



The Plans Examiner

The Inspections Division is Restructured into Commercial and Residential

Bureau of Development Services Director, Paul Scarlett, recently announced a major restructuring of the bureau's Inspections Division. The Inspections Division is the largest division within BDS and has approximately 100 positions that coordinate and perform over 210,000 permit inspections yearly on one and two family residences, multifamily dwellings, and commercial and industrial construction projects in Portland and the urban services areas of Multnomah County.

The restructuring will split the division in two, resulting in a Commercial Division and a Residential Division. Additionally, the bureau will add a second Division Manager position. These changes will allow the bureau to more adequately address the supervision needs of staff and programs, focus on new innovations that cater to residential and commercial customers and ensure that the bureau continues to provide efficient inspection services.

Residential Inspections Division



Jim Nicks, will assume leadership of the Residential Inspections Division and focus on the needs of residential permit customers, develop new programs and processes to meet those needs and ensure that the bureau's inspection timelines are met. Nicks has been with the City of Portland nearly 21 years. For the past two years, Nicks has served as the Division Manager of the former Inspections Division. His continued leadership will be a vital resource to the bureau's ability to deliver excellent service to its residential permit customers.

Commercial Inspections Division



Inspections Manager

Hank McDonald was appointed Interim Division Manager of the Commercial Inspections Division. McDonald has been with the City of Portland for over eight years and possesses a wide range of experiences as a Building Official, Commercial Inspector, Plan Review Section Manager and most recently as the Section Manager of the Facility Permit Program. McDonald's combined experience and leadership will help the bureau continue to provide and expand upon the menu of inspection programs and services it offers to commercial customers in Portland.



Speciality Code Change

On April 1, 2008, the State will adopt three new versions of the residential, electrical and plumbing specialty codes:

- The 2008 Oregon Residential Specialty Code (ORSC) based on the 2006 International Residential Code;
- The 2008 Oregon Electrical Specialty Code based on the 2008 National Electrical Code; and
- 3. The 2008 Oregon Plumbing Specialty Code based on the 2006 Uniform Plumbing Code.

As an alternate method, the City will allow an applicant to use either the old codes or the new codes for project submission through July 1, 2008.

To make use of the alternate, the applicant must choose and specify under which code they are designing their project.

Applicants are not allowed to mix and match code provisions.

Beginning July 1, 2008 all projects will be reviewed using the new regulations.

Copies of the new codes can be obtained through either the Oregon Building Officials Association at: www.oboaonline.org or the Building Tech Bookstore at: www.buildingtechbooks.com.



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

Bring your lunch and sit in on a free seminar.

Scheduled presentations

Friday, March 14, 2008
New Construction Incentive
Programs for Energy
Efficiency and Solar Power

- A brief explanation of the Energy Trust of Oregon (ETO)
- How new commercial and highrise multifamily projects qualify for ETO incentives through the New Buildings (NB) program
- How new residential and smaller multi-family projects qualify for ETO incentives
- Explanation of eligibility and the various incentive options
- Tips, Questions and Contact information

Friday, April 11, 2008
To be announced

Workforce/WorkSource Network a BDS Outreach Resource

In December 2007, the Bureau of Development Services opened recruitment for Code Specialist II. The decision was made to amplify our outreach efforts to an under-represented segment of our customer base, the Hispanic and Latino communities in the Portland Metro area. We contacted the Workforce Network and WorkSource Portland Metro one stop career centers located throughout the city.

Through these centers we made over 100 direct contacts with employment seekers and were given contact information for The Hispanic Resource Roundtable, a region-wide resource for the Hispanic and Latino Communities.

Recently, Mikal Shabazz made a presentation on BDS services and employment opportunities at the Hispanic Services Roundtable monthly meeting held at the American Red Cross building in North Portland. The presentation was very well received and successfully established a relationship between the Roundtable and BDS.

We joined other employers to give presentations to employment preparation classes conducted by the centers. The clients gained access to information about the City of Portland's hiring process and the positions being offered. Some took the opportunity to attend one of the two optional information sessions conducted by the BDS Training and Development Officer, Adrienne Edwards and the Compliance Services Section Manager, Mike Liefield. The optional sessions took place at BDS and covered in detail, job duties and the tips about applying for positions with the City of Portland.

Kay Lopez, Supervisor of Workforce Development at Mt. Hood Community College, extended an open invitation to Mikal Shabazz, BDS Diversity and Community Liaison, to return and present/recruit at future employment preparation classes when positions are open at BDS. The Bureau will also be participating in the Mt. Hood Community College Job Fair March 14th as a result of the above mentioned outreach efforts. We look forward to seizing every opportunity to reach all segments of the population with information about BDS careers and services.

For additional information about the bureau and its services, visit www.portlandonline.com/bds or call Mikal Shabazz at 503-823-4806.

City of Portland Community Budget Hearing

The City of Portland Budget Forums were held on Thursday, February 21st and Wednesday, February 27th. These Forums provided an opportunity for public input in a round robin format. Tables representing different service areas and city bureaus were set up, including the Bureau of Development Services. All input was recorded and shared back with the community, the Council and its Community Budget Advisors, and bureau directors following the forum. No formal testimony was taken and no decisions were made by the Council on these two evenings.

After the release of the Mayor's Proposed Budget, the City Council will return to the community. A community hearing will be held on May 8th at the King School to take testimony. Additional testimony opportunities are available at the regular Council meetings to approve and adopt the budget for FY 2008-09. The opportunity to testify online will be available again this year. All events will be filmed by Portland Community Media and can be viewed at a later date online or on community access television.

Further opportunities to participate and provide input about the budget can be found online at www.portlandonline.com/communitybudget.

BDS Proudly Sponsors Largest Oregon Vietnamese Cultural Event



MaiThy Do helping a young Portlander at the BDS booth

The Vietnamese New Year festival sponsored by the Oregon Vietnamese Community
Association (OVCA) has become the largest cultural event in the Oregon Vietnamese community. 2008 is the year of the rat and the festival took place February 2 - 3 at the Oregon Convention Center. The Bureau of Development Services (BDS) participated in this exciting cultural celebration purposely to reach the Vietnamese community and offered them an opportunity to ask questions about the services BDS has to offer.

The celebration began early Saturday morning at 10:30 with a ribbon cutting and a welcome speech by the OVCA President. Among the many cultural activities were the Lion Dance performed by various Language Schools,

handing out red envelopes, cultural performances and professional singers. BDS joined in the excitement with a game of spin the wheel. The

winner was given goodies like a water bottle, coffee mug, BDS inspector hat, and many others. This year, the BDS booth was very popular and the line kept getting longer and never ended.

Along with the happy spinners, BDS Director Paul L. Scarlett joined the fun. He lined up and waited his turn to spin the popular wheel. He took home a red BDS inspector hat. Also, he participated in various activities



and visited different booths throughout the event. Besides Director Scarlett, BDS had 10 employees consisting of planners, inspectors and plan reviewers who volunteered at the BDS booth on both Saturday and Sunday.



BDS employees Andy Truong, Sylvia James, Nauman Quraishi and Sarah Radelet help out at the event

The Vietnamese New Year festival (TET) is a great opportunity to present the bureau's services and encourage the Vietnamese community to learn more about the benefits and safety of doing construction work with the benefit of building permits.

If you would like more information, please contact Andy Truong at 503-823-7361 or email: truonga@ci.portland.or.us.

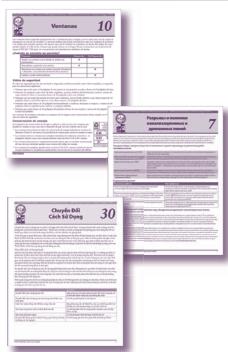
BDS Continues Translation Effort

The Bureau of Development Services recently added three more handouts to the translated materials available online. The three handouts were translated into Russian, Spanish and Vietnamese and include:

- Windows #10
- Broken Sewer and Drain Lines #7
- Change of Occupancy #30

To easily find these and other translated BDS information online, visit our Web site at www.portlandon-line.com/bds and select the language you want from the bar in the lower right of our home page.





CORNER

ReThink

ReThink focuses on sustainable home remodeling. Classes are taught by OSD staff and local experts. **ReThink** is for the homeowner planning a remodel, and the designer or contractor who would like an introduction to green remodeling.



Energy Alternatives, Rain Barrel, Reclaimed Cabinets, Tankless Water Heater, Rain Garden, Soakage Trench

Registration:

- Classes are \$10 each
- Register online at www.portlandonline.com/ osd
- Registration at the door is accepted, with cash and checks only

All classes are held:

Thursday evenings 6:00 pm to 8:30 pm Billy Frank Conference Center, Second floor 721 NW Ninth Avenue Portland OR 97209

Getting there:

- Portland streetcar stop at 10th and Johnson
- TriMet routes 9 and 17 stops near the building
- On-street parking

For questions contact:

Mike O'Brien, Green Building Specialist, OSD 503-823-5494

Classes Offered:

March 6, 2008

Reducing home energy use and carbon dioxide (CO2) emissions

 Energy and CO2 links; upgrading the thermal envelope, heating options, water heating, natural cooling; home energy programs, financial incentives

Presentors: Sean Penrith, Executive Director, Earth Advantage; and TBA

March 13, 2008

New designs for living

 Adaptive designs for aging in place, social living projects, co-housing projects

> Presentors: Eli Spevak, Orange Splot LLC, developer of Sabin Green and Peninsula Park Commons; and TBA

March 27, 2008

Green and natural building materials

- Reducing waste, deconstruction, reuse, recycled content, rapidly renewable, recycling, green wood products
- Using natural materials like clay and straw within a home remodel Alisa Kane, OSD; and Sukita Crimmel, From These Hands

April 10, 2008

Safe and healthy homes

• Effective methods to eliminate or reduce common home pollutants: allergens, asthma triggers, mold, combustion gases, radon

Mike O'Brien, OSD; and TBA

April 24, 2008

Integrating water into the home and yard

 Stormwater management in yards, storing and using rainwater, in-home water conservation

TBA



Where: Portland Expo Center

2060 North Marine Drive Portland, Oregon 97217 (Be green and take the MAX Yellow Line to get there)

When: Friday, March 28, 2008 through

Sunday, March 30, 2008 12:00 noon to 9:00 pm

Web site: www.betterlivingshow.org

The City of Portland is a featured sponsor of the Energy Trust Better Living Show.

"I'm proud to see all of the businesses and organizations that make Portland a leader of sustainable cities celebrated on such a grand scale.
The Better Living Show will prove once and for all that Green never looked so good!"

Mayor Potter

The Bureau of Development Services, Bureau of Environmental Services, Portland Parks and Recreation, Portland Water Bureau, Portland Office of Transportation and Office of Sustainable Development will share a pavilion exhibit space at the show.

Sustainability is the new word for livability. Balance and harmony are the new touchstones of healthy living. You want to be a more thoughtful consumer. Make a lighter environmental footprint. Take a holistic approach to life. Do just one thing for the planet.

The show highlights seven core topics: lifestyle, home/garden, transportation, food/beverage, clean tech, eco adventure and conservation, all presented in an entertaining way like you've never seen before.



Technical Advisory Group to Form to Consider Local Building Code Amendment

The Bureau of Development Services is beginning the creation of a local building code amendment that would require sustainable elements to be included in the construction of a building. While BDS will review and evaluate other codes that have been approved or are being used in other parts of the country, there is not a set concept about how the local amendment might look. The allowance for a local amendment is granted under the provisions of ORS 455.040. The process for local amendment, in general, is as follows:

- BDS will form a Technical Advisory Group or TAG. The TAG members will be the technical experts assisting the Bureau with the technical elements of the code writing (February, March).
- Meetings will be held between March and November to establish the criteria for the proposed code.
- 3. When final code language for the proposed amendment has been created, a hearing will be held before City Council. City Council must approve the proposed code amendment before it can proceed further.
- 4. After City Council action, if the proposed code amendment is approved, a submittal will be made to the Oregon Building Codes Division Director for approval as a local amendment.
- 5. If the proposal is approved by the BDC Director, the amendment will be brought back before City Council for final inclusion into the City Code.

The first meeting is scheduled for March 3, 2008, 1900 SW 4th Ave Room 2500B, Portland Oregon. It is anticipated that the development and approval process will take at least 12 months.

If you have any questions regarding the TAG or the process, please feel free to contact Lori Graham, Code Development by email at grahaml@ci.Portland.or.us or by phone at 503-823-3448.



BDS Announces Changes to the New Single Family Residential (NSFR) Submission and Review Process



In response to customer requests, the Bureau of Development Services (BDS) has changed the way in which plans for one and two unit residential projects are taken in and reviewed. We are pleased to provide our customers with this improved service!

Starting Wednesday, February 13, 2008, the New Single Family Residential (NSFR) Submittal and Review Process was implemented. This streamlined intake and review system replaced both the Customer Assistance Track and Fast Track intake and review processes, while retaining key elements of each track.

Listening to our customers

After speaking with customers and hosting a number of meetings with customers, BDS was able identify customer concerns and then work to improve our services in order to meet our customers' needs.

What customers asked for:	How BDS responded
An intake and review process that was more efficient and timely.	Streamlined NSFR Submittal and Review Process, highlights include:
	no appointment is necessary
	consistent submittal process
	• plans accepted weekdays 7:30 am to 3:00 pm
	review time determined by submittal quality and project complexity
Timely information on the status of their NSFR plans that have been submitted for review	Providing the Plan Review Report to customers after the initial plan review
Representatives have the ability to charge intake fees	Providing an authorization process

In summary, the NSFR Submittal and Review Process allows City staff from multiple review groups to review NSFR plans and provide feedback to customers on the status of the reviews approximately five business days after the plans have been submitted. Customers will receive a Plan Review Report indicating each review group's response to the NSFR plans, which may include indicating that the review has been completed, that the review will be completed in the near future, or that the review cannot be completed and what is needed to move the project forward.

The NSFR Submittal and Review Process allows plans that are complete and comprehensive to move through the review process quickly. The quality of the plans submitted and the complexity of the project determines the review time.

By listening to our customers, BDS has been able to improve our services. We look forward to further feedback from our customers so that we may continue to work to best serve the public.

Information on the NSFR Submittal and Review Process, along with the NSFR Application Packet, is available at: www.portlandonline.com/bds.



New Option Allows an Authorized Representative to Pay NSFR Fees with a Registered Credit Card

In response to customer requests, the Bureau of Development Services (BDS) is pleased to offer customers an option to allow an authorized representative to pay New Single Family (NSFR) intake fees with a pre-registered credit card when the cardholder is not present.

Customers who have registered their Visa or Master-Card can now provide authorization to a representative, allowing the representative to pay NSFR intake fees with the registered credit card.

There are two steps in the new process:

Step 1:

The cardholder must register their Visa or MasterCard with BDS. To register, the cardholder must complete and submit the Credit Card Registration for Payment Gateway, available online at www.portlandonline. com/bds.

It is only necessary to register a credit card one time. BDS keeps a copy of the registration form on file.

Step 2:

The cardholder must provide BDS with authorization allowing a representative to charge NSFR intake fees to the cardholder's registered Visa or MasterCard. To provide authorization, the cardholder must complete and submit the Credit Card Payment Authorization Form, available online at www.portlandonline.com/bds.

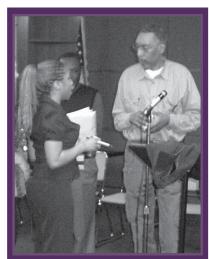
Note:

The cardholder must provide a completed and signed Credit Card Payment Authorization Form for each project for which they are authorizing BDS to charge their card.

In order to ensure the greatest degree of security for cardholders, BDS cannot charge a credit card without having both a completed Credit Card Registration form on file and a Credit Card Payment Authorization Form at the time of payment. This authorization process can only be used for the payment of NSFR intake fees. This authorization does not allow for payment of other fees, such as fees due at issuance, plumbing permit fees, electrical permit fees, site development permit fees, and similar fees. Also, the cardholder must present their card for in-person transactions.

BDS is pleased to be able to respond to our customers' requests and offer this new service.

BDS Opens Doors, Sponsors Black History Month Youth Day



Hilery Welch answers student's question after his presentation on Black Inventors.

On February 26, 2008, 24 Leadership Academy students, accompanied by Dr. Cynthia Harris, Principal of Jefferson High School, joined Bureau of Development Services Director, Paul Scarlett, to hear BDS Commercial Plumbing Inspector Hilery Welch's Presentation: Black American Inventors.

The event was part of a series of Black History Month celebration activities organized by a coalition of bureaus

working with City of Portland Diversity Development Coordinator, Donny Adair.

The activities consisted of opportunities for the students to job shadow city staff and tour some city bureaus. Five students accompanied BDS Development Services Tech II, Damon Sims, and BDS Diversity and Community Relations Liaison, Mikal Shabazz, on a tour of the bureau's Permitting Services, Inspection Services and Customer Service sections.

The students were welcomed into the office of BDS Director, Paul Scarlett, who for twenty minutes answered many questions the students had about his job and the bureau. The students declared the experience a success, and we at BDS were pleased to host them.



Jefferson students with (back row from left: BDS Director Paul Scarlett, Portland Diversity Coordinator Donny Adair, BDS Diversity and Community Relations Liaison, Mikal Shabazz and Commercial Plumbing Inspector Hilery Welch.

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How	to	Kea	ach	Us
Monda	y th	ıru F	riday	,

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.portlandonline. com/bds

www.portlandonline.com/planning

Development Services Center

1900 SW 4th Avenue Hours: 7:30 am to 3:00 pm Thursday evenings

5:00 pm to 7:30 pm printed on

printed on recycled paper

	BDS Customer Service 503-823-7308	0
	Building Code Information 503-823-1456 (e)	C
	Fire Code Information 503-823-7366	G
	Planning & Zoning Information 503-823-7526	т
	24-hour Inspection Request Recording 503-823-7000 (e)	D
	Inspection Section, 1 & 2 Family Dwellings 503-823-7388	L
	Commercial, Plumbing 503-823-7302	-
	Building & Mechanical 503-823-7303	L
	Electrical 503-823-7304	s
	Development Services Center 503-823-7310 (e)	s
-	Development Services Center FAX 503-823-3018	-
	Information, electrical, mechanical, plumbing,	т
	sewer, and sign permits 503-823-7363	P
	Lunch & Learn Contact, Tiffani Penson 503-823-1109	「
	Newsletter Contact, Alisa Cour 503-823-4017	
	Permitting Services, Fee estimate and	
	Permit status via voice mail 503-823-7357 (e)	
	Permit status FAXed to you 503-823-7000 (4)	Т
	Permitting resource and records 503-823-7660	''
	FAX requests for records 503-823-7765	Т
	Septic Tanks / Cesspools 503-823-7247	R
	ENVIRONMENTAL SERVICES	١.,
	Development Assistance 503-823-7761	١.,
	Industrial Source Control 503-823-7585	N
	FIRE BUREAU	l W
	Development Standards, Sprinklers, Alarms	H P
	Rich Butcher	٦

Flammable Liquids, Tanks, Hazardous Processes

Gerry Alvarez...... 503-823-3934

	OFFICE OF SUSTAINABLE DEVELOPMENT
	Construction & Demolition Recycling 503-823-7418
	G-rated Resources, Peter Hurley 503-823-7418
	TRANSPORTATION
)	Development Requirements, Right-of-Way Policy,
	Land Divisions and Transportation Plan Review
	Kurt Krueger 503-823-6964
	Local Improvement Districts, Andrew Aebi 503-823-5648
	Street Permit Engineering, Chon Wong 503-823-7050
	Systems Development Charge
	Richard Eisenhauer 503-823-7080
	TREES - Urban Forestry (7:00 am - 3:30 pm) 503-823-4489
	Pruning/Planning/Removal Permits
	N, Luke Miller
	N, Frank Krawczyk503-823-4011
	S, Ned Sodja503-823-4440
	S, Dave Kahler 503-823-1691
' I	Tree Cutting Ordinance and Commercial Planning
	and Development, Charley Davis 503-823-4523
	Transportation Improvements, Joe Hintz 503-823-4025
\dashv	Residential Development & Improvement
	Myles Black 503-823-4018
	WATER
\dashv	Water Service Information 503-823-7368
	Hydrant Permits
	Plan Review, Mari Moore 503-823-7368
	Subdivision Planning, Rick Nelson 503-823-7475
	Backflow Valve Installation Requirements
	Dave Barrigan 503-823-7479
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