



Oregon

Tina Kotek, Governor



Department of Consumer
and Business Services

August 7, 2024

To: Interested parties
From: Richard Donovan, policy advisor, policy and technical services
Subject: City of Lowell proposed fee adoption

The State of Oregon Building Codes Division (division) has received the enclosed notice of intent to adopt building inspection program fees from the City of Lowell on Aug. 7, 2024. Pursuant to Oregon Administrative Rule 918-020-0220, municipalities seeking to adopt fees are required to provide all the following information to the division 45 days prior to the proposed adoptive date.

- A. The affected specialty code or program areas.
- B. A description of the proposed building inspection program fees including the approximate percentage change when applicable.
- C. The proposed effective date.
- D. The date of the last fee increase in the specialty code or program area if applicable.
- E. The anticipated date, time and location of the local municipal hearing scheduled pursuant to Oregon Revised Statute (ORS) 294.160.
- F. The name, phone number and title of a contact person.
- G. A narrative explaining the purpose of the proposed fee adoption.

The division is required to notify interested parties after receiving a notice of intent to adopt building inspection program fees from a municipality. Enclosed is the information provided to the division pursuant to the above administrative rule requirements.

If you have concerns about this proposed fee change, you may contact the municipality directly, or attend the local municipal hearing on:

Hearing Date(s) and Time(s): Tuesday, Aug. 20, 2024, at 7 p.m.
Address: 389 N. Pioneer St., Lowell OR 97452

Contact information: Jeremy B. Caudle, City Administrator
jcaudle@ci.lowell.or.us, 541-937-2157

There is an option to attend remotely via Zoom. A second reading and vote to adopt the ordinance are scheduled for Sept. 3, 2024. Per the city charter, the ordinance will go into effect 30 days after adoption. That date is Oct. 3, 2024. Information on the meetings and public hearing, including instructions on how to join remotely, can be found on the city website at: <https://www.ci.lowell.or.us/calendar>. Be sure to select the meeting in question. Written comments can be submitted to me via email, by regular mail at PO Box 490, Lowell OR 97452, or delivered in person to Lowell City Hall. Submit written comments by 4 p.m. on Aug. 20, 2024 to ensure they are received in time to be included in the record for the public hearing.

If you still have unresolved concerns, you may, pursuant to ORS 455.210(3), appeal this fee adoption by sending a written request to the division. Appeal requests must be filed no later than 60 days after the fee adoption notice was received by the division.

cc: City of Lowell



City Administrator's Office
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Email: jcaudle@ci.lowell.or.us

To: Oregon Building Codes Division
Attn: Rules Coordinator, rulescoordinator.BCD@dcbs.oregon.gov
Re: Proposed Building Department fee amendment
Date: August 7, 2024

The Lowell City Council will consider amendments to the Lowell Building Department permit fees in a public hearing on Tuesday, August 20, 2024 at 7:00 pm. Attached to this letter is a draft of these proposed amendments. These amendments include updates to fees for structural, manufactured dwelling, electrical, mechanical, and plumbing permits. General permit, grading, and administration fees are also included.

The city wishes to implement these amendments for several reasons. The first is to restructure the fee schedule to comply with state requirements regarding the methodology for determining fees. The second is that the city has not updated its permit fees since 2012 (Resolution 587). Increases are necessary to keep up with the cost of doing business. Lastly, the fee update is essential to the city's transition to the ePermitting system through the Building Codes Division. This project is in progress, with an estimated timeline of mid-October to go live with ePermitting.

The estimated average increase for building permit fees for a single-family residential home construction is \$1,080.98. This represents a 34.27% change over the current building permit fee schedule. Electrical permit fees for a single-family home construction are estimated to increase an average of \$167.62. This represents a 62.97% increase over the current electrical permit fee schedule.

The City Council intends to adopt an ordinance to implement the fee update. A first reading and public hearing are scheduled Tuesday, August 20, 2024 at 7:00 pm. The meeting location is at 389 N. Pioneer St., Lowell OR 97452. There is also an option to attend remotely via Zoom. A second reading and vote to adopt the ordinance are scheduled for September 3, 2024. Per the city charter, the ordinance will go into effect 30 days after adoption. That date is October 3, 2024.

Questions or comments? Contact me at the email address or telephone number listed above. Information on the meetings and public hearing, including instructions on how to join remotely, can be found on the city website at: <https://www.ci.lowell.or.us/calendar>. Be sure to select the meeting in question. Written comments can be submitted to me via email, by regular mail at PO Box 490, Lowell OR 97452, or delivered in person to Lowell City Hall. Submit written comments by 4:00 pm on August 20, 2024 to ensure they are received in time to be included in the record for the public hearing.

Sincerely,

A handwritten signature in black ink that reads "Jcaudle".

Jeremy B. Caudle
City Administrator

Attachment:
Proposed fee schedule update

**City of Lowell
Fee Schedule
Adopted September 3, 2024**

A. Structural and General Permit Fees

Structural Permit Fee table	
Valuation	Fee
\$1 - \$2000 (<i>Minimum Fee</i>)	\$95.00
\$2001 - \$25000	\$95.00 for the first \$2000 plus \$12.00 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$50000	\$371.00 for the first \$25000 plus \$10.00 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$621.00 for the first \$50000 plus \$6.00 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$921.00 for the first \$100000 plus \$5.00 for each additional \$1000 or fraction thereof
<i>Per OAR 918-050-0100, building valuation for new construction and additions is determined per the ICC Building Valuation Data Table current as of April 1 each year. Valuation for alteration or repair shall be based on the fair market value as determined by the building official.</i>	
Other Fees as applicable	
Structural Plan Review (when applicable)	65% of structural permit fee
Seismic Surcharge – Structural and Mechanical plan review required on essential facilities	1% of structural permit fee
Additional Plan Review (when applicable) - hourly	\$95.00/hour, minimum one hour
Fire Life Safety Plan Review (when applicable)	40% of structural permit fee
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically indicated (as required) and change of occupancy.	\$95.00/hour, minimum one hour
Inspection outside of normal business hours - hourly	\$95.00/hour, minimum two hours

Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of the building permit fee calculated using the value of the deferred portion with a \$275.00 minimum
Permit Reinstatement fee – to renew already expired permit, as eligible and approved by the Building Official; subject to State Surcharge	\$100.00
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	\$75.00
Master Plans – Structural – setup fee	\$150 (initial review at standard plan review rate)
Plan Review of Master Plans that have been previously reviewed. <i>(This applies to re-submitted reviewed plans without changes and within the same code cycle and subject to the approval of building official).</i>	50% of calculated plan review fee
Temporary Certificate of Occupancy (30 day) <i>(Issuance of a temporary C of O, and extensions, requires approval of the building official.)</i>	Residential: \$200/month Commercial: \$300/month
Phased Project Plan Review Fee – in addition to project plan review fees	\$275.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase
Structural demolition <i>(Includes 2 inspections, additional inspections, if required, are per hourly rate above).</i> Not subject to State Surcharge	\$300
Structural alteration (<u>not</u> demo) – partial, soft, interior Requires State Surcharge	See Structural Permit Fee table, by valuation
Building Appeals Hearing Filing Fee	\$150

Residential Fire Suppression – Standalone System, fee includes plan review. <i>Also, see Plumbing Fee section for Continuous Loop/Multipurpose System</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$200.00
2001 – 3600 sq ft	\$275.00
3601 - 7200 sq ft	\$350.00
7201 sq ft and greater	\$425.00

Commercial Fire Suppression – Alarms/Sprinklers - *separate Electrical Permit is required*

See Structural Permit Fee table, by valuation, and plan review fee noted above

Solar Structural Installation Permits – <i>separate Electrical Permit application may also be required</i>	
Solar Permit (when required) – Prescriptive Path System, fee includes plan review. <i>(Includes 2 inspections, additional inspections, if required, are per hourly rate above).</i>	\$250.00
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>

Investigation Fees -<i>Applicable to all disciplines and established by the Building Official.</i>	
Investigation Fee – A <i>Low effort to determine compliance</i>	\$95.00
Investigation Fee – B <i>Medium effort to gain compliance. Stop Work Order posted. Applicant obtains requirement permits within 10 business days.</i>	\$150.00
Investigation Fee – C <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in the past 12 months for starting work without permits or other violations</i>	\$250.00
Note: All permits and inspections are subject to state 12% state surcharge in accordance with state law. See Building Codes Division website for additional information on state surcharge.	

B. Manufactured Dwelling Placement Permit Fees

Manufactured Dwelling Placement Fee *	\$400.00
State (Cabana) Fee	\$30.00
<p>* Per OAR 918-050-0130(1)-(2), fee includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. Includes three inspections. Additional inspections, if required, shall be per the hourly inspection rate noted above. See Structural schedule by valuation for non-dwelling modular placements.</p>	

C. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

D. Electrical Permit Fees

New Construction	
Residential	
First 1000 sq ft or less	\$250.00
Each additional 500 sq ft or portion thereof	\$50.00
Limited Energy – new residential construction	\$50.00
Each Manufactured Home/Modular Dwelling service	\$100.00
Multifamily	
New Multifamily Construction	Fee for largest unit calculated using above sq ft rates - plus 50% of permit fee for each additional unit
Multifamily, new construction – Limited Energy System – per floor	\$50.00
Multifamily, new construction – Protective Signaling – per floor	\$50.00
Service Feeders – Installation, Alteration, Relocation	
200 amp or less	\$150.00
201 – 400 amps	\$175.00
401 – 600 amps	\$300.00
601 – 1000 amps	\$400.00
Over 1000 amps or volts	\$500.00
Reconnect Only	\$100.00

Temporary Service Feeders – Installation, Alteration, Relocation	
200 amp or less	\$100.00
201 – 400 amps	\$125.00
401 – 600 amps	\$200.00
601 – 1000 amps	\$300.00
Over 1000 amps or volts	\$500.00
Branch Circuits – New, Alteration, Relocation	
With service or feeder – per each	\$12.00
Without service or feeder	\$90.00 for first branch circuit, \$12.00/each additional
Renewable Energy	
Renewable energy for electrical systems- 5kva or less	\$100.00
Renewable energy for electrical systems- 5.01kva through 15kva	\$150.00
Renewable energy for electrical systems- 15.01kva through 25kva	\$250.00
Renewable energy - solar generation over 25 kva	\$250.00 for first 25 kva plus \$6.25 per kva over 25 kva, – <i>maximum fee at 100 kva</i>
Renewable energy for wind systems - 25.01kva through 50kva	\$350.00
Renewable energy for wind systems - 50.01kva through 100kva	\$800.00
Other Electrical Fees	
Pump or Irrigation Circle – per each	\$95.00
Sign or Outline Lighting – per each	\$95.00
Signal Circuit(s) or Limited Energy system, alteration or extension, each system – non-new residential and all commercial (<i>new residential and multifamily construction – see above</i>)	\$95.00
Swimming Pool (<i>incl. panel, 3 circuits and bonding</i>)	\$95
Master Permit – application fee, one time at initial application; renews annually as applicable	\$100
Master Permit – inspection fee – per hour; includes travel time, inspection, and report writing	\$95.00/hour, minimum one hour

Electrical Plan Review (See OAR 918-311-0040 for applicability)	25% of electrical permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$95.00/hour, minimum 2 hours
Investigation fee - Electrical	See Structural Investigation Fees
Minimum Fee – Electrical	\$95.00

E. Mechanical Permit Fees

Residential	Fee – per each appliance
Air conditioner	\$25.00
Air handling unit of up to 10000 cfm	\$25.00
Air handling unit 10001 cfm and over	\$25.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$25.00
Attic or crawl space fans	\$25.00
Chimney/liner/flue/vent	\$25.00
Clothes dryer exhaust	\$25.00
Decorative gas fireplace	\$50.00
Ductwork only	\$25.00
Evaporative cooler other than portable	\$25.00
Floor furnace, including vent	\$25.00
Flue vent for water heater or gas fireplace	\$25.00
Furnace – greater than 100000 BTU	\$50.00
Furnace – up to 100000 BTU	\$50.00
Furnace/burner including duct work/vent/liner	\$50.00
Gas or wood fireplace/insert	\$50.00
Gas fuel piping outlets one to four outlets	\$25.00
Additional gas piping outlets over four/each	\$10.00
Heat pump	\$25.00
Hood served by mechanical exhaust, including ducts for hood	\$25.00
Hydronic hot water system	\$25.00
Installation or relocation domestic/type incinerator	\$25.00
Mini split system	\$25.00
Oil tank/gas diesel generators	\$50.00
Pool or spa heater, kiln	\$25.00
Range hood/other kitchen equipment	\$50.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$25.00
Suspended heater, recessed wall heater, or floor mounted heater	\$25.00
Ventilation fan connected to single duct	\$25.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$25.00
Water heater	\$25.00

Wood/pellet stove	\$50.00
Other heating/cooling	\$25.00
Other fuel appliance	\$50.00
Other environment exhaust/ventilation	\$25.00

Commercial Mechanical Fees	
Based on valuation, see structural permit fees	
Other Mechanical Fees	
Mechanical Plan Review (when applicable)	25% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically – per each indicated (as required)	\$95.00/hour, minimum one hour
Inspection outside of normal business hours	\$95.00/hour, minimum 2 hours
Investigation fee - Mechanical	See Structural Investigation Fees
Residential or Commercial Mechanical Minimum Permit Fee-	\$95.00

F. Plumbing Permit Fees

Plumbing Permit Fees	
New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. <i>Half bath counted as whole.</i>	
One bathroom, one kitchen	\$450.00
Two bathrooms, one kitchen	\$525.00
Three bathrooms, one kitchen	\$600.00
Each additional bathroom > 3 – or – kitchen > 1	\$100.00/each
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – <i>first 100 ft included in bathroom/kitchen fee</i>	\$75.00
Commercial and Non-New Residential	
Site Utilities	Fee
Sanitary Sewer - First 100 feet or less	\$95.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$75.00
Storm – first 100 feet or less	\$95.00
Storm – Each additional 100 feet or fraction thereof	\$75.00
Water – first 100 feet or less	\$95.00
Water – Each additional 100 feet or fraction thereof	\$75.00
Fixtures	Fee – per each
Absorption valve	\$25.00
Backflow preventer	\$25.00
Backwater valve	\$25.00
Catch basin or area drain	\$25.00
Clothes washer	\$25.00
Dishwasher	\$25.00
Drinking fountain	\$25.00
Ejectors/sump pump	\$25.00
Expansion tank	\$25.00
Fixture cap	\$25.00
Floor drain/floor sink/hub drain	\$25.00
Garbage disposal	\$25.00
Hose bib	\$25.00
Ice maker	\$25.00

Primer	\$25.00
Sink/basin/lavatory	\$25.00
Stormwater retention/detention tank/facility	\$25.00
Swimming pool piping	\$50.00
Trench drain	\$25.00
Tub/shower/shower pan	\$25.00
Urinal	\$25.00
Water closet	\$25.00
Water heater	\$25.00
Other – plumbing	\$25.00
Alternate potable water heating system	\$25.00
Interceptor/grease trap	\$25.00
Manholes	\$25.00
Roof drain (commercial)	\$25.00
Re-piping/retrofit water supply-residential	\$50.00
Residential or Commercial Plumbing Minimum Permit Fee-	\$95.00

Medical Gas – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances	
Valuation	Fee
\$1 - \$2000	\$150.00
\$2001 - \$25000	\$150.00 for the first \$2000 plus \$15.00 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$100000	\$495.00 for the first \$25000 plus \$10 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$1245.00 for the first \$100000 plus \$7.00 for each additional \$1000 or fraction thereof

Residential Fire Suppression – Multipurpose/Continuous Loop System, fee includes plan review <i>[See Structural Fee section for Standalone System]</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$200.00
2001 – 3600 sq ft	\$250.00
3601 - 7200 sq ft	\$350.00
7201 sq ft and greater	\$450.00
Other Plumbing Fees	

Plumbing Plan Review (when applicable) – commercial or residential	40% of commercial plumbing permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00/each
Each additional inspection, above allowable – per each	\$95.00
MH Park Service Connect Sewer, Water & Storm (per space)	\$95.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$95.00/hour, minimum 2 hours
Investigation fee - Plumbing	See Structural – Investigation Fees

G. Grading Permit Fees

See Appendix J of the 2024 International Building Code for grading requirements, definitions, and other information. No state surcharge. <i>[A grading permit does not include the construction of retaining walls or other structures]</i>	
Cubic yards	Permit Fee
25 cubic yards or less	No permit required
26 – 100 cubic yards	\$90.00
101 – 1,000 cubic yards	\$90.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 cubic yards or fraction thereof
1,001 – 10,000 cubic yards	\$270.00 for the first 1,000 cubic yards, plus \$30.00 for each additional 1,000 cubic yards or fraction thereof
10,001 – 100,000 cubic yards	\$540.00 for the first 10,000 cubic yards, plus \$80.00 for each additional 10,000 cubic yards or fraction thereof
100,001 or more cubic yards	\$1,260.00 for the first 100,000 cubic yards, plus \$40.00 for each additional 100,000 cubic yards or fraction thereof
Plan review fee	65% of permit fee

H. Administration Fees

Copy fees	25 cents/page
Returned Check fee (NSF)	\$35.00
Refund processing fee – not subject to State Surcharge	\$50.00
Technology Fee	3% of permit fee