



City of Portland, Oregon
Bureau of Development Services
Inspection Services

FROM CONCEPT TO CONSTRUCTION

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Expiring Inactive Trade Permits- DRAC Presentation 11/17/16

Project Overview:

To pave the way for a smooth transition to a new electronic permitting and plan review program in the City's Information Technology and Advancement Program (ITAP), to respond to the April 2014 Audit from the COP Auditor's Office, and to align with City and State code requirements, BDS is working to clear the backlog of expired, cancelled and inactive permits (dating as far back as 2000). This particular project focuses on Trade Permits. Currently, trade permits do not expire in our system. This project creates a system for expiring and voiding inactive previous permits in two phases, and creates a system to expire and void inactive permits moving forward.

Most jurisdictions in Oregon routinely expire inactive building permits after 6 months -and allow an additional 6 months for reinstatement-as permitted by City code. Thereafter a new permit is required to complete any unfinished work. For trade permits, BDS will implement a similar policy and print a notice on the front of each permit issued to ensure the applicant is notified of the City's permit expiration policy.

To address the current backlog of inactive permits -on a go-live date to be determined- the status of all inactive permits that have expired prior to July 1, 2014 will be changed to "void" status. This date was selected after residential and commercial inspections staff, reached out directly to homeowners and contractors over the past year and a half to help them close old building permits and electrical permits. Staff reported that there was much less response from our customers on permits that were 3 or more years old. Inactive permits with expiration dates before July 1, 2014 were correspondingly issued before January 1, 2014, roughly 3 years prior to our anticipated go-live date of January 1, 2017.

The attached proposal details how the inactive trade permits will be addressed by their date of expiration, and how existing active and new trade permits will be managed on a day-to-day basis.