The Plans Examiner

NOVEMBER 2004

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The Bureau of Development Services promotes safety, livability, and economic vitality through efficient and collaborative application of building and development codes.



Report demonstrates progress in regulatory improvement

In October, the City Council accepted a report outlining two years of streamlining, clarifying and updating the regulations that govern building construction and land development in Portland. The Regulatory Improvement Workplan (RIW) Progress Report spells out the accomplishments on each item in the plan since it was launched in summer 2002.

During the first two years of regulatory improvement efforts, the Workplan development originated in the Mayor's Office. The Council's action approving the second Workplan also passed the responsibility to report RIW progress and develop future Workplans to the Bureau of Planning and the Bureau of Development Services.

The 30 page progress report summarizes what the bureaus did to make desirable development easier by modifying outdated regulations, clarifying code language and reviewing codes to determine if they are getting the desired results or creating unnecessary regulatory burdens.

A new efficiency and consistency coming from the City bureaus involved in development services is evidence of the workplan's effectiveness. Accomplishments which originated with the Regulatory Improvement Workplan include:

- Early Plan Review and Early Land Use Review for large projects;
- Specialized project teams assigned to specific groups of customers;
- An ongoing process to resolve development review delays;
- Specified appeals processes for all development bureaus;
- Tracking obsolete and overly prescriptive regulations for regulatory improvement;
- Appointment of a small business liaison;
- · Speedier process for correcting zoning map errors;
- · Consistent method to assess the impact of regulations;
- Increased neighborhood involvement;
- Numerous amendments to the Zoning Code including the land division regulations.

The progress report also outlines the plan for the future, the first element of which begins in December. The new Regulatory Improvement Request Database will be available around the clock to allow customers to submit regulatory improvement requests online.

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Inside the DSC Inside the DSC Inside the DSC



Mark your calendars

2nd Friday of every month 12 noon to 1:30 pm 1900 SW 4th Ave., Portland 2nd floor conference room

Join us! - Bring your lunch and sit in on a free seminar covering a development related topic. Each month, we bring in plan reviewers, inspectors, land use planners and other city staff to provide up to date information on a new topic, with only a few repeats by popular demand. Reservations are not required.

Coming attractions...

November 2004 – No Lunch and Learn due to Veteran's Day holiday

December 10, 2004 – Learn about significant changes to the city's Interim Seismic Design Requirements for Existing Buildings, Chapter 24.85, including:

- Revised triggers for seismic upgrades for redevelopment;
- New occupancy classifications;
- Flexibility in rehabilitation options for existing buildings.

Plus you'll get a copy of the new Code & Commentary Guide for the code revisions and have the opportunity to ask questions of BDS structural engineering experts.

Find out what's coming up...

Register for our regular email Lunch and Learn program announcements, go to **www.bds.ci.portland.or.us/mailinglist**

Review past Lunch and Learns

To view or download PowerPoint presentations from any of the previous Lunch and Learn sessions, visit the Bureau of Development Services Web site, **www.bds.ci.portland.or.us**, and click on Lunch and Learn.

Request new Lunch and Learn topics or get the reruns you really want

Every Lunch and Learn session draws 25 to 40 people eager to glean the latest information on building and development regulations and services. We'd like to know what subjects and issues you'd like in upcoming sessions, or if there are sessions you'd like to see repeated or expanded upon? Please share your ideas with us vis email, **bdsl&l@ci.portland.or.us**, or call Martha Shonya, 503-823-7822.

Some of the sessions we've done in the past are:

- Base Zone Design Standards
- Picture Perfect Site Plans for Residential Projects
- Naturescaping Your Construction Project
- Permit and Property Research Tools
- Understanding and Using the Building Code Appeals Process
- New Single Family Residential Multi-Track Intake & Review Options
- Development Services Tools for Buying and Selling Real Estate
- Navigating Portland's Stormwater Regulations
- Land Use Training 101

See the complete list on our Web site, **www.bds.ci.portland.or.us**, and click on Lunch & Learn. You can download the complete presentations from the site or sit back and view them online.



Coming soon to cable access

If you've ever wished you could skip a trip into Portland and watch Lunch and Learn on the tube, you are in luck. Portland Community Media will be videotaping Lunch and Learn beginning with the Seismic Design session on December 10.

You'll be able to watch the show on your community cable access channel; or if you have a fast Internet connection and Real Player, go to the Bureau of Development Services Web site, www.bds.ci.portland.or.us and watch the video at your desk.

The first programs of the new year will be based on the *Best of Lunch and Learn*. The videos will be useful resources, available 24/7 on your desktop. So look for *Residential Inspections*, *Land Use Training for Citizens*, and *Permit and Property Research Tools* on TV or online in 2005.

Inside the DSC Inside the DSC Inside the DSC

The Development Services Center will be closed:

November 11, 2004 - Veteran's Day

November 25 and 26, 2004 - Thanksgiving

December 23 and 30, 2004 - No Permit Night*

December 24 and 31, 2004 - Christmas Eve and New Year's Eve

January 17, 2005 – Martin Luther King Day

* Permit Night on Thursday, December 16, 2004 from 5:00 pm to 7:30 pm, additional staff will be available to meet the increased demand resulting from the permit night holiday closures later in the month.



DSC Resource Area organized for speedy retrieval

It's taken more than a year to get it just the way we like it, and it's finally finished. The Resource Area inside the Development Services Center is now packed with the information you frequently need, and organized so you can find it fast.

Peruse the planning wall for planning and zoning applications and information. Get the information you want on streets and sidewalks in the Transportation section. Find everything you need to complete your permit application under "Applying for a Permit." Or consult Frequently Asked Questions to pick up brochures on specific residential building permit topics.

And you can browse "What's New at BDS" for the latest Plans Examiner and the other newly updated publications discussed in this issue.

New, updated publications available in the DSC

The next time you have business in the Development Services Center take a look at our two new publications.

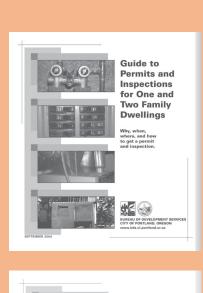
Guide to Permits and Inspections for One and Two Family Dwellings

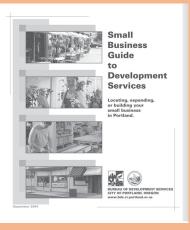
This guide combines six brochures — 1-5 and 23 — into a single comprehensive booklet. You'll learn where and how to get permits and inspections for building, electrical, plumbing and mechanical work along with the codes you'll need to access the BDS' interactive telephone system.

Small Business Guide to Development Services

Small business customers will find the important building and zoning information they need to make decisions about locating, expanding and building a small business in Portland inside this handy guide.

Find these and many other useful brochures and booklets in the new Information and Resource Area just inside the Development Services Center, 1900 SW 4th. Or at, www.bds.ci.portland.or.us/pubs/brochure.





BDS draws crowd at Home Improvement and Remodeling Show

It was a first for the Bureau of Development Services (BDS). The bureau received rave reviews for its booth at the 28th Annual Home Improvement and Remodeling Show in September. During the four days at the Oregon Convention Center, people had the opportunity to talk with city inspectors, plans examiners and planners about permitting and zoning.

Thirty-two BDS employees helped make the bureau's appearance a success. Those who worked at the show reported that attendees talked at length with the city's resident experts and made good use of the computers on-site to check maps for specific zoning information.

The high point of the event was two hours of the Handy Randy Home Improvement Show broadcast live from the BDS booth. The show is a regular feature every Saturday morning on 860 KPAM.

Inspectors Forrest Gill, Hank McDonald and Russ Young were host Randy Querin's go-to guys for listeners' plumbing, electrical and building questions. So many callers were waiting at the end of the program that Randy gave out inspectors' cell phone numbers on the air!

BDS staff members are gearing up for the next big show. Handy Randy and the gang will be back at the Portland Home and Garden Show, February 23 to 27, 2005, at the Portland Expo Center. Be there!







Planning Bureau to bring four projects to Planning Commission

The Portland Bureau of Planning is expecting to deliver four projects to the Planning Commission before the end of 2004. Two of these pertain to specific areas of the city; two others will update or amend portions of the city's Zoning Code.

Cascade Station - Hearing: November 23

Project developers are requesting changes to the allowable square footage for the mix of uses and building size requirements in the Cascade Station/PIC Plan District. This is the large undeveloped area which lies south of NE Airport Way and west of I-205. The changes will allow more flexibility for a few retail uses to allow larger building footprints. For more information on this proposal or the Cascade Station Plan District, contact Debbie Bischoff, Planning Bureau project manager, 503-823-6946.

South Waterfront - Hearing: December 21

The Design Commission has recommended an amendment to the Zoning Code for the Central City's South Waterfront District. If the Planning Commission accepts the recommendations, modifications will be considered to floor size and tower separation on projects using bonus height requirements. A Design Review would be required before modifications could be implemented. Contact Troy Doss, project manager, 503-823-5857, for more information about the South Waterfront project.

Regulatory Improvement Transition Project - Hearing: December 14 (tentative)

The Regulatory Improvement Transition Project, an offshoot of the Regulatory Improvement Workplan, is proposing a package of 25 Zoning Code amendments to clarify, update and improve existing regulations.

Ten of the amendments are specific to the Gateway or East Corridor Plan District and are being proposed to clarify the existing code. Eleven others are general housekeeping amendments, including a clarification of Zoning Code map legends and an update of land use review application requirements to make them coincide with state law. The remaining four have minor policy implications, including a limited expansion of approved retail floor area to allow construction of a grocery store near the Pearl District to serve local residents.

The draft of the proposed amendments will be available in mid-November on the Bureau of Planning Web site, **www.planning.ci.portland.or.us**. Or contact Phil Nameny, City Planner, 503-823-7709, for the draft amendments or more information on the project.

Environmental Code Improvement Project - Briefing: December 14 This is another part of the City's regulatory improvement efforts, but with the specific goal of simplifying existing Environmental Zone (E-Zone) regulations. Code changes are being developed in sets based on input from citizens, businesses and organizations.

The first set includes a new procedure and review requirements for natural resource and flood storage enhancement projects, stormwater outfall projects and to help applicants address violations in E-Zones. The Planning Commission hearing is tentatively scheduled for January 2005. For more information, contact Christine Scarzello, City Planner, 503-823-7716.

The Planning Commission meets at 1900 SW 4th Avenue, 2nd floor conference room. Call the specific project contact for times or to have your name added to a mailing list for the project.

Living Smart competition winners get gallery showing

Designing a home that looks great, fits in and can be built on a lot that is just 25-feet wide was the challenge presented to architectural designers in the Living Smart competition. At the deadline on August 31, 426 designs had poured in from 22 countries and 43 states.

Design Excellence winners were selected on September 10, then the public got to pick its favorites from among the winners during September and October.
On November 5, seven jurors selected the Portland Catalogue winners for their compatibility with Portland neighborhoods, and the People's Choice winners were announced.

First Thursday crowds will have the opportunity to view all the winners from 5:30 to 8:30 pm, December 2, at the American Institute of Architects Gallery, 315 SW 4th Ave. The Portland Catalogue and The Design Excellence Monograph will be available during the opening reception. The gallery will host the exhibit through December 23. To see all of the winning entries, visit the Living Smart Web site, www.livingsmartpdx.com.

The Living Smart competition was sponsored by NW Natural, Home Builders Association of Metropolitan Portland, Fannie Mae Foundation, IBEW/NECA, Portland Development Commission, Strategy Custom Publishing, LLC, AIA – Portland Chapter, Urbsworks Architecture & Urban Design, the National Housing Endowment and the Bureau of Development Services.

Trade permits available soon on the Internet

Each year, the Bureau of Development Services (BDS) issues about 25,000 plumbing, electrical and mechanical permits. Contractors and property owners applying for these permits must fax, mail or hand deliver their applications to the Development Services Center, and DSC staff must process each application separately. Plan review is not required for 90 percent of these permits, making them perfect for the bureau's new TRACS Internet Project.

Trade permits on the Internet will be available in spring 2005 to contractors and property owners who are doing their own work. They can simply complete trade permit applications online and pay permit fees for one or more applications with a credit card. Initially trust account customers will not be able to use the service.

The information entered on the permit application will go directly into the TRACS database for the property. When it's time for the inspection, the applicant can request it online or via telephone using the IVR system. Inspection results will be posted to the Internet TRACS file and on the IVR system, giving customers two ways to access them.

We will be upgrading the Building Code Appeals services to make applications, payments and real-time results available online. And we would like to hear your opinions on these service improvements in order to plan our next steps toward more convenient permitting.

Our trade permit customers participated in the design of these initial permits; however, we still need a few more partners who are willing to help us test the system before we go live in the spring. If you are interested in helping to shape our Internet permit services, call Ann Kohler, 503-823-7886.

Regulatory Improvement, continued from page 1

A second feature, the Regulatory Improvement Stakeholder Advisory Team (RISAT), composed of members of the other development advisory groups and members from the City's development bureaus, will allow groups to hear directly each other's concerns and priorities. The RISAT is expected to meet for the first time in November.

The future plan also calls for a merger of the technical amendments and minor policy amendments to the Zoning Code into a single package called Regulatory Improvement Code Amendment Packages (RICAPs). In the past these were considered separately as Code Maintenance and Policy Packages, often creating confusion and overcomplicating the code amendment process. The plan also spells out how and when future code amendment packages will be presented to the Planning Commission.

For more information about the Regulatory Improvement Workplan Progress Report or to request a copy, contact Susan Hartnett, Senior Planner, 503-823-7984, or email, shartnett@ci.portland.or.us.

Sanitation permits now in TRACS

Sanitation contractors are now able to access sanitation permits, reports and evaluation information through the Bureau of Development Services' TRACS database and the IVR system. The outdated paper system has been transferred to computer for easy access in the Development Services Center (DSC) and over the phone via IVR.

For properties within Multnomah County, contractors apply for sanitation permits, reports and evaluations in the DSC just as they always have; but now they can request plan review status, schedule or cancel inspections, and check inspection results 24 hours- a-day over the phone via the IVR system.

Using TRACS, customers can find permits for septic systems, holding tanks, sand filters and decommissioned septic tanks, and request reports, such as land feasibility studies and existing system evaluations.

Sanitation contractors were sent a letter in October explaining how to use the IVR system and the necessary inspection codes. If you have questions about how to access sanitation information on TRACS or IVR or regarding sanitation permits or fees, contact the Sanitation Section, 503-823-7790.

Elimination of subcontractor labels will simplify permit process

In an effort to simplify the permitting process for subcontractors and cut down on printing, mailing and administrative costs to the bureau, the Bureau of Development Services will no longer require subcontractor labels on Residential Combination (RS) permits beginning January 1, 2005.

This change will streamline the process for our customers since everything can be done from the subcontractor's office, installers will not have to post labels and inspections won't be cancelled due to missing labels.

The current permit application process will be used to obtain the information from subcontractors that was previously obtained through the use of the subcontractor label. The simplified process works as follows:

- 1. Contractors should continue to complete trade permit applications as in the past.
- 2. Subcontractors will also complete a trade permit application, making sure to specify the RS permit number on the application. They may also check a new payment option on the application that will indicate that no fees are due if paid in advance with the RS permit application. If fees have not been paid, then credit card and trust account options are still available.
- **3.** Subcontractors should fax completed trade permit applications to the Development Services Center at 503-823-3018.
- **4.** This information will be entered by BDS staff into the TRACS computer system where inspectors and staff will be able to easily check the application and update information.
- 5. Applications received by noon will be eligible for phone-in inspection requests after 5:00 p.m. the same business day. Inspectors will verify the information in TRACs each morning and will contact contractors to decline the inspection if the application is incomplete.

If you need more information about the upcoming changes to the subcontractor permit application process, please contact BDS staff at 503-823-7388 or Dave Barnhart at 503-823-4735.

Portland to serve Powell Valley Road Water District in 2005

On July 1, 2005, the Portland Water Bureau will begin serving Powell Valley Road Water District (PVRWD) customers. PVRWD's installation costs and system development charges (SDCs) will apply through June 30, 2005 on building permits issued by the City of Portland, for which PVRWD has received the water service application, and the estimated installation costs and SDCs have been paid.

Portland Water Bureau installation costs and system development charges will apply to building permits issued after June 30, 2005.

If you have any questions about the transition, please call Mari Moore, Water Bureau Development Services, 503-823-7364.

BDS to recruit new staff

In the coming months, the Bureau of Development Services will be seeking applicants for several positions; however, applications are accepted only during open recruitment times.

Visit *www.ci.portland.or.us/jobs* to access information about open recruitments. If you or someone you know may be interested in learning more about any of the following upcoming openings, please call or email the bureau contact person.

Position	Contact
Landscape Architect	Ann Kohler, 503-823-7886; kohlera@ci.portland.or.us
Site Development Inspector II	
Management Analyst	Susan Feldman, 503-823-7706; sfeldman@ci.portland.or.us
Electrical Inspector	Bill Thomas, 503-823-1054; thomasb@ci.portland.or.us
City Planner I	Sterling Bennett, 503-823-5378; sbennett@ci.portland.or.us
	Eric Engstrom, 503-823-0977; engstrome@ci.portland.or.us

The Plans Examiner is a bi-monthly publication of the City of Portland - Bureau of Development Services Commissioner Randy Leonard, 503-823-4682

How to Reach Us

Monday thru Friday 8:00 am to 5:00 pm

(e) = electronic messaging system, please leave detailed information and your call will be returned.

On the Internet visit: www.bds.ci.portland.or.us www.planning.ci.portland.or.us

Development Services Center

Hours:

1900 SW Fourth Ave.

7:30 am to 3:00 pm Thursday evenings 5:00 pm to 7:30 pm

printed on recycled paper

	BDS Customer Service 503-823-7308
	Building Code Information 503-823-1456 (e)
	Fire Code Information 503-823-7366
	Planning & Zoning, Information 503-823-7526
1	24-hour Inspection Request Recording 503-823-7000 (e)
	Inspection Section, 1 & 2 Family Dwellings 503-823-7388
	Commercial, Plumbing 503-823-7302
	Building & Mechanical 503-823-7303
	Electrical 503-823-7304
	Development Services Center 503-823-7310 (e)
1	Development Services Center FAX 503-823-3018
	Information, electrical, mechanical, plumbing,
	sewer, and sign permits 503-823-7363
	Lunch & Learn Contact, Martha Shonya 503-823-7822
S	Newsletter Contact, Jackie Phillips 503-823-4017
1	Permitting Services, Fee estimate and
	Permit status via voice mail 503-823-7357 (e)
	Permit status FAXed to you 503-823-7000 (4)
	Permitting resource and records 503-823-7660
	FAX requests for records 503-823-7765
	Septic Tanks / Cesspools 503-823-7247
	ENVIRONMENTAL SERVICES
	Development Assistance 503-823-7761

Industrial Source Control 503-823-7585

Rich Butcher 503-823-3802

Gerry Alvarez 503-823-3935

TREES — Urban Forestry (7:00 am - 3:30 pm)
Pruning/Planning/Removal Permits
N / NE, Luke Miller 503-823-4511
NW / SW, Charley Davis 503-823-4523
Southeast, Ned Sodja 503-823-4440
Tree Cutting Ordinance, Frank Krawczyk 503-823-4011
Transportation Improvements, Joe Hintz 503-823-4025
Commercial Planning and Development
Frank Krawczyk 503-823-4011
Residential Development & Improvement
Myles Black 503-823-4018
WATER

1	Niyles black 503-823-4018
	WATER
	Water Service Information 503-823-7368
	Hydrant Permits 503-823-7368
	Plan Review, Mari Moore 503-823-7368
	Subdivision Planning, Rick Nelson 503-823-7475
	Backflow Valve Installation Requirements
	Dave Barrigan 503-823-7479

We are closed for holidays on November 11 and 25, December 24, and 31, 2004 and January 17, 2005

FIND IT

Get the paperless Plans Examiner

Development Standards, Sprinklers, Alarms

Flammable Liquids, Tanks, Hazardous Processes

FIRE BUREAU

Now, you can subscribe to the Plans Examiner, find out what's coming up on the Lunch and Learn schedule and get Bureau of Development Services press releases online. Join our electronic mailing list. Go to the BDS Web site, www.bds.ci.portland.or.us/contact.htm, Choose "Join Our Mailing Lists" and pick which items you'd like to receive electronically. Enter your email address and click. It's that simple to subscribe or remove yourself from the list.



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We want to hear from you!

If you have comments about the Plans Examiner newsletter or have suggestions for stories you'd like to see covered in the future, please call Jackie Phillips, 503-823-4017