



CITY OF BEAVERTON
Community Development Department
Building Division
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BeavertonOregon.gov

ELECTRICAL PROGRAM OPERATING PLAN

**CITY OF BEAVERTON
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
ELECTRICAL PROGRAM OPERATING PLAN**

January 1, 1997

**(Revised October 12, 1998)
(Revised October 1, 2000)
(Revised January 1, 2002)
(Revised January 1, 2003)
(Revised October 1, 2004)
(Revised January 1, 2006)
(Revised April 17, 2007)
(Revised March 15, 2010)
(Revised November 20, 2014)**

INTRODUCTION

OAR 918-308-0190 Review and Update of Plans and Ordinances for the Electrical Inspection Program.

Each municipality shall annually review and update its electrical ordinance and operating plan to meet the requirements of the Electrical Delegation Rules. The operating plan shall establish specific goals, consistent with the program standards described in OAR 918-308-0040.

In order to effectively carry out the duties and responsibilities of administering an effective electrical code enforcement program, the following operating plan is hereby established. This plan will be updated as necessary to reflect changes in service.

Any questions related to this plan should be directed to:

Brad Roast, Building Official
City of Beaverton
Building Division
PO Box 4755
Beaverton, OR 97076-4755

broast@BeavertonOregon.gov

Phone: (503) 526-2524
Fax: (503) 526-2550

1. ADMINISTRATION

Electrical Program

The Electrical program is made up of three sections:

1. Administration
2. Plan Review and Permit Processing
3. Field Inspection

Electrical Program Authority

The City of Beaverton assumed enforcement and administration of the electrical safety program on July 1, 1987 under the authority of ORS 479.730 and 479.855, and continues the program year to year as authorized by the State of Oregon Building Codes Division Administrator pursuant to OAR 918-308-0210 and ORS 455.150.

Electrical Codes Adopted

The State of Oregon Electrical Specialty Code and Residential Specialty Code are adopted by the City through Beaverton Code (BC) 8.02.015.

Maintenance and Amendments to Ordinances and Operating Plan

This operating plan is reviewed and updated annually pursuant to OAR 918-308-0190. Any proposed amendments to this plan will be forwarded to the Building Codes Division at least 30 days prior to the intended effective dates.

The adopting ordinances are reviewed and updated annually pursuant to OAR 918-308-0200. Any proposed amendments to the ordinances will be forwarded to the Building Codes Division at least 30 days prior to public hearing, and any amendments and intended effective dates regarding OAR 918-308-0040 will be forwarded to the Building Codes Division at least 30 days prior to implementation pursuant to OAR 918-308-0200.

Funding

The Building Official prepares and submits a budget prior to the beginning of each fiscal year (beginning July 1 of each year). The budget is established to provide for adequate funding, equipment, and resources to carry out the duties of the Electrical Section within the projected revenue and expenditures, as found to be acceptable to the City Administration.

The electrical permit and plan review fees collected by the Division are established in Beaverton Code (BC) 8.02.040 to provide funding the program. The Electrical program is budgeted out of the Building Operating Fund, with revenue and expenditures not exceeding the reasonable and necessary costs of administration and enforcement of the electrical inspection and plan review program (including establishing and maintaining a reasonable contingency fund).

Fees collected by the Division in connection with the administration and enforcement of the electrical program will be used only for the administration and enforcement of that program. The electrical program has revenue and expenditures accounted for separately from other programs.

Equipment

Building Division staff will be reasonably provided with equipment and supplies necessary to adequately administer, enforce, and otherwise carry out the duties of their job. This equipment may include but not be limited to:

- Adequate means of transportation.
- Necessary safety equipment to ensure employee safety.
- Workstations including desks, chairs, computers, and software.
- Tools necessary for conducting inspections including tape measure, ladders, pressure gauges, electrical current sensors, flashlights, etc.
- Communication equipment.
- Office supplies, code books, and technical manuals/periodicals.

Staff Authority and Responsibility; Employment of A-level Electrical Inspector(s)

The City currently employs one Lead Electrical Inspector and One A-level Electrical Inspector. From time to time, the City may employ “extra help” A-level Electrical Plans Examiners to assist in the review of electrical plans.

- The Building Official is the City employee authorized by BC 8.02.010 to enforce the Building Code. The Building Official will provide interpretations of the State of Oregon Specialty Codes, and establish policies and procedures for staff to carry out their duties and responsibilities. The Building Official recognizes current Interpretive Rulings adopted pursuant to ORS 455.060 ORS 455.475 as applicable to the State Building Code. The Building Official delegates the responsibility of interpretations of the Electrical Specialty Code to the Chief Electrical Inspector, who shall consult with the Building Official prior to rendering a decision.
- The Senior Field Inspector (Building) is the City employee responsible for the supervision of the Electrical Inspection Staff.
- Electrical Inspectors are the employees designated by the Building Official to conduct inspections and plan reviews of construction for conformity with the Oregon Electrical Specialty Code for residential, commercial, and industrial structures.
- The Lead Electrical Inspector is the employee designated by the Building Official to perform the duties of an Electrical Inspector and, in addition, assigning of daily workload, determining appropriate code interpretations, and similar lead worker duties.
- Permit Technicians are the employees responsible for receiving applications, collecting payment of fees, and creating and issuing permits, preparing reports, etc.
- Professional Services are person(s) or firms authorized under personal services contracts to perform plan reviews or inspections.
- Extra Help employees are part time employees hired on an interim basis to provide plan review or inspection services.

Professional Services and Extra Help employees are provided to assist when workload exceeds normal resources. The City only hires persons or firms who are or have staff certified by the State as an A-level Electrical Inspector for electrical plan review or inspection services.

Code Interpretations, Code Disputes, Appeals

The electrical inspectors are responsible for the initial electrical code interpretations. Any person aggrieved by the decision of the electrical inspector may appeal to the Lead Electrical Inspector. Pursuant to ORS 479.853, appeals to the application, interpretation or approval of an alternate material or method of construction regulated by the Electrical Specialty Code must be made in writing to the Lead Electrical Inspector of the City. The Lead Electrical Inspector will, after consulting with the Building Official, respond in writing with a decision within a two-week (maximum) time period.

If the appellant is aggrieved with the Lead Electrical Inspectors final decision, an appeal may be filed by one of two methods:

1. An appeal to the State Chief Electrical Inspector (on a form provided by the State of Oregon Building Codes Division) may be submitted, along with the required application fee pursuant to ORS 455.475.
2. An appeal may be submitted to the State Electrical/Elevator Board.

Revenue and Expenditures

Direct expenditures are charged to the applicable program fund account. Administration, general supplies, training, overhead, accounting, reprographic costs, and Information System Department (ISD) costs are charged to the Division Administration fund. These administrative costs are divided equally into three sections (Plan Review and Permits, Building Inspection, and Engineering Inspection), the Building Inspections Administrative costs are then divided (based on number of employees) into three sections (Building and Mechanical, Plumbing, and Electrical). Revenues collected in excess of expenditures are placed in the Building Division contingency fund for the purpose of maintaining services during short duration reductions in development activity. The amount of funds to be maintained in the contingency is determined by the City Administration with the consultation of the development community through the City Development Liaison Committee (DLC).

- Revenue from building and mechanical permit fees funds the Building and Mechanical Field Inspection Section.
- Revenue from plan review fees funds the Plan Review and Permit Processing Section.
- Revenue from plumbing permit fees funds the Plumbing Field Inspection Section.
- Revenue from electrical permit fees funds the Electrical Plan Review and Field Inspection Section.
- Revenue from site development permit fees funds the Engineering Field Inspection Section.
- Revenue from erosion control permit fees funds the Erosion Control Plan Review and Field Inspection Section.
- Revenue from miscellaneous fees is divided equally into the Building and Mechanical Field Inspection Section, Plan Review and Permit Processing Section, Plumbing Field Inspection Section, and Electrical Plan Review and Field Inspection.

Fee Adoption and Adjustments

Fees for Building, Plumbing, Mechanical, and Electrical Permit and Plan Reviews are established by Resolution after holding a public hearing before the City Council. Prior to holding a public hearing, the City presents the need for any fee adjustments to the local Development Liaison Committee (DLC). Upon presenting any fee proposals to the DLC, the City attempts to gain the support and approval of the DLC before proceeding with notification of a hearing date to the State Building Codes Division and other interested parties, which includes the: National Electrical Contractors Association; Plumbers and Steamfitters Local 290; Plumbing Heating and Cooling Contractors Association; and the Metropolitan Homebuilders Association. Pursuant to OAR 918-020-0220, the City notifies the Director of the State Building Codes Division of any fee modification a minimum of 45 days prior to the adoptive date of any fee adjustment. At the request of the DLC, the City has agreed to implement fee adjustments (when necessary) for Building, Mechanical, Plumbing, and Electrical permits on the first of January of each year. If fee adjustments are necessary, the City presents the information to the DLC six months or more prior to implementation.

Records Retention and Retrieval

The Building Division maintains all plans, correspondence, inspection notices and records in accordance with the procedures established under BC 2.02.100.

Records are maintained in a combination of electronic, micro-fiche/film, and hard copy formats. Portions of hard copy records are located in the City archive vaults and may require up to 24 hours for retrieval. Records will be made available to the public during regular business hours. Records may not be removed from the department, except a recognized commercial courier service may transport records to and from commercial copying services.

Public Inquiries, Comments, and Complaints

Inquiries, comments, and complaints may be made in person, by telephone, or fax at:

City Hall
Building Division, 4th Floor
12725 SW Millikan Way
Beaverton, OR 97076-4755

Phone: (503) 526-2403
Fax: (503) 526-2550

Or in writing at:

City of Beaverton
Building Division
PO Box 4755
Beaverton, OR 97076

Inquiries, comments, and complaints made in person or telephone must be between 7:30 a.m. and 5:00 p.m. Monday through Friday. Voice mail will be returned within 24 hours.

Obtaining Copies of Operating Plan

Copies of this operating plan are available upon request by contacting the Building Division as described above. This Operating Plan is also posted on the City Web site:

<http://www.beavertonoregon.gov/index.aspx?NID=300>

Customer Questions Regarding Permits, Plan Reviews and Inspections, Types of Permits Sold, and Hours of Operation

For information regarding electrical permits, plan reviews, inspections, types of permits sold, and hours of operation, contact the Building Division as described above.

Jurisdictional Boundary

A map located in the Community Development Department lobby indicating the jurisdictional boundaries is available for view during regular business hours of the City.

Boundary maps are available for purchase during regular business hours of the City.

Notifications

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

2. PERMITTING STANDARDS

Purchasing Permits

The City sells Electrical, Restricted Electrical, and Temporary Electrical permits between 7:30 a.m. and 5:00 p.m. Monday through Friday. Permits may be obtained at:

City Hall
Building Division, 4th Floor
12725 SW Millikan Way
PO Box 4755
Beaverton, OR 97076

Phone: (503) 526-2403
Fax: (503) 526-2550

Electronic copies of the permits forms are available on the City Web site at:

<http://www.beavertonoregon.gov/index.aspx?NID=440> (These forms can be electronically completed.)

Temporary Permits

The City has Temporary Permits available pursuant to OAR 918-309-0080.

Minor Installation Labels

State Minor Electrical Labels pursuant to OAR 918-309-210 are available through:

Minor Label Program
PO Box 14470
Salem, OR 97309-0404
(503) 378-2804

Master Permits

The City offers Master Electrical Permits pursuant to ORS 479.540 and OAR 918-309-0100 (See Section 7).

Application Procedures

Applications for permits are made on any Tri-County Permit Application. Permit applications received in person are checked for completeness before the customer leaves. Permit applications received via mail are checked within 24 hours of receipt for completeness, and, if some necessary information is lacking, the customer is contacted immediately. If the information lacking is minor in nature and can be provided over the telephone by the applicant, staff will complete the form and process the application. If the information cannot be provided by telephone, the application will be returned to the applicant to complete and resubmit. The contractor's job number (if provided) will be printed on the permit.

Permits Not Requiring Plan Review

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

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

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

Permits with fees not exceeding \$1,000 may be paid for with a Visa® or MasterCard®. All other permits may be paid for with cash or check. Permits not requiring plan reviews that are provided with payment by Visa® or MasterCard® may be submitted by fax on payment authorization forms available from the Building Division.

Permit Fees Over/Under Correct Amount

Payments for permits made by check may occasionally be for the wrong amount. The applicant may be needlessly delayed in obtaining a permit while a new check is prepared, when the difference is small. The cost for postage alone may exceed the difference. In order to save time and money for both the applicant and City, the following procedure will be used:

If payment received is for a small amount over the required fee, the applicant will be contacted by telephone of the overage. The applicant will be informed they can either send a check for the correct amount or if the amount is immaterial, the additional amount will be placed in miscellaneous revenue and noted in the comment screen of the permit system “overage immaterial per applicant.” As a general rule, an immaterial amount would be:

1. Under 5 percent of the permit’s value of total fees, and
2. Not exceed \$10, and
3. Agreed by the applicant that the overage does not need to be refunded.

Otherwise, the overage amount shall be placed in a miscellaneous revenue account and a refund shall be processed.

If payment received is for a small amount under the required permit fee (less than a \$1) the shortage shall be recorded as a negative adjustment and noted in the comment screen of the permit system “shortage immaterial per operating plan.” If the shortage is over \$1, a supervisor shall be contacted for approval to process. Habitual shortages by an applicant will be cause to reject inaccurate applications.

Faxed Applications

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

Licensing and Registration Requirements

The City verifies compliance with state licensing requirements as well as all other administrative and judicial aspects of code enforcement. Prior to issuing permits, the applicant will be required to provide proof of compliance with all applicable licensing, registration, and signature requirements of ORS Chapters 455, 479, and 701. When required, Electrical Plans Examiners will verify if plans, specifications, and calculations have been stamped by a registered design professional.

Fee Refunds and Waivers

1. The Building Official may authorize the refunding of:
 - Any fee not authorized by City Ordinance or Resolution or the Division Administrative Rules;
 - The fee paid for a permit under which no work is commenced, subject to the limitation of subsection 2 of this section; and,
 - The plan review fees, if the application for which the plans are submitted is withdrawn before the plan review commences, subject to the limitation of subsection 2 of this section; and,
 - No fee shall be refunded except on a written request by the applicant and received by the Building Official no later than 180 days after payment. Requests for waiver or refunding of all other permit fees shall be made to the City Council.
2. The City shall retain, for repayment of the costs of administration, 20 percent of any fee to be refunded or \$100, whichever is less.

3. PLAN REVIEW STANDARDS

Plans Review Process

The Division reviews plans for compliance with the Electrical Specialty Code pursuant to OAR 918-311-0010 through 918-311-0050. A *Tri-County Application Checklist* is available from the Building Division that outlines when a plan review is required and what information is necessary for a complete submittal. By reviewing and signing the *Tri-County Application Checklist*, the applicant signifies that all the information is included, or that which is not included will be provided prior to the review of the plans, or delays will occur. Electronic copies of the checklist are available on the City Web site at:

<http://www.BeavertnOregon.gov/departments/CDD/Building/permitsFees.aspx>

Permit Application Requirements and Plan Review Procedures

Two sets of plans must be submitted for multi-family buildings and commercial and industrial buildings when meeting the items listed in OAR 918-311-0040 (1). Where applicable, load calculations and specifications shall be submitted. A *Tri-County Application Checklist* is available from the Building Division that outlines when a plan review is required and what information is necessary for a complete plan review. While a completed and signed electrical permit application is desirable to facilitate the plan review process, an electrical plan review may be done without the contractor information on the application, so long as the applicant designates a responsible party to contact regarding questions of the electrical plans.

An electrical permit application must include the name, address, and telephone number of the electrical contractor, owners name, tenant name (if applicable), and a description of the proposed work. Applications must include the site address of the building (if no address exists, one will be assigned by the Division). The contractor information must be completed, including appropriate signatures, prior to issuance of permits.

The City offers phased permits for foundation/slabs, structural frame, shell, and interior build-out (TI). An applicant desiring to phase any portion of the project must complete the Tri-County Commercial Phased Project Matrix for each phased portion. This form is available at the Building

Division counter or may be printed from the Forms/Fee Center at: <http://www.beavertonoregon.gov/DocumentView.aspx?DID=611>. **Note:** Except private site utilities (potable water, sanitary and storm sewer lines), Excavation and Shoring, Site Utilities and Grading are not permits issued by the Building Division and, therefore, are not part of the City's phased permit process.

Plan submittals may be deferred as outlined in the Tri-County Deferred Submittals list. Each deferred submittal shall be identified on the building plans. This list is available at the Building Division counter or may be printed from the Forms/Fee Center at: <http://www.beavertonoregon.gov/DocumentView.aspx?DID=597>. Permit applicants are responsible for ensuring that deferred plan review items listed on the plans are submitted for approval well in advance of the need to begin work on that portion of the project (anticipate a minimum of three weeks plan review turnaround time for tenant improvement and six weeks plan review turnaround for new construction projects). No work on any of the deferred items shall begin prior to the plans being submitted, reviewed, and approved. Unless they are identified as a deferred submittal on the plans, building permits will not be issued until all related plans and permits have been reviewed, approved, and issued (i.e., mechanical, plumbing, electrical, fire sprinkler systems, fire alarm systems, etc. [City policy]).

Incomplete applications will not be accepted by Division staff (except as noted above). If an application is received through the mail and found to be incomplete, the applicant will be contacted by telephone and informed of the necessary information. If the applicant cannot be reached by telephone, a letter will be mailed outlining the necessary information.

Permit applications will be received by the Division counter staff, who will create a permit on the Division computer permit tracking system. The plans, calculations, specifications, and related information will be stamped with the date received and applicable information entered into the plan check logbook. The plans will be placed in the applicable plan review bin to await its turn for review.

After completing the plan review, the plans examiner will prepare a plan review letter, when necessary, outlining if the plans are approved and the permits may be issued or what information is necessary in order to obtain approval for issuance of the permit. A copy of the letter will be faxed (if a fax number is provided) to the applicant and the owner, and the original will be placed in the mail. If a revision or additional information is needed, the plans examiner will notify the applicant that the revision submittal must include a completed *Revision Request* form. Revisions will be received and logged in the same manner as new applications, except revisions will be placed in the applicable revision bin.

The Division will attempt to review plans as soon as possible. Where possible (subject to workload and staff availability), the Division will begin the first review of plans in the following time frames:

Commercial Interior Tenant Improvements:	2 weeks
Commercial, Industrial, and Multi-Family Buildings:	2 weeks
Revisions:	1-2 weeks

When the plan review is completed and approved, the plans examiner will prepare a plan review approval letter, when necessary, (except single-family and duplex buildings) outlining any conditions of approval. If the project does not have all other applicable approvals, the plan review

letter will indicate the plans are approved, and the permit may be issued when the other approvals are obtained. A copy of the letter will be faxed to the applicant and the owner (if a fax number is provided), and the original will be placed in the mail.

The plans will be stamped *Approved*. The address(es), permit number(s), plan review letter(s), calculations, specifications, and substantiating information will be added or attached to the plans.

List of Persons Employed to Provide Plan Reviews

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

4. INSPECTION STANDARDS

Electrical Inspection Process

Requested inspections are normally conducted on the same day requested; provided the request is received prior to the cut-off time and all the necessary information is provided.

An applicant possessing a valid electrical permit may request an inspection by telephone, fax, in person at the Building Division counter, or online at:

<http://apps.beavertonoregon.gov/departments/CDD/PermitsApps/PermitInspection/PermitInspection.aspx>

Requests made by telephone must be made to the inspection request line at (503) 526-2400 or (503) 526-2531. All requests must be received prior to 7:00 a.m. of the day requested. All requests received after 7:00 a.m. will be made on the following work day. Inspection requests must include the following information:

1. Type of inspection requested.
2. Permit number.
3. Job site address (including building and suite number).
4. Contractor name.
5. Contact telephone number (optional).

Inspection requests failing to provide all of the above information may be considered incomplete and the inspection may not be performed. The applicant will not be notified of incomplete inspection requests unless adequate information is provided (i.e., a telephone number). If support staff is available, the number of incomplete inspection requests is small, and the missing information can be readily found, the request will be completed and forwarded to the inspection staff.

The project must be ready at any time during the day requested. The Division cannot specify a time when the inspector will be at the site. Special consideration will be given to inspections involving concrete, grouting, hazardous situations (open trenches, etc...), or a homeowner's inspection request. The approved plans must be available to the inspector on the site. Projects not ready for inspection when the inspector arrives or not supplying the approved plans will not be inspected.

When arriving at the site, the inspector will review the approved plans and conduct the requested inspection. After completing the requested inspection, the inspector will provide written (Inspection Report) approval/denial or notification of any required corrections. A copy of the inspection report will be given to the responsible party or left at the site in a conspicuous location. When requested, a copy of the inspection results will be faxed to the applicant.

The inspection report will include the following:

1. Inspection type.
2. Permit number.
3. Job site address (including building and suite number).
4. Inspector name and contact telephone number.
5. Inspection results, which will include:
 - Approval
 - Approval with conditions
 - Approval with corrections (when the correction can be verified at next inspection).
 - Partial approval (with a description of the portion of the project that is approved).
 - Not approved (with a description and location of the required correction clearly and legibly written. Code sections will be provided if requested. A time frame for making the corrections, if required).

Copies of inspections are maintained in the inspectors' "working" file until the project is finalized, where the information is placed in the permanent address file. Inspection results are recorded in the City's computerized permit tracking system and a paper copy is kept in the project file. All records are made available to the public upon request.

Results of inspection requests are available through the City Web site at:

<http://apps.beavertonoregon.gov/departments/CDD/PermitsApps/PermitSearch/PermitSearch.aspx>

An electrical inspector is available at 7:30 a.m. - 8:30 a.m. and 2:30 p.m. - 3:30 p.m. daily to take telephone calls and at 8:00 a.m. - 8:30 a.m. and 2:30 p.m. - 3:30 p.m. daily to meet with customers. Inspections are performed between the hours of 8:00 a.m. - 3:30 p.m. daily. Inspectors may also be reached on their cell phones during inspection hours.

After hours and weekend inspections may be requested and may be conducted if staff is available and a request is received a minimum of five days prior to the needed date. Additional fees may be charged for these inspections.

The Building Division currently employs two electrical inspectors. Under normal circumstances, both inspectors would not be granted time off at the same time. In the unlikely event both inspectors were to be absent from work, the City would use contract or extra-help inspectors and/or contact neighboring jurisdictions to solicit assistance with necessary inspections. If possible, permit holders requesting inspections would be contacted to determine if the inspection could be set over without inconveniencing the customer. Every possible step would be taken to ensure inspections were conducted in a timely fashion by qualified individuals.

List of Persons Employed to Provide Inspections

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

Expiration of Permits

Permits shall be expired in accordance with Division policy.

5. COMPLIANCE PROGRAMS

Building Official's Authority to Issue Stop Work Orders

Pursuant to BC 8.02., the Building Official may issue Stop Work Orders. The authority to issue stop work orders is delegated to the inspection staff; however, the Division has an established policy P&P Admin. 2000-3 that requires the inspector to notify his/her supervisor (or the Building Official if the supervisor is unavailable) prior to or immediately upon placing a stop work order.

Investigation and Enforcement of Electrical Violations under ORS 455.156

Electrical inspectors conduct random checks to verify compliance with electrical licensing and registration requirements. If a Division electrical inspector has reason to believe that a violation of an applicable electrical or contractor licensing and registration requirement may exist, the inspector will verify compliance. Persons found to be performing work without required licenses or registration will be instructed to immediately cease all work and a compliance report will be completed and submitted to the Regulatory Services Section of the State Building Codes Division (the inspector is provided the discretion to stop the work and (a) issue a warning, (b) issue a notice of proposed assessment of civil penalty, or (c) discuss alternative options, such as issuance of a citation, a compliance report will be completed and submitted to the Regulatory Services Section of the State Building Codes Division with the Building Official.) Where violations have not been witnessed first hand and there is sufficient evidence to warrant an investigation, inspectors will note the violation by completing a compliance report and submit it to the Regulatory Services Section of the State Building Codes Division.

Investigation of Public Complaints of Violations of Permitting Requirements or Specialty Codes, Issuance of Civil Infractions

Reports of work being performed without permit, in violation of the (City or County) Building Code, and/or in violation of ORS 479.550, 479.620, 447.030, 447.040, 693.030, and 693.040 regarding violations to the Building Division may be made in person, by telephone, mail, or fax.

Complainants will be asked to provide the following: the individual or business name of the alleged violator, date or period of the alleged violation, location (address) of the alleged violation, owner or lessee name, description of the work performed or alleged violation, and the complainant's name and phone number or address for follow-up contacts. Division supervisory staff will determine if the complaint is valid and assign staff to conduct an investigation when warranted.

Reports as described above are investigated to determine whether or not a violation exists. If no violation exists, the case is closed. If the investigation finds a violation to exist, the violator will be notified in writing of the violation, to immediately stop work (if warranted), what must be done to abate the violation, and how long to comply. If a violation exists, there are several possible actions that may be taken by the Division, including but not limited to: stop work orders, assessment of investigation fees, issuance of a citation (under BC 8.02.120 and BC 2.10.010 through 2.10.050), and referral to the Building Codes Division Compliance Section through the process identified in ORS and OAR.

If, in the opinion of the Building Official, a complaint is received regarding alleged violations of permits, licensing, or specialty code warrants, a compliance report will be completed and submitted to the Regulatory Services Section of the State Building Codes Division. In all cases where a compliance report has been submitted to the Regulatory Services Section of the State Building Codes Division, the Building Division will provide any assistance, records, or information necessary to bring the case to closure.

Compliance Investigation Records and Reporting

All licensing/registration, permit, licensing and code violations investigations will be recorded in the City's permit tracking systems as an inspection workload and into the appropriate project file where applicable.

In all cases where a stop work order is issued or a license or code violation is observed, a compliance report will be submitted to the Regulatory Services Section of the State Building Codes Division whether or not assessment of investigation fee and /or citation is issued.

6. ELECTRICAL MASTER PERMIT PROGRAM

The City offers Master Electrical Permits pursuant to ORS 479.540 and OAR 918-309-0100.

Purpose

ORS 479 and OAR 918-309-0000 requires permits for electrical installations. OAR 918-309-0100 allows some installations under an Electrical Master Permit Program.

Work Covered

The electrical work covered under this program is as limited by OAR 918-309-0100.

Application/Fees

To apply for the program, a completed application form shall be submitted to the Building Division. After review and approval by the Building Official, a confirmation of activation of the program and program number will be issued. An application for the Electrical Master Permit Program shall be filed annually.

Fees for the program will be billed on a quarterly basis at \$55.00 per hour for the inspector's time. This includes travel, report, and record keeping time, as well as the time actually spent conducting inspections or plan reviews. In addition, the 12-percent State surcharge is collected with each bill.

Supervision/Personnel

Electrical Master Permits shall be issued to the persons outlined in OAR 918-309-0100.

Records

The City of Beaverton will provide participants with an Electrical Master Permit Inspection Log. All electrical installations permitted under the program shall be recorded by the permit holder including the following information:

1. What work was done.
2. When the work was done.
3. Where the work is located in the facility.
4. The name of the person who did the work.

Where work has been done, a copy of the log shall be filed with the City every three months.

Electrical Plan Review

Under OAR 918-311-0010, the City requires electrical plan review in connection with a permit for the construction, alteration, or repair of electrical installations. Electrical plan review is applied to the Electrical Master Permit program.

Electrical Plan Submission

Plan reviews are required if the electrical work involved is one or more the items outlined in OAR 918-311-0040.

When plan reviews are required, the following shall be provided:

Two legible sets of electrical plans drawn to scale containing definitions for legend used; are of sufficient clarity to indicate the location, nature, and extent of work proposed; and shows in detail that it will conform to the applicable electrical code requirements.

The plans shall contain: a feeder risers diagram; one line or panel layout; available fault current on the line side of the service disconnect; complete load calculations or applicable load records for all new installations and for additions to existing installations; a fixture schedule showing type, locations, and layout of the fixtures; identification, signature, and license number of person who prepared the plan; location of emergency systems identifying the power source and the system on the plan; and lighting and energy budget calculations where applicable.

Inspection Procedures

Inspections may be requested by the permit holder at any time or frequency, but not less than once per calendar year.

Applicants possessing a valid permit may request an inspection by telephone, fax, or in person at the Building Division counter. Requests made by telephone must be made to the inspection request line at (503) 526-2400. All requests must be received prior to 7:00 a.m. of the day requested. All requests received after 7:00 a.m. will be made on the following work day.

Inspection requests must include the following information:

1. Electrical Master Permit Number
2. Site address (including building and suite number)
3. Contractor name
4. Contact telephone number (optional)
5. Type of inspection requested

Where the electrical installation is to be covered, it shall not be covered until an inspection of the work has been approved.

7. ELECTRICAL MINOR LABEL PROGRAM

State Minor Electrical Labels

State Minor Electrical Labels can be ordered by mail, fax or in person at the State Building Codes Division. For more information about the Minor Label Program see:

http://www.cbs.state.or.us/external/bcd/programs/minorlabel/minor_label_programs.html

Purpose and Scope

These procedures are intended for the Tri-County area, which includes Clackamas, Multnomah, and Washington Counties and all cities within those counties that operate a building inspection program. These policies and procedures do not change existing Division statutes or rules applying to the installation and licensing requirements for minor labels.

Work Covered

The electrical work covered under this program is as limited by OAR 918-309-0220.

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