



Facility Permit Program

Category: Commercial Construction

Revised: April 1, 2011 [Paul L. Scarlett] , Director

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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 Facility Permit Program (FPP) is designed to provide customers plan review and inspection services in the most efficient and effective way possible. The FPP simplifies the permit and inspection process by:

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1. Streamlining plan intake and permit issuance;
2. Assigning one Inspection Team for all customer facilities;
3. Delegating plan review to the applicable Inspection Team discipline;
4. Coordinating all permitted work with a responsible party designated by the facility owner;
5. Providing process management for the requirements of other departments and bureaus; and
6. Providing cost effective and accountable delivery of services.

The City's FPP is authorized under Oregon Revised Statutes (ORS) Section 455.154 (special alternative plan review and inspection programs for commercial and industrial buildings); and ORS Section 479.560 and 479.565 (electrical master permits.) The Oregon Building Codes Division has adopted Administrative Rules implementing these statutes. These regulations are contained in OAR 918-100-000 through 918-100-120 (structural, mechanical and plumbing master permits) and in OAR 918-309-0100 (electrical master permits).

II. SCOPE

The program has been developed to facilitate a streamlined permitting and inspection process for two basic levels of work within commercial, industrial, and governmental facilities:

- Maintenance and repair and minor tenant alterations; and
- Major interior tenant Improvements & alterations.

The program is available to owners of commercial and industrial buildings, building management companies, and/or their tenants. The program is best suited to serve customers who have 'on-going' interior tenant improvements and where facility maintenance, upgrade and renovation is frequent.

Each building or facility must be registered in the program annually and owners may register as many buildings as they wish. In order to ensure consistency, all buildings or facilities by a single owner will be assigned to the same Inspection Team regardless of the geographical location.

In certain buildings of a more complex nature or where an elevated hazard level exists due to the design, materials, or processes it may be desirable to develop a Fire Life Safety Summary (FLSS). The FLSS helps reduce the amount of documentation required for individual project submittals, and will be kept on file for reference to help expedite the plan review of future work. The Inspection Team can assist owners in the development of the FLSS or answer any questions the owner may have.

Once enrolled, customers will be able to use the FPP for all of their tenant qualifying improvement needs. To encourage continuity and coordination of site activities within

covered facilities, customers are encouraged to use the FPP on qualifying projects, including all building, mechanical, fire, electrical, and plumbing work. Projects outside the state guidelines, or prohibited by this program guide, will be required to go through the standard issuance and inspection program.

Please refer to the BDS web site for additional information regarding project submittal requirements, handouts, forms, fees, and frequently asked questions:
www.portlandoregon.gov/bds.

A. FPP DEFINITIONS

The following definitions apply to FPP administration:

1. **Building Registration Permit.** Each building registered will be tracked as a 'sub-folder' of the Client permit or a Site permit.
2. **Client Permit.** Upon registration by an owner, a 'Client' permit will be issued as a 'primary parent folder' and all billing information will be attached to this document.
3. **Covered Facility** means those facilities that qualify for and are included in an applicant's program list.
4. **Covered Facility List** means the list of all buildings, structures and facilities, including in the addresses and name of each building for each owner to be included in the program.
5. **Facility Orientation.** A facility orientation is conducted to familiarize the Inspection Team with a building in a covered facility.
6. **Master Permit.** A single Master permit will be issued as a 'sub-folder' for each building registered in the program.
7. **Project Permit.** Each project will be tracked as a 'sub-folder' of the building registration permit. Each building permit will be tracked as a 'sub-folder' of the project permit. Trade permits will be tracked as a 'sub-folder' to the building permit.
8. **Project Reference Numbers (Billing Number)** is a set of numbers and/or letters that is created by the customer similar to a purchase order number. The project reference number is the authorization for BDS to bill the customer and provides a reference number on the project invoices that is used to tie the permit fees and services to the corresponding project.
9. **Site** means each parcel or group of parcels separated by not more than one public right of way.
10. **Site Permit.** A group of buildings tracked together as a 'sub-folder' of the Client permit.

B. QUALIFYING FACILITIES

The FPP is available for all commercial, industrial and government buildings. Under current state statute, however, apartment houses with six or fewer units and 1 & 2 family dwellings are not eligible for inclusion in the program.

C. INSPECTIONS OF FACILITY PERMIT PROJECTS

The program utilizes a team concept to address all qualifying work needed for the facility. The Inspection Team is comprised of four Senior Inspectors specializing in the Building, Mechanical, Electrical, Plumbing and Fire trades.

Each participating facility is required to assign a single person to act as liaison to work with the Inspection Team. For the purposes of the FPP, this person will be designated the “Responsible Party” (See Section L of this guide). The success of this program is contingent upon the development of ongoing working relationships between participating building owners and the assigned Inspection Team. The Inspection Team will complete required plan reviews and inspections. Customers can expect a high level of communications and service delivery tailored to the customer needs, including pre-design consultations, site meetings, and process management assistance in obtaining the approval of other City bureaus.

Alteration and tenant improvement work will be reviewed and inspected by the assigned Inspection Team. Project inspections shall be scheduled directly with the Inspection Team.

D. MASTER PERMIT PROGRAM

One of the available services within the program is the Master Permit Program. This program feature gives customers the ability to conduct alterations, maintenance or repair, non-structural demolition, and remodeling to their facilities without the Inspection Team's prior approval. Participation in the Master Permit feature of the program is voluntary.

However, when utilizing the Master Permit feature of FPP the following rules and policies apply:

- 1. Rules and Policies: Building, mechanical, plumbing and electrical work.**
 - a. Applicants are to keep and maintain records (logs) of all Master Permit work including a description of the work completed, the employee or contractor doing the work, the date the work was completed and material used;
 - b. Applicants shall forward copies of the logs to FPP every three months and original logs shall be available for the FPP Inspector; and
 - c. Every facility utilizing the Master Permit feature of FPP shall be inspected at least once a year, or more frequently if deemed necessary by the FPP Inspector.

2. Electrical work.

In addition to the rules outlined above, the facility shall keep on file a roster, for all electrical work of all electricians employed by the owner. The roster will include the electrician's name, electrical license number and type of license, and all electrical contractors whose work is included under the Master Permit Program.

Work regulated by the Fire Marshals Office will require individual permit applications.

3. Examples of work authorized under the Master Permit are as follows:

a. Structural:

- (1) Re-roofing (on other than un-reinforced masonry buildings)
- (2) Replacement of glazing (when not regulated by Title 33)
- (3) Repairs with like materials in a like manner
- (4) Construction/relocation of up to 100 feet of nonbearing partitions
- (5) Replacement of doors and windows.

b. Mechanical:

- (1) Repair/replacement of ductwork and grills
- (2) In-kind replacement of equipment
- (3) Plumbing:
 - (a) Replacement of existing sanitary fixtures
 - (b) Repair and replacement of in-kind existing piping.

c. Electrical:

- (1) Replacement of switches, outlets, motors, and similar in-kind work.

E. MINOR ALTERATIONS AND IMPROVEMENTS

Minor alterations and improvements will require review by the Inspection Team prior to commencement of work. Project commencement depends upon project complexity.

1. **Simple projects** may begin within hours of approval. The customer contacts the Inspection Team Coordinator for a conceptual review of the project's scope.
2. **Complex projects** will take longer for approval and start.

The Inspection Team will advise the customer regarding plan review requirements and as to when the work may begin.

3. Work not described above shall be either:
 - a. Major Interior Tenant Improvements and Remodels (in Section F. of this guide); or

- b. Activities not covered under the FPP.

F. MAJOR INTERIOR TENANT IMPROVEMENTS AND REMODELS

1. Examples.

Major interior tenant improvements may be performed under the FPP examples of work to which the program is best suited include, but are not limited to:

- a. Alteration or renovation of existing tenant space;
- b. Creation of new tenant space within the existing shell of a building;
- c. Accessibility retrofits;
- d. Alteration of exterior, nonbearing walls provided there is no expansion of usable efloor space beyond the existing shell of the building;
- e. Changes in the use of an existing space, within an occupancy classification;
- f. Occupancy changes which do not create a greater overall relative hazard category determination (for further explanation, please refer to the section H. Changes of Occupancy of this guide); or
- g. Additions or alterations of mechanical, plumbing, or electrical systems.

Though almost all interior work may be done under the program, some levels of work may be better suited to the standard review process. Examples of this type of work include significant or complicated structural retrofits or changes of occupancy that create a greater overall relative hazard category determination. The FPP Project Coordinator or Senior Building Inspector will work with the facility owner to identify these projects on a case by case basis.

As with all alteration and improvement projects the customer should contact the FPP Project Coordinator or the Senior Building Inspector for a conceptual review of the project scope. Projects require review and approval prior to the commencement of the work.

2. Submittal Requirements.

Submittal for major improvements will require a minimum three sets of drawings accompanied by a completed Facility Permit Plan Intake Form and other appropriate supporting documents. Submittals may be dropped off at 1900 SW Fourth Avenue, 2nd floor, Permitting Services, as indicated in the intake form instructions, or at the customer's request, may be picked up by our FPP Inspection staff. If the customer requests the plans be picked up by FPP, this service will be billed at an hourly rate as indicated in the current BDS Fee Schedule. Pick up requests can be made to only locations within the City of Portland city limits.

3. Consultations, Design Review and Pre-Construction Meetings.

As projects are developed and working drawings are being created, customers may request inspectors for consultations, design review, or pre-construction

meetings. As individual projects are proposed, the Inspection Team shall review and approve these projects prior to the beginning of work. Based on the complexity of the proposed project, approval may require formal plan review prior to the commencement of work. Additionally, the FPP may request specific review by other departments or bureaus. It is the intent of the program to allow simple, informal interactions between the Inspection Team and the Responsible Party, assuring project specific levels of service.

G. ACTIVITIES NOT COVERED UNDER THE FACILITY PERMIT PROGRAM

The following activities may not be processed through the FPP:

1. Changes of occupancy which create a greater overall relative hazard category determination (for further explanation please refer to the section H. Changes of Occupancy of this guide);
2. Construction of new buildings;
3. Additions increasing the square footage of the building or structure;
4. Electrical services or feeders greater than 400 amps that are over 1,000 volts;
5. Sign Permits, and photovoltaic systems;
6. Any structural work or activity deemed by the FPP to be better suited to the standard review process, or beyond the intended scope of the outlined program;
7. Minor labels or other alternative permitting and inspection programs with FPP buildings.

H. CHANGES OF OCCUPANCY

Changes of occupancy shall be reviewed in regards to overall relative hazard category determination. As a basis for determining whether a change of occupancy creates a greater overall relative hazard category determination, please refer to Section C.2 of the BDS Code Guide – [Alternate Design Methods and Materials of Construction for Existing and Historic Buildings](#) on the BDS Web site at <http://www.portlandonline.com/bds/index.cfm?c=36826&a=68561>.

When a change of occupancy results in a building or space increasing in overall relative hazard category determination, the work may not be processed through the FPP. Conversely, if the change of occupancy does not result in a building or space increasing in overall relative hazard category determination, the work may be processed through the FPP.

I. APPLICATION / REGISTRATION

The FPP Section Manager will assist the facility owner in answering any questions they may have regarding registration into the program. The FPP staff will also assist the customer in completing the required application forms. Application will be made on forms supplied by the FPP and can be found on the BDS Web site <http://www.portlandonline.com/bds/index.cfm?c=37047&a=108821>. Registration of

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each covered facility is required. Fees will be charged to the facility's account as indicated in the current BDS Fee Schedule.

1. Applicants to the FPP must be either:
 - a. The facility owner;
 - b. The facility manager including management companies under contract with the facility owner;
 - c. For plumbing work, an Oregon registered plumbing contractor under contract with the facility owner; or
 - d. For electrical work, an Oregon registered electrical contractor under contract with the facility owner.

2. All work conducted under the FPP must be performed by either:
 - a. Employees of the owner; or
 - b. Contractors who have the appropriate licenses and/or registrations.

A full explanation of those requirements may be obtained from the FPP Section Manager.

The annual registration period is July 1st to June 30th. The Bureau will accept applications for registration into the FPP at any time of the year and fees will be prorated. Registrations must be renewed annually on July 1st. The FPP Section Manager can assist applicants in determining the scope of work covered by registration.

Registration Agreements may be amended or changed at anytime. Buildings can be added to, or deleted from, the covered facilities list at any time during the year. Registration of buildings added during the year are renewable July 1st.

The facility owner shall provide a covered facilities list to be included in the registration request.

It is the responsibility of the facility owner to notify the FPP in writing of:

1. Sale of a covered facility;
2. Transfer of management of a covered facility; or
3. Request to remove a covered facility from the facility list.

The facility owner shall indicate the date of the sale, transfer or request and designate who will be responsible for payment of unpaid invoices for services and fees from the City of Portland.

Following application and registration into the program an Inspection Team will be appointed to cover all facilities in the covered facility list.

J. FACILITY ORIENTATION

To familiarize the Inspection Team with the buildings in a covered facility, an orientation will be conducted for each building entering the program. The orientation will occur before any work on that building may begin.

The Facility Orientation will include a review of the following:

1. All previous Building Code Appeals;
2. Any Fire Life Safety Summaries (FLSS);
3. Building floor plans; and
4. All other agreements between the City and the facility.

In addition, for complex facility layouts, it may be necessary to arrange a walk through for the Team to familiarize themselves with the facility.

All time required for the facility orientation will be charged to the Master Permit at the established hourly rate (See section M. Fees and Billing section of this guide)

K. OWNER – DUTIES AND RESPONSIBILITIES

In addition to the other owner duties and responsibilities the owner will need to do the following:

1. Designate a Responsible Party who is either an employee or is under contract to provide the services;
2. Designate an Accounts Payable who receives and pays invoices sent by the City of Portland;
3. Ensure that all communications with the FPP for work covered by the program is conducted through the Responsible Party; and
4. Ensure fee payments are made within 30 days of the billing date.

L. RESPONSIBLE PARTY – DUTIES AND RESPONSIBILITIES

The designated Responsible Party will represent the owner or management company in communications with the Bureau. The Responsible Party will be the primary contact between the facility owner or owner's tenant and the Inspection Team.

In certain circumstances, the internal organization and at times the facilities complexity may require the need for the facility to have more than one Responsible Party. In these cases this need shall be identified, and agreed upon by all parties, at the time of registration.

The Responsible Party shall:

1. Pre-review and communicate all planned work to the Inspection Team;
2. Be primary contact with Inspection Team;
3. Assure that all work installed complies with the registration guidelines outlined in this program guide;

4. Maintain records and verify the accuracy, of all plan submittals.
5. Maintain, and ensures the return of required records (logs) of all Master Permit Program work;
6. Monitor the work, and when necessary assist in resolving any project related communication issues with the Inspection Team;
7. Ensure compliance with the requirements of other City Bureaus;
8. Ensure access of the facility to the Inspection Team; and
9. Work to resolve any payment or billing issues.

M. FEES AND 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 charged at an hourly rate with full cost accountability through itemized billing.

Program fees will be assessed as follows:

1. **Initial Registration.** A registration fee will be charged for each building listed by the applicant as part of the covered facility. Additionally, an hourly rate may be charged for necessary administrative charges incurred with the set up of files and request for records.
2. **Facility Orientation.** Facility orientation services will be billed at the current hourly rate.
3. **Annual Renewal.** Registration fees will be charged for renewal for the second and subsequent years of program participation for each building listed as part of the covered facility.
4. **Charges for Service.** All FPP services provided in connection to a covered facility are billed at the hourly rates as indicated in the BDS Fee Schedule. Services charged include but are not limited to project review, inspections, consultations, correspondence, travel to and from the facility, in-office work to complete records and reports on the facility, and administrative duties for records and facility reports and process management.

Projects with a valuation of \$600,000 or greater are charged standard fees for all building plan review and building permit portions of the project. Mechanical, fire, plumbing and electrical (trade) permits associated with standard permit fee projects will be billed at the hourly rate. Fees required as a result of reviews outside of outlined FPP services, will be itemized and billed to the appropriate 'Project Reference Number' (See FPP Definitions) in addition to the hourly rate for all mechanical, electrical, fire and plumbing work.

All fees assessed by other City bureaus (such as Bureau of Environmental Services, Portland Bureau of Transportation, Water Bureau, Parks Bureau, etc) will be applied to and charged on the FPP monthly bill.

5. State Surcharge.

All inspection activities charged are required to be assessed a State Surcharge under Oregon Revised Statutes (ORS). This amount will be itemized separately on the billing statement. The rate for the State Surcharge can be found in the current BDS Fee Schedule.

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

The terms of the billing are net due upon receipt of the invoice and are past due after 30 days. For past due accounts, the City of Portland reserves the right to assign the debt to a private collection agency or pursue litigation.

If your 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.

N. SUSPENSION AND TERMINATION

Any facility registered under the FPP which refuses or neglects to comply with the rules and the requirements outlined by this program guide may be suspended from participation in the 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 and the City Code.

O. APPEAL OF SUSPENSION OR TERMINATION

The facility owner, property manager, or Responsible Party may appeal the suspension or termination to the Director of the Bureau. The appeal must be made in writing, and received by the Bureau of Development Services within 15 calendar days of the suspension or termination.