



CITY of  
**DUNDEE**  
Oregon

# Building Inspection Program Operating Plan

Updated January 1, 2022

## INTRODUCTION

### OAR 918-020-0080 DELEGATION OF BUILDING INSPECTION PROGRAMS

The 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 describing the manner in which the municipality or the division will do so. The operating plan shall establish specific processes and goals, consistent with the program standards described in [ORS 455.153](#).

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 through this office upon request.

This plan reflects the standard policies, procedures, and services administered and offered through the City of Dundee. The plan will be updated as necessary to reflect service changes.

Any questions related to this plan should be directed to:

Office of the City Administrator, Dundee City Hall  
[Melody.Osborne@dundeecity.org](mailto:Melody.Osborne@dundeecity.org) (Administrative Assistant)

503.538.3922 Phone

503.538.1958 Fax

## ADMINISTRATIVE STANDARDS

### **A. FUNDS**

The department operates through the General Fund. All plan review and permit revenues are deposited in this fund and all division expenditures are from this fund. Revenue and expenses are tracked via spreadsheet and balanced each month in the general ledger. Money due to the State of Oregon and the City of Newberg as indicated in the IGA are held in escrow until payments are made.

Any fee changes to add new or change existing fees will be processed in compliance with OAR 918-020-0220.

### **B. EQUIPMENT**

All staff members are provided with the equipment and other resources needed to complete their work in an efficient and service-oriented manner. Such equipment includes, but is not limited to, open office spaces, business and identification cards, office telephones and fax machine, copier, and networked personal computers.

### **C. STAFF AUTHORITY AND RESPONSIBILITIES**

The City of Dundee has two main office staff available to accept permit applications and issue permits over the counter when permitted. The City of Dundee has a current Intergovernmental Agreement with the City of Newberg to provide Building Official, Plan Review, and Inspection services.

Building Official: Dundee Municipal Code 15.04 gives the authority to the building official to administer and enforce building codes and related subjects.

- 1) There is hereby established a code enforcement agency which shall be under the administrative and operational control of the building official.
- 2) The building official is authorized to enforce all the provisions of the current additions of applicable codes.
- 3) The building official shall have the power to render written and oral interpretations of these codes and to adopt and enforce administrative procedures in order to clarify the application of their provisions. Such interpretations, rules, and regulations shall be in conformance with the intent and purpose of these codes.

Plans Examiners:

As per OAR 918-99-055, plans examiners review plans for compliance with the applicable codes and ordinances at the level for which the plans examiners are certified by the State of Oregon.

Inspectors:

As per OAR 918-99-045, inspectors conduct inspections of work covered by the applicable codes at the level for which they are certified by the State of Oregon.

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

#### **D. LOCAL APPEALS PROCESS**

Any appeal of a plans examiner decision is reviewed by the building official. 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 appeal of an inspector decision is reviewed by the building official. 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.

An appeal of a decision of the building official related to code provisions is reviewed by the Board of Appeals as per Section 455.690 of the ORS. There is a \$20.00 fee for this appeal.

An appeal of the decision of the building official unrelated to code provisions is reviewed by the City Council.

As per ORS 455.690, any person aggrieved by the final decision of a municipal appeals board may, within 30 days after the date of the decision, appeal to the appropriate state advisory board.

#### **E. ACCOUNTING**

All revenues collected are deposited in the Department's dedicated fund. These revenues are segregated by service area.

All program expenditures are budgeted in the Department's dedicated funds.

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

#### **F. RECORDS RETENTION AND RETRIEVAL**

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

Currently records are retained in their original paper format in file cabinets. Building permits are also scanned and retained digitally, as are inspection results. Per the current IGA, the City of Newberg also maintains inspection records digitally for the City of Dundee on their eTrakit program.

#### **G. AVAILABILITY OF OPERATING PLAN**

The City of Dundee operating plan is available to any interested party upon request. A copy can be supplied in electronic format if desired. The operating plan is also available on the city's website at [www.dundeecity.org/building](http://www.dundeecity.org/building)

## **H. PUBLIC COMMENT/COMPLAINT PROCESS**

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

Comments or complaints related to code provisions will be processed by the most appropriate staff member. If the comment or complaint becomes an appeal, procedures outlined above will be followed.

Comments or complaints related to employee behavior will be processed by the employee's supervisor as per City of Dundee personnel policies.

## **I. PUBLIC INQUIRY PROCESS**

The City of Dundee maintains office hours from 8:30am to 5:00pm, Monday through Friday. Staff is available by telephone, in person, by email, mail, and fax between these hours. The phone number is 503-538-3922. Email and fax machine operate 24-hours a day, seven days a week. The fax number is 503-538-1958; and contact emails are available on the city's website at [www.dundee.org/contactus](http://www.dundee.org/contactus)

Inspection requests are accepted via an automated inspection request line 24 hours per day provided by the City of Newberg via IGA. The inspection request number is (503) 554-7714. The City of Newberg also provides the ability to request inspections electronically via their eTrakit system.

Customers may telephone to inquire on matters relating to permitting, plan review, or inspection processes anytime between 8:30am and 5:00pm. Customers may mail or fax inquiries of this nature at any time. If City of Dundee staff is unable to answer questions regarding any of these inquiries, customers may be given the phone number to the City of Newberg staff for resolution.

Responses to customer inquiries are generally conducted on the same day they are received.

## **J. CUSTOMER SERVICE INFORMATION**

The jurisdiction of this Department covers all areas within city limits. A map of the jurisdictional boundaries is maintained at the public service counter and online at [www.dundee.org/landuse](http://www.dundee.org/landuse) .

The City of Dundee is a full-service jurisdiction, with the exception of the electrical program. Yamhill County has jurisdiction over the electrical program. Permits for work governed by each specialty code (excluding electrical) are available through this office.

## **K. NOTIFICATIONS**

The City does not maintain any list to which notices should be sent regarding these rules.

## PERMITTING STANDARDS

### **A. OFFICE LOCATION AND HOURS OF OPERATION**

The Department maintains office hours from 8:30am to 5:00pm. Telephones are answered by administrative staff between 8:30am and 5:00pm. Permit applications and permits are issued anytime between 8:30am and 5:00pm. Permit applications are also accepted via mail at City of Dundee, PO Box 220, Dundee, Oregon 97115.

### **B. APPLICATION PROCEDURES**

Applications for permits are made on forms provided by the City of Dundee. Permit applications received in person are checked for completeness before the customer leaves. Permit applications received via mail are checked on the day of receipt for completeness, and if some necessary information is lacking, the customer is contacted as soon as possible.

### **C. APPLICATION AND PERMITTING TIME FRAMES**

#### **1. One- and Two-Family Permits:**

Permit applications for one- and two-family dwellings are issued over the counter when possible. If the permit requires some in-depth review (all new construction, additions, and alterations) and cannot be issued over the counter, the Department will notify the applicant within a few days of any plan deficiencies. Staff generally issues the permit within two to four weeks from the date that complete application and plan information are received.

#### **2. Manufactured Dwelling Permits:**

Permit applications for work regulated by the Oregon Manufactured Dwelling Standards are issued over the counter when possible. If the permit requires some in-depth review and cannot be issued over the counter, staff generally issues the permit within one to four weeks from the date that complete application and plan information are received.

#### **3. Other Permits:**

Most permit applications for commercial work are unable to be over the counter. Various departments may need to review commercial applications as they pertain to land use, engineering, and fire code. Commercial projects also need building review in most circumstances to assure applicable commercial mechanical, plumbing, and/or building codes are being followed. Staff generally issues the permit within two to six weeks from the date that complete application and plan information are received.

For plans requiring plan review, applicants are able to watch the progression of their application process via the City of Newberg's eTrackit system. Applications may also call or email the City of Dundee for application status as need arises.

#### **D. OVER THE COUNTER PERMIT PROCEDURES**

Residential permits not requiring a plan review are generally issued over the counter. Emergency permits can be issued with the approval of the Building Official.

#### **E. FAXED AND EMAILED APPLICATIONS**

The department accepts faxed mechanical and plumbing applications if they are on approved forms and do not require plan review. All required information must be filled out and have authorized signatures. Faxed applications are processed in the same manner as over the counter applications.

The department accepts emailed building, mechanical, and plumbing applications so long as the plans are readable at 11x17 paper size. All required information must be filled out and have authorized signatures. Emailed applications are processed in the same manner as any other application.

#### **F. FEES**

Building permit fees are based on the valuation of the project using the IBC Valuation Table released in April of the current calendar year. Building, plumbing, and mechanical fees are set by City Council resolution.

#### **G. VERIFICATION OF LICENSES AND REGISTRATIONS**

Prior to the issuance of any permit staff verifies that the applicant meets the licensing and registration requirements of OAR 918-020-0090(8)(h). Issues which may arise from this verification process are referred to the Building Official for resolution.

## **MINOR PLUMBING INSTALLATION LABEL PROCEDURE**

Oregon Administrative Rules (OAR) 918-100-0000 through 918-100-0060 specify the requirements for the minor plumbing installation label program.

### Discussion:

A “minor installation label” is an adhesive sticker sold by the City of Dundee, which authorizes certain plumbing work. The label contains a sequential number and a space for a date, identification of the contractor conducting the work, contractor registration number and other information. Minor installation labels may not be transferred from one contractor to another. The label must be attached on or near the plumbing installation when work is started. When utilized in conjunction with the one- or two-family dwelling, the label must be attached to the electrical service panel.

A contractor may use a minor installation label to perform plumbing work as described in OAR 918-780-140.

Plumbing contractors having a certificate of registration under ORS 447.030 and a Construction Contractors Board registration using plumbers having a certificate of competency under ORS Chapter 693 are eligible to participate in the minor plumbing label program.

### Procedures:

Minor plumbing installation labels will be sold by permit staff to qualifying plumbing contractors in blocks of 10. The cost for each label will be \$10.00 plus 12% state surcharge. A block of 10 costs \$112.00 (including state surcharge).

In conjunction with the sale of each block of labels, records will be maintained by the City of Dundee. The records note the date of the sale, the number of labels sold, the contractor who purchased the labels, and the consecutive identification numbers on the labels.

Contractors must deliver a copy of each sheet of labels to the City of Dundee within ten days of the date on which the final label is utilized or within twelve months from the date of issuance, whichever is earlier. The information requested on the label must be completed or the label will be considered invalid.

Within 30 days of the receipt of the contractor’s copy of the labels utilized, the plumbing inspector must conduct an inspection of at least 10% of the labels. Those inspections will be recorded. The remainder of the labels (those which were not inspected) will be closed out with an action indicating that no inspection was required to be performed under the minor label rules.

## **PLAN REVIEW STANDARDS**

### **A. INTERGOVERNMENTAL AGREEMENT**

The City of Dundee has a current Intergovernmental Agreement with the City of Newberg for plan review and defers to their operating plan for plan review standards.

### **B. AVAILABILITY OF CHECKLIST**

The Department offers predevelopment and preconstruction meetings to the applicant. Predevelopment meetings generally occur at the time of plan submittal and provide an opportunity for the applicant to summarize the project being submitted for review, discuss any request alternate methods or materials, request interpretation, and hear a preliminary assessment of the project. Preconstruction 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 inspection requirements, coordinate public infrastructure issues, and reach consensus on remaining issues identified during the review process.

### **C. 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.

### **D. PHASED PERMITS**

The division accepts applications for phased permits. Applicants are notified of the status of a phased permit application in the same manner as the other permit applications.

### **E. DEFERRED SUBMITTALS**

The division accepts deferred submittals as outlined in the State Building Code.



## INSPECTION STANDARDS

### **A. INTERGOVERNMENTAL AGREEMENT**

The City of Dundee has a current Intergovernmental Agreement with the City of Newberg for plan review and defers to their operating plan for plan review standards.

### **B. INSPECTION SCHEDULE**

The inspection schedule is set by the City of Newberg. Inspection services are generally offered between the hours of 8:30am and 4:30pm each workday. Inspections outside these hours may be arranged through the Building Official.

### **C. INSPECTION POLICIES AND PROCEDURES**

Inspection requests are accepted via an automated inspection request line 24 hours per day provided by the City of Newberg via IGA. The inspection request number is (503) 554-7714. The City of Newberg also provides the ability to request inspections electronically via their eTrakit system.

Customers may telephone to inquire on matters relating to permitting, plan review, or inspection processes anytime between 8:30am and 5:00pm. Customers may mail or fax inquiries of this nature at any time. If City of Dundee staff is unable to answer questions regarding any of these inquiries, customers may be given the phone number to the City of Newberg staff for resolution.

Approved plans are required to be available on the jobsite unless other arrangements have been made with the inspector. In certain circumstances a re-inspection fee is assessed by the inspector. A Department policy outlines these circumstances, and the policy is available upon request.

### **D. 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.

### **E. STOP WORK ORDERS**

Dundee Municipal Code (DMC) 15.04 authorizes the Building Official to issue stop-work orders. The authority to issue stop-work orders is delegated to the Building Official.

### **F. INVESTIGATION OF PLUMBING VIOLATIONS**

Plumbing inspectors conduct random spot checks to verify compliance with plumbing licensing and registration requirements. In cases of a violation, the inspector is provided the discretion to stop the work and (a) issue a warning, (b) issue a notice of proposed assessment of civil penalty, or (c) discuss alternative options, such as citation into (Municipal or District) court, with the Building Official.

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

## **COMPLIANCE PROGRAMS**

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

Reports of work being performed without a permit, in violation of State of Oregon regulations are investigated by the Building Official.

### **B. INVESTIGATION OF REPORTED VIOLATIONS**

Reports as described above are investigated to determine whether or not the violation exists. If the violation does not exist, the case is closed. If a violation does exist, there are several possible actions that may be taken by the Department, including but not limited to stop work orders, assessment of investigation fees, citation into (Municipal or District) court, and referral to the Building Codes Division Compliance Section through the process identified in ORS and OAR. In any case, the person making the report is informed of the outcome.

### **C. NOTICES OF PROPOSED CIVIL PENALTIES**

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