

City Council Work Session Meeting Agenda
October 27, 2020
6:30 PM

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas.
Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
8. *Meetings are held in a facility that is disinfected. Masks are required if there are 10 or more people in the room. Seating is set with 6' physical separation in mind.*
9. *If you wish to testify, and are unable to attend due to the Coronavirus Pandemic, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

NEW BUSINESS

1. THE MATTER OF DISCUSSING BUILDING/ELECTRICAL PERMITS ASSUMPTION AND OPERATION PLANS AND IGA WITH JUNCTION CITY

Exhibit A: Proposed Harrisburg/Junction City IGA

Exhibit B: Current Linn County/Harrisburg IGA

Exhibit C: Proposed Building Codes Assumption Plans

Exhibit D: Proposed Building Codes Operating Plans

Exhibit E: Notice of Proposed Program Assumption

ACTION: NO ACTION – DISCUSSION ONLY

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF DISCUSSING BUILDING/ELECTRICAL PERMITS ASSUMPTION AND OPERATION PLANS AND IGA WITH JUNCTION CITY

- Exhibit A: Proposed Harrisburg/Junction City IGA
- Exhibit B: Current Linn County/Harrisburg IGA
- Exhibit C: Proposed Building Codes Assumption Plans
- Exhibit D: Proposed Building Codes Operating Plans
- Exhibit E: Notice of Proposed Program Assumption

ACTION: NO ACTION – DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: City Council Workshop - October 27, 2020

BUDGET IMPACT		
REVENUES	BUDGETED?	SOURCE OF FUNDS
Projected \$10,000	Future 21-22 Budget	Building Permit Application Fees

STAFF RECOMMENDATION:
Staff recommends review of the attached materials, in particular the proposed, draft IGA with Junction City

BACKGROUND INFORMATION:
On September 30th, City Staff submitted a request to the Oregon State Building Codes Division to assume the administration of building permits and electrical permits. This process requires the submission of fairly detailed ‘Assumption’ and ‘Operating’ plans that are attached herein primarily for reference purposes.

The administrative authority for building and electrical permits in Harrisburg, since at least 1997, has been Linn County, who also provides all of the licensed inspectors. Should the State of Oregon approve the plans, effective July 1, 2021, Harrisburg would assume the administration of the application and issuance of building and electrical permits. We would not, however, provide inspection services. These would be done by City of Junction City employees and contractors, per the attached IGA.

The principal differences between our current process and the post July 1, 2021 building administration program assumption are as follows:

1. The JC IGA grants an additional 10% share of building permit fees to us, including planning fees. The current Linn County IGA does not share any planning fees with us. For electrical – Linn County keeps all electrical permits fees as we do not

handle them locally. I estimate that the new IGA, if building permit and electrical permit activities remain flat, or even decrease a bit, will generate about an additional \$10,000 per year of net revenue for the city, after accounting for all increased staff handling time.

2. The JC IGA imposes certain minimum processing time frames; the Linn County IGA does not.

3. Junction City uses the State of Oregon electronic ‘e-Permitting’ program which not only speeds the permitting process but reduces paperwork handling for both applicants and City Staff. Linn County does not employ the state ‘e-permitting’ program.

4. The new IGA would enhance city control over city land use requirements during the inspection process (e.g.. building setbacks and issuance of Certificate of Occupancy.)

While there are a lot of moving parts and requirements associated with us assuming the administration of the building and electrical permit programs, I believe the improved service levels and greater local control will help carry the message to the building and development community that Harrisburg welcomes new development and has taken the necessary steps to help make that happen.

REVIEW AND APPROVAL:

_____ John Hitt City Administrator	_____ Date
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EXHIBIT A.

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF JUNCTION CITY AND CITY OF HARRISBURG FOR BUILDING PERMIT PROGRAM SERVICES

This agreement is made and entered into by and between the cities of Junction City and City of Harrisburg, hereinafter referred to respectively as “Junction City” and “Harrisburg” or collectively as “Cities.”

RECITALS

WHEREAS, Cities are authorized pursuant to ORS 190.003 through 190.110 to enter into intergovernmental agreements for the performance of any or all functions which a party to the agreement has the authority to perform; and

WHEREAS, Cities are authorized pursuant to ORS 455.148(3), ORS 455.150(3), and OAR 918-020-0090 to combine in the appointment of a single Building Official for the purpose of administering a Building Inspection Program within their communities; and

WHEREAS, the City of Junction City Public Works & Development Department employs both a certified Building Official and an Electrical Specialty Code Inspector; and

WHEREAS, Cities find it beneficial to enter into this Intergovernmental Agreement (Agreement) to obligate and authorize Junction City to provide building official, inspection, plan review, electrical specialty code and other building permit program services to Harrisburg, subject to the terms and conditions herein.

AGREEMENT

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Effective Date. This Agreement shall be effective on July 1, 2021.
2. Duration and Termination. The term of this Agreement will extend for one (1) year from the Effective Date, at which point it shall automatically renew for successive one (1) year terms unless and until either party provides at least sixty (60) days’ written notice to the other party of its intent to terminate this Agreement. Termination of this Agreement shall not affect any obligations or liabilities accrued to the parties prior to such termination.
3. Services. Junction City agrees to provide building official, inspection, plan review, and electrical specialty code services to Harrisburg, as more specifically outlined in the attached Exhibit A (collectively, “Building Permit Program Services”).

EXHIBIT A.

4. Consideration. Harrisburg will pay to Junction City:
 - A. Sixty-five percent (65%) of all fees collected by Harrisburg in conjunction with its Building Permit Program for Services performed pursuant to Section 3 of this Agreement; and
 - B. Invoiced amounts on a time and materials basis for Services provided for which Harrisburg collects no fees, as outlined on the fee schedule attached as Exhibit B.
5. Harrisburg Obligations. Harrisburg shall:
 - A. Designate the Junction City Building Official as the Harrisburg Building Official. The Building Official shall have final authority over all building program decisions and will hold full discretionary authority over Harrisburg's building program.
 - B. Designate the Junction City Electrical Specialty Code Inspector as the Harrisburg Electrical Specialty Code Inspector. The Electrical Specialty Code Inspector shall have final authority over Harrisburg's electrical program and will hold full discretionary authority over Harrisburg's electrical program.
 - C. Maintain detailed financial records of all revenue received in the operation of Harrisburg's Building Permit Program.
 - D. Review site development plans for conformance with city land use regulations and notify the Building Official when approved.
 - E. Provide Junction City Building Permit Program Services providers space for storage of files and plans, office space and computer access and provision of necessary clerical support as may be necessary for the provisions of said Services by Junction City.
 - F. Not later than the 10th day of each month, provide to Junction City sixty-five percent (65%) of all fees collected during the preceding month for Harrisburg's Program. Fees will be charged in accordance with the State of Oregon Building Code Division fee and evaluation schedules, in addition to any other Program fees properly adopted by Harrisburg.
 - G. Receive all building permit applications and collect all building permit fees in accordance with the State of Oregon Building Code Division fee and evaluation schedules, in addition to any other Program fees properly adopted by Harrisburg.
 - H. Within thirty (30) days of receipt, pay Junction City's invoiced fees as outlined in 'Exhibit B'.

EXHIBIT A.

- I. Harrisburg shall assist with Junction City in implementation of the Oregon State electronic permitting system and shall share the fees and costs of said system on an equitable basis.
 - J. For permits not requiring plan review, Harrisburg may immediately issue such permits, collect the appropriate fees and retain 35% of the fee collected.
 - K. All required reports and required administrative tasks undertaken by Junction City on behalf of the Harrisburg shall be tracked on an hourly basis by Junction City and billed on a quarterly basis to Harrisburg, not to exceed \$70/hour.
 - L. Land Use Regulations: Harrisburg agrees that it will not submit to Junction City any permit applications that have not been signed by authorized Harrisburg personnel attesting that the proposed work will be in compliance with Harrisburg's zoning and other land use and development ordinances.
6. Junction City Obligations.
- A. Junction City will employ a qualified Building Official, in compliance with ORS 455.148(3) and OAR 918-020-0090, and an Electrical Specialty Code Inspector.
 - B. Delegation. Junction City may not delegate discretionary responsibilities associated with its Building Permit Program Services but may contract with other agencies or third-party contractors to perform ministerial services associated with inspections, plan review, or other technical assistance services.
 - C. Junction City will keep a record of all hours worked by Junction City employees and third-party contractors or agencies to provide Building Permit Program Services to Harrisburg and bill those amounts to Harrisburg which exceed Harrisburg's percentage payment, or for which Harrisburg collects no Building Permit Program fees. Any such charges shall be billed to Harrisburg on a quarterly basis not to exceed sixty-five percent (65%) of fees collected by Harrisburg during the same quarter.
 - D. Junction City will evaluate all Harrisburg permit applications and plans submitted to it to determine the required fee to be collected by Harrisburg.
 - E. After approval of the plans/permits by Junction City, and calculation of the required fee(s), Junction City shall return the application with at least one set of approved plans, and an inspection card to Harrisburg which shall then issue the permit and collect the appropriate fee.
 - F. Junction City shall prepare and submit all required reports to the Oregon State Building Code Division and Linn County Assessor including, but not limited to:
 - a) monthly surcharge reports based on fees collected, b) monthly and year-end

EXHIBIT A.

building permit activity reports, and c) required notifications regarding the Harrisburg Building Permit Program. d) In addition, Junction City shall prepare and submit to Harrisburg within 30 days of the end of each calendar quarter a summary report of completed and open building permits. e) Junction City shall keep track of, and inform Harrisburg and permit applicant of building permits that have been expired by Junction City.

7. General Provisions. Each City will designate Junction City's Building Official to supervise and coordinate the Building Permit Program.
8. Land Use Regulations. Junction City shall enforce Harrisburg land use regulations, involving dimensional standards (setbacks, lot coverage, etc.) for buildings, and controls for drainage as they are specified on the site plan by a Harrisburg official. Any necessary legal action resulting from the enforcement of land use regulations is the responsibility of the City of Harrisburg.
9. Mutual Indemnification. Each party shall defend, indemnify and hold the other harmless from and against any and all claims, lawsuits, or actions for damages, costs, losses or expenses arising from the indemnifying party's actions pursuant to this Agreement.
10. Attorneys' Fees. In the event an action, lawsuit or proceeding, including appeal therefrom, is brought for failure to fulfill or comply with any of the terms of this Agreement, each party shall be responsible for its own attorneys' fees, expenses, costs and disbursements for said action, lawsuit, proceeding or appeal.
11. No Waiver of Claims. The failure by either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that provision or any other provision of this Agreement.
12. Entire Agreement. This Agreement constitutes the entire Agreement between the parties concerning Building Permit Program Services and supersedes any and all prior or contemporaneous negotiations or agreements among the parties, if any, whether written or oral, concerning the Building Permit Program Services, which are not fully expressed herein. This Agreement may not be modified or amended except in writing signed by each party to this Agreement.

EXHIBIT A.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed by their duly authorized representatives as of the dates set forth below.

CITY OF JUNCTION CITY, OREGON

By: _____
Jason Knope, City Administrator

Dated _____, 2020

CITY OF HARRISBURG, OREGON

By: _____
John Hitt, City Administrator

Dated _____, 2020

EXHIBIT A.

Exhibit A

City of Harrisburg

Building Permit Program Services

- **BUILDING OFFICIAL**

The Building Official must be certified by the State of Oregon and develop a relationship with City Staff (Public Works, Planning, Administration) to provide excellent service related to administration of building inspection services.

Availability:

- Accessible via phone, email, and in person (by appointment, at Harrisburg City Hall)
- Adequate response time (reply within 48hrs) regarding disputed inspections and other concerns.
- Responsive to Harrisburg City Staff:
 - Available for Pre-application and pre-construction meetings, as requested/by appointment
 - Responsive to inquiry, as needed, within 48 hours, or the next business day, whichever is later.
- Receives public complaints regarding code provisions, inspections and employee behavior
 - Code provisions: Referred to the most appropriate Staff member; may escalate to an appeal, at which point Appeal procedures are followed.
 - Employee behavior: Processed by Building Official per personnel procedures.
 - The Harrisburg City Administrator shall be briefed on all public complaints, and the resolution thereof, while still protecting the privacy rights of the public and Junction City employees.

Extent:

- Provides and assures training and maintenance of examiners' and inspectors' certifications
- Collaborates with Harrisburg City Staff, and the Harrisburg and/or Linn County Fire Marshal to maintain appropriate policies and procedures for complying with State Building Code requirements including but not limited to:
 - Oregon Structural Specialty Code updates
 - Risk Areas: Floodplain, Steep Slopes (excavation and grading), Wetlands
 - Oregon State Fire and Life Safety Code
- Issues initial Certificate of Occupancy, upon sign-off from City Staff as well as re-certifies Occupancy of existing buildings following modification or changes in use. May also issue Temporary/Conditional Certificate of Occupancy upon approval of Harrisburg City Staff.

EXHIBIT A.

- Declares dangerous buildings or condemnation orders following evaluation criteria specified by the State of Oregon and makes presentation to the Harrisburg City Council upon consideration of a city declaration of a nuisance or hazardous structure.
- Verifies licenses and registrations required under ORS Chapters 446, 447, 455, 479, 693 and 701
- Adjudicates appeals, as filed, per Oregon Revised Statutes

Process:

- Provides monthly Building Inspection report to City Staff for public review; aggregates data for an annual report to the City each fiscal year.
- Hears appeals from disputed inspections
- As per ORS 455.690, manages aggrieved/disputed inspections and appears before the municipal appeals board or to the appropriate state advisory board.
- **PLANS EXAMINERS**

Plans Examiners provide code compliance review through three stages: 1) Primary plans examination, 2) Remedial review, and 3) As-built review.

1. **Primary Plans Examination** is the bulk of plan review for Specialty Code and Fire Code items.
 2. **Remedial Review** is the additional review, as required, to remedy deficiencies identified in the primary review.
 3. **As-Built Review** provides assurance that what is drawn and approved was built to noted specifications prior to issuance of a Certificate of Occupancy.
- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
 - Available by phone, email, and in person (by appointment at least one day a week, at Harrisburg City Hall) between 9am and 5pm Monday through Friday.
 - Adequate response time (reply within 24hrs) regarding applicant inquiries and other concerns.
 - Single Family, or two family dwelling plans for grading, construction, demolition, plumbing or mechanical permits shall be returned to the City of Harrisburg within the lesser of 216 hours or 7 business days from receipt, by Junction City, of a complete and adequate set of plans and/or permit applications.
 - Multi-Family, or Commercial Plan review and permit applications for grading, construction, demolition, mechanical and plumbing permits shall be returned to the city of Harrisburg within the lesser of 576 hours or 20 business days from receipt, by Junction City, of a complete and adequate set of plans and/or permit applications.
 - Review for compliance with Oregon Structural Specialty Code, Oregon Fire Code.

EXHIBIT A.

- Provide additional review for compliance related to risk areas: Floodplain management, Grading and excavation.
- **INSPECTORS**

Inspectors build rapport with developers (residential and commercial) by providing clear expectations, personable and polite interaction, and fair assessment in assuring compliance with applicable Building Codes and Development Code Conditions of Approval.

Availability:

- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
- Adequate number of specialized inspectors to provide inspections consistent with the following schedule, within 24 hours of the request:
 - Residential Plumbing, Structural, Mechanical: Tuesday and Thursday
 - Electrical: Tuesday and Thursday
 - Commercial Plumbing, Structural, Mechanical: Tuesday and Thursday
 - Requests for emergency inspections on Monday, Wednesday, and Friday may be requested. Inspectors will provide the inspections based on availability.
 - Requests for inspections and inquiries should provide similar response to Plans Examination response (24 hours) or sooner.
- Backup inspectors provided to assure coverage in case of absence.

Extent:

- Provide pre-development/pre-construction meetings upon request to discuss any unique aspects of the project, clarify special inspection requirements, coordinate public infrastructure issues, and reach consensus on any issues identified during the review process.
- Each inspection visit shall be documented and held on-file at Harrisburg as well as at the jobsite until Final Inspection is performed.
- Inspects and ensures compliance of dimensional standards for buildings, as well as drainage as specified on the site plan.
- May issue stop work orders after consultation with Harrisburg City Staff regarding that decision.
- Performs investigations into certifications, license/registration requirements in addition to verification of compliance of electrical, plumbing, mechanical, and other work.
- Responds to reported Code Violations to determine whether a violation exists. Will be responsible for reviewing all possible building code violations within the City of Harrisburg, as may be reported and take appropriate follow-up action.
- Issues civil penalties on the City's behalf as authorized by ORS 455.156.

EXHIBIT A.

- **PROGRAM PARTICIPATION**

Building Inspection services shall work with the following programs, as delineated by the State, for all building disciplines:

- Bulk labels
- Temporary permits
- Master Permitting

EXHIBIT A.

Exhibit B Fee Schedule

Junction City's hourly rates for Building Permit Program Services and Services provided for which Harrisburg collects no Building Permit Fees are as follows:

Building Official: \$70
Building Permit Specialist Services: \$50

Reimbursable expenses:

24"x36" Blueprints.	\$3.00/page
FedEx/UPS	Cost
US Mail	Cost
Standard Black/white	\$.25 each
11"x17" photocopies	\$.50 each
Large B/W	\$.50 per square foot
Color Copies regular	\$1.00 each
Color 11"x17"	\$2.00 each
Mileage	Current IRS rate.

FILED

FEB 26 1997

STEVE DRUCKENMILLER, Clerk
By *Frank J. Smith* Deputy**INTERGOVERNMENTAL AGREEMENT**

Agreement between the City of Harrisburg and Linn County, made on this 26th day of February, 1997.

WHEREAS, pursuant to ORS 190.003 to 190.250, Linn County and the City of Harrisburg desire to enter into an intergovernmental agreement; and

WHEREAS, the State of Oregon has promulgated a state building code, hereinafter referred to as "codes", which includes the Oregon State Structural Specialty Code and Fire and Life Safety Regulations, the Oregon State Mechanical Specialty Code and Fire and Life Safety Regulations, the Oregon State Plumbing Specialty Code, the Oregon State One and Two Family Dwelling Code, and Oregon Administrative Rules for installation of manufactured dwellings, for mobile home parks, and for recreational parks and organization camps; and

WHEREAS, the codes are uniform and applicable throughout the State of Oregon, including all cities and counties; and

WHEREAS, the City of Harrisburg hereinafter referred to as "CITY", and Linn County hereinafter referred to as "COUNTY", have worked together for a number of years in administering the building codes, and desire to continue this relationship whereby the CITY will sell COUNTY building permits for building projects on properties within the incorporated limits of the CITY.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

(1) Contract for Services

The CITY agrees to sell building permits on behalf of the COUNTY for those projects and activities requiring building inspection within the incorporated boundaries of the CITY. It shall be the responsibility of the COUNTY to perform all required inspections and building plan reviews and other duties as outlined in this agreement. The CITY agrees that it will issue no permits nor cause any inspections to be made that are required by the codes except through this agreement.

The COUNTY shall continue to sell electrical permits, perform electrical inspections, and perform all other obligations required in the administration of the electrical inspection program. The CITY has no obligation to sell electrical permits or participate in the administration of the electrical inspection program.

(2) Applications and Permits

The COUNTY agrees to provide the CITY with the necessary permit application forms, procedural guides, and fee schedules and to instruct authorized CITY personnel in the proper procedure to prepare the applications.

Order #97-026A

Except for the issuance and processing of electrical permits, the CITY agrees to accept applications for all permits required by the codes and administrative rules within the CITY boundaries and to issue the permits. For permits not requiring plans review, the CITY may immediately issue the permit and collect the appropriate fees.

For permits requiring plan review the CITY agrees to transmit the application together with two complete sets of plans to the COUNTY. The COUNTY agrees to evaluate the application and plans and to determine the fees. After approval of the plans, the COUNTY shall return the completed application together with one set of the approved plans, and an inspection card to the CITY. The CITY shall then issue the permit and collect the appropriate fees.

(3) Inspections

The COUNTY agrees to perform the required inspections upon notification by the permit holder that the work is ready for inspection. The COUNTY agrees to provide the CITY with a copy of the inspection record upon satisfactory completion of all work authorized by the permit.

Within 15 days after final approval, the COUNTY shall provide the CITY with a copy of each building permit having been satisfactorily completed and signed off by the COUNTY. The COUNTY shall also inform the CITY of all building permits which have been expired by the COUNTY.

(4) Fees Collected and Distributed

The CITY and COUNTY agree that fees shall be paid and distributed according to the following:

- (a) The CITY shall retain as payment for its services under this contract 25 percent (25%) of the actual permit inspection fees per calendar year.
- (b) The CITY shall send all plan review fees to the COUNTY.
- (c) The remaining permit inspection fees, the plan review fees, and the state surcharge fees shall be transmitted by the CITY to the COUNTY, on a monthly basis, said transaction to be completed by the 10th day of each month. The COUNTY shall be responsible for completion and submittal of all reports to the Building Codes Agency, including the monthly surcharge reports. The CITY shall complete the Census Reports.
- (d) Fees charged by the CITY and payable to the COUNTY shall be the same as those charged by the COUNTY for work in the unincorporated areas of the COUNTY.
- (e) All fees collected by the CITY pursuant to this agreement shall be deemed to be in the possession of the CITY until received by the COUNTY. Any loss in transit shall be deemed as the CITY's loss.

(5) Land Use Regulations

The CITY agrees that it will not submit to the COUNTY, and the COUNTY agrees that it will not process any permit applications that have not been signed by authorized CITY personnel attesting that the proposed work will be in compliance with the CITY's zoning and other land use and development ordinances. The COUNTY will not accept any responsibility for enforcement of the CITY's land use regulation.

The COUNTY shall assure that CITY land use regulations involving dimensional standards for buildings which are noted on the face of the permit application shall be enforced as part of the normal inspection process. The COUNTY shall not give final approval to a building permit until it receives assurance from the CITY that all CITY land use requirements noted on the permit have been met. However, any necessary legal action resulting from the enforcement of land use regulations is the responsibility of the CITY.

(6) Enforcement

All enforcement responsibility with regard to the codes rests with the COUNTY. The COUNTY agrees that it will pursue enforcement responsibility within the CITY to the same degree as it would were the situation to apply to properties within the unincorporated areas of the COUNTY.

The COUNTY agrees that it shall provide notice of violation to individuals who have violated the codes. A copy of such notice shall also be provided to the CITY. If the notice of violation does not bring about compliance, the COUNTY shall notify the CITY of the violation and the COUNTY's efforts to obtain compliance. It shall be the COUNTY's responsibility to seek legal action to gain compliance with the codes, should legal action become necessary.

(7) Effective Date of Agreement

This agreement shall go into effect on January 1, 1997.

(8) Term of Agreement


This agreement shall remain in effect until terminated by either party. Notice of intent to terminate must be provided by December 31 of any calendar year. The effective date of any termination shall be the following June 30. Modifications to the agreement shall be made only upon mutual agreement by both parties.

(9) Repeal

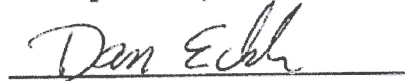
The current agreement dated September 29, 1993, between the CITY and COUNTY is automatically repealed with the adoption of this agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first written above.

CITY OF HARRISBURG, OREGON


~~Bill Cherry, Mayor~~

Harvey Nokes, Council President


Dan Eckles, City Administrator

APPROVED AS TO FORM:



Linn County Legal Counsel

LINN COUNTY BOARD OF
COMMISSIONERS

ABSENT

David R. Schmidt, Chairman


Larry J. Johnson, Commissioner


Catherine Skiens, Commissioner

City of Harrisburg

Plan for Assumption of Building Inspection Programs

In accordance with ORS 455 and 479

Proposed Effective Date:

July 1, 2021

I. Administration of the Program

The City of Harrisburg is capable of administering a Building Inspection program for four or more years based on the following:

1. We have sufficient city staffing (3 FTEs) who are available to receive, log, track, and issue building permit applications
2. We have performed these administrative functions for 23 years during our relationship with Linn County.
3. We have adequate reserve funds to pay for the program, even in lean years, since we have an “Unappropriated Ending Fund Balance” of over \$202,000 while our anticipated total Building Permit Expenses (Not considering any permit fee collections) is \$70,000. Thus, we could ‘carry’ the Building Program for almost three years, even if there were no permit fee revenues or collections of any kind.

II. Improving Service Levels

1. By assuming this program from Linn County, service levels to builders, remodelers and contractors would markedly improve. Our proposed IGA (**Exhibit A**) commits Junction City to certain maximum timeframes to perform plan review and provide inspections. Our current agreement with Linn County (**Exhibit B**) provides no such performance standards.
2. In addition, those wanting to meet directly with the Inspector/plans examiner can do so after an 8-minute drive to Junction City. Currently, those wanting a meeting must travel to the County Courthouse in Albany, approximately a 40-minute drive. Furthermore, any necessary re-inspections can be more easily accomplished and scheduled due to the close proximity of Harrisburg and Junction City as well as the greater time availability by the Junction City Inspector(s).

III. Financial Feasibility.

1. As noted above, Harrisburg has substantial unallocated General Fund Reserves that could be used to absorb any Building Program losses.
2. Attached to this Plan is a record of our Plan Revenues and expenses for the Fiscal Years 2016/17 – 2019/20. During none of these years did the City encounter a loss. The amount of permit revenue the city can ‘keep’, or retain, is currently 25% of Building Permit Fees and 0% of Plan Review Fees, under our current IGA. [See **Exhibit B**, Linn County/Harrisburg IGA, sections (4) (a) & (b).] Yet, nevertheless, this provides us with average Building Fund Revenue of \$83,219 per year for these years. We estimate that annual average processing costs to service these permits, to be about \$71,318 per year.
3. Please note that our Draft IGA with Junction City, for Building Permit Program Services, allows Harrisburg to retain 35% of all Building Permit Program fees, (Exhibit B, section 4.A.) including plan review fees.
4. Finally, we included a four-year projection (**Exhibit C**) of estimated Building Program Revenues and the estimated retainage by Harrisburg under our proposed Harrisburg/Junction City IGA. This projection assumes building permit activity will be 10% lower than the years 2016-2019, which were slow years for us compared to historical averages. The projections also do NOT assume any increased revenues for the next 4 years, except for a presumed 2% annual COLA adjustment. These revenue projections also do not include being able to keep more of the permit related revenues under the new, proposed IGA.

IV. The Transition Process.

1. Please note the two letters from Harrisburg to the Linn County Planning and Building Department (**Exhibits D**). These letters request the full cooperation of Linn County for the purposes of

processing or closing out any existing or pending permits/inspections and makes clear that all permit revenues collected by the City of Harrisburg prior to July 1, 2021 will be paid to Linn County IAW our existing IGA. Any enforcement actions commenced by Linn County prior to July 1, 2021 will be left under their auspices to handle as they see fit.

2. We have not yet heard a formal response from Linn County regarding our letters, but we are certainly ready to work with them, in good faith, to quickly resolve any transitioning concerns or questions they may have.
3. Public and Contractor Notice. From the perspective of contractors and the general public, Harrisburg's assumption of our Building Program will seem relatively seamless. We will accept building permit applications at Harrisburg City Hall, as we do now. We will also continue to issue plumbing and mechanical permits directly over the counter, as we do now. Nevertheless, we will grant the public and contractors' numerous opportunities to offer input and receive information about the Harrisburg Building Program assumption. These include, as a minimum:
 - A. A formal advertised public hearing on or about Jan 12, 2021.
 - B. Regular City Council and public updates of the status of the Program assumption at public City Council meetings.
 - C. Posting information on the City website and Facebook page about the Program Assumption, notifying contractor and the public of when and where they can offer either written or oral input, and
 - D. A timeline of the Assumption process, where they can get more information and FAQs
4. Transferring/Employing affected employees. There will be no need to transfer any employees as Linn County will not need to layoff or reduce the work hours of any Building Dept. employee. Harrisburg represents only a small, incremental portion of building permit activity in Linn County.

EXHIBIT C

1.

In accordance with OAR 918-020-0095 (1) (f), “.....two or more municipalities may combine in the appointment of a single building official for the purposes of administrating a building inspection program within their communities.” As the attached proposed draft Harrisburg/Junction City IGA, and the “Program Administration Request’ form make clear, we are combining with Junction City for the ‘appointment’ of a common building official, Mr. Russell Young.

V. The Transition Schedule:

1. September 30, 2020: Harrisburg submits to Oregon State Building Codes Division a complete ‘Program Administration Request’ form with a completed Building and Electrical Operating Plan, Electrical & Building Code Transition Plans, Proposed Service Area Map, Current fee schedule for all programs, and the contact person (including contact information) for the surcharge report of assumed programs.
2. October 15, 2020: Harrisburg and Junction City shall finalize the Draft IGA, Draft Operating Plan and Draft Assumption Plan and place on docket for the following City Council meeting. Harrisburg City Council will invite public comment on the proposed IGA and possible subsequent Plan Assumption by Harrisburg.
3. October 27, 2020: Harrisburg City Council shall review the proposed IGA, Operating Plan and Assumption Plan, and place on docket for formal consideration at a public meeting on November 10, 2020.
4. November 16, 2020: Harrisburg Staff will respond to any Linn County objections to Harrisburg Plan Assumption and will seek mutual resolution to same.
5. December 8, 2020: Harrisburg City Council, at their regular public meeting, will consider any Linn County objections to the Harrisburg Plan Assumption as well as City staff responses and recommendations. Council will then consider Operating Plan or

EXHIBIT C

Assumption Plan modifications based on objections and responses to objections.

6. January 12, 2021: City Council will hold an advertised, public hearing to consider any actions necessary to finalize the City's Building Program assumption on July 1, 2021.
7. January 12, 2021 – June 30, 2021: City staff will receive training on the new Building Codes and Electrical Codes Administration and Enforcement Program and further public outreach made to contractors and the general public concerning the new program.
8. July 1, 2021: City will begin assumption of the Building Programs consistent with the Harrisburg/Junction City IGA
9. July 27, 2021: At its regular meeting, the Harrisburg City Council will review, and consider for adoption a final, BCD approved, Building Program, adoption ordinances, and fee schedules.

Harrisburg Building Permit Program Revenues & Expenses									
FY 2016-2017 to FY 2019-20 and Projections for FY 2020-2021 to FY 2023-2024									
	Past Performance								
	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	Average of Prior 4 Years	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
Revenues	\$ 48,669.91	\$ 43,258.34	\$ 123,971.58	\$ 116,975.71	\$ 83,218.89	\$ 74,897.00	\$ 76,395.00	\$ 77,923.00	\$ 79,481.00
Expenditures	\$ 40,330.95	\$ 35,202.63	\$ 110,412.64	\$ 99,323.90	\$ 71,317.53	\$ 73,078.00	\$ 74,902.00	\$ 76,775.00	\$ 78,694.00
Net Program Revenues	\$ 8,338.96	\$ 8,055.71	\$ 13,558.94	\$ 17,651.81	\$ 11,901.36	\$ 1,819.00	\$ 1,493.00	\$ 1,148.00	\$ 787.00
Types and Numbers of Issued Permits from the Harrisburg Program					Projections for Issued Permits**				
Over-the Counter Permits (Mechanical, Plumbing, and Manufactured Home Placement Permits):	31	48	46	52	44	40	41	42	43
Commercial/Industrial Permits (including mechanical & plumbing permits):	16	24	36	30	27	24	25	24	25
Residential Permits (Includes SFD's, Additions/Renovations & Accessory Structures	18	22	22	15	19	17	20	23	24
Total Permits Processed	65	94	104	97	90	81	86	89	92
*As of the time of program submission, Linn County had not yet provided us with Electrical Permit Information. If it is provided to us prior to the deadline, it will be included with the application packet						*Projected Revenue & Expense Projections were calculated by the following: A) Permit Revenues wil decline 10% from the prior 4 years average; an annual 2% COLI increase was factored in. B) Expenses will rise 2.5% annually from the prior 4 year average.			
						**Projections of number of permits were calculated based on a 10% decline for the 1st year of the new program, but with an increase of 2% from that year forward. Residential permits were increased based on pending residential subdivisions.			

City of Harrisburg

Assumption Plan Delegation of Electrical Program

Effective July 1, 2021

- I. City Resolution: Attached to this Plan Packet is **Exhibit F**, City of Harrisburg Resolution No. 1245 passed by the Harrisburg City Council on September 29th, 2020.
 - A. Resolution No. 1245 authorizes the included Program Administration Request and that our City and all City staff and persons associated with implementing the Harrisburg Electrical Program will be bound by Electrical Delegation Rules.
 - B. This is the City's first application for an Electrical Delegation.
 - C. **Exhibit G** – Harrisburg Municipal Code (HMC 15.05.010), adopts and enforces the Oregon Electrical Specialty Code. HMC 15.05.020 shall be amended, not later than November 10, 2020, to include City administration of the Electrical Specialty Code, and all other provisions as required by OAR-918-308-0030.
- II. Transition from Linn County to City of Harrisburg:
 - A. **Exhibit D** is the letter notifying Linn County of our intent to have the Electrical Program delegated to us effective July 1, 2021.
 - B. We have indicated to Linn County our willingness to work closely with them to develop whatever strategies are appropriate to have a smooth, seamless transition. As of the writing of this document, we have not heard back from Linn County regarding concerns or questions on their part. Because Linn County doesn't allow electrical permits to be issued by their contract cities, including Harrisburg, it is assumed that they will collect all their own permit fees prior to July 1, 2021. We also anticipate that Linn County will complete all inspections on all open permits or enforcement actions pending as of 5:00 pm on June 30, 2021, or as soon thereafter that they can.
 - C. As of July 1, 2021, we will have trained and prepared up to two full-time staff persons to assist with and track electrical permit applications.
 - D. We will make substantial efforts to inform and seek input from contractors and the public prior to and after assuming the electrical program. We will do so on the same schedule as the

Assumption Plan for the Building Program which is included with this application.

- E. Current Employees. Electrical permits issued for property in the City limits are currently inspected by Linn County employees Steve Wills (residential) and Jim Alexander (residential/commercial). We do not anticipate any Linn County Building/Electrical inspectors will lose employment or have his/her hours reduced in any way as a result of the proposed electrical delegation to Harrisburg. This is due to the relatively small percentage of Linn County electrical permit activity that Harrisburg represents. In addition, we have attached an opinion letter (**Exhibit H**) from City of Harrisburg City Attorney, Jim Brewer, that our assumption of the Electrical program will not negatively impact Linn County employees as per ORS 236.605.
- F. Once we have assumed the electrical program, all inspections will be performed by Russell Young, (IAW attached IGA- **Exhibit A**) a current full-time employee of Junction City.

Harrisburg Electrical Program Revenues (Proposed as if Harrisburg/Junction City IGA were in effect.) FY 2016-2017 to FY 2019-20 and Projections for FY 2020-2021 to FY 2023-2024										
	Past Estimated Performance					Future Forecasted Performance				
	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	Average of Prior 4 Years	FY 2020-2021*	FY 2021-2022*	FY 2022-2023*	FY 2023-2024*	Averages total program as projected
Revenues (Linn County)	\$ 5,372.00	\$ 7,024.00	\$ 11,244.00	\$ 9,911.00	\$ 8,387.75					
Expenditures (Linn County)	Unknown	Unknown	Unknown	Unknown	Unknown					
*Estimate of Net City Revenues @ 35% of total Number of Permits	\$ 1,880.00 39	\$ 2,458.00 63	\$ 3,935.00 54	\$ 3,469.00 64	\$ 2,936.00 55	\$ 2,669.00 50	\$ 2,722.00 51	\$ 2,776.00 52	\$ 2,829.00 53	\$ 2,842.25 47
Estimated City Cost @ 30 Minutes per permit @ \$40 an hour (\$45/hr in 21/22 and onwards)	\$ 780.00	\$ 1,260.00	\$ 1,080.00	\$ 1,280.00	\$ 1,100.00	\$ 1,000.00	\$ 1,148.00	\$ 1,170.00	\$ 1,192.00	\$ 1,113.75
Net Estimate of City Revenues	\$ 1,100.00	\$ 1,198.00	\$ 2,855.00	\$ 2,189.00	\$ 1,835.50	\$ 1,669.00	\$ 1,574.00	\$ 1,606.00	\$ 1,637.00	\$ 1,728.50
	As of the new IGA: Avg. net city revenue for Electrical Permits \$53.38 Total Avg E. Permit Fee \$152.51									
Assumptions for FY 2021-2024 Projections: 1. No permit fee increases 2. Permit numbers decrease 10% in the 1st year of assumption 3. Permit numbers increase 2% per year after 1st year of assumption 4. City Staff time is estimated at 30 mins per permit at a total hourly personnel cost of \$40/hr in FY 2016-2021 and \$45/hr in FY 2021-2024										

City of Harrisburg

Building & Electrical Programs

Operating Plan

Effective Date: July 1, 2021

TABLE OF CONTENTS

Introduction	Page 3
Administrative Standards	Page 5
Permitting Standards	Page 8
Plan Review Standards	Page 10
Inspection Standards	Page 12
Compliance Program	Page 14
Electrical Program	Page 15

Introduction

OAR 918-020-0090 requires that, “....every municipality...that desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan....”

This operating plan is submitted to comply with OAR 918-020-0090 as well as OAR 918-308-0040. This plan is on file with the State of Oregon Building Codes Division and City of Harrisburg City Hall and is available upon request.

This plan reflects the standards, policies, procedures and services administered and offered through the City of Harrisburg. Harrisburg provides a Plan Review and Inspection program under the terms of an Intergovernmental Agreement (IGA) (attached) between Harrisburg and the City of Junction City. This plan will be updated as necessary to reflect changes in service or IGA and as required by OAR 918-020-0105 & OAR 918-020-0370

Any questions related to this plan should be directed to:

Building Official
Russell Young
City of Junction City
Junction City, OR 97448
541-998-4763 Phone
541-998-2773 Fax

Location

The City of Harrisburg is in Linn County at 120 Smith Street, Harrisburg, OR 97446. The City can be reached at 541-995-6655 for permit questions or information.

Service Description

In and through our IGA with Junction City, the City of Harrisburg has a full-service Building Department offering Plan Review, Permits, and Inspections in all building code disciplines. The City of Harrisburg has been delegated these Building Inspection Programs by the State of Oregon, Department of Consumer and Business Services, Building Codes Division and are authorized under OAR 918-020-0080.

Contract Services

The City of Harrisburg will conform to these rules, as well as the rules pursuant to plan reviewers licensed under OAR 918-090-0219. Inspection program services are provided by Junction City as defined in the attached IGA. Any questions of the Junction City Building Official, or as to the operation of the IGA, should be directed to John Hitt, City Administrator, PO Box 378, Harrisburg, OR 97446. Phone: 541-995-2200.

Surcharge Report Contact

The Harrisburg contact for surcharge reports of the assumed program is:

Cathy Nelson
Finance Officer
City of Harrisburg
PO Box 378
Harrisburg, OR 97446
541-995-6655

Administrative Standards

(OAR 918-020-0090)

Program Administration: Overall program administration is under the direction of the City Administrator, John Hitt. He coordinates the Building Inspection program with Junction City, and the Junction City Building Official as outlined in the mutual IGA.

Program Funds and Fund Accounting: The City's building program operates in and through two dedicated funds: 1. The Electrical Inspection Fund and 2. The Building Fund. All plan review and permit revenues and fees are deposited into each respective fund. Only City building program related expenses are withdrawn (expensed) from these funds. All direct building and electrical program related expenses are budgeted within these dedicated funds. Any surplus Electrical or Building Fund is carried forward, in the same fund, for the following fiscal year.

Program Fund Reserves: Current General Fund unallocated reserves of over \$200,000 is enough to assure fund viability, for at least three years, even apart from any permit revenues. City staff is trained in the procedures for properly receiving and accounting for program fees, revenues and expenses. In addition, the financial status, revenues, and expenditures will be audited annually during the city's regular audit.

Fee Calculations: Harrisburg, through the IGA, will be using the same fee structure as Junction City. Junction City uses only the state methodology to calculate fees, including the ICC valuation table in effect as of April 1st of each year. This includes the Oregon Modifier to determine the appropriate permit fees. Junction City also adopts the fees authorized under OARs 918-050-0130 – 0180. Electrical permit fees are also adopted by the City of Junction City Municipal Code and by Harrisburg City Council Resolution.

Equipment: All Inspectors will be provided work and storage space at Harrisburg City Hall, including computer and printer access, a vehicle if necessary, business cards and miscellaneous supplies and equipment as may be necessary to administer and enforce all relevant building and electrical codes.

Reserves: Reserves are more than adequate. Please see 'Program Funds' and 'Fund Accounting', above.

Refunds: Necessary refunds are calculated by the Building Official based on hours worked and then paid by the Harrisburg Finance Officer.

Authority and responsibilities of the Building Official, Plan Reviewers and Inspectors: This authority and responsibilities are granted by HMC Chapter 15.05 (**Exhibit G**), City Resolution No. 1245 (**Exhibit F**), and the Harrisburg/Junction City IGA (**Exhibit A**).

Code Appeals: Harrisburg will establish a Contractor's Review Board to hear local appeals. The Board will consist of two area contractors, a local citizen, and one elected public official.

Appeals directly to the Building Codes Division, IAW OARs 918-251-0040 and 918-001-0139 are also authorized and City staff will be trained to provide information about building/electrical code appeal rights

Retention of Records: The City of Harrisburg follows all records retention requirements of the State Archives Division. The City's Municipal Clerk has 20 years of experience and has received extensive training in records management and retention. She will be the City official tasked with the responsibility of coordinating records retention with the Building Official and Inspectors. Paper records requiring retention over time will be kept in the City's archives room, a secure facility with no public access.

Public Access to records, information, and ability to make inquiries, lodge complaints, make comments and otherwise interface with the City's building program and officials: All Building Department records, including this operating plan are available to any member of the public in accordance with the State of Oregon Public Records Law. In addition, Harrisburg City Staff are available 8:30 – 12:00 and 1:00 to 5:00 at 120 Smith Street, Harrisburg, to answer questions, take messages for the Building Official and Inspectors or otherwise assist any member of the public with questions, concerns, complaints, or needing information. Our City phone system takes and records voice mails continuously, every day of the year. Any message we receive either via email, over the counter, or by telephone will usually be responded to the same day, but never more than two business days.

Complaints about employee behavior or performance will be forwarded to the employee's supervisor. The Building Official and the respective City Managers of Junction City and Harrisburg will also be notified. The complaint will be investigated, and action taken, as governed by the employing City's Personnel Policies.

Program Jurisdiction: The Jurisdiction of the City's Building Program will include all properties and actions within the current city limits as per the City's Comprehensive Plan Map (**Exhibit E**) or as it may be amended by future City Council action.

Building Program Additional Responsible Officials and Contract Information:

Gary L. Kaping, Public Works Director
City of Junction City
680 Greenwood
Junction City, Oregon 97448
541-998-3125, Cell 541-228-0277

EXHIBIT D

1.

John Hitt, City Administrator
City of Harrisburg
120 Smith Street
Harrisburg, OR 97446
541-995-2200, Cell 541-405-3962

Building Permit Official
Michele Eldridge, CMC
120 Smith St.
Harrisburg, OR 97446
541-995-2239, Cell 541-554-5435

Building Permit Assistant
Jamie Knox
120 Smith Street
541-995-6655

Back-up Plan Review
City of Eugene
99W. 10th Ave.
Eugene, OR 97401
541-682-5086

Permitting Standards

OAR 918-020-0090

Purchase of Permits: Permits may be purchased at Harrisburg City Hall, 120 Smith Street any business day, from the hours of 8:30 am – 12:00 pm and 1:00 pm - 5:00 pm.

Permit Purchasing Procedure/Policy: All permit applications are through the state's on-line electronic system – 'e-Permitting'. A computer terminal and monitor will be available to the public at Harrisburg City Hall, for those who might not have their own access. In addition, 'e-Permitting' written instructions will be available and the City's Building Permit Specialist will normally be available to help. Permits may also be submitted via over-the-counter paper submittals. Minor permits, or minor permit follow-ups may also be submitted via FAX at 541-995-9244.

Permit applications that do not require plan or city zoning code review may be issued over-the-counter the same day or the next day if all information is complete and the fee paid.

If additional information is needed the applicant will be so informed and invited to reapply.

Licensing Verification: Persons other than homeowners applying for permits will need to demonstrate proof of valid licensing registration prior to issuance of a permit and that applicants are authorized to do the work they are applying for.

Permit Issuance Time Frames:

- A. Notification of Completeness – Application defects or incompleteness will be given to the applicant when discovered. Within three to seven business days of submittal, the applicant will be informed if the application is complete or missing information.
- B. One and two family dwelling plans, as well as plumbing and mechanical: As per our IGA with Junction City, these must be received back at Harrisburg City Hall, ready to issue, within seven business days of delivery of a complete application to Junction City, or submittal on the 'e-Permitting' system.
- C. Manufactured Dwelling Permit: Once the city accepts and reviews a complete application for work regulated by Oregon Manufactured and Park Dwelling Code, the permit is issued. If the permit requires more in-depth plan review the applicant will be notified within three - seven business days of any application deficiencies and upon correction, will issue the permit within seven business days.
- D. Commercial & Multi-Family Permits: Once the City approves the application, permits for work regulated by the Structural, Mechanical, Plumbing, and Specialty Codes may be issued. If the permit application requires some in-dept review, the applicant will be informed within three – seven business days (as Per 'A', above) if the application is

complete. For new construction and major additions, (As per our IGA with Junction City), the permit will be issued within 20 business days of being deemed complete. Plumbing plan review is only required for complex structures, (see OAR 918-780-0040 for definition of complex structures). Electrical Plan Review is required pursuant to the Electrical Operating Plan and is included with this document.

Other Permits:

- A. Non-Plan Review Permits: Permits not requiring a plan review will normally be issued over-the-counter by either Harrisburg or Junction City Staff. The City participates in a minor label program through the State Building Codes Division (BCD) as well as Plumbing and Electrical master permit programs.
- B. Emergency and Temporary Permits: May be approved over-the-counter by the designated Building Official at either Harrisburg City Hall, 120 Smith Street, Harrisburg, or Junction City, 1171 Elm Street, Junction City, or via other reasonable means.
- C. Plumbing – BCD Minor Label Program: Licensed plumbing contractors may apply for commercial and residential minor plumbing labels through the BCD minor label program.
- D. Plumbing Master Permit Program: This program allows operators of commercial facilities to perform basic maintenance and repairs, under certain guidelines, without the need for individual permits or inspections. Owners, operators, or contractors may apply to the City for participation in this program. Requests to participate will be reviewed by the Building Official to assure applicability. For more information please contact the Building Official.
- E. Electrical Master Permit Program: The electrical master permit program allows operators of commercial or industrial facilities to perform basic maintenance and/or repair of electrical work under certain guidelines without the need for individual permits or inspections. Owners, operators, or electrical contractors can apply to the BCD for participation in this program which contains certain restrictions and limitations.
- F. Required proof of licensing, registration or certification: Prior to the issuance of any permit, City staff will verify that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455, 479, 693 and 701. All City permit applications require the submission of contractor/registration/certification numbers. Issues arising out of verification of these numbers will be resolved by the Building Official. Also, building inspector staff also verifies and spot checks the required registrations.

Plan Review Standards

(OAR 918-020-0090)

Plan Review Policies: All plan review staff are certified by the State of Oregon and the International Code Council (as per OAR 918-098-1010) in those codes administered under this Operating Plan. These staff keep themselves current in and assure compliance with all applicable specialty codes and interpretive rulings adopted the Building Codes Division.

Permit Application Checklists: As described elsewhere in this plan, City staff will maintain a variety of permit applications checklists and make these available to the public at the Building Codes Counter and the City's website. They will also be emailed upon request.

Notification of Application Completeness: As noted elsewhere, and under the terms of the City's IGA with Junction City, applicants will be informed in three to seven business days or less, after submission of an application, whether the application is deemed complete or deficient (and if so, how to correct the deficiency.) Once the application is deemed complete, and whether it is a simple or complex residential permit, will be issued not more than seven business days after a determination of a complete application.

Permit Applications requiring plan review: Applications, such as structural, fire and life safety, commercial plumbing and commercial mechanical, will not be issued until at least (3) sets of plans have been received. These plans may be submitted in person, by fax, email, via 'e-Permitting' or mail. If plans are deemed incomplete notice to the applicant will go out in (3) business days via the same method, they were received. Such incomplete submissions are held 'in abeyance' for 90 days or until the additional information is received.

Non-Compliant Plans: Plan applications deemed non-compliant to any relevant specialty code will result in the applicant being notified, in the most expedient method possible, as soon as possible, but not more than (3-7) business days from submission.

Complete and Compliant Plans: When the Building Official makes such a determination, he/she will stamp the plans and return them to the Harrisburg City Building Permit Official who will then immediately notify the applicant. Upon payment of the Plan Check and Building/electrical permit fees, they will be issued to the applicant by the most expedient means.

Phased and Deferred Permits: The City permits phased and deferred permitting as consistent with OSSC 107.3.3 and OSSC 107.3.4.2 All applicants for these permits will be notified upon submission of the timelines for the phased plan and permit reviews as well as notifying him/her that there is no assurance that a final permit approval and/or Certificate of Occupancy will be granted upon reaching the final permit phase or deferral.

Stamping of Plans: No plan will be accepted that requires professional review without an official stamp, from an architect or engineer, certified in the State of Oregon. Nor will a permit be issued without the required Building Officials Stamp of plan approval.

Alternative Dwelling Plan Process: The City of Harrisburg uses the Junction City policy and process for architects and engineers using an alternative one- and two-family plan review under ORS 455.6228. This policy outlines steps for verification that the design professional is also a residential plans examiner, waives the building inspection plan review and establishes an appropriate fee for processing plans under this rule.

Contracting with Licensed and Certified Personnel and Personnel Backup: The City of Harrisburg is contracting with Russel Young, an employee of the City of Junction City, in and through the terms of the attached IGA to handle all necessary plan reviews and Building Official functions. The City of Junction City maintains a roster of more than three (3) primary and back-up certified plan reviewers and inspectors. In addition, the City will accept any licensed Plan Reviewer (IAW OAR 918-090-0210), pre-approved by the Building Official, in order to meet the time requirements for Plan Review as outlined in this plan.

Inspection Standards

(OAR 918- 020-0090)

Inspection Schedule: Inspection staff for the City of Harrisburg will provide inspection services Monday through Friday on all days but official Federal or State Holidays.

Inspection Request Responses: Persons with a valid, issued permit may request a permit inspection 24 hours per day, 365 days per year by calling the Building Permit Inspection line at 541-998-4763 or through the state 'e-Permitting' system or via an email or in-person request. Such requests must include permit number, site address, name and contact info for persons making the request and type of inspection desired. Normally, the inspection will be made the next business day. If it is anticipated that more than 48 business hours will elapse from the time of inspection request, to the physical inspection, then the permit holder shall be notified by phone or email.

Inspection Policies and Procedures: Upon arrival at the job site, and after making contact with anyone who is present at the job site, the Inspector will use an inspection checklist to: determine that permit numbers match, that an approved permit is posted, and that approved plans are available at the job site or City Hall. Upon completion of the inspection, the Inspector shall update the 'e-Permitting' system, if used, and leave a paper comment at the work site as to approval, conditional approval or failure of the inspection. An additional copy shall be included with the permit file at City Hall. All conditional approvals or failure of an inspection shall be noted on the record and the steps necessary for correction along with code citations.

Inspector Personnel, Education and Certifications: The City of Junction City will provide the City of Harrisburg an updated list of Building and Electrical Inspection Staff including their certifications and continuing education. This list will be made available for public viewing at the City of Harrisburg Permit Counter and Harrisburg website.

Vesting of Building Official Authority: The City of Harrisburg has vested the Building Official with the authority to issue 'Stop Work' orders for any specialty code program governed by this plan, as well as overall enforcement of code violations

Investigations and Enforcement Procedures for Electrical and Plumbing Code violations under ORS 455.156: Inspectors will verify compliance with all applicable structural, plumbing, electrical and contractor licensing and registration requirements. Persons found to be performing work without the required licenses will be notified to immediately cease all work and will be issued a notice of proposed assessment of civil penalty. In addition, the Building Official will be immediately notified. Where violations have been observed first-hand the Inspector shall note the violation by completing a Preliminary Investigation Report and file it with the Enforcement section of the Building Codes Division.

Compliance Program

(OAR 918-020-0090)

Responding to public complaints regarding Non-Permitted Work or other Building/Electrical Code Violations: Reports of any permit, code, or licensing violations that may violate the state or City building code requirements, are accepted by the City in-person, and via phone, email, or Fax. The City's Building Inspectors are authorized to investigate any and all such reports either as part of their routine inspections, or a special trip to the work site.

Procedures for Requiring Proof of Licensing Compliance and Enforcement: As noted in the "Permitting Standards" of this plan, City staff will require proof of all required certifications and licensing prior to issuing a permit. If the applicant fails to present clear and compelling evidence of having all of the necessary licenses and certifications, then the Harrisburg Building Permit staff support shall hold the permit in abeyance until or unless such evidence is provided. No formal local licensing compliance program, beyond this, has been adopted by the City of Harrisburg. Due to the small size of the City and often personal knowledge Inspectors and staff have of local contractors, developers, and architects, we do not feel such a formal program is necessary. However, notifications of proposed civil assessments for licensing violations shall be entered into the Municipal Court docket by the City's Court Clerk.

Electrical Program

(OAR 918-020-0090)

Delegation of Authority for Administration of Electrical Program: The City of Harrisburg has assumed administration and enforcement of the electrical safety program under the authority of ORS 479.730 and 479.855. As a municipal corporation, the electrical safety program encompasses all areas within Harrisburg City limits. The Building Official and 'A' level electrical inspector is Russell Young, who is on the staff of the City of Junction City and will be utilized by the City of Harrisburg under the terms of the Harrisburg/Junction City IGA **(Exhibit A)**.

Adopting Ordinances: Harrisburg Municipal Code sections 15.05.010 and 15.05.020 are the authority for the local adoption of the State of Oregon One and Two Dwelling Specialty Code (Oregon Residential Specialty Code) and the Oregon Electrical Specialty Code, (along with others). These local code provisions are reviewed annually to assure compliance with OAR 918-308-0190.

Public Contact Procedures to Obtain an Electrical Permit: The city Building and Electrical Permit Counter is open every business day from 8:30 – 12:00 and 1:00 – 5:00. Questions related to technical electrical requirements can be submitted directly to the Electrical Inspector by phone, email or written message submitted at Harrisburg City Hall. The Electrical Inspector will respond directly to such inquiries, normally through the same channel they are received.

Code Interpretations and Dispute Resolution: The certified Electrical Inspector is responsible for all initial interpretations of the Oregon Specialty Code and the electrical portions of the Oregon Residential Specialty Code. Any appeal of the Electrical Inspectors decisions (whether verbal or in writing) is automatically reviewed by the Building Official. There is no charge for such an appeal and a decision is normally rendered with 3 business days of receipt.

Persons aggrieved by the Building Official's disposition of an administrative matter may submit a written appeal to the City Administrator. Appeals of

decisions related to technical matters in the electrical code may file such appeals with the local Contractor's Board of Appeals or directly to the specialty code chief at the State Building Codes Division.

Permit Sales Office: The Building and Electrical Permit Counter at the City of Harrisburg is available any business day from 8:30 – 12:00 and 1:00 -5:00. Permit applications on forms provided by the City, are available here or on-line. Completed applications can be delivered in-person, or via mail/email or may be entered into the state 'e-Permitting' system on the applicant's own computer or the one available at the City Permit Counter.

Permit Application Review Procedures: Permit applications received in-person at the City Permit Counter will be reviewed for completeness before the applicant leaves, when possible, but in not more than 48 business hours. Applications received via other means will be checked for completeness within 48 business hours and the applicant notified of any deficiencies within another 24 business hours. Payment for Electrical Permits must be made either when submitted (regardless of means), or within 48 business hours, prior to further processing. If no permit fee is received the applicant will be notified and if the fee is not paid within five business days, and/or any application deficiencies aren't corrected, then permit staff will discard the application.

A complete and paid for application will be reviewed by the Electrical Inspector IAW with OAR 918-311-000 through -0060 and approved, conditionally approved, or denied within (7) business days.

Other Electrical Programs: The City also participates in a Minor Installation Label program, through the State Building Codes Division, which complies with OAR 918-309-0200 through -0260 and the Electrical Master Permit Program IAW OAR 918-309-0100.

Electrical Inspection Standards and Procedures: Inspection services are available all regular business days. Persons with valid permits may request an inspection through the State e-Permitting system, in person at the City Permit Counter, or by phone at: 541-998-4763 or email to: ryoung@co.junction-city.or.us.

Inspection request must include, either orally or in writing: 1. Permit Number, 2. Site address, 3. Name and contact information for person making request, 4. Type

of inspection requested. Inspection requests made after 7:00 am on business days or during non-business hours, will normally occur the next business day. In any event, complete and accurate inspection requests will take place not later than 72 business hours from the day and time of the request. Inspection requests submitted without the required information, as noted herein, will not be acted upon.

Electrical Safety Program Compliance: The electrical inspector and City Permit Counter Staff will perform periodic as well as spot checks for required licensing and certification for the person(s) performing the work. Detected violations will be reviewed by the Building Official and, as appropriate processed as per the established state compliance program.

Electrical Program Fund Accounting and Establishing Fees: All revenues, and program interest, collected under the electrical program, and all expenses necessary to operate the program, will be accounted for in a separate dedicated fund. All financial records related to the Electrical Program, including records from prior years, if available to the city, as well as future projections, are available upon request during all business hours at Harrisburg City Hall.

Fees: Electrical permit and plan review fees are reviewed annually and assessed to provide the City of Harrisburg cost recovery for administration and operation of the Electrical program. Any fee changes proposed by the City of Harrisburg are sent to the State Building Codes Division for review and notice at least 45 days in advance of consideration by the Harrisburg City Council at a public meeting. Generally, the Harrisburg electrical and building permit fees will be the same as Junction City's. The fee schedule is provided at City Hall, and on the City website, and is attached as **Exhibit I**.



Building Codes Division
1535 Edgewater Street NW
P.O. Box 14470
Salem, OR 97309-0404
503-378-4133
Fax: 503-378-2322
Oregon.gov/bcd

October 14, 2020

To: Building Officials and Interested Persons
From: Tyler Glaze, Policy Analyst
Re: Notice of Proposed Program Assumption – **City of Harrisburg**

The Building Codes Division is providing notice that the following jurisdiction has applied to assume the municipal building inspection program, effective on July 1, 2021:

City of Harrisburg

More specifically, the City of Harrisburg has notified the Building Codes Division of their intent to assume the municipal building inspection program from Linn County. The application for program assumption and associated information can be found at <https://www.oregon.gov/bcd/jurisdictions/Pages/program-assumptions.aspx>.

Per OAR 918-020-0095, objections to a proposed program assumption must be **received** by the division within thirty days of this notice. This means all objections to this proposal must be **received** by the division by **Friday, Nov. 13, 2020**.

Objections must include:

- An explanation of the objection to the proposed program assumption; **and**
- Identification of the program standard not met by the proposed assumption; **and**
- For those objections made on the basis of economic impairment against a municipality:
 - A projected impact on existing building inspection program revenues, expenses, and staffing levels; **and**
 - The ability to continue carrying out remaining portions of the affected program.

Send any objections by mail or e-mail to the appropriate address below:

Mail: Building Codes Division
Tyler Glaze, Policy Analyst
P.O. Box 14470
Salem, OR 97309-0404

Email: Tyler.Glaze@oregon.gov

For more information, please contact Tyler Glaze at (503) 373-1227 or via e-mail at Tyler.Glaze@oregon.gov.