



**Marion County Public Works**  
**Building Inspection Division**  
5155 Silverton Rd NE  
Salem, OR 97305  
Phone: (503) 588-5147  
Fax: (503) 588-7948  
Email: [Building@co.marion.or.us](mailto:Building@co.marion.or.us)

**Building Inspection**  
**Policy & Procedure**  
**No. 104**

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P&P 104

Adopted: July 25, 2008  
Last Reviewed: April 12, 2018

**ONE – TIME FINAL INSPECTIONS**

**Policy Purpose:**

Outlines criteria for when a one-time final inspection is allowed.

**Background:**

Marion County Building Inspection has allowed a person to purchase a one-time final inspection, in very limited circumstances, for a project that had been completed, but the permit had expired without the required final inspection being approved.

**Discussion:**

The permit specialist procedure manual states that, “If all inspections have been approved, except the Final Inspection, and the permit has been issued within the last two (2) years, the applicant may request a ‘One-time Final Inspection’ and pay the hourly inspection fee for each specialty code inspection provided.”

The intent of the one-time final inspection has been to inspect a project that was completed prior to the expiration of the permit, but the permit holder failed to schedule a final inspection or failed to obtain an approved final inspection.

On occasion, customers ask staff how to take care of an expired permit. In some cases the customer is the owner of the property and intends to sell it, or may even have an offer to purchase the property contingent upon the owner taking care of the expired permits. In some instances the permits are more than a decade old and the approved plans no longer exist. OAR chapter 166 specifies the record retention schedule for county documents, including plans and inspection notices. For residential permits the retention schedule for the pertinent documents varies depending on the type of document but is generally between 180 days to two years after the permit is expired.

In addition, especially in the case of structure that is for sale, the Construction Contractors Board (CCB) has specific licensing rules regulating who can do the work. Building Codes Division (BCD) has requirements in Statute and OAR regarding who can

do the plumbing and electrical work depending on the use of the structure and depending on whether or not the structure is for rent, lease, or sale.

In keeping with the original intent of the one-time final inspection, it must be limited to recently expired permits, for which all documentation still exists. This would allow someone to obtain a final inspection for work that was legally completed under an earlier permit while it was still valid, but failed to obtain the required approved final inspection. This person may not have the required license to perform work on the structure at the time he/she obtains a one-time final inspection, but since the work was performed legally at a prior date and no new work is being done, the division has made this process available.

**Policy:**

This Policy only applies to permits issued for work regulated by the State of Oregon Building Code. Marion County Building Inspection Division will allow an individual to purchase a one-time final inspection under the following circumstances:

1. For permits that have been expired for more than 24 months:
  - a. All inspections except for the final inspections were completed and approved; and
  - b. Complete final inspections have been performed and copies of the correction notices are available.
2. For permits that have been expired for no more than 24 months:
  - a. The work was completed legally under a valid permit; and
  - b. With the exception of the final inspection(s), all required inspections were completed and approved.
3. For permits related to work on one-and-two family dwellings qualifying for a one-time final inspection above, only one fee will be charged per trip, regardless of the number of expired permits qualifying for the one-time final. For qualifying permits issued to work on multi-family or commercial structures a separate fee is required for each individual permit.