Code Enforcement Fee Waiver Application

The Bureau of Development Services Neighborhood Inspections has developed code enforcement fee waivers to assist eligible property owners in correcting the violations of the City of Portland Maintenance Regulations, Title 29.

Waivers provide for temporary suspension of code enforcement fees and are available on a limited basis.

A waiver may be available in cases where a property owner has documentation of little or no income or another hardship; is in the process of an extensive renovation; is the new owner of the property; or the violations are limited to exterior paint and/or roof work. The attached informational sheet provides more information about the types of waivers.

A property owner, or their authorized agent, must submit a completed waiver application in order to determine waiver eligibility. They must also provide an explanation, additional information, or supporting documentation that may be relevant. The property owner or agent will be notified in writing about the application results.

APPLICANT: Complete and return this form to: Waivers, Neighborhood Inspections, City of Portland, Oregon, Bureau of Development Services, 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201. Or you may FAX it to 503-823-7915. **Please print legibly.**

Property Address _____

Case #_____ Tax # _____ Lein #_____

Property Owner_____

Mailing Address _____

City_____ State_____ Zip Code_____

Day Phone_____ Alternate Phone _____

Signature_____Date_____

Income-based waiver: Total annual household* income is _____
* All persons 18 years of age or older.

See information on reverse

Type of property is: ❑ Commercial ❑ Residential ❑ Combined Use

If residential, is it: ❑ Occupied ❑ Vacant

If occupied: ❑ Owner, give total number of people living in the household _____

❑ Tentant(s), give total number of people living in the household_____

❑ Other _____ _____

The Income-based waiver may be applied to the period of time the housing violation case is open. Documentation may include a copy of the property owner's federal tax return for each year the case is open; a statement of benefits from a social service agency; or other documentation showing income for the relevant time period.

If your waiver request is based on a renovation of the property, additional information is required. Contact the Waiver Desk at 503-823-0891 for the paperwork.

Additional Comments:

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Information About a Code Enforcement Fee Waiver Application

A waiver provides for temporary suspension of code enforcement fees assessed against a property. Waivers are available on a limited basis. Call 503-823-0891 for more information.

Income-Based Waiver

Upon approval of this waiver, monthly code enforcement fees may be suspended for (twelve) 12 months. The following requirements must all be met before the waiver may be granted:

1. All cited fire, life, and safety violations must be corrected, inspected, and approved by the Housing Inspector; or the property is vacant with no significant exterior fire, life, and safety violations; and
2. The property is clear of any other code violation administered by Neighborhood Inspections; and
3. The housing case is currently open; and
4. The dwelling is a one or two family residence; and
5. Property owner(s) must meet the income requirements by providing required documentation;
6. The property is owner-occupied or vacant.

Residential Renovation Waiver

Upon approval of this waiver, monthly code enforcement fees may be suspended for six (6) months. These requirements must all be met before the waiver may be granted:

1. All cited fire, life, and safety violations must be corrected, inspected, and approved by the Housing Inspector; or the property is vacant with no significant exterior fire, life, and safety violations; and
2. The property is clear of any other code violations administered by Neighborhood Inspections; and
3. The housing case is currently open; and
4. The building is attached to a permanent foundation or has an issued and active permit for foundation work; and
5. Paid and issued building permit fees of at least
   A. $500 or a project value of $15,000 for one and two family dwellings; or
   B. $1,000 or a project value of $30,000 for properties with 3-10 units; or
   C. $1,500 or project value of $45,000; for properties with 11-19 units; or
   D. $2,000 or project value of $60,000; for properties with 20+ units
6. A submitted work plan that demonstrates a project valuation of non-permit work to be done (or a combination of permit and non-permit work that demonstrates the required valuation as listed above) to rehabilitate the property.
7. A completed waiver application must be received in addition to the above listed requirements before a waiver can be considered.

Note: If permits are required, they must be paid for and issued before the waiver will be granted

All information is subject to change.