

BUILDING PERMITS



Philomath Citizens' Academy – September 24, 2019

REQUIREMENTS

- ∞ The State of Oregon sets requirements for building permit programs
- ∞ Two intergovernmental agreements (IGA's) make it possible for Philomath citizens to get permits from the City:
 - IGA with the State to allow us to issue permits
 - IGA with Benton County to provide plan review and inspection services

FEES

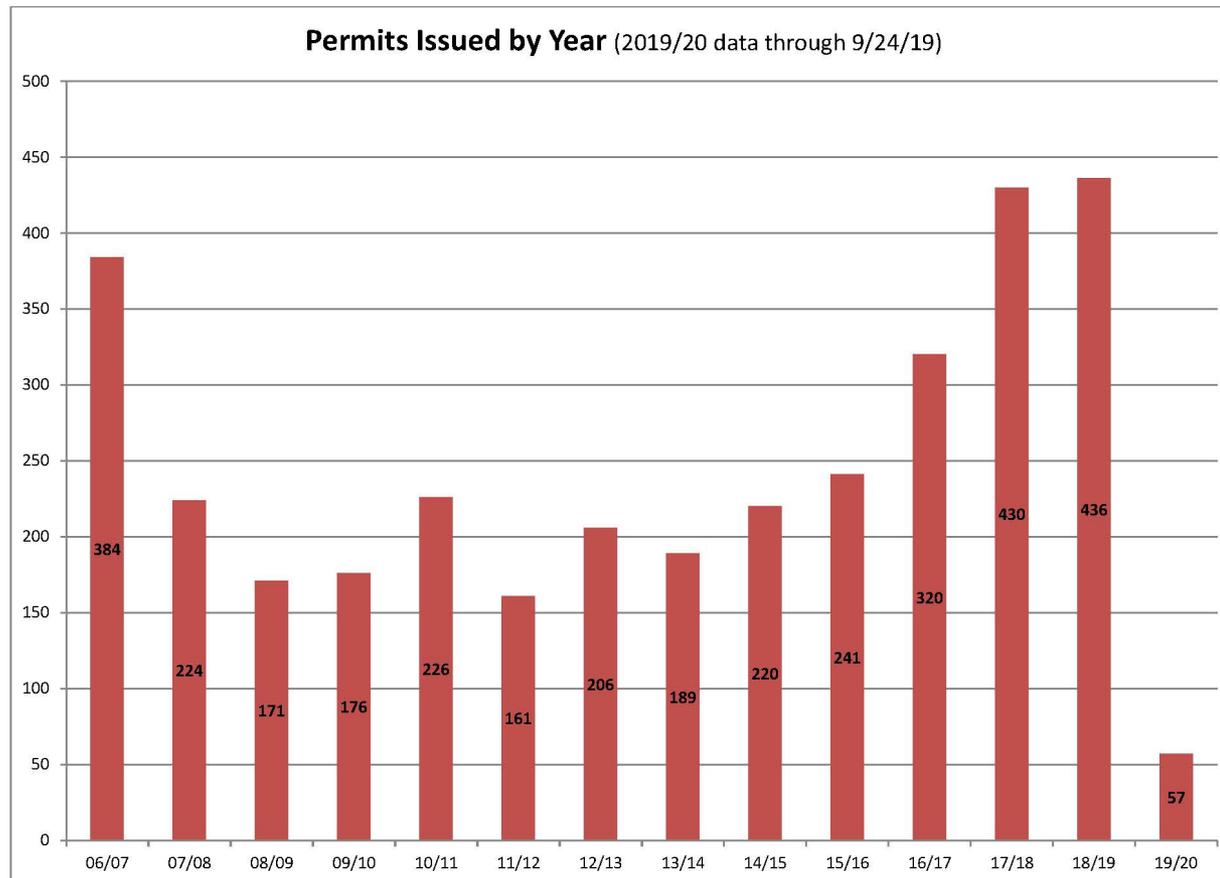
- ∞ The State sets the fee schedule and collects 12% of all fees
- ∞ The City pays the County 70% of fees for their services
- ∞ The City keeps 30% to pay for our expenses (part personnel + other costs)

PERMITS PROGRAM HISTORY

- ∞ Prior to 1986: The City issued and inspected building permits. State program was not as regulated
- ∞ 1986 to mid-1995: Permits were issued by Benton County
- ∞ 1995 to Present: City issues permits using an IGA with Benton County

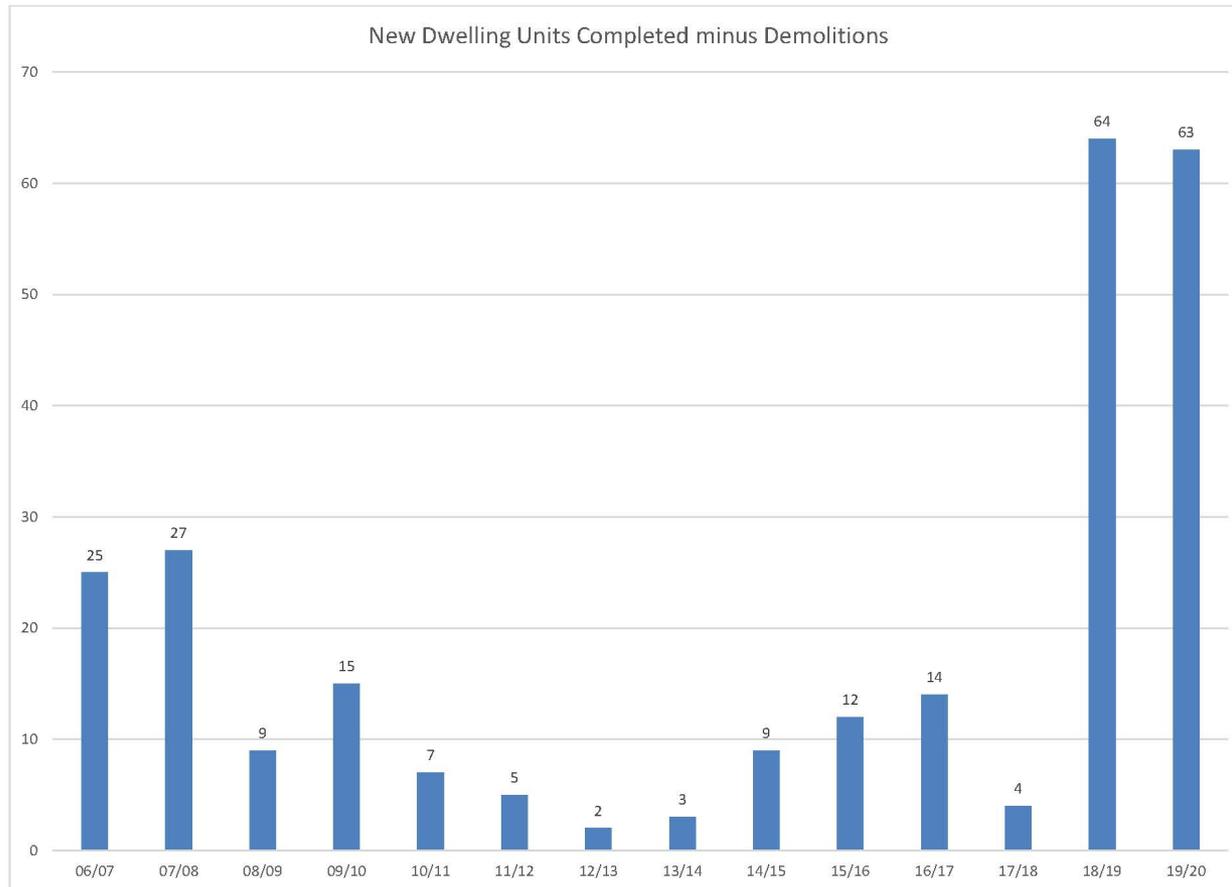
PERMITS ISSUED

Permits Issued by Year
(2019/20 data through 9/24/19)



NEW DWELLINGS COMPLETED

Completed Dwelling Units
Minus Demolitions



18/19: 48 Units in Oak Springs Apts

19/20: 24 Units in Oak Springs Apts & 39 Units in The Boulevard Apts

LOCAL BENEFITS

- ☞ Citizens are able to apply for and pick up permits locally
- ☞ City can coordinate building process with planning and public works
- ☞ City has the benefit of a qualified Building Inspector to address construction issues

TYPES OF PERMITS

∞ Over-the-Counter

- Electrical
- Mechanical
- Plumbing

∞ No plan review required

- Bring in application
- Pay fees
- Walk out with permit

TYPES OF PERMITS

- ∞ Plan review required
 - Structural
 - Demolition
 - Manufactured dwelling

PLAN REVIEW PROCESS

- ∞ Customer brings in 3 copies of drawings
- ∞ Pays review fees (building & planning)
- ∞ Plans go to:
 - City Planning for zoning compliance
 - Public Works for infrastructure review
 - Benton County for building code compliance
 - Fire Department for fire safety review

PLAN REVIEW PROCESS

- ☞ Approved plans come back to the City
- ☞ Any pre-construction requirements are approved
 - Example: Zoning requires partition be completed or easements to be recorded
- ☞ Customer pays permit fees and System Development Charges
- ☞ Building commences!

INSPECTIONS

- ☞ County provides construction code inspections
- ☞ Most inspections happen next day
- ☞ City inspects for zoning and infrastructure compliance
- ☞ When all inspections are satisfied ...
- ☞ City issues Certificate of Occupancy

E-PERMITTING SYSTEM

- ∞ The State fee pays for the Accela e-permitting system
- ∞ The system is free for the City to use
- ∞ This is the third system the City has used since contracting with Benton County
- ∞ Permits from 2001 to 2016 conversion were rolled into the new system

E-PERMITTING ADVANTAGES

- ☞ Contractors can apply and pay for over-the-counter permits on-line
- ☞ Inspections can be scheduled on-line
- ☞ Citizens can review permit histories back to 2001, including inspection results
- ☞ Realtors can review permit histories too!



 THANK YOU!