Bureau of Development Services FROM CONCEPT TO CONSTRUCTION

PROGRAM GUIDE

Field Issuance Remodel Program

Category: Residential Construction

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Additional information may be viewed on our Web site at: www.portlandoregon.gov/bds

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I. BACKGROUND

The Field Issuance Remodel (FIR) Program began as a piot program in 2003 and was approved by BCD as a permanent program in 2006. The Field Issuance Remodel (FIR) Program facilitates rapid plan review and inspection processes for alterations and additions made to one- or two- family dwellings by simplifying permitting and inspection processes as follows:

1. Streamlining plan intake and permit issuance;
2. Designating a single inspector to do all plan review and inspections for each project; and
3. Providing process management services to meet the requirements of other City bureaus involved in the plan review process.

The FIR Program is designed to serve customers that perform recurring alteration and addition work. All State of Oregon licensed contractors, architects, and engineers are eligible to participate in the FIR Program. The FIR Program develops close working relationships between participants and City inspectors. Participants can expect communication and service delivery tailored to their needs, including:

1. Required pre-construction consultation;
2. Pre-design consultations, if desired;
3. Site meetings;
4. Process management assistance in obtaining review of their project from other City bureaus;
5. Plan review; and
6. Inspections.

The FIR Program does not relax code requirements or provide lower standards of plan review or inspection services than those required by Oregon State law or the Portland City Code.

Participants will be charged an hourly rate for all services, rather than paying the standard permit fee. Participants may register for the FIR Program at any time and may use the program for as many qualified remodel and addition projects as they wish.

II. QUALIFYING PROJECTS

A. General

The FIR Program may be used for certain types of alterations and additions to one and two family dwellings and associated accessory structures. Qualifying work includes:

1. The alteration of existing habitable space;

2. The conversion of existing non-habitable space into habitable space;
3. The creation of new habitable or non-habitable space attached to an existing structure; or
4. The erection of a new detached accessory structure.

Note: Creation of new square footage and exterior alterations must comply with applicable zoning and land use regulations and the Portland City Code.

B. Limitations

Because of unique construction and regulatory requirements, the FIR Program may not be used for the following:

1. Creation of accessory dwelling units;
2. Conversion of single-family residences to duplexes;
3. Floating structures;
4. Manufactured dwellings;
5. Fire damage repair; or
6. Shared garages.

III. PLAN REVIEW & INSPECTIONS

A. Plan Review Organization

1. The FIR Program inspector assigned to each project will perform plan review for that project. Inspectors are available to meet with participants at project sites for mandatory pre-construction consultations and plan review. Telephone conference consultation is available for simple projects at the discretion of the FIR inspector. Participants must contact inspectors directly to schedule site meetings. Whenever possible, inspectors will perform plan review and issue City permits at the site; however, there will be projects that require more extensive review by the inspector or other City bureaus. In those cases, the inspector will return the submittal documents to City offices for reviews to be completed. Where review by other sections of BDS or by other City bureaus is required, the inspector will act as process manager for the project, and will provide a single point of contact for the participant during the review process.

2. FIR Program participants are required to submit a basic permit application via e-mail to their pre-assigned inspector or fax (503) 823-7425 prior to the mandatory pre-construction site meeting. The FIR Permit Application is available online at: http://www.portlandoregon.gov/bds/article/443155.

3. Plan approval and permit issuance from the inspector is required before work commences.

B. Inspection Process

1. Once a permit has been issued, the participant will schedule inspections and on-site consultations directly with the assigned FIR Program inspector, rather than through BDS's IVR inspection scheduling system. Inspectors will work with participants to perform inspections promptly to meet the participants' needs.

2. Inspectors will leave inspection reports at inspection sites and enter inspection results into BDS's permit tracking system (TRACS); inspection results will be available online (next day) at www.portlandmaps.com/maps/bds.

IV. FEES, SURCHARGES & BILLING

Current fees are specified in the BDS Fee Schedule, which is available online at: www.portlandoregon.gov/bds or may be obtained in the BDS Development Services Center, 1st floor, 1900 SW Fourth Avenue. Services delivered will be at an hourly rate with full cost accountability through itemized billing.

A. Fees. There are two types of fees for the FIR Program:

1. **Registration Fee**
   At the time of registration, participants will be charged a registration fee. This fee helps to cover administrative costs associated with the program, which are not recovered through the hourly fee for services. This one-time fee will allow continued program participation.

2. **Fees for Services**
   All FIR Program services, including pre-construction consultations, pre-design meetings, plan review, inspections, and consultations will be billed at an hourly rate. A one-hour minimum charge applies to all site visits; anything over one hour will be billed to the nearest quarter-hour. Work performed at City offices will be billed to the nearest quarter-hour.

   All FIR Program services performed based on a contractor request for research not related to a permit applications or an issued permit will be billed to a "Master' folder. Please refer to the Fee Paid – Contractor Research Request form at: http://www.portlandoregon.gov/bds/article/443160.

   All fees assessed by other City bureaus (such as Bureau of Environmental Services, Water Bureau, Parks Bureau, School CET, etc.) will be applied to and charged on the FIR monthly bill. Fees for the Water Bureau shall be paid prior to issuance of the building permit.

B. State Surcharge

The Oregon Revised Statutes (ORS) require a State surcharge to be assessed for all inspection activities. This amount will apply only to FIR inspections, and will not be assessed for plan review or other services. State surcharges will be itemized on participants' monthly billing invoices.

C. Billing Process

Participants in the FIR Program will receive a monthly itemized billing invoice for each project. The terms of billing are net due upon receipt of the invoice and past due after 30 days. Any questions regarding billing invoices should be directed to the assigned inspector for the specific project**.**

The City of Portland Accounting Division sends a monthly statement, which serves as a summary of the activity that occurred in the participant's account, including the balance owed as of the statement date.

If a participant's account is assigned to a collection agency, pursuant to ORS 697.105, a collection agency fee in the amount of 23% of the unpaid balance may be added to the total amount due.

V. PARTICIPANT ELIGIBILITY & REGISTRATION

A. Eligibility Requirements

The FIR Program is available to State of Oregon licensed contractors, architects and engineers.

B. Registration Process

Participants must complete the following steps to register for the FIR Program:

1. Compete and sign a FIR Registration and Participant Agreement form located on the BDS Web site at: http://www.portlandoregon.gov/bds/article/138770; and
2. Attend an orientation session.

Participants may begin the registration process at any time. Registration is valid for one year. Orientation sessions will be offered, as needed. Orientation meetings may occur at either the program participants' office or City offices at the discretion of the applicant. A registration fee will be included in the first monthly billing invoice after the date of registration.

VI. PARTICIPANT RIGHTS & RESPONSIBILITIES

The following participant rights and responsibilities apply to all FIR projects:

A. Rights. All FIR participants shall have the right to:

1. A consistent means of direct access to FIR inspectors and staff.
2. An itemized monthly invoice for each project.

3. Schedule site meetings and inspections directly with FIR inspectors.
4. Contact FIR staff to discuss inspection and billing questions.
5. Appeal any enforcement action taken by BDS for non-fulfillment of responsibilities.

B. Responsibilities. All FIR participants have the responsibility to:

1. Remit payment for FIR Program services within 30 days of the invoice billing date.
2. Provide a reliable method for FIR staff to quickly contact the participant or the participant's designated representative.
3. Ensure that work is performed within the guidelines outlined in the Program Guide.
4. Prepare clear, accurate drawings.
5. Ensure that work is performed according to approved drawings. All changes to the approved drawings shall be submitted to the FIR inspector for review and approval.
6. Ensure access to sites for FIR inspectors.
7. Ensure that all permits receive final inspection approval.
8. Ensure the names and state certification numbers for all sub-contractors are provided to the FIR inspector.

VII. PARTICIPANT REGISTRATION, AGREEMENT AND ENFORCEMENT

A. Participant Registration and Agreement

In order to participate in the FIR Program, individuals are required to read, complete and sign the Participant Registration and Agreement form. The Participant Registration and Agreement form states that the participant has read and understood this Program Guide and wants to participate in the FIR program. This form must be signed as part of the registration process.

B. Participants with Multiple Project Managers

In those cases where a participant is using the FIR Program for multiple projects or project managers, the participant must designate one responsible party in addition to listing all project managers. The responsible party will be the City contact for all FIR projects under the control of a single participant. The name and contact information of the responsible party shall be included on the Participant Registration and Agreement form.

C. Accounts Payable Representative

In order to facilitate the billing process, the participant shall also name an accounts payable representative. This accounts payable representative shall be the City contact for all billing and fee exchanges. This information shall be included on the Participant Registration and Agreement form.

VIII. SUSPENSION AND TERMINATION

A. The FIR Program participants are responsible for knowing and complying with the requirements and conditions of this Program Guide. If a participant does not comply with these conditions, the participant may be suspended from the FIR Program. In addition, code enforcement procedures and penalties provided under Portland City Code may be imposed. All work deficiencies shall be corrected and made to comply with the requirements of this Program Guide and the City Code.

B. Participants will be notified in writing when they are in non-compliance with the FIR Program and will be given an opportunity to achieve compliance when appropriate. However, the FIR Program reserves the right to immediately suspend or expel a participant from the program if the non-compliance is of a particularly serious or grievous nature.

C. Any penalty, including suspension, may be appealed to the BDS Inspection Services Division Manager. An appeal must be in writing, and must be submitted within 15 calendar days from the date of the penalty, suspension or written notice of non-compliance with the FIR Program.

Updates May 13, 2009 edition
New October 26, 2006