



**Bureau of
Development
Services**
FROM CONCEPT
TO CONSTRUCTION

HOW TO COMPLY WITH ORDINANCES #189201 AND #189309 ON URM PLACARDING AND TENANT NOTIFICATION

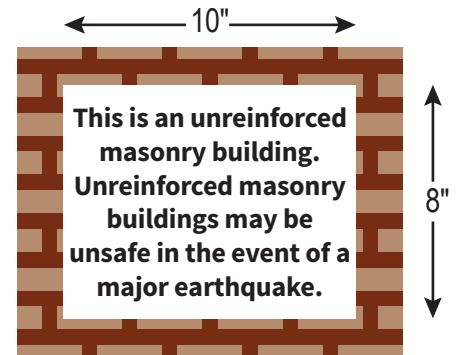


To reduce the risk posed by unreinforced masonry (URM) buildings, Portland City Council passed ordinances #189201 and #189309 requiring owners of URM buildings to notify tenants and visitors that the structure is a URM. If a building you own is a URM, you are required to comply with the ordinance. Administrative rules and additional information including information on buildings that are exempt from the requirements of this ordinance and appeals process will be available in December 2018.

Follow the guidelines below to ensure proper placarding and tenant notification.

1. Post a placard at the exterior entrance of your building. The placard must:

- Be at least 8 by 10 inches,
- Be posted in a conspicuous place on the exterior at the main entrance
- Include the following language in not less than 50-point bold type, legible sans serif font: “This is an unreinforced masonry building. Unreinforced masonry buildings may be unsafe in the event of a major earthquake.”



Placard Accessibility and Translation

Although it is not required to post signs in languages other than English, if the building serves people who may not be fluent in English, we recommend posting the notification in languages most helpful to those folks.

We encourage you to meet Americans with Disabilities Act (ADA) Sign Installation Guidelines.

Visit www.PortlandOregon.gov/bds/article/700577 for examples of placards that fit the requirements.

2. Notify existing tenants:



Notify existing tenants that the building is an unreinforced masonry building, and unreinforced masonry buildings may be unsafe in the event of a major earthquake. This can be done via letters to existing tenants or any other method that provides actual notice to the tenants.

3. Notify new or renewing tenants via tenant/rental agreements:



Include language in every lease or rental agreement entered into or renewed after the timeline for placarding that states: “This is an Unreinforced Masonry Building. Unreinforced Masonry Buildings May Be Unsafe in the Event of a Major Earthquake.”

4. Provide evidence to BDS of compliance with ordinance

URM building owners must provide the following evidence of compliance to BDS:



- Complete an executed and recorded “Agreement Not To Remove Placard and Acknowledgement of Compliance with Tenant Notification Requirements.” You can find this letter online at www.PortlandOregon.gov/bds/article/703230. To find your legal description and tax account number, see document titled “How to Find your Building’s Legal Information” (Attached).
- Take a photograph of the placard on the building
- The owner must either mail or send an electronic copy of the photograph and the recorded agreement to BDS.

To submit the materials online, visit PortlandOregon.gov/bds/77573

To submit the materials by mail, send the agreement and the photograph to:

Bureau of Development Services | Attention: Amit Kumar | 1900 SW 4th Ave, Suite 5000 • Portland, OR 97201