

**OPERATING PLAN**  
**FOR**  
**MARION COUNTY**  
**BUILDING INSPECTION DIVISION**  
**5155 Silverton Rd NE**  
**SALEM, OREGON**

**REVISED: September 9, 2010**

## Introduction

### ***OAR 918-020-0080 Delegation of the Building Inspection Program***

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

This operating plan was developed to comply with the above administrative rule. The plan is on file with the State of Oregon Building Codes Division, and is available to the public upon request.

This plan reflects the standards, policies, procedures and services administered through the Marion County Building Inspection Division. The plan will be updated as necessary to reflect changes in service, service areas, and administrative responsibilities.

Any questions related to this plan should be directed to:

Warren Jackson, Building Official  
5155 Silverton Rd NE  
PO Box 14500  
Salem, Oregon 97309-5036  
E-mail: [wjackson@co.marion.or.us](mailto:wjackson@co.marion.or.us)

Phone: (503) 588-5147  
FAX: (503) 588-7948  
Internet: [www.co.marion.or.us](http://www.co.marion.or.us)

# 918-020-0090 PROGRAM STANDARDS

## ADMINISTRATIVE STANDARDS

### FUNDS AND EQUIPMENT

Marion County Building Inspection (MCBI) operates through a non-general fund. All plan review and permit revenues are deposited in this fund and all division expenditures are from this fund. A separate accounting is made for revenues from each of the program areas.

MCBI, with support from the local construction industry, has committed to maintaining a cash reserve of 50% of our operating budget. This reserve is for the purpose of maintaining acceptable staffing levels to complete projects underway during times of temporary reductions in revenue. Fee increases will be proposed as necessary to maintain this reserve account.

All fees charged by the division have been approved by the Board of Commissioners through a public hearing.

### Staff Authority and the Responsibilities of the Building Official

#### **Building Official:**

Marion County Ordinance #1276 Section 8 states as follows:

The building official is hereby authorized and directed to enforce all the provisions of this code.

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

#### **Plan Examiners:**

As per Oregon Administrative Rule, Chapter 918, plan examiners review plans for compliance with the Marion County Building Code Ordinance at the level for which the plan examiner is certified by the State of Oregon.

#### **Inspectors:**

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As per Oregon Administrative Rule, Chapter 918, inspectors conduct plan reviews and inspections of work covered by the specialty code and to the level they are certified by the State of Oregon.

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

### **LOCAL APPEALS PROCESS**

The Building Official reviews any appeal of a plans examiner or inspectors decision. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally rendered within 24 hours of the request.

Any person aggrieved by a decision of the Building Official made pursuant to the various specialty codes may appeal directly to the state agency responsible as outlined in the Marion County Building Code Ordinance, Section 15. An appeal shall be in writing, and in accordance with provisions of ORS 455.475, and shall describe the basis for the appeal, and shall first be filed with the Building Official.

During any absence of the Building Official, the Senior Plans Examiner is empowered to hear all appeals and make determinations.

### **ACCOUNTING**

All revenues collected are deposited in the building inspection division's dedicated fund. These revenues are tracked by program area and monthly and yearly reports are available upon request.

Administrative costs are assessed at the same rate as for all other county departments, and generally expressed as a percentage of our total budget or on the basis of FTEs.

### **RECORDS RETENTION AND RETRIEVAL**

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

### **AVAILABILITY OF OPERATING PLAN**

The MCBI operating plan is available to any interested party upon request for viewing. Copies may be purchased for cost. A copy can also be supplied in electronic format if desired. The plan can also be downloaded from the Marion County website.

### **PUBLIC COMMENT/COMPLAINT PROCESS**

Public comments or complaints may be submitted verbally (in person or via telephone) or in writing (via fax, mail, e-mail or personal delivery). Comments or complaints related to code provisions would be processed by the most appropriate staff member. If the comment or complaint becomes an appeal, procedures outlined above will be followed.

Comments or complaints related to employee behavior will be processed by their supervisor as per Marion County Personnel Rules, Policies and Procedures.

### **PUBLIC INQUIRY PROCESS**

Telephones are answered by administrative staff between 8:00 AM and 4:00 PM. Inspection requests are accepted via an automated inspection request line, from 4:00 AM to 11:30 PM. Automated information may be received during those same hours to verify inspection results or the status of permit applications. Inspections can also be scheduled and results obtained through MCBI's website.

The MCBI's phone number is (503) 588-5147. The fax number is (503) 588-7948. The inspection request number is (503) 373-4427. E-mail may be directed to [Building@co.marion.or.us](mailto:Building@co.marion.or.us).

In addition to the automated responses available as described above, customers may inquire on matters related to permitting, plan review, or inspection processes anytime between 8:00 and 4:00 PM. Customers may mail or fax inquiries of this nature at any time. The Marion County Building Inspection website can be located from links on the County website: [www.co.marion.or.us](http://www.co.marion.or.us). It contains a list of direct phone numbers to all staff as well as e-mail addresses.

Responses to customer inquiries are generally conducted on the same day they are received, but not later than one business day from receipt.

### **CUSTOMER SERVICE INFORMATION**

The jurisdiction of MCBI covers all areas within Marion County, with the following exceptions:  
Those areas within the city limits of the cities of Salem, Mill City, Silverton, and building and mechanical permits in the City of Woodburn.

MCBI administers the Onsite Septic Rules in all areas of Marion County.

A map of the jurisdictional boundaries is maintained at the public service counter.

MCBI is a "full service" jurisdiction. Permits for work governed by each specialty code are available through this office and a number of field offices.

### **NOTIFICATIONS**

All notices issued pursuant to OAR 918-020-0070 through -0220 shall be sent to Warren Jackson,  
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Marion County Building Official.

## **FEE SCHEDULES**

The fees charged for plan review and inspection services are available on our website. Hard copies are available upon request.

## **PERMITTING STANDARDS**

### **OFFICE LOCATIONS**

MCBI office is located at 5155 Silverton Rd. NE, Salem, Oregon. In addition, by contract agreement, permits may be purchased at the cities of: Aurora, Donald, Hubbard, St. Paul, Gervais, Mt. Angel, Keizer, Scotts Mills, Sublimity, Aumsville, Turner, Stayton, Jefferson, Gates, Idanha, and Detroit. Permits purchased in these cities must be located within the boundaries of the city. Plumbing, Electrical and Mechanical permits may be purchased at either the city in which they are located or from MCBI. Building, Demolition, and Manufactured Dwelling permits must be obtained from the jurisdiction in which they are located for the purpose of obtaining prior land use approval. MCBI Plumbing and Electrical permits may be purchased in Woodburn for those projects located within the city limits.

### **HOURS OF OPERATION**

MCBI maintains office hours from 8:00 am to 4:00 PM, Monday thru Friday, except holidays. Office hours for the cities vary and customers should contact them directly for the current office schedule.

### **PERMIT APPLICATION PROCESS**

Applicants for permits are required to provide proof of licensing, registration and certification of any person who proposes to engage in any activity regulated by ORS Chapters 446, 447, 455, 479, 693, and 701.

Certified Plans Examiners are available during normal working hours to provide pre-plan review assistance. Persons making application in person may have their plans checked for completeness prior to submittal. A checklist of information required for plans to be considered as complete is reviewed with the applicant. Incomplete plans are rejected pending additional information. Applications that are received by mail or picked up at a contract city office are reviewed for completeness within 48 hours. Applicants are notified by FAX, phone, and mail if possible, of any deficiencies in the plans. Once plans are determined to be complete, they are entered in the plan review log. Plans are reviewed in the order that they were determined to be complete.

For simple one and two family dwellings, MCBI will complete the plan review within 10 business days.  
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days or less or will notify applicants of their rights to obtain a plan review from a third party, properly licensed by Building Codes Division of DCBS. For complex plans of any occupancy, MCBI will generally complete the plan review within 15 to 20 business days or notify applicants of their rights to seek plan reviews from licensed third party plans examiners.

Permit applications for work regulated by the Structural, Manufactured Dwelling, Mechanical, Plumbing, and Electrical Codes are issued over-the-counter when possible. Temporary or emergency permits are available 24 hours a day 7 days a week by faxed application or for purchase online at <https://buildingpermits.oregon.gov>. Electrical Permit Applications conform to the State Electrical Permit Standard form. Minor Labels are issued by the State of Oregon and upon notification, are inspected by MCBI.

Master electrical permits are provided upon request, are valid for one year, and are inspected at least annually.

### **PHASED PERMITS**

Phased permitting is allowed for large projects with the prior approval of the Building Official. Generally, phased permits would be issued for the foundation, structural shell, interior tenant improvements, and sprinkler and fire alarm systems. Fees are based on the value of the work being performed at each phase.

### **DEFERRED SUBMITTALS**

Deferral of any submittal items must have prior approval of the Building Official. Deferred submittals are those portions of the design that are not submitted at the time of application, but are included in the valuation of the project. The fee for processing deferred submittals will be based on an hourly rate. If the valuation of the construction being considered was not included in the original submittal, it will be treated as a phased project.

## **ALTERNATE ONE AND TWO FAMILY DWELLING PLAN REVIEW PROGRAM**

Marion County will accept construction documents for conventional light frame construction, as defined by OAR 918-480-0130 that have been designed, prepared and sealed by an Oregon licensed architect or engineer, who is also certified in the state of Oregon as a one and two family plans examiner without requiring an additional plan review by Marion County. The administrative charge for processing these construction documents is the same fee charged for all pre-reviewed plans received by Marion County. This fee is equal to twenty percent of what the normal plan review fee would have been.

## **PLAN REVIEW STANDARDS**

### **COMPLIANCE WITH SPECIALTY CODES**

Plan review staff is certified by the State of Oregon in all codes administered by MCBI. The plans examiners review and approve structural, mechanical, fire/life safety, energy, disabled access, and manufactured dwelling plans. Plumbing plans are reviewed and approved by a certified Plumbing Inspector. Electrical plans are reviewed and approved by a certified Electrical Inspector. All inspectors and plans examiners have web access to current interpretive rulings adopted pursuant to ORS 455.060 or ORS 455.475 (2), and review them when making decisions.

### **AVAILABILITY OF CHECKLISTS/BROCHURES**

MCBI has created a variety of informational brochures to assist the public in the permit application process. Residential and commercial building permit application checklists are available at the plan check counter. In addition, procedures and forms are available on the Internet at: [www.co.marion.or.us](http://www.co.marion.or.us).

MCBI also offers optional pre-development and pre-construction meetings, the first hour at no cost to the applicant. Pre-development meetings generally occur prior to completion of the design work and provide an opportunity for the applicant to discuss any requested alternate methods or materials, request interpretations, and hear a preliminary assessment of the project. Pre-construction meetings generally occur in conjunction with the issuance of the permit. The meeting provides an opportunity for the applicant and his/her associates to meet the inspectors and plans examiners who will be involved in the project, discuss any unique aspects of the project, clarify special inspection requirements, and reach consensus on remaining issues identified during the review process.

## **COMPLETE PLANS/ NOTICE TO APPLICANTS**

Plans are reviewed at the counter for completeness if delivered in person, and within 3 days after receiving them by other means. When ever possible, plans are approved and permits issued at the time of application. Applicants are informed at the time of application whether we consider their plans as a simple residential plan as defined in OAR 918-020-0090 (4), (5), and (6). If determined to be a simple residential plan, the plan review will be completed in 10 days or less. If it appears that we will be unable to meet that time period, we will inform the applicant that he has a right to seek a plan review from certain individuals licensed by the State of Oregon, and acceptable by MCBI to provide the service.

## **VERIFICATION OF STAMP BY DESIGN PROFESSIONALS**

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

## **INSPECTION STANDARDS**

### **INSPECTION SCHEDULE**

Inspection staff provides inspection services between 8:30 am and 4:00 PM each working day. Inspections outside of these hours may be arranged through the Building Official.

### **INSPECTION POLICIES AND PROCEDURES**

MCBI utilizes an automated Interactive Voice Response (IVR) system for inspection requests. This IVR system is available from 4:00 AM to midnight, 7 days per week. Inspections, which are requested prior to 7:00 am, are normally conducted on the date requested; inspection requests received after 7:00 am will be accomplished the following workday unless a later date is requested. Inspection requests that are received after 7:00 AM but which are needed on the same day requested because of unforeseen issues may be accomplished as requested if approved by the Building Official.

Customers submitting inspection requests by fax mail or in person are requested to utilize the inspection request IVR system in the future.

Inspection results are posted by the inspector from the field at the time of the inspection, and are available to the customer immediately through the IVR system.

Approved plans and the inspection record card are required to be available on the jobsite unless other arrangements have been made with the inspector. The inspector will sign the permit card to indicate inspection approval.

The inspector issues a written report for each inspection. The report will reflect approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and a reinspection is requested. In the case of a failed inspection, a list of needed corrections is provided in the report. A copy of the written report is left on the jobsite and entered by the IVR system into the MCBI computer system. The original copy of the inspection report is filed in the permit file. An automated FAX notice of the inspection results is sent at the end of the day to plumbing and electrical contractors. If requested, we also have the capability to send the notice via e-mail.

### **ASSESSMENT OF A REINSPECTION FEE**

In certain circumstances the inspector assesses a reinspection fee. MCBI policy outlines these circumstances; Inspection was requested before the work was ready for inspection; Failure to provide access on the date and time the inspection was requested; Permit card not posted; Approved plans not readily available on the job site; Deviating from the approved plans that require approval by the Building Inspection Office; Manufactured Dwelling blocking, installation of temporary or permanent stairs, plumbing, electrical and mechanical connections not completed prior to request for inspection. The specific reason is printed on the reinspection fee notice, and posted on the job site.

### **LISTING OF INSPECTION STAFF**

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

### **STOP WORK ORDERS**

Section 11 of the Marion County Building Code states as follows:

*Whenever any work is being done contrary to the provisions of this code or other pertinent laws or ordinances implemented through the enforcement of this code, the Building Official may order the work stopped by notice in writing served on any persons engaged in the doing or causing such work to be done, and any such persons shall forthwith stop such work until authorized by the Building Official to proceed with the work.*

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

### **INVESTIGATION OF ELECTRICAL AND PLUMBING VIOLATIONS**

MCBI inspectors require proof of compliance with the licensing, permitting, registration and certification requirements of persons engaged in any activity regulated by ORS Chapters 447, 455, 479, 693, and 701. Inspectors shall note any violation of a licensing, permitting, registration or certification requirement and file a report with the appropriate enforcement agency.

All inspectors conduct random spot checks to verify compliance with plumbing and electrical licensing and registration requirements. In cases of a suspected violation, the inspector is provided the discretion to stop the work and (a) issue a warning, (b) issue a “Citation, Notice of Proposed Assessment of Civil Penalty, and First Order of Corrective Action” (on forms supplied by the Building Codes Division) (c) complete a “Preliminary Compliance Report”, or (d) discuss alternative options as may be available with the Building Official.

Complaints received by MCBI related to alleged violations of plumbing or electrical licensing laws are investigated by the appropriately certified inspector.

## **SUSPENSION / REVOCATION**

The Building Official may, in writing, suspend or revoke a permit issued under the provisions of the Marion County Building Code Ordinance, whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation of the jurisdiction.

## **ELECTRICAL INSPECTION STANDARDS**

Marion County will comply with the minimum standards established by the adopted electrical specialty code rules set forth in OAR 918-271-xxx. Marion County will require at a minimum the following inspections:

1) Electrical inspectors shall inspect appropriateness of the size, placement, protection and termination of the following electrical installations, note discrepancies and require correction of code violations:

- (a) Service entrance conductors;
- (b) Service equipment;
- (c) Grounding electrode and grounding electrode conductor;
- (d) Bonding;
- (e) Over current protection;
- (f) Branch circuits;
- (g) Feeders;
- (h) Ground-fault circuit interrupter devices (GFCI) and ground-fault protection systems (GFP); and

(i) Underground installations.

(2) A final inspection must be requested and provided to verify all mandatory items in subsections (1)(a) to (h) of this rule are in compliance.

All electrical systems and equipment for which a permit is required by the OESC shall be subject to inspection by the Building Official. No portion of any electrical system, intended to be concealed, shall be concealed, until inspected and approved. MCBI is not liable for expense entailed in the removal or replacement of any material required to allow inspection. With the exception of emergency repairs, electrical systems and equipment regulated by the OESC shall not be connected to the energy source until authorized by the Building Official. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of the OESC or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel provisions of the OESC or of other ordinances of the jurisdiction shall not be valid.

MCBI maintains a list of all “regular” and “temporary” employees who perform plan reviews and inspections. Training records are maintained to show compliance with all licensing and continuing education requirements. The records are available for inspection upon request.

## **COMPLIANCE PROGRAM**

### **PROCESS FOR RESPONSE TO REPORTED CODE VIOLATIONS**

Reports of work being performed without permit, in violation of the County Building Code, and/or in violation of ORS 479.550, 479.620, 447.040, 693.030, and 693.040 are accepted in person or via mail, telephone, or fax. All reports are entered into the Division’s computer database and are investigated by the inspection staff.

### **INVESTIGATION OF REPORTED VIOLATIONS**

Reports as described above are investigated to determine whether or not a violation exists. If no violation exists, the case is closed. If a violation exists, there are several possible actions that may be taken by the Division, including but not limited to stop work orders, assessments of investigation fees, citation into Municipal or Circuit Court, and referral to the Building Codes Division Compliance Section through the process identified in ORS and OAR.