



Oregon

Kate Brown, Governor

Department of Consumer and Business Services

Building Codes Division

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November 22, 2021

TO: Building Officials

FROM: Julia Hier, Sr. Policy Advisor

SUBJECT: Program Renewal –**RENEWAL INFORMATION**

On January 1, 2022, an updated OAR 918-020-0105 will take effect. Under this new rule, **all** municipalities that administer an existing program must **submit a renewal** to the division **by January 31, 2022**. In addition, a city that intends to continue to procure services from a contract building official must **notify the division of its intent** and must comply with 2021 Oregon Laws Ch. 599, Sec. 2 (Enrolled SB 866) **by January 1, 2022**¹.

Please include the following information in the renewal for each jurisdiction you provide services for:

1. A complete Program Administration Form (Form 2510), which includes a list of current staff, including contract providers, and their applicable certifications. A fillable version of this form is attached.
2. An updated copy of the municipality's operating plan as described in OAR 918-020-0090.
3. A narrative describing any changes to the operating plan.
4. A copy of your current fee schedule.

You can mail the information to the address above, preferably to the attention of Julia Hier, or you may email Julia at RulesCoordinator.BCD@dcbs.oregon.gov. Thank you in advance for your timely response.

Form 2510 and additional information about future renewals can be found on our website: <https://www.oregon.gov/bcd/jurisdictions/Pages/renewals.aspx>

A copy of Form 2510 is also attached to this notice.

¹ The notification due by January 1, 2021, can be a brief email or letter.