inspector, for exposing property pins and establishing string lines (or providing other reasonable mechanisms) for the building inspector to verify compliance with required minimum distances to property lines.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0014**

#### **PLAN SUBMITTAL FOR NEW SINGLE-FAMILY RESIDENCES**

##### **Policy Summary:**

Requires the applicant to submit three sets of plans in conjunction with a permit application for new single-family residences.

##### **Background:**

The County Assessor has requested that a set of building plans for any new single-family residence be forwarded to their office as soon as possible after submittal to Community Development in conjunction with our permit application process. The Assessor believes that early access to these construction plans will facilitate the process of determining an appropriate valuation for the affected properties.

The Oregon Residential Specialty Code (ORSC) Section R106.1 states:

***R106.1 Submittal documents.** Submittal documents consisting of construction documents, and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.*

*Two sets are needed for an effective review by the Community Development Department and to insure that both the applicant and the Department have a set when the permit is issued. The third set would be solely for use by the County Assessor.*

##### **Discussion:**

Upon receipt of the three sets of plans from the applicant, the set intended for the County Assessor will be placed in an agreed upon location in Community Development Department. It is expected that a representative of the County Assessor will pick up these plans at least on a monthly basis. The Assessor agrees that these plans may not be given out to the public and will be destroyed when no longer needed by the Assessor's staff.

If an applicant submits only two sets of plans, Development Services will proceed with the plan review process.

If an applicant prefers to submit a third set of plans which contains the minimum information needed by the Assessor (site plan, floor plans, elevations), the applicant will clearly mark the set of plans intended for the Assessor.

##### **Policy:**

Applicants are required to submit three sets of plans in conjunction with a building permit application for any new single-family residences.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0015

#### THUMB-TURN DEADBOLT LOCKS

##### **Policy Summary:**

States that the Division will not approve the installation of “stand alone” thumb-turn deadbolt locks on any exit door in a building regulated by the Oregon Structural Specialty Code (OSSC).

##### **Background:**

Staff is often asked about the acceptability of thumb-turn deadbolt locks on exit doors. Currently-existing thumb-turn deadbolt locks also come into question during the plan review and inspection of buildings being renovated.

##### **Discussion:**

Staff is often requested to approve proposals for the use of thumb-turn deadbolt locks on secondary exits or on main exits that comply with OSSC Section 1003.3.1.8 Exception 1, which allows the main entry to be key-locked during times other than business hours. Although the code clearly prohibits the use of manually operated edge- or surface-mounted flush bolts and surface bolts or other similar type of device used to close or restrain the door, the question has traditionally been associated with the language in the charging statement of the referenced code section that states:

*Regardless of the occupant load served, exit doors shall be openable from the inside without the use of a key or any special knowledge or effort.* (emphasis added)

It is important to note that the intent of this code section is particularly focused on the concept of ensuring that the hardware installed be of a type that is familiar to most users and readily operated under any condition of visibility, including darkness, and under conditions of fire or any other emergency. In addition, the hardware must be readily operable, providing the assurance that the building occupant can grip the operating device and operate it. Many thumb-turn locks are, by their nature, difficult to operate and nearly impossible for many disabled persons.

##### **Policy:**

Thumb-turn deadbolt locks may not be installed on egress doors of commercial buildings unless the thumb-turn deadbolt functions with a single action of the door hardware and is an integral part of the door hardware lever assembly.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0016**

#### **SMOKE ALARM REQUIREMENTS IN RESIDENCES**

##### **Policy Summary:**

Provides clarification of when smoke alarms are required in dwelling units.

##### **Background:**

The Oregon Residential Specialty Code (ORSC) and Section 907.2.11.1 and 907.2.11.2 of the Oregon Structural Specialty Code (OSSC) specify the required locations of smoke alarms in new dwelling units. Section R314.3.1 specifically addresses smoke alarm requirements relative to alterations, repairs and additions. These codes assume that there is a clear understanding of which rooms are proposed to be used as sleeping areas. However, our experience is that there are rooms proposed on plans that are labeled as “dens”, “bonus rooms”, etc. that may be used as sleeping areas immediately upon occupancy or in the future.

##### **Discussion:**

It is our intent to educate the applicant as to the smoke alarm requirements. Applicants will be requested to identify the intended use of each room so that plans examiners and inspectors have a clear understanding of which rooms are proposed to be sleeping areas. Staff’s intent is to require smoke alarms in identified sleeping areas as outlined in the applicable codes and also to alert applicants of the advantages of voluntarily installing smoke alarms in rooms not designated as sleeping areas but which may be used as such in the future.

ORS 479.260 requires that smoke alarms be installed in accordance with the current applicable building code upon transfer of title. Consequently it becomes the responsibility of the seller to insure that smoke alarm requirements are met at that time.

##### **Policy:**

For new residential structures, smoke alarm requirements will be applied as follows:

- Plans examiners will insure that the proposed use of rooms is clearly marked on the plans; staff will accept the room designations as shown by the applicant while

recognizing the possibility that a room labeled as a “den”, “bonus room”, etc. may be used for sleeping purposes in the future.

- When judged appropriate, plans examiners will include a condition in the plan review approval which explains the benefits of voluntarily installing a smoke alarm in dens, bonus rooms, etc. The condition would clearly state that it is not a requirement.
- Inspectors will rely on the approved plans when determining which rooms are designated as sleeping areas. Inspectors may also recommend the voluntary installation of smoke alarms in dens, bonus rooms, etc., but smoke alarms will not be required in rooms not designated as bedrooms or sleeping areas. For additions or remodels to residential structures, smoke alarm requirements, as specified in Section 313.2.1, will be applied as outlined above for new residences. Smoke alarms will not be required in rooms not designated or used as bedrooms or sleeping areas. Inspectors may impose additional smoke alarm requirements during the inspection process if an existing room is clearly being used as a sleeping area and was not so identified on the plans.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0017**

#### **MASTER PLAN REVIEW APPLICATIONS**

##### **Policy Summary:**

1. Describes the “Master Plan Review” program.
2. Specifies plan review fees for “Master Plan Review” plans.

##### **Background:**

Oregon Revised Statute 455.685 allows individuals to obtain one plan review that can be used statewide for identical buildings. Plans may be submitted to the state for review and approval as a statewide master plan.

##### **Discussion:**

Once the plan is approved by the State of Oregon Building Codes Division (BCD), the permit applicant may submit copies of the master plan to Community Development Department to obtain a permit for construction. Because the master-plan approval verifies compliance only with the state building code, it is important that the plans be reviewed for compliance with Land Development Code criteria prior to issuing a permit. ORS 455.685 allows the building official to assess fees as necessary to recover reasonable costs incurred during the local review process.

##### **Policy:**

1. A Master Plan utilized during the permit application process shall be accompanied by a certified statement from the BCD bearing witness to the adequacy of the plans and compliance with the state building code.
2. The Permit Specialist shall create a case through Eden and route the plans to either the residential or commercial plans examiner dependent upon the type of project. The plans examiner will coordinate the review for compliance with local codes and ordinance.
3. The master plan must be reviewed and approved under the current State Building Code in effect at the time that application is made to the City.
4. The administrative fee for processing the “master-plan” application is hereby established as \$100.00. No plumbing or mechanical plan review fees will be charged.

5. Land Development Code fees will be assessed based on the value of the project as determined by the cost-per-square-foot formula provided in the City building valuation data.

6. No revisions or changes to the plans are allowed for “Master Plans” accompanied by a certified statement from BCD verifying compliance with the State building code.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0018**

#### **IMPLEMENTATION OF CODE CHANGES, INTERPRETATIONS AND POLICIES**

##### **Policy Summary:**

Outlines the customer service policy for the Building/ Safety Division implementing new requirements through code changes, interpretations, policies, and similar processes.

##### **Background:**

Changes to existing code requirements can cause unnecessary delay and cost to our customers if not implemented appropriately. We have been successful in the past in coordinating the implementation of changes with our customers to minimize any adverse impacts. This policy documents the steps we have taken to assure this success.

##### **Discussion:**

When new code requirements are proposed, customers need to be made aware of the requirements prior to the implementation date and be provided with the opportunity to submit comments and/or questions regarding the proposed changes. The Building/ Safety Division needs to provide these opportunities. Outreach programs are provided through 'Doing Business with the City of Ashland' presentations.

In the case of statewide code changes, interpretations, or policies issued through the Building Codes Division, the Community Development Department will make every effort to provide our customers with the information well prior to the implementation date; however, the opportunity for input may be limited or nonexistent by the time we become aware of the change locally.

In the case of local interpretations or policies, we will make every reasonable effort to keep our customers informed of the upcoming changes.

##### **Policy:**

When new requirements affecting our customers are proposed for implementation through code changes, interpretations, policies, or similar processes, we will make every reasonable effort to:

- (a) inform affected customers of the requirements prior to the implementation date;
- (b) provide upon request a written copy of the requirements to any customer;



- (c) be prepared to clarify the details of the requirements for customers prior to implementation;
- (d) provide an opportunity for customers to submit comments and/or objections to locally proposed changes; and,
- (e) establish a reasonable implementation date that provides sufficient planning time for customers.



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**Policies / Interpretations / Procedures**

**BD-PP-0019**

**“OVER-THE-COUNTER” PLAN REVIEW APPLICATIONS**

**Policy Summary:**

Describes the “Over-the-Counter” plan review program and provides information and guidelines for accepting applications.

**Background:**

The Building/ Safety Division has recognized a need for a process which allows staff to review and approve permit applications for minor work, associated with a tenant improvement or a single-family project, in a time frame other than the established plan review process requiring up to three weeks.

**Discussion:**

There are many examples of minor construction for which a customer must obtain a permit prior to commencing work. Until now, staff has had no identified method in which to process these types of projects in a timely manner. Historically, all construction permit applications have followed a prescribed routing process that required each application to wait in line for its turn in the review process, resulting in a 2 to 3 week period of time. Because of a desire to shorten the time required to obtain a permit for minor work, the City has adopted an “over-the-counter” (OTC) review and approval process identified in this policy and a subsequent procedure BD-PP-0027.

**Policy:**

1. A customer may request an OTC plan review for minor modifications associated with a tenant improvement or a single-family projects. For the purposes of this policy, an OTC review is one in which the customers plans can be reviewed and, if approved, a permit can be issued immediately. All applicable information required to conduct and complete the plan review must be presented at the time of the OTC appointment.
2. A plans examiner will be available to review OTC applications from 8:30 a.m. - 11:30 a.m. Thursdays.

3. The plans examiner will determine if the proposed work is minor enough in nature that a plan review can be completed within 15 - 20 minutes, thereby warranting an OTC review.
4. Plans with structural alterations may or may not be issued over the counter depending on the complexity of the structural alteration.
5. Plans requiring review and approval through the Land Development Code and/or City Engineering standards do not qualify for the OTC process.
6. The Inspector shall create a case through Eden following the review and approval. The Inspector will enter the applicable fees and conditions of approval into the case.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0022**

#### **DETERMINATION OF VALUATION**

##### **Interpretation Summary:**

Outlines the definition of valuation and a process for determining valuation.

##### **Background:**

Building permit fees are calculated on the basis of project valuation. Section 109 of the Oregon Structural Specialty Code (OSSC) and Section R108.3 of the Oregon Residential Specialty Code state that "building permit valuation shall be set by the building official." Because of questions from both staff and the development industry, this interpretation is provided.

##### **Discussion:**

For the purposes of calculating building permit fees, the OSSC and the Oregon Residential Specialty Code state as follows:

*OSSC section 109 and ORS section R108.3: The applicant for a permit shall provide and estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.*

In addition to the above language it is important to clarify that valuation also includes labor costs of the contractor, including profit and overhead. Valuation, therefore, includes all costs of the project and can normally be thought of as the "bid" amount from the contractor. If some work is planned but is not part of the bid, then the value of this

additional work must be added to the bid amount. In addition to the cost of land, site improvement costs such as parking lots, site utilities, and landscaping are not normally considered part of the project valuation.

In cases where the homeowner is doing the work without the involvement of a contractor, labor costs must be assumed and added to the material costs.

Because of the difficulty in obtaining accurate bid information, a valuation chart which establishes a cost per square foot for various types of structures has been adopted by the City. This chart is normally used for all new buildings and can also be used as a guide for additions to buildings. The basis for the chart data is published by the International Code Council (ICC). This chart is typically modified annually by the Building Official as updated by the ICC.

Establishing the valuation for remodels is more complex. There are several variables which influence valuation in these situations. Because of this complexity, the Plans Examiner will have the responsibility of working with the applicant in order to establish a valuation. A contract document may be requested.

Valuation is not intended to reflect the design costs of architectural or engineering fees.

**Interpretation:**

Valuation is defined in OSSC Section 109 and in Dwelling Code Section R108.3 and shall include all items which are part of the project costs including labor costs and contractor profit and overhead.

Valuation for new buildings shall be established through the use of the valuation chart adopted by the City and/or the contract document as determined by the Building Official. The valuation chart and/or contract document shall also be used as a guide in establishing valuation for additions to buildings. Valuation for remodeling projects shall be established by the Plans Examiner using all available information.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0023

#### PLUMBING CONTRACTOR REGISTRATION AND LICENSING REQUIREMENTS

##### Interpretation Summary:

1. Outlines Construction Contractors Board registration exemptions for plumbing installations.
2. Outlines plumbing contractor registration exemptions.
3. Outlines plumbing certificate of competency (licensing) exemptions.
4. Clarifies the requirements for persons involved in sewer installations.
5. Defines the term "agent" as used in the permit application process.

##### Background:

Contractor registration statutes and rules are intended to increase the ability of the Construction Contractors Board (CCB) to monitor construction and bidding practices of contractors. Additional consumer safeguards are contained in statutes and rules related to plumbing contractor registrations and licenses. Several exemptions exist for each of the registrations and licenses.

##### Discussion:

The Construction Contractors Board (CCB) registration rules may be found in Oregon Revised Statute (ORS) 701, and exemptions are specifically listed in ORS 701.010. Plumbing contractor registration rules may be found in ORS 447, and exemptions are listed in ORS 447.060. Plumbing certificate of competency (licensing) rules may be found in ORS 693, and exemptions are listed in ORS 693.020.

The term "agent" is often used by permit applicants. These individuals are usually representing the legal owner of the property for convenience. This term has no legal standing in the statutes related to registration. A definition has been provided below for use by this office.

This interpretation describes exemptions relating to the issuance of a permit (1 and 2 below) and the work conducted on a jobsite (3 below).

**Interpretation:**

1. In order to be issued a plumbing permit, an applicant must be registered with the CCB unless exempted by ORS 701.010. These exemptions state that the following do not need to be registered with the CCB:

(a) A person who is constructing, altering, improving or repairing personal property.

(b) A person who is constructing, altering, improving or repairing a structure located within the boundaries of any site or reservation under the jurisdiction of the Federal Government.

(c) An owner who contracts for work to be performed by a licensed contractor. This subsection does not apply to a person who, in the pursuit of an independent business, constructs, remodels, repairs or for compensation and with the intent to sell the structure, arranges to have constructed, remodeled or repaired a structure with the intent of offering the structure for sale before, upon or after completion. It is prima facie evidence that there was an intent of offering the structure for sale if the person who constructed, remodeled or repaired the structure or arranged to have the structure constructed, remodeled or repaired does not occupy the structure after its completion.

(d) A person performing work on a property that person owns or performing work as the owner's employee, whether the property is occupied by the owner or not, or a person performing work on that person's residence, whether or not that person owns the residence. This subsection does not apply to a person performing work on a structure owned by that person or the owner's employee if such work is performed, in the pursuit of an independent business, with the intent of offering the structure for sale before, upon or after completion.

(e) A person licensed in one of the following trades or professions when operating within the scope of that license:

- An architect licensed by the State Board of Architect Examiners.
- A registered professional engineer licensed by the State Board of Examiners for Engineering and Land Surveying.
- A sewage disposal system installer licensed by the Department of Environmental Quality.
- A landscaping business licensed under ORS 671.510 to 671.710 that constructs fences, decks, arbors, driveways, walkways or retaining walls when:
  - > Performed in conjunction with landscaping work; or
  - > Not performed in conjunction with landscaping work and that has filed a bond under ORS 671.690 (1)(b).

2. In addition to the requirements of #1, a permit applicant must be registered as a plumbing contractor to obtain a plumbing permit unless exempted by ORS 447.060. There are several exemptions. A plumbing contractors license is not required for a person who is:

- (a) Engaging in plumbing work when not so engaged for hire.
- (b) Using the services of regular employees in performing plumbing work for the benefit of property owned, leased or operated by such employer.
- (c) Installing a building sewer (see 4 below).

These provisions apply to any person, including but not limited to, individuals, corporations, associations, firms, partnerships, joint stock companies, public and municipal corporations, political subdivisions, this state and any agencies thereof, and the federal government and any agencies thereof.

It must be noted that even if the plumbing permit applicant qualifies for an exemption and is not required to have a plumbing contractors license, the permit may not be issued unless the applicant specifies that the work will be accomplished by an individual who possesses a plumbing certificate of competency (license) if one is required (see 3).

3. In addition to the requirements of #1 and 2 regarding the issuance of a permit, the person conducting the plumbing work at the site must possess a State of Oregon plumbing certificate of competency (license) unless exempted by ORS 693.020. Some key exceptions and other points:

(a) No license is required for a person doing the person's own work on the person's own building on the person's own premises. This means that the owner must occupy the premises. There is an exception related to **repairs** on **residential** property which clarifies that the owner does not have to occupy the premises - see (b) below. Additionally, if it is a commercial property, then the property cannot be for sale, rent or lease - see (c) below.

(b) No license is required for a person who owns, leases or operates residential property, who is repairing or using regular employees to repair existing plumbing on property owned, leased or operated by the employer. "Repair" or "maintenance" means the act of replacing or putting together plumbing parts that restore the existing plumbing system to a safe and sanitary operating condition.

(c) A license is required for a person who is installing, remodeling or altering plumbing in a **commercial or industrial** building being constructed or being offered for sale, exchange, rent or lease. However, a person may **repair** plumbing in this same building without possessing a license.

Note: "installing, remodeling or altering" means activities which involve installation or changes to the plumbing inside a wall, floor, crawl space or ceiling, or a change in the configuration of a plumbing system.

(d) No license is required for a person who is installing a building sewer (see 4 below).



These provisions apply to any person, including but not limited to individuals, corporations, associations, firms, partnerships, joint stock companies, public and municipal corporations, political subdivisions, this state and any agencies thereof and the federal government and any agencies thereof.

4. Sewer installations “for hire” may be accomplished by anyone who is registered with the CCB.

ORS 701.138 states in part as follows:

*Any person licensed under ORS 701.055 may install a building sewer after obtaining a permit for plumbing inspection under ORS 447.095. As used in this section, "building sewer" means that part of the system of drainage piping that conveys sewage into a septic tank, cesspool or other treatment unit that begins five feet outside the building or structure within which the sewage originates.*

5. An "agent" of the owner is an individual who has written authorization to act in behalf of the legal owner in the application for and purchase of a permit.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0024**

#### **ELECTRICAL CONTRACTOR REGISTRATION AND LICENSING REQUIREMENTS**

##### **Interpretation Summary:**

Outlines Construction Contractors Board registration and electrical contractor license exemptions for electrical installations.

##### **Background:**

Contractor registration statutes and rules are intended to increase the ability of the Construction Contractors Board (CCB) to monitor construction and bidding practices of contractors. Additional consumer safeguards are contained in statutes and rules related to electrical contractor licenses. Several exemptions exist for each of the registrations and licenses.

##### **Discussion:**

Construction Contractors Board (CCB) registration rules may be found in Oregon Revised Statute (ORS) 701, and exemptions are specifically listed in ORS 701.010. Electrical contractor licensing rules may be found in ORS 479, and exemptions are specifically listed in ORS 479.540.

##### **Interpretation:**

1. A permit applicant must be registered with the CCB to obtain an electrical permit unless exempted by ORS 701.010. There are several exemptions; however, those which are most applicable to our daily operation are:
  - (a) A person who is constructing, altering, improving or repairing personal property.
  - (b) A person who is constructing, altering, improving or repairing a structure located within the boundaries of any site or reservation under the jurisdiction of the Federal Government.

(c) An owner who contracts for work to be performed by a licensed contractor. This subsection does not apply to a person who, in the pursuit of an independent business, constructs, remodels, repairs or for compensation and with the intent to sell the structure, arranges to have constructed, remodeled or repaired a structure with the intent of offering the structure for sale before, upon or after completion. It is prima facie evidence that there was an intent of offering the structure for sale if the person who constructed, remodeled or repaired the structure or arranged to have the structure constructed, remodeled or repaired does not occupy the structure after its completion.

(d) A person performing work on a property that person owns or performing work as the owner's employee, whether the property is occupied by the owner or not, or a person performing work on that person's residence, whether or not that person owns the residence. This subsection does not apply to a person performing work on a structure owned by that person or the owner's employee if such work is performed, in the pursuit of an independent business, with the intent of offering the structure for sale before, upon or after completion.

(e) A person licensed in one of the following trades or professions when operating within the scope of that license:

- An architect licensed by the State Board of Architect Examiners.
- A registered professional engineer licensed by the State Board of Examiners for Engineering and Land Surveying.
- A landscaping business licensed under ORS 671.510 to 671.710 that constructs fences, decks, arbors, driveways, walkways or retaining walls when:

> Performed in conjunction with landscaping work; or

> Not performed in conjunction with landscaping work and that has filed a bond under ORS 671.690 (1)(b).

2. In addition to the requirements of item #1, an applicant for an electrical permit must possess a State of Oregon electrical contractor's license unless exempted by ORS 479.540. The exemptions which are most applicable to our daily operation are:

(a) No person is required to obtain a license to make an electrical installation on property that is owned by the person or a member of the person's immediate family if the property is not intended for sale, exchange, lease or rent. However, the following clarification was established for **residential** property covered by this subsection:

If the property is a building used as a residence and is for rent, lease, sale or exchange, this subsection establishes an exemption for work on, alterations to or replacement of parts of electrical installations as necessary for maintenance of the existing electrical installations on that property, but does not exempt new electrical installations or substantial alterations to existing electrical installations on that property. As used in this paragraph, "new electrical installations or substantial alterations" does not include the replacement of an existing garbage disposal, dishwasher or electric hot water heater

with a similar appliance of 30 amps or less, single phase, by a landlord, landlord's agent or the employee of the landlord or landlord's agent.

(b) No electrical contractor license is required in connection with an electrical installation to be made by a person on the person's property in connection with the person's business.

NOTE: Some low-voltage installations require only CCB registration, and, in some cases, a low-voltage license as opposed to an electrical contractors license.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0025

#### SHOWER AND BATH SPACES

##### **Interpretation Summary:**

Specifies the areas in bath and shower spaces that must be finished with nonabsorbent surfaces.

##### **Background:**

Section R307.2 of Oregon Residential Specialty Code (ORSC) has been interpreted several different ways. This interpretation applies to the City of Ashland.

##### **Discussion:**

Section R307.2 is somewhat vague as to the specific areas that need to have a nonabsorbent surface in bath and shower areas. Some jurisdictions require that this type of surface be installed on all floors and walls in a bathroom. Other jurisdictions are much less stringent. We have reviewed the issue and developed the interpretation below.

##### **Interpretation:**

The first sentence of Section R307.2 of the Oregon Residential Specialty Code (ORSC) is interpreted as follows:

- (1) If a premanufactured fiberglass shower/tub unit is installed, the fiberglass is sufficient to meet the requirements of the code section and no water resistant gypsum board or other such backing is required other than that required by the manufacturer.
- (2) If the unit is site-built, or if the premanufactured tub unit also has a shower head which is not part of a fiberglass unit, water resistant gypsum board or an approved equivalent will be required as backing for the required finish material for the enclosure to a height of 6 feet above the floor of the enclosure.
- (3) Units such as jacuzzis, whirlpools, soaking tubs, etc. meet the definition of “bathtubs” and must comply with this code section.
- (4) Other than within shower/bath enclosures, floors need not be finished with nonabsorbent surfaces.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0026**

#### **SEWER CONTRACTOR LICENSING REQUIREMENTS**

##### **Interpretation Summary:**

Clarifies licensing and registration requirements for sewer contractors.

##### **Background:**

Because of changes in Oregon Revised Statutes (ORS) there is some confusion regarding the required licenses and/or registrations for sewer contractors.

##### **Discussion:**

ORS 447.030 outlines the requirements for the registration of businesses performing work defined as plumbing. There appears to be no exemptions in this ORS for sewer contractors because the installation of sewers is defined as plumbing work. ORS 693.030 outlines the licensing requirements for plumbers, journeymen and apprentices. Again, there appears to be no exemptions for sewer contractors. However, ORS 701.138 provides an exemption from plumbing business registration and plumbing licensing for sewer contractors as follows:

*(3) Any person registered under ORS 701.055 may install a building sewer after obtaining a permit for plumbing inspection under ORS 447.095.*

##### **Interpretation:**

Any person appropriately registered through the Construction Contractor's Board may install building sewers without meeting the plumbing business registration or plumbing licensing requirements of ORS 447 and 693.

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0027**

#### **ISSUING OVER-THE-COUNTER PERMITS**

##### **Procedure Summary:**

1. Outlines a procedure for the issuance of an over-the-counter (OTC) permit for simple permit applications subject to state and local codes and ordinances.
2. Outlines a method to determine which applications are eligible for an OTC review.

##### **Background:**

There are many times when our customers apply for a permit to conduct work that is minor in nature including renovations, repairs and/or replacement of existing equipment. In the past, there has been no method in which to process these requests in a timely fashion other than the established application process. The Community Development staff has recognized a need to streamline this process under certain conditions based on the scope of work and the type of permit required. Several important issues must be addressed by City staff and the applicant prior to OTC permit issuance. This procedure describes the method in which to accomplish this.

##### **Discussion:**

When reviewing a permit application for an OTC permit, staff first must determine if the proposed work requires a permit, second, if the application qualifies for work of a minor nature as defined in BD-PP-0019, and third, if the application has complete information.

##### **Procedure:**

When reviewing an application for an OTC permit, the following procedure shall be followed:

1. A Inspector will meet with the applicant at the designated times identified in BD-PP-0019 unless the applicant has previously contacted the Inspector and arranged for another time.
2. An Inspector will determine if the application requires a permit and if so,

that it qualifies for an OTC permit. OTC permits must fall within the parameters defined in BD-PP-0019.

3. If the Inspector determines that the application qualifies for an OTC permit, he/she review the information to ensure that complete data has been provided and will work with the applicant to complete the review and issue the permit.
4. A Permit Technician will ensure that the permit application is filled out completely.
5. If the Inspector determines that a brief consultation with coworkers Representing Planning and/or Public Works will allow him/her to issue the permit OTC, he/she may elect to gain clarification of minor issues related to the application.
6. The Inspector will review the work for compliance with the applicable code(s) and specific issues associated with the successful completion of the proposed work to ensure that the work does not lessen health, life, and/or fire safety requirements or compromise the integrity of the structure in any way. He/she will thoroughly discuss the results of the plan review with the customer at the counter.
7. Once the Inspector has determined that the permit can be issued OTC, he/she will add the appropriate fees and conditions necessary to clarify the code requirements and sign off the plan review activity in the permit case. A Permit Technician will then collect the fees and issue the permit.



# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0028

#### SPECIAL INSPECTION AND TESTING AGREEMENT

##### **Policy Summary:**

Provides method for permit applicants requiring Special Inspection and/or Testing in accordance with Chapter 17 of the Oregon Structural Specialty Code (OSSC).

##### **Background:**

Chapter 17 of the Oregon Structural Specialty Code (OSSC) states: *An approved agency shall provide all information necessary for the Building Official to determine that the agency meets the applicable requirements.*

##### **Discussion:**

Due to the prescriptive requirements of Chapter 17 of the Oregon Structural Specialty Code (OSSC), it has become necessary to implement a Special Inspection and/or Testing Agreement between an *approved agency* and the Building Official to ensure that the requirements of Chapter 17 are satisfied.

##### **Policy:**

To permit applicants of projects requiring Special Inspection and/or Testing per Chapter 17 of the Oregon Structural Specialty Code (OSSC), a Special Inspection and Testing Agreement must be obtained, completed, reviewed and approved by the Building Official prior to the permit being issued. The agreement is available at the front counter of the Building Division and on our website at <http://ashland.or.us/>.

This process is outlined as follows:

**BEFORE A PERMIT CAN BE ISSUED:** The owner, engineer or architect of record, acting as the owner's agent, shall complete two (2) copies of this agreement, including the required acknowledgments. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

**APPROVAL OF SPECIAL INSPECTORS:** Each special inspector shall submit his/her qualifications to the building official. The building official shall approve each special inspector prior to permit issuance and prior to performing any duties. Special inspectors shall display identification, as stipulated by the building official, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of OSSC Chapter 17. The following conditions are also applicable:

### **A. Duties and responsibilities of the Special Inspector**

#### **1. Observe work**

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the OSSC. Architect/engineer reviewed shop drawings and/or placing drawings may be used only as an aid to inspection. Special inspections are to be performed on a continuous basis, meaning that the special inspection is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval by the building official and the architect and/or engineer of record.

#### **2. Report non-conforming items**

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the building department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

#### **3. Furnish daily reports**

On request, each special inspector shall complete and sign both the special inspection record and the daily report for each day's inspection to remain at the job-site with the contractor for review by the building department's inspector.

#### **4. Furnish weekly reports**

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building department, architect and engineer of record, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and building department if not included in non-conforming items.

#### **5. Furnish Final Report**

The special inspector or inspection agency shall submit a final report to the building department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the OSSC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

## **B. Contractor's Responsibilities**

### **1. Notify the special inspector**

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

### **2. Provide access to approved plans**

The contractor is responsible for providing the special inspector access to approved plans at the job-site.

### **3. Retain special inspection records**

The contractor is also responsible for retaining at the job-site all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request.

## **C. Building Department Responsibilities**

### **1. Approve special inspection**

The building department shall approve all special inspection and special inspection requirements.

### **2. Monitor special inspection**

Work requiring special inspection and the performance of special inspectors shall be monitored by the building department's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

### **3. Issue Certificate of Occupancy**

The building department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

## **D. Owner Responsibilities**

The owner or the engineer/architect of record acting as the owner's agent shall:

- 1. Obtain and fund special inspection services by contract with an *agency* approved by the Building Official.**
- 2. Submit the signed Special Inspection and Test Agreement to the building official prior to permit issuance.**
- 3. Obtain and fund structural observation by engineer of record as required by section 1702 of the OSSC.**

## **E. Engineer or Architect of Record Responsibilities**

The engineer or architect of record shall include special inspection requirements on the plans and specifications.



**CITY OF ASHLAND**  
**BUILDING SAFETY DIVISION**

**SPECIAL INSPECTION AND TESTING AGREEMENT**

This agreement shall be submitted by permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the State of Oregon Structural Specialty Code (OSSC).

PROJECT NAME: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_  
BUILDING PERMITS NUMBER: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The registered design professional in responsible charge, or qualified person approved by the building official for construction not designed by a registered design professional, shall complete: this agreement, including the Statement of Special Inspections, and a Statement of Special Inspection Schedule. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

**APPROVAL OF SPECIAL INSPECTORS:** Special inspectors shall have no financial interest in projects for which they provide special inspection. Each special inspector shall submit their qualifications to the building official. The building official shall approve each special inspector prior to permit issuance and prior to performing any duties. Special inspectors shall display identification, as stipulated by the building official, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of OSSC Chapter 17. The following conditions are also applicable:

**A. Duties and responsibilities of the Special Inspector**

**1. Observe work**

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the OSSC. Architect/engineer reviewed shop drawings and/or placing drawings may be used only as an aid to inspection. Special inspections are to be periodic or continuous as identified in the Statement of Special Inspections.

**2. Reporting (1704.2.4)**

The special inspector shall keep records of inspections and shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the building department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

### **3. Furnish daily reports**

On request, each special inspector shall complete and sign both the special inspection record and the daily report for each day's inspection to remain at the job-site with the contractor for review by the building department's inspector.

### **4. Furnish weekly reports**

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building department, architect and engineer of record, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and building department if not included in non-conforming items.

### **5. Furnish Final Report**

The special inspector or inspection agency shall submit a final report to the building department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the OSSC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

## **B. Contractor's Responsibilities**

### **1. Notify the special inspector**

The contractor is responsible for notifying the special inspector or agency regarding individual inspections as identified in the statement of special inspection. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

### **2. Provide access to work and approved plans (1704.2.2)**

The contractor is responsible for providing the special inspector access to approved plans at the job-site.

### **3. Retain special inspection records**

The contractor is also responsible for retaining at the job-site all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request.

### **4. Statement of Responsibility for Construction of Force-Resisting System (1704.5)**

Construction of a wind- or seismic-resisting component listed in the statement of special inspections requires submittal of a written statement of responsibility by the Contractor.

### **5. Records**

The contractor is also responsible for retaining at the job-site all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request.

**C. Building Department Responsibilities**

**1. Approve special inspection**

The building department shall approve all special inspection and special inspection requirements.

**2. Monitor special inspection**

Work requiring special inspection and the performance of special inspectors shall be monitored by the building department’s inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

**3. Issue Certificate of Occupancy**

The building department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

**D. Owner Responsibilities (or Owners Agent)**

The owner or the Registered Design Professional in Responsible Charge acting as the owner’s agent shall:

1. Obtain and fund special inspection services by contract with an *agency* approved by the Building Official.
2. Submit the signed Special Inspection and Test Agreement to the building official prior to permit issuance.
3. Submit the Statement of Special Inspection to the building official prior to permit issuance.
4. Obtain and fund structural observation by engineer of record as required by Chapter 17 of the OSSC.

**E. Engineer or Architect of Record Responsibilities (design may be by a qualified person approved by the building official for construction not designed by a registered design professional):**

1. Provide a Statement of Special Inspection per 1704.3.
2. The engineer or architect of record shall include special inspection requirements on the plans and specifications.

**ACKNOWLEDGEMENTS**

**I have read and agree to comply with the terms and conditions of this agreement.**

Owner: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspection Agency: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_

Project Engineer/Architect: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_

RECEIVED FOR THE CITY OF ASHLAND BUILDING SAFETY DIVISION

By: \_\_\_\_\_ Date: \_\_\_\_\_

# **SUMMARY OF SPECIAL INSPECTION, TESTING, CONTRACTOR STATEMENT OF RESPONSIBILITY, AND STRUCTURAL OBSERVATION**

(Per the 2014 Oregon Structural Specialty Code)

**NOTE: Fill out and attach Schedule of Inspection Form**

## **General:**

- Contractor's Statement of Responsibility for Seismic Resistance – 1704.2.5 & 1704.2.5.1**  
Construction of a Main Wind or Seismic Force-Resisting component listed in statement of Special Inspection requires Contractor's Statement of Responsibility.
- Structural Observation for Seismic Resistance – 1704.5.2**

## **Special Inspections:**

- Shop Fabrication of Load Bearing Members – 1704.2.5 & 1704.2.5.1**
- Steel Construction – 1705.2**
- Concrete Construction – 1705.3**
- Masonry Construction – 1705.4**
- Wood Construction – 1705.5**
- Soils – 1705.6**
- Deep Driven Foundation – 1705.7**
- Cast-in Place Deep Foundation – 1705.8**
- Special Inspection for Seismic Resistance – 1705.11**
  - Structural Steel – 1705.11.1**
  - Structural Wood – 1705.11.2**
  - Cold-formed Steel Light-frame Construction – 1705.11.3**
  - Designated – 1705.11.4**
  - Architectural Components – 1705.11.5**
  - Access Floors – 1705.11.6**
  - Mechanical and Electrical Components – 1705.11.1**
  - Storage Racks – 1705.11.7**
  - Isolation Systems – 1705.11.8**
- Structural Testing for Seismic Resistance – 1705.12**
- Spray Fire-Resistant Materials – 1705.13**

## **Miscellaneous Special Inspections:**

- Mastic and Intumescent Fire-Resistant Coatings – 1705.14**
- Exterior Insulation and Finish Systems (EIFS) – 1705.15**
- Fire-resistant Penetrations and Joints – 1705.16**
- Special Inspection for Smoke Control – 1705.17**
- Random Mitigation Inspections – 1705.18**

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0029

#### STORM WATER DRAINAGE SYSTEMS

##### **Procedure Summary:**

Defines the terms "adequate drainage" and "approved drainage system" as referenced in the Oregon Residential Specialty Code (ORSC).

##### **Background:**

The Oregon Residential Specialty Code (ORSC) contains very few specific provisions related to the collection and proper discharge of storm water. Section R405 contains language which addresses the installation of drains for concrete foundations enclosing habitable or useable space below grade. Section R401.3 states as follows:

*Surface drainage shall be diverted to a storm sewer conveyance or other approved point of collection so as to not create a hazard. Lots shall be graded so as to drain surface water away from foundation walls. The grade shall fall a minimum of 6 inches within the first 10 feet.*

*Exception: Where lot lines, walls, slopes or other physical barriers prohibit 6 inches of fall within the first 10 feet, drains or swales or other means shall be provided, and shall be constructed to ensure drainage away from the structure. Impervious surfaces within 10 feet of the building foundation shall be sloped a minimum of 2 percent away from the building.*

Section R408.5 states as follows:

*The finished grade of underfloor space may be located at the bottom of the footings; however, where there is evidence that the groundwater table can rise to within 6 inches of the finished grade at the building perimeter or where there is evidence that surface water does not readily drain from the building site, the grade in the underfloor space shall be as high as the outside finished grade, unless an approved drainage system is provided.*

In the latter two sections the terms "approved point of collection" and "approved drainage system" are not defined. This implies the Building Official may define these terms in order to assure proper disposal of storm water based on local conditions.



Additionally, the Oregon Plumbing Specialty Code (OPSC) section 1101.1 pertaining to storm water drainage states as follows:

***Where Required.*** *Roofs, paved areas, yards, courts, courtyards, vent shafts, light wells, or similar areas having rainwater, shall be drained into a separate storm sewer system, or into a combined sewer system where a separate storm sewer system is not available, or to some other place of disposal satisfactory to the Building Official.*

**Discussion:**

The control of storm water runoff/discharge helps to assure that damage to adjacent buildings and properties will be minimized. Without a roof drain system, buildings can be adversely affected. Once the roof water is collected, a proper method of disposal must be assured to minimize potential effects on the structure from which it is collected and to surrounding properties. Appropriate lot drainage must also occur to minimize the potential for damage to structures. Additionally, proper underfloor drainage must be assured to minimize future structural damage.

NOTE: Because of soil types, natural drainage patterns, land contours, community expectations, and the potential for liability, we have concluded that storm water from all impervious surfaces and runoff associated with peak rainfalls must be collected on site and channeled to the City storm water collection system (curb gutter at public street, public storm pipe or public drainage way). The on-site collection system consists of roof gutters, downspout leaders, perimeter foundation drainage systems, catch basins, area drains, underground piping, and the channels created through the lot grading process. Additionally, the crawlspace areas must be well-drained in all cases.

**Policy:**

The term "adequate drainage" as referenced in Section R401.3 of the Oregon Residential Specialty Code (ORSC) is defined as lot grading such that storm water runoff is (a) collected and channeled away from all structures on the lot and in a manner where the runoff will not cross a property line without proper approval, and in turn (b) discharged into the City storm water collection system (curb gutter at public street, public storm pipe or public drainage way).

The term "approved drainage system" as referenced in Section R408.5 of the Oregon Residential Specialty Code (ORSC) consists of three related systems:

- Roof Drain System - consists of roof gutters, downspout leaders, and underground piping system which collects and conducts this water to the City storm water collection system.
- Underfloor Drainage System - consists of an underfloor drain or sump placed at the lowest point or points of the crawl space, and piping which channels this water to the City storm water collection system.
- Perimeter Foundation Drainage System - consists of a perforated drainage pipe placed around the perimeter of the building or crawlspace at/or below footing level, and the related gravel backfill.

Backwater valves are required whenever drainage piping is subject to reverse flow (i.e.: at the connection between a low point crawlspace drain and perimeter foundation drains or roof drains, or at the connection between roof drains and perimeter foundation drains.)

The inspector is authorized to allow all or part of the perimeter or underfloor drain to be eliminated in cases where it would be of no practical use. Examples:

#### Perimeter Drain

- The downhill side of a foundation on a steeply sloped lot.
- Around a foundation on a flat lot which has a significant slope away from the foundation walls on all sides.

#### Underfloor Drain

- Small additions to structures that do not have an existing approved underfloor or perimeter drainage system.

The underfloor drain must be installed such that the drain inlet is turned at a minimum of 45 degrees from the horizontal in the underfloor space and must be protected by a strainer device with no openings exceeding ½” in the least dimension. The inspection of this drain will occur in conjunction with the foundation inspection or the post/beam inspection. Drywells, splash blocks, or any other alternate methods are permitted only through the approval of the Building Official.

*\*Note: In accordance with green building practices, this policy promotes the installation and incorporation of listed and approved engineered bioswale systems within the onsite storm drainage system.*

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0030

#### CHANGE OF USE OR OCCUPANCY

##### **Procedure Summary:**

Provides method for permit applicants requesting the Change of Use or Occupancy of an existing building occupancy classification to obtain a Change of Use Certificate of Occupancy.

##### **Background:**

The Oregon Structural Specialty Code (OSSC) contains provisions to control the classification of all buildings and structures as to the use and occupancy.

Section 302.1 states as follows:

*Structures or portions of structures shall be classified with respect to occupancy in one or more groups listed in this section. A room or space that is intended to be occupied at different times for different purposes shall comply with all of the requirements that are applicable to each of the purposes for which the room or space will be occupied. Structures with multiple occupancies or uses shall comply with section 508. Where a structure is proposed for a purpose that is not specifically provided for in this code, such structure shall be classified in the group that the occupancy most nearly resembles, according to the fire safety and relative hazard involved.*

Section 111.1 states as follows:

*No building or structure shall be used or occupied, and no change in the existing character, use or occupancy classification of a building or structure or portion thereof shall be made, until the Building Official has issued a certificate of occupancy for such change in character, use or occupancy thereof as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or other ordinances of the jurisdiction.*

##### **Discussion:**

Often times a request is made to the Building Official to approve the Change of Use or Occupancy of an existing building or structure. The Oregon Structural Specialty Code

(OSSC) contains provisions for the Change of Use or Occupancy of an existing building or structure.

Section 102.6 states as follows:

*The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, except as specifically covered in this code or the Fire Code, or as deemed necessary by the Building Official for the general safety and welfare of the occupants and the public.*

Section 3408.1 states as follows:

*No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancies. Subject to the approval of the Building Official, the use or occupancy of existing buildings shall be permitted to be changed and the building is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.*

Section 3408.2 states as follows:

*A Certificate of Occupancy shall be issued where it has been determined that the requirements for the new occupancy classification have been met.*

**Policy:**

Applicants seeking the Change of Use or Occupancy of an existing building or structure considered to be non-exempt (per ORS 671.030), shall first make application for such Change of Use or Occupancy to the Building Official and obtain the necessary inspections and approvals for a *Change of Use Certificate of Occupancy*.

The permit application shall include three copies of a complete code analysis, prepared by a *registered design professional*. A review of the code analysis will be performed by the Building Official to determine if additional work is required to meet the code requirements for the new occupancy. Hourly plan review and/or inspection investigation fees will be charged as described in the City of Ashland Miscellaneous Fees and Charges Document. If additional work is required, applicable permit and plan review fees will be charged, in addition to the investigation fees.

# **BD-PP-0031 - Work done without permits and/or inspections**

## **Policy: Work done without permits and/or inspections**

Revised: 4/11/2018

**Summary: This policy establishes the procedures required for work done without permits.**

Oregon state law and building codes require that a permit be obtained prior to construction, alteration, installation of non-exempt work and that the Building Safety Department inspect and approve each phase prior to continuing to the next phase as noted in the following code sections. Construction documents are required to be submitted, reviewed and approved prior to permit issuance, construction and inspection.

As defined in Oregon State Law and Building Codes, the role of the Building Official is to examine submitted documents to determine if the proposed work conforms to state building codes, laws and ordinances (R104.2). The documents submitted are required to show the proposed work in sufficient detail (R105.3, R105.3.1, R106.1, R106.1.1, R106.3). Documents for certain structures always require a Registered Design Professional (RDP: Oregon-licensed Architect or Engineer). The Building Official is authorized to require additional documents to be prepared by a RDP (e.g. R106.1, R109.1.5) and such is the case for work done without the required plan-review, permits and inspections.

Field inspections by the Building Safety Department are to verify that the work being done is in conformance with the reviewed and approved documents. For work done without permits and/or not inspected (R108.6), documents describing the work are required as described in item 3 below. A structural investigation by an RDP is required as described in item 7 and the report shall be provided to Building Safety to be included in the construction documents. Field-evaluation/design/engineering for work done without the proper permits and inspections is not the role of the Building Safety Department.

### **OSSC 109.4 Work without a permit: fees.**

*Any person who commences any work on a building or structure before obtaining the necessary permits shall be subject to an **investigation fee**. The amount of the investigative fee shall be the average or actual additional cost of ensuring that a building or structure is in conformance with this code and shall be in addition to the required permit fees.*

*(Note: The hourly Investigation Fee is per the current approved fee table. See Building Safety).*

See the itemized procedures on the following page.

**The following items and procedures are required for work that has occurred without the necessary permits and/or inspections:**

1. Planning approval
2. Floor plans showing the work that was done including:
  - a. Walls.
  - b. Window and door locations and sizes.
  - c. Dimensions showing distance to walls, doors, windows.
  - d. Name/use of rooms.
  - e. Plumbing fixture locations in kitchen and bathrooms.
  - f. Site plan showing distance to property lines, other structures, etc.
3. The plan shall be submitted to the Building Safety Department for initial review. The review of the plan will be limited to initial identification of Fire and Life-Safety concerns such as egress, smoke detectors, safety glazing, etc. After initial plans have been reviewed (including the additional items described below), the applicant/owner shall obtain a building permit with payment of the applicable fees for the work that has been done based on the valuation of construction. Applicable “investigation fees”, as noted above, are required to be paid in full prior to final inspection by Building Safety.
4. The applicant/owner shall obtain a **plumbing** permit along with payment of the applicable fees for plumbing work that has been done without permit(s). The applicant/owner shall hire an Oregon licensed plumbing contractor to evaluate, to the extent possible, any plumbing work done and provide the building department with a letter stating their findings. Any remedial or repair work required to be done shall require an additional permit which shall be purchased in the name of the owner or plumbing contractor doing the work. Applicable “investigation fees”, as noted above, are required to be paid in full prior to final inspection by Building Safety.
5. The applicant/owner shall obtain an **electrical** permit along with payment of the applicable fees for electrical work that has been done without permit(s). The applicant/owner shall hire an Oregon licensed electrical contractor to evaluate, to the extent possible, any electrical work done and the contractor shall provide the building department with a letter signed by the “**signing supervisor**” stating their findings. Any remedial or repair work required to be done shall require an additional permit which shall be purchased in the name of the owner or electrical contractor doing the work. Applicable “investigation fees”, as noted above, are required to be paid in full prior to final inspection by Building Safety.
6. The applicant/owner shall obtain a structural investigation by an **Oregon-Licensed Architect or Engineer (Registered Design Professional-RDP)** and a report shall be provided to Building Safety for review. The report shall describe the structure and shall state that the structure meets the prescriptive requirements of the applicable code(s) or if the structure requires an engineered analysis and design. For structures requiring design (as originally constructed or due to current condition), additional information shall be submitted, including analysis, and shall address any areas deemed non-compliant, deficient or otherwise in need of remedial work sufficient to deem reasonably compliant. This shall include necessary calculations, plans and details and shall be prepared, stamped and signed by the RDP and shall be reviewed by the Building Official.

For structures other than single-family-dwellings, the report shall also include applicable requirements of the Oregon Structural Specialty Code (OSSC) including, but not limited to, Means of Egress, Occupancy and Type of Construction, Fire-rated Construction, Accessibility, etc. This shall include plans and details of existing conditions and remedial work and shall be prepared, stamped and signed by the RDP and shall be approved by the Building Official.

Remedial work, if required, shall require a permit in accordance with the code(s) prior to the work being done. Building Safety inspections are required in accordance with the work being done as prescribed in the applicable code(s) and permits issued.

(Note: RDP investigation requirements are in accordance with Section 104.4 of the Oregon Structural Specialty Code and the Oregon Residential Specialty Code.)

After completing the steps noted above, and addressing any outstanding issues, inspections shall be requested by the permittee and the Building Safety inspector will visit the site and make inspections of work as required and observations of any visible deficiencies (primarily Fire & Life Safety items such as smoke detectors, handrails, guardrails, etc.). Upon completion, the permit(s) will be filed as permanent record.

Note: The steps outlined above are an attempt to primarily verify, to the extent possible, that Fire and Life-Safety concerns comply with the State's minimum code. Items not seen and that cannot be verified by the RDP or by Building Safety inspectors, such as footing reinforcement, wall insulation/vapor barrier, framing, etc., are beyond the scope of this remedial permit/inspection process.

Built structures require maintenance and upkeep. Specifically, those portions exposed to weather such as decks and balconies. Typically, the construction under consideration is not new construction. Therefore, it is beyond the scope of the inspection from Building Safety to evaluate or determine the extent of weatherization, dry rot or other inefficiencies caused by the lack of maintenance. In addition to the RDP structural investigation, **it is strongly advised that the owner hire a private home inspector to more thoroughly investigate other aspects of the structure.**

The issuance of a "Certificate of Occupancy" (C of O) became effective with recent codes. However, for work previously done without permits, **a C of O will NOT be issued** since it is not new work and, despite the efforts above, it is not possible to verify code-compliance for all items.

Building Official:  
Steven Matiaco  
51 Winburn Way  
Ashland, OR 97520



**Building Division Permit Fees for Commercial and Residential**

In accordance with OAR 918-050-0100: “Residential construction permit fees shall be calculated using the following methodologies. (c) Effective January 1, 2009, a structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current April 1 of each year, multiplied by the square footage of the dwelling unit to determine the valuation. The valuation shall then be applied to the municipality’s fee schedule to determine the permit fee. The plan review fee shall be based on a pre-determined percentage of the permit fee set by the municipality. (A) The square footage of a dwelling, addition, or garage shall be determined from outside exterior wall to outside exterior wall for each level. (B) The square footage of a carport, covered porch, or deck shall be calculated separately at fifty percent of the value of a private garage from the ICC Building Valuation Data Table current as of April 1. (C) Permit fees for an alteration or repair shall be calculated based on the fair market value as determined by the Building Official, and then applying the valuation to the municipality’s fee schedule.

Commercial construction permit fees shall be calculated using the following methodologies. (c) A structural permit fee shall be calculated by applying the valuation to the municipality’s fee schedule with a set minimum fee. Valuation shall be the greater of either. (A) The valuation based on the ICC Building Valuation Table current as of April 1 of each year, using the occupancy and construction type as determined by the Building Official, multiplied by the square footage of the structure; or (B) The value as stated by the applicant and approved by the building official. (C) When the construction or occupancy does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the Building Official with input from the applicant.”

**Building Permit Fees**

Total Value of Work Performed	
\$1.00 to \$500.00	\$90.00 per hour
\$501.00 to \$2,000.00	\$90.00 for the first \$500.00 plus \$10.00 for each additional \$1000.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$110.00 for the first \$2,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$294.00 for the first \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$494.00 for the first \$50,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 and up	\$744.00 for the first \$100,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

**Plan Review Fee for Commercial and Residential**

Plan Review Fee	A plan review fee equal to 65% of the structural permit fee shall be due at application
Fire and Line Safety Plan Review (when applicable)	40% of permit fee
Additional Plan Review required by changes, additions, or revisions	\$90.00 per hour (1/2-hour minimum) Plus valuation increase based on tables



Planning / Community Development

Special Inspection Agreement (QAA) Review Fee

\$90.00 per hour

Foundation Only

\$275.00 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,500.00 for each phase.

Residential Deferred Submittal Fee

65% of the structural permit fee calculated using the total valuation of the deferred portion + \$100.00 per deferred item.

Commercial Deferred Submittal Fees (*Payable at building plan review and is in addition to plan review of deferred work*)

65% of structural permit fee calculated using the total valuation of the deferred portion + \$100.00 per deferred item

Phased Permit Fee

\$275.00 per phase + 10% of the total building permit fee for each phase of work. Not to exceed \$1,500.00 for each phase.

Shell Building and Tenant Improvement Spaces

Permit fee for the construction of the shell building is based on 80% of the valuation determined by building valuation data. The tenant improvement permit fee is based on 20% of the valuation

Foundation Only

\$275.00 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,500.00 for each phase

**Miscellaneous Fees for Commercial**

Commercial Fire Sprinkler/Fire Suppression/  
Fire Alarm

Total value of work performed  
(structural permit fee)

Commercial Fire Sprinkler/Fire Suppression/  
Fire Alarm Plan Review

65% of structural permit fee

Note: See appendix for methodology for calculation of valuation for all permit fees utilizing valuation/value of work.

**Inspection Fees for Commercial and Residential**

Re-inspection Fee

\$90/hr. (1/2 hour Minimum)

Inspections outside normal business hours (minimum 1 hour)

\$130.00 per hour; per  
inspector

Temporary Certificate of Occupancy and Reapplication Fee (s)

\$50.00 per  
discipline/permit.  
Renewal required every 30  
Days

Site Observation-Inspection (e.g. pre permit consultation)

\$90/hr (1 hr. minimum)

Change of Occupancy (without additional work done)

\$90/hr \$150 minimum

**Change of Occupancy Fees (without additional work being done)**

\$90 per hour, \$150 minimum

Special Inspection Report

\$65.00 per hour

Re-issued Certificate of Occupancy

No Charge

**Demolition Fees**

Demolition Review Fee (non-exempt structures)

\$360.00

Demolition Permit Fee (per building)

Permit fee for verifying utilities  
have been safely removed and  
capped off. 1 hr. minimum.  
\$90/hr.

Demolition Capping off Sewer, Water, Rain Drain

\$90.00/hour (1hour minimum)

**Residential Plumbing Permit Fees**

**New Residential**

**Cost Each**

1 bathroom/kitchen (includes: first 100 feet of water/sewer lines; hose-bibs ice maker; under floor low-point drains; and rain-drain packages)	\$400.00
2 bathrooms/1 kitchen	\$500.00
3 bathrooms/1 kitchen	\$575.00
Each additional bathroom (over 3)	\$50.00 each additional
Each additional kitchen (over 1)	\$50.00 each additional

**Remodel / Alterations**

Remodel / Alterations (minimum fee)	\$75.00
Each fixture, appurtenance, and first 100 ft. of piping	\$20 each additional

**Miscellaneous Residential**

Minimum Fee	\$75.00
<i>When purchased as bathroom unit(s) – includes the first 100 ft. of water service, sanitary &amp; storm.</i>	
Piping or private storm drainage systems exceeding the first 100 ft.	\$22.00
Backflow Assembly	\$25.00
Re-pipe water supply	\$90.00
Alternate Water Heating Systems (coils, heat pumps, etc.)	\$60.00
Solar	\$60.00
Swimming Pool Piping	\$50.00

**Residential Fire Sprinkler (include plan review)**

0-2,000 Square Feet	\$200.00
2,001-3,600 Square Feet	\$250.00
3,601-7,200 Square Feet	\$350.00
7,201+ Square Feet	\$450.00

**Manufactured Dwelling or Pre-Fab**

Connections to building sewer and water supply	\$50.00/space
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**RV and Manufactured Dwelling Parks**

Installation Fee	\$150.00
State Fee	\$30.00
Factory Manufactured Awning/Carport	Fee based on valuation of installation cost and system equipment. Refer to structural permit fees.
Each additional 10 spaces	\$100.00

**Commercial Plumbing Permit Fees**

**Commercial, Industrial, and Dwellings other than one- or two-family**

Minimum fee	\$75.00
Each fixture	\$40.00
Swimming Pool Piping	\$60.00
Piping (based on number of feet)	\$0.75/ft.
Plumbing Plan Review	30%

**Sanitary Services**

First 100 Feet	\$0.75
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Planning / Community Development

Each Additional 100 Feet or fraction thereof \$0.75

**Storm Services**

First 100 Feet \$0.75

Each Additional 100 Feet or fraction thereof \$0.75

**Water Services**

First 100 Feet \$0.75

Each Additional 100 Feet or fraction thereof \$0.75

**Commerical Fire Sprinkler (include plan review)**

*Fee based on valuation of installation cost and system equipment*

\$1.00 to \$500.00 \$90.00

\$501.00 to \$2,000.00 \$90.00 for the first \$500.00 plus \$10.00 for each additional \$1000.00 or fraction thereof, to and including \$2,000.00

\$2,001.00 to \$25,000.00 \$110.00 for the first \$2,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00

\$25,001.00 to \$50,000.00 \$294.00 for the first \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00

\$50,001.00 to \$100,000.00 \$494.00 for the first \$50,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00

\$100,001.00 and up \$744.00 for the first \$100,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

Fire Sprinkler/Fire Suppression/Fire Alarm Plan Review 65% of structural permit fee

Minimum Permit Fee \$90.00

**Miscellaneous**

Minimum fee \$90.00

Specialty fixtures \$40.00

Re-inspection (no. of hrs. x fee per hour) \$90/hr. (1/2 hr. minimum)

Special requested inspections (no. of hrs. x fee per hour) \$90.00

**Medical gas piping**

Minimum fee \$50.00

Valuation \$500 to \$2,000 \$50.00 + \$5 per \$100 of valuation

Valuation \$2,001 to \$25,000 \$125.00 + \$18 per \$100 of valuation

Valuation \$25,001 to \$50,000 \$540.00 + \$14 per \$100 of valuation

Valuation \$50,001 to \$100,000 \$890.00 + \$9 per \$100 of valuation

Valuation greater than \$100,000 \$1,340.00 + \$8 per \$100 of valuation

**Rainwater Harvesting System**

*Fee based on valuation of work to be performed.*

Minimum fee \$75.00

Valuation \$1 to \$500 \$75 for the first \$500 plus \$9 for each additional \$100 or fraction

Planning / Community Development

Valuation \$2,001 to \$25,000	thereof, to and including \$2,000 \$210 for the first \$2,000 plus \$10 per \$1,000, or fraction thereof, to and including \$25,000
Valuation \$25,001 to \$50,000	\$440 for the first \$25,000 plus \$10 per \$1,000, or fraction thereof, to and including \$50,000
Valuation \$50,001 to \$100,000	\$690 for the first \$50,000 plus \$9 per \$1,000, or fraction thereof, to and including \$100,000
Valuation greater than \$101,000 and up	\$1,140 for the first \$100,000 plus \$9 per \$1,000 or fraction thereof

**Residential Mechanical Permit Fees**

**Mechanical Permit Minimum Fee** \$75.00

**Furnace/Burner including ducts & vents**

Up to 100k BTU/hr.	\$20.00
Over 100k BTU/hr.	\$20.00

**Heaters/Stoves/Vents**

Unit Heater	\$20.00
Wood/pellet/gas stove/flue	\$20.00
Repair/alter/add to heating appliance or refrigeration unit or cooling system/absorption system	\$20.00
Evaporated cooler	\$20.00
Vent fan with one duct/appliance vent	\$20.00
Hood with exhaust and duct	\$20.00
Floor furnace including vent	\$20.00

**Gas Piping**

One to four outlets (any number of outlets)	\$20.00
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**Air-handling Units, including Ducts**

Up to 10,000 CFM	\$20.00
Over 10,000 CFM	\$20.00

**Compressor/Absorption System/Heat Pump**

Up to 3 hp/100K BTU	\$20.00
Up to 15 hp/500K BTU	\$20.00
Up to 30 hp/1,000 BTU	\$20.00
Up to 50 hp/1,750 BTU	\$35.00
Over 50 hp/1,750 BTU	\$45.00

**Incinerator**

Domestic incinerator	\$20.00
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**Commercial Mechanical Permit Fees**

Planning / Community Development

Valuation \$1 to \$500	\$90/minimum
Valuation \$501- \$100,000	\$90 for the first \$2,000 plus \$10 for each additional \$1,000 or fraction thereof.
Valuation \$100,000+	\$1,070 plus \$10 for each additional \$1,000 or fraction thereof.
Deferred Submittals + Fees	\$100 each item plus 65% of mechanical permit fee of deferred submittal valuation.
Plan Review Fee	25% of permit fee

**Miscellaneous Fees**

Re-inspection	\$90.00
Specially requested inspection (per hour)	\$65.00
Regulated equipment (un-classed)	\$50.00

**Electrical Permit Fees**

**Residential per unit, service included** **Cost Each**

1,000 sq. ft. or less	\$135.00
Each additional 500 sq. ft. or portion thereof	\$25.00
Limited energy	\$32.00
Each manufactured home or modular dwelling service or feeder	\$50.00
Multi-family residential	\$65.00

**Residential and Commercial—Services or Feeders/installation, alteration, relocation**

200 amps or less	\$95.00
201 to 400 amps	\$115.00
401 to 600 amps	\$190.00
601 to 1,000 amps	\$250.00
Over 1,000 amps or volts	\$550.00
Reconnect Only	\$75.00

**Temporary Services or Feeders**

200 amps or less	\$75.00
201 to 400 amps	\$100.00
401 to 600 amps	\$150.00
601-1000 amps	\$250.00
Over 1,000 amps or volts	\$450.00

**Branch Circuits: new, alteration, extension per panel**

Branch circuits <b>with</b> purchase of a service or feeder	\$6.00
Branch circuits <b>without</b> purchase of a service or feeder:	
First branch circuit	\$65.00
Each additional branch circuit	\$7.50

**Miscellaneous Fees: service or feeder not included**

Each pump or irrigation circuit	\$65.00
Each sign or outline lighting	\$65.00
Signal circuit(s) or low voltage system, alteration or extension (each system)	\$65.00
Subdivision lighting per pole in addition to service	\$40.00

Planning / Community Development

Swimming pool (panel, 3 circuits and bonding)	\$90.00
Specially requested inspection (per hour)	\$90.00
Each additional inspection over the allowable in any of the above, for those not covered under residential inspection caps (per inspection)	\$90/hr. (1/2-hour minimum)
Special Inspection	\$90/hr. (1/2-hour minimum)
Reinspection	\$90/hr. (1/2-hour minimum)
Field Review-Change of use	\$90/hr. (1/2-hour minimum)

**Residential Restricted Energy Electrical Permit Fees**

<b><u>Fee for all systems*</u></b>	\$25.00
Audio and stereo systems	
Burglar alarm system	
Doorbell	
Garage-door opener	
Heating, ventilation, & air-conditioning systems	
Landscape lighting & sprinkler controls	
Landscape irrigation controls	
Outdoor landscape lighting	
Vacuum Systems	
Each additional inspection	\$25.00

\*For new construction, this permit fee covers all systems listed or can be sold separately.

**Renewable Energy Systems**

5 KVA or less	\$100.00
5.01 KVA to 15 KVA	\$100.00
15.01 KVA to 25 KVA	\$156.00
25.01 KVA and above	\$156 plus \$6.25/KVA for each additional

**Engineered Systems**

*(Separate Electrical application required)*

Plan Review	65% of Building Permit
Re-Inspection Fee	\$90/hr (1/2 hr. minimum)

Wind generation systems in excess of 25 KVA:	
25.01 KVA to 50 KVA	\$204.00
50.10 KVA to 100 KVA	\$469.00

*For wind generations systems that exceed 100 KVA the permit fee shall be calculated in accordance with OAR 918-309-0040*

Solar generation systems in excess of 25 KVA:	\$6.25/KVA
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*The permit charge will not increase beyond the calculation for 100 KVA. Permits issued under this sub-section include three inspections. Additional inspections will be billed at an hourly rate.*

**Building Permit Reinstatement Fee**

A building permit expires after a period of 180 days from the date of issue with no inspection activity.

To reactivate an expired permit, a fee of \$50.00 per construction discipline is required (Building, Plumbing, Mechanical, Electrical).

\*If the sum of the original permit fee subject to reinstatement is less than \$50.00, a reinstatement fee equal to half of the value of the original permit fee shall be accessed for permit reinstatement.

**Grading Fees**

Plan Review Fee	\$90 per hour
50 cubic yards or less	No Fee
51-100 cubic yards	\$125
101-1,000 cubic yards	\$200
1,001-10,000 cubic yards	\$400
10,001-100,000 cubic yards	\$500 for the first 10,001 cubic yards plus \$50 for each additional 10,000 cubic yards or fraction thereof
Additional plan review required for changes, additions, or revisions to approved plans	\$90/ hr. (1/2 hr. minimum)

*Permit Fees*

50 cubic yards or less	No fee
51-100 cubic yards	\$100
101-1,000 cubic yards	\$100 for first 101 yards plus \$35 for each additional 100 cubic yards or fraction thereof

**Investigation Fees**



**Investigation Fee A**

\$90/hr.

Low effort to determine Compliance

**Investigation Fee B**

\$90/hr. (\$150 minimum)

Medium effort to gain compliance. Stop Work order posted. Applicant obtains required permits within 10 business days.

**Investigation Fee C**

\$90/hr. (\$250 minimum)

High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits.

**State of Oregon Surcharge - ORS 455.210(4)**

State of Oregon permit surcharge is 12% of structural, plumbing, mechanical and electrical components of the overall building permit.

**Building Permit Refund Policy**

The City of Ashland Community Development Department offers partial refunds for building permits that have been issued, have had no inspections performed and have not yet expired (six months from issue date). Refunds for permits that have expired are limited to any Systems Development Charges (SDC's) that were part of the permit fees.

**How to request a refund**

Submit the following documents to the Community Development Department at 51 Winburn Way:

- Approved set of plans (stamped)
- Job Inspection card
- Letter of refund request signed by applicant/owner with mailing address for refund check  
The refund will be processed within 30 days of the date of the request letter.

**The following fees are not refundable**

- Building Plan Check Fee
- Fire Protection Review Fee
- 50% of Community Development Fee (maximum equal to Building Plan Check Fee)
- 50% of Engineering Development Fee (maximum equal to Building Plan Check Fee)

The remainder of the permit fees are refundable. A \$50 administrative fee will be subtracted from the eligible refund amount for costs associated with the refund process.

# ATC-20 Rapid Evaluation Safety Assessment Form

## Inspection

Inspector ID: \_\_\_\_\_ Inspection date and time: \_\_\_\_\_  AM  PM  
 Affiliation: \_\_\_\_\_ Areas inspected:  Exterior only  Exterior and interior

## Building Description

Building name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Building contact/phone: \_\_\_\_\_

Number of stories above ground: \_\_\_\_\_ below ground: \_\_\_\_\_

Approx. "Footprint area" (square feet): \_\_\_\_\_

Number of residential units: \_\_\_\_\_

Number of residential units not habitable: \_\_\_\_\_

## Type of Construction

Wood frame  Concrete shear wall  
 Steel frame  Unreinforced masonry  
 Tilt-up concrete  Reinforced masonry  
 Concrete frame  Other: \_\_\_\_\_

## Primary Occupancy

Dwelling  Commercial  Government  
 Other residential  Offices  Historic  
 Public assembly  Industrial  School  
 Emergency services  Other: \_\_\_\_\_

## Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:	Estimated Building Damage (excluding contents)			
	Minor/None	Moderate	Severe	
Collapse, partial collapse, or building off foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> None
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 0-1%
Racking damage to walls, other structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1-10%
Chimney, parapet, or other falling hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 10-30%
Ground slope movement or cracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 30-60%
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 60-100%
				<input type="checkbox"/> 100%

Comments: \_\_\_\_\_  
 \_\_\_\_\_

## Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

**INSPECTED** (Green placard)  **RESTRICTED USE** (Yellow placard)  **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Further Actions

Check the boxes below only if further actions are needed.

Barricades needed in the following areas: \_\_\_\_\_  
 \_\_\_\_\_

Detailed Evaluation recommended:  Structural  Geotechnical  Other: \_\_\_\_\_

Other recommendations: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

# ATC-20 Detailed Evaluation Safety Assessment Form

## Inspection

Inspector ID: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Inspection date and time: \_\_\_\_\_  AM  PM

## Final Posting from page 2

- Inspected  
 Restricted Use  
 Unsafe

## Building Description

Building name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Building contact/phone: \_\_\_\_\_

Number of stories above ground: \_\_\_\_\_ below ground: \_\_\_\_\_

Approx. "Footprint area" (square feet): \_\_\_\_\_

Number of residential units: \_\_\_\_\_

Number of residential units not habitable: \_\_\_\_\_

## Type of Construction

- Wood frame  
 Steel frame  
 Tilt-up concrete  
 Concrete frame  
 Concrete shear wall  
 Unreinforced masonry  
 Reinforced masonry  
 Other: \_\_\_\_\_

## Primary Occupancy

- Dwelling  
 Other residential  
 Public assembly  
 Emergency services  
 Commercial  
 Offices  
 Industrial  
 Other: \_\_\_\_\_  
 Government  
 Historic  
 School

## Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
<b>Overall hazards:</b>				
Collapse or partial collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Structural hazards:</b>				
Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofs, floors (vertical loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Columns, pilasters, corbels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diaphragms, horizontal bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls, vertical bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Precast connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Nonstructural hazards:</b>				
Parapets, ornamentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cladding, glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceilings, light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Interior walls, partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stairs, exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electric, gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Geotechnical hazards:</b>				
Slope failure, debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ground movement, fissures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**General Comments:** \_\_\_\_\_  
 \_\_\_\_\_



# ATC-20 Fixed Equipment Checklist

## Building Description

Building name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## Inspection

Inspector ID: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Inspection date: \_\_\_\_\_

Inspection time: \_\_\_\_\_  AM  PM

## Checklist

### Equipment Damaged

#### Overall hazards:

Minor/None    Moderate    Severe    Comments

Main boilers    \_\_\_\_\_

Chillers    \_\_\_\_\_

Emergency generators    \_\_\_\_\_

Fuel tanks    \_\_\_\_\_

Battery racks    \_\_\_\_\_

Fire pumps    \_\_\_\_\_

On-site water storage    \_\_\_\_\_

Communications equipment    \_\_\_\_\_

Main transformers    \_\_\_\_\_

Main electrical panels    \_\_\_\_\_

Elevators (traction)    \_\_\_\_\_

Other fixed equipment    \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_

#### Special concerns for hospitals and other health care facilities

Radiation equipment   \_\_\_\_\_

Toxic chemical storage   \_\_\_\_\_

\_\_\_\_\_   \_\_\_\_\_

\_\_\_\_\_   \_\_\_\_\_

\_\_\_\_\_   \_\_\_\_\_

\_\_\_\_\_   \_\_\_\_\_

Liquid oxygen tanks   \_\_\_\_\_

Other: \_\_\_\_\_   \_\_\_\_\_

\_\_\_\_\_   \_\_\_\_\_

## Recommendations/Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Guidance for Owners and Occupants of Damaged Buildings<sup>1</sup>

This appendix is intended to provide basic information to owners or tenants of buildings that suffer earthquake damage. Guidance is provided to answer many of the typical questions that arise during the postearthquake recovery period. The issues covered include (1) the safety evaluation process and the meaning of each of the three safety evaluation postings; (2) the process of securing services to perform repairs; and (3) how to obtain aid from disaster assistance organizations.

Building jurisdictions or other agencies may adapt this chapter for use as a handout or other document if the ATC source document is credited.

## A.1 Understanding Safety Assessment Procedures and Postings

If a building you own or in which you reside or work is damaged by an earthquake it should be inspected by safety evaluation personnel working for the local government building jurisdiction. You can contact the jurisdiction to request this safety evaluation. The evaluation may not be possible until a few days after the earthquake, depending on the extent of local damage and the number of available qualified inspectors and engineers assigned to your area. If substantial damage is apparent, do not wait for an official evaluation of the building: the prudent choice is to discontinue use and occupancy of the building to prevent potential injuries that may occur due to collapse or other falling hazard conditions that could occur unexpectedly or as a result of earthquake aftershocks. You may want to engage a design or construction professional at this time to inspect the damage, recommend repair work, obtain emergency permits, or begin repair work, as required. This process is discussed below in Section A.2.

When an authorized safety evaluation team from the jurisdiction does arrive it is very important to cooperate with them by providing both information about observed damage and access to the building. The first safety evaluation team to arrive will likely be conducting what is called a Rapid Evaluation. They will spend 15 to 60 minutes inspecting the property, depending on its size, complexity, and extent of damage. Their responsibility is to quickly determine if a building is safe enough to occupy,

and if not, to decide what restrictions to place on its use or entry. The inspection will result in one of three posting placards (discussed below) being placed near the entrances to the building indicating the outcome of the team's safety evaluation. The team will also record the inspection findings and posting placard determination on an evaluation form for the jurisdiction.

### Unsafe Posting (Red Placard)

If damage visible from the exterior obviously poses a severe hazard for entry or occupancy, the safety evaluation team may be limited to inspecting only the exterior of the building. In such cases the posting most likely to be used is a red UNSAFE placard. This placard indicates it is unsafe to occupy or enter the building for any reason. Even when a building can be entered for inspection it is still possible that internal damage could pose dangers requiring an Unsafe posting. It is also possible that an otherwise safe building must be posted Unsafe because it is threatened by falling hazards from a nearby building. The legal questions that may arise from such a circumstance are important, but unfortunately they are beyond the scope of this document.

The UNSAFE placard is posted only when there is an immediate risk associated with entry, use, or occupancy. While its meaning may vary somewhat among building jurisdictions, it usually means that the building owner must apply for a permit to enter the building by means acceptable to the jurisdiction.

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<sup>1</sup> Reprint of Appendix A of ATC-20-2 *Addendum to the ATC-20 Postearthquake Building Safety Evaluation Procedures*, which is available from the Applied Technology Council, 201 Redwood Shores Parkway, Suite 240, Redwood City, CA 94065 (Website: [www.ATCCouncil.org](http://www.ATCCouncil.org))

These means may include engaging an engineer and contractor (See Section A.2 below) to assess the risks and, as necessary, remove falling hazards, shore unstable elements, provide protective scaffolding, or otherwise mitigate hazards.

It is very important to understand that the “red tag” Unsafe posting does not automatically mean that the property has been condemned or will require demolition. Indeed, rarely is damage so severe or the threat to either an adjacent property or important right-of-way so high that an order to demolish a building is issued. Local officials normally will contact and involve the building owner and the owner’s engineer or contractor in the process of making any demolition decisions and allowing for belongings removal. Some building owners may voluntarily choose to demolish their building if repairing it is clearly uneconomical, but again, this is not the usual consequence for buildings posted Unsafe.

There are several options for building owners for the removal of goods from buildings posted Unsafe, depending on the specific condition of a building and the policies of the jurisdiction.

1. The owner, with or without the assistance of a construction professional, proposes to the jurisdiction a method of how and where the building may be entered without hazard in order to remove belongings. If this method is acceptable to the jurisdiction, it allows the owner or tenants to enter the building in accordance with the method. The jurisdiction may require that a permit be obtained. It may also require that any entry be under the supervision of the jurisdiction or the construction professional, and that hard hats be worn by those entering the building.
2. At the discretion of the jurisdiction, the owner takes out an emergency permit to perform sufficient work on the building to make it safe to enter to remove belongings. The owner will need to present a hazard mitigation and entry plan that is satisfactory to the jurisdiction. The jurisdiction may require that licensed engineers or contractors prepare this plan and supervise its execution. This plan might include shoring of parts of the building, removal of falling hazards, construction of overhead barriers, or other means that permit safe entry to all or part of the building. This plan may or may not be a part of an overall plan to repair the building.
3. The jurisdiction may believe that the building is so precarious that no hazard mitigation measures are possible that would permit even limited entry to remove belongings. This can occur when the building condition creates an undue risk even to workers attempting to mitigate the hazards. The jurisdiction should invite the owner and the owner’s professional construction consultants to propose a mitigation and entry plan. If no hazard and mitigation plan can be proposed that is satisfactory to the jurisdiction, the building would have to be demolished with the belongings still inside. The urgency of this determination will depend on whether the building threatens an adjacent property or important right-of-way.

Jurisdictions have often taken an active role in expediting the above options when the building owner has been unwilling or unable to perform. In the case of tenant demands for access and owner inaction, the jurisdiction may mitigate hazards as necessary to allow for limited belongings access. The jurisdiction may proceed with demolition if the need is pressing and the owner is uncooperative.

### **Restricted Use Posting (Yellow Placard)**

An intermediate posting called Restricted Use is used by the evaluation team to address situations where a clearly unsafe condition does not exist but the observed damage precludes unrestricted occupancy. Unlike the Unsafe posting, the Restricted Use posting does not usually require that the owner obtain a permit to allow entry. For example, if the evaluation reveals damage of a nature that requires that there be no entry to a portion of the building or some restriction on the use or occupancy of the whole building, the yellow RESTRICTED USE placard will normally be used.

Examples of nonstructural damage that could lead to a Restricted Use posting include the loss of use of basic sanitary facilities due to broken water or sewer pipes or damage to a fire sprinkler system required for safe full occupancy. Localized structural damage may place a portion of a building in an unsafe condition while other areas remain usable. Overall damage may be such that entry is appropriate for occupants to remove belongings and for contractors to make repairs, but is not appropriate for normal

occupancy. A description of the limits or conditions of continued use will be written on the RESTRICTED USE placard. If you are present when a Restricted Use posting is made, you should ask the inspectors for a clear explanation of the limits placed on entry or occupancy and this verbal explanation should be consistent with the limits as written on the placard. If you return to your property and find a RESTRICTED USE placard that does not adequately explain the limits of entry or use, you should contact the jurisdiction for more specific information before entering the building.

When there is damage that is not a safety hazard but is detrimental to the quality of health or living conditions for long-term occupancy, the jurisdiction may have instructed the inspectors to place a Restricted Use placard. No occupancy or use restrictions would be stated, but the placard would note that the owner must correct the listed deficiencies under a permit.

In addition to posting the entire building, posting may be necessary at specific locations outside a building. In situations in which a potential falling hazard exists, the immediate area below that part of the building may be marked or otherwise barricaded with yellow tape having a message that reads *Do Not Cross Line, Restricted Area—Keep Out*, or similar cautionary wording. Damaged masonry chimneys, parapets, or veneers above outside spaces are examples of falling hazards requiring such barricading.

### **Inspected Posting (Green Placard)**

Where damage does not pose any significant safety hazard, the proper posting should be a green INSPECTED placard. This posting is intended only to inform occupants that the building may be safely occupied; it does not imply that existing damage should be ignored or that repairs are not necessary.

If the inspection team was not able to enter the building but found no hazards at the exterior, the INSPECTED placard will be marked “Exterior Only.” If the inspection team was also able to enter the building and found no hazards, the INSPECTED placard will be marked “Exterior and Interior.” If you return to your building and find an INSPECTED placard marked “Exterior Only,” you should request a reinspection if you believe there are hazards inside the building.

### **Posting Changes**

It is possible that subsequent aftershocks could create new damage or increase the initial damage, causing the need for an Inspected or Restricted Use posting to be changed to a more restricted level of use. If you have evidence that an aftershock has substantially increased damage to your building, you should contact the building inspection office to schedule a reinspection. It is likely that the building inspection office will consider the reinspection of posted buildings after a major aftershock, even if reinspections are not requested by the owner.

The Rapid Evaluation team may decide that a more extensive inspection is needed. They will post the building to their best judgment, but they will also request what is called a Detailed Evaluation. The jurisdiction may also require that all Unsafe and Restricted Use postings by Rapid Evaluation teams receive a Detailed Evaluation as a second opinion to ensure that the restrictions on your property use are appropriate. The Detailed Evaluation team will have more time and will have specialist members to conduct a more thorough investigation that may result in a posting different from that given by the Rapid Evaluation team. In the meantime, however, the posting by the Rapid Evaluation team must be observed.

## **A.2 Steps to Take to Ensure Damage Is Properly Repaired**

If your building is damaged in an earthquake and appears repairable, you will need to assess the damage, determine what efforts are necessary for reoccupancy, and begin these efforts. You will probably need the services of design and construction professionals and permits from the local building jurisdiction. Your choice of which construction professional to initially contact will depend on your preliminary assessment of the repair and hazard mitigation needs, your knowledge and acquaintance with the local professionals, and their availability.



You may begin the engagement of design and construction professionals at any time, that is, you need not wait until the Rapid and, if done, Detailed Evaluations are completed. The jurisdiction will usually allow the entry and occupancy of a building to be determined by a design professional engaged by the owner, if their written and signed occupancy recommendations appear reasonable and are posted on the building.

Most architects, contractors, and engineers belong to either a regional or state association that can provide names, phone numbers, and perhaps some information on the type of work in which their members specialize. The building inspection office may also provide similar lists but it is very unlikely that they will offer to recommend any specific firm. Recommendations are perhaps best sought from other individuals, business associates, family, friends, or neighbors who have recently used the services of the type of professional you are seeking. In certain cases an engineering geologist may also be needed when a building site is steeply inclined or has certain soil conditions that must be considered in the repair design.

After reviewing the recommendations for and availabilities of architects, contractors, or engineers, you can then begin the process of engaging them. When widespread damage occurs, the resulting demand for construction repairs may cause even legitimate local construction professionals to charge higher prices than would normally be expected. Obtaining several bids for the needed repair work can help secure a more reasonable price. Prior to signing any contract to perform repairs or other services, be sure that it contains a complete description of the scope of work and requires that a building permit be obtained. Contractors often require that a percentage of the full contract price be paid before beginning work, but it is generally neither necessary nor prudent to pay the entire amount in advance. For example, state law in California limits the advance payment that must be given to a contractor prior to beginning work to ten percent of the total contract price.

Permits will be needed from the jurisdiction to begin work, and obtaining them might be done by you or by the construction professionals you have engaged. The local building jurisdiction office will be a very busy and perhaps even a confusing place to obtain permits and information needed to initiate repairs after a major earthquake. The specific rules applying to the reconstruction or repair of your building will undoubtedly be somewhat different than those used in nondisaster situations. Since some of the requirements may be waived (e.g., fees) and others may be specially imposed (e.g., soil or engineering reports) under these circumstances, you should definitely inquire about what rules apply to your specific location and extent of damage. There may be situations that require an older structure to be repaired using current standards for earthquake resistance rather than those used in the original construction. Use of these current methods can substantially reduce the damage caused by future earthquakes, but this will also usually raise the cost of the repair work.

In the aftermath of most disasters where large numbers of buildings are damaged or destroyed, there are likely to be opportunists posing as legitimate contractors willing to assist you in making needed repairs. The best way to avoid these unscrupulous or illegal operators is to ask for proof of both a current state contractor's license and a certificate of worker's compensation insurance. Although this evidence cannot necessarily ensure top quality workmanship, it certainly will avoid other problems that can result from using the services of either uninsured or unlicensed individuals.

If you are attempting to make repairs on your own without the help of contractors, be aware that you will still need a building permit or similar authorization and that you must request the required inspections for that work. Certain minor cosmetic work (e.g., replacing or patching cracked interior wall finish materials) may be exempted, but other repairs (e.g., fixing chimneys, or repairing any damaged structural members) will likely need a permit. While this may seem bothersome, it will help prevent challenges to the adequacy of the work performed when a property is sold or if insurance claims are made.

### **A.3 Guidelines for Securing Disaster Assistance**

The details, limitations, and eligibility requirements for various types of federal, state, or local aid cannot be specifically listed here, because they are subject to change and are often unique to the situation and the disaster. The best source for current information on these subjects will be the locally established disaster application center.

If earthquake-specific coverage is included in an insurance policy covering your property, your first step should be to contact the claims office of the insurance company. You may also be eligible to make a claim for federal or state assistance to cover uninsured losses or deductibles that may apply to your coverage. Whether or not insurance coverage applies to your losses, you should document all the visible damage with photographs and a narrative of what each shows. Also keep a record of the nature, extent, and cost of any emergency repairs made by yourself or others immediately after the earthquake and any other expenses related to the earthquake damage or the loss of use of the building. The importance of such documentation cannot be over-stressed, because the full amount of any insurance settlement or financial assistance that may be available in the form of low interest loans and, occasionally, grants, will require significant proof regarding damages, repairs, and expenses.

Damage to your home may be severe enough to require your family to relocate to temporary or even long-term alternative housing. Following a disaster, the local chapter of the American Red Cross is responsible for providing emergency shelters at locations such as schools. Information on the exact locations can be obtained from the Red Cross or local government authorities. Other local nonprofit and community service organizations may also be providing aid including food and clothing, and state and county health departments may offer personal counseling.

If a presidential declaration of a disaster is made, the Federal Emergency Management Agency (FEMA), or other cognizant federal agency, in conjunction with local government, will establish a local Disaster Application Center (DAC). These centers will normally begin functioning several days to a week after a disaster, and their locations will be announced by newspapers and other media. Representatives from local, state and federal agencies with disaster relief responsibility will be assigned to these centers.

FEMA, or other cognizant federal agency, will address the needs of owners or tenants facing long-term displacement from their principal housing. This assistance can take several forms but often is provided by vouchers that cover a portion of the costs to obtain alternative existing housing. Business owners will be able to apply for loans from the federal Small Business Administration (SBA) at the Disaster Application Center. There is also a program for homeowners. These loans are normally made at below-market interest rates and can be applied to repairing or replacing a building; however, loan eligibility is based on the ability of the borrower to repay. To verify reported damages and assess the amount of financial assistance you may be eligible to receive, representatives from the jurisdiction processing your assistance claim will normally inspect your building.

PROTECTION AND SAFETY ITEMS

Cell Phone w/ Charger  
NIOSH masks or respirator  
Earplugs  
Gloves  
Flashlight w/ extra batteries  
Hand Sanitizer or hand wipes  
Hard hat  
Insect repellent  
Magnetic compass  
Safety glasses  
Safety shoes  
Safety whistle  
Small first aid kit  
Water container or canteen  
Water purification tablets

FIELD WORK ITEMS

Lockable backpack or box  
Clipboard  
Field Manuals (ATC 20.1; ATC-45)  
Paper or notebook  
Professional C.O.A. ID card  
Waterproof marking pens  
Waterproof writing pens or pencils  
Maps  
Phone number list  
Staple gun/ staples  
Tape  
GPS unit (?)  
Placards: Red (70%) Yellow (15%) Green (15%)

# INSPECTED

## LAWFUL OCCUPANCY PERMITTED

This structure has been inspected (as indicated below) and no apparent structural hazard has been found.

Date \_\_\_\_\_

Time \_\_\_\_\_

Inspected Exterior Only

Inspected Exterior and Interior

Report any unsafe condition to local authorities; reinspection may be required.

Inspector Comments:

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Facility Name and Address:

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**(Caution:** Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

\_\_\_\_\_  
(Jurisdiction)

Inspector ID / Agency

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**Do Not Remove, Alter, or Cover this Placard  
until Authorized by Governing Authority**

# RESTRICTED USE

**Caution:** This structure has been inspected and found to be damaged as described below:

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**Entry, occupancy, and lawful use are restricted as indicated below:**

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Facility Name and Address:

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Date \_\_\_\_\_

Time \_\_\_\_\_

**(Caution:** Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

\_\_\_\_\_  
(Jurisdiction)

Inspector ID / Agency

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**Do Not Remove, Alter, or Cover this Placard  
until Authorized by Governing Authority**

# UNSAFE

**DO NOT ENTER OR OCCUPY  
(THIS PLACARD IS NOT A DEMOLITION ORDER)**

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

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**Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.**

Facility Name and Address:

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Date \_\_\_\_\_

Time \_\_\_\_\_

This facility was inspected under emergency conditions for:

\_\_\_\_\_  
(Jurisdiction)

Inspector ID / Agency

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**Do Not Remove, Alter, or Cover this Placard  
until Authorized by Governing Authority**