

# MONTHLY REPORT TO COUNCIL



Meeting Date: July 16, 2025  
Prepared by: Michael De Roia  
Department: Community Development  
Division: Building  
Reporting Period: 03/2025 – 07/2025  
CC: City Administrator John Walsh

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## 1. General Operations (Mo./YTD)

- Permits Issued (102/178)
- Inspections Performed (239/494)
- Plan Reviews (108/161)
- Columbia City Services (See Attached Reports)

## 2. Staffing & Personnel

- The Building Division is staffed with 2.4 FTE's. Our permitting staff assists internal and external customers from permit application to certificate of occupancy and every step in between. The volume of work respective to building permit issuance is reflected in the operation report above, but this does not capture the consistent and stellar customer service our permit center provides to all people who come into City Hall. From public meetings and event information and to...whatever information you need, Heidi and Angelica are ready to help and guide people to get business done.
- Trainings: Angelica completed all required trainings and continues to improve her skills in the permit center working with multiple departments on multiple projects. A special thank you for the wonderful work that Heidi has put into training and guiding Angelica in building processes and more.

## 3. Projects & Initiatives

### Projects

- **LOCAL:**
  - Updated IGA - St. Helens has participated in the Homeland Security Emergency Management Commission (HSEMC) since 2007. We are currently working with the County to draft a new IGA. The County has presented a draft and subcommittee has been formed to provide input. St. Helens is a participant in the subcommittee. We anticipate a draft will be presented to the Council in the fall of 2025. If the City chooses to participate in the IGA a budget impact of 2025/2026 Budget (\$9,844.88 is the cost to Level 2 Participating Jurisdiction).
  - Coordinating with Columbia County to create an IGA, for the County to provide Address, Parcel, and Owner (APO) data updates on a regular schedule for building permit software. This process is necessary to provide accurate online services. A draft should be presented to Council fall 2025.
- **STATE BUILDING CODES DIVISION (BCD)-**
  - Recommending that the Council approve a Building Evaluation Support Agreement (BESA) with the State. In summary this agreement is similar to our

agreement with Columbia County except that it expands our resources to all other jurisdictions that are participating in the BESA program. See more information at the end of this report

#### **4. Upcoming Events & Important Dates**

*(Provide information on City-related events, meetings, and deadlines relevant to the department.)*

- Oct 1<sup>st</sup> 2025 – Adoption of the 2025 Oregon Structural Specialty Code

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#### **Attachments (If Applicable)**

*Building Reviews Completed*

*Building Data Request Information*

*Columbia City Services Report*

*BESA Background Information*

[illegible]

		Al-Daomi	Bird	Darroux	Davis	De Roia	Dimsho	Graichen	Hansen	Stirling	Total
Residential	Planning Review						8	5			13
	Site Review	5	6								11
	Total	5	6			15	8	5		11	50
Total		5	9	1	2	44	18	16	1	12	108



## Building Data Request Information

CITY OF ST. HELENS  
265 Strand St.  
St. Helens, OR 97051  
503-397-6272  
FAX: 503-397-4016

For 03/26/2025 through 7/9/25

[www.sthelensoregon.gov](http://www.sthelensoregon.gov)

[buildingsafety@sthelensoregon.gov](mailto:buildingsafety@sthelensoregon.gov)

Permit Type	Count	Valuation
Commercial Mechanical	7	\$75,128.00
Commercial Plumbing	6	
Commercial Structural - New	3	\$55,006.25
Commercial Structural - Other	13	\$218,290.00
Residential Mechanical	36	
Residential Plumbing	24	
Residential Structural - New 1 and 2 Family	5	\$1,978,415.93
Residential Structural - Other	8	\$645,216.00

Inspections:	Count
Commercial Mechanical Inspection	11
Commercial Plumbing Inspection	13
Commercial Structural - New Inspection	17
Commercial Structural - Other Inspection	50
Commercial Structural Non-Classified	2
Residential Mechanical Inspection	44
Residential Plumbing Inspection	36
Residential Structural - Manufactured Dwelling Inspection	10
Residential Structural - New 1 and 2 Family Inspection	28
Residential Structural - Other Inspection	28

Report Description:

Permits Types Included:

Records Types Include: Residential Manufactured Dwelling, Commercial Alarm or Suppression Systems, Residential Electrical Limited Energy, Residential Electrical Renewable Energy, Residential Electrical, Commercial Electrical Limited Energy, Commercial Electrical Renewable Energy, Commercial Electrical, Residential Mechanical, Commercial Mechanical, Residential Plumbing, Commercial Plumbing, Residential Phased Project, Commercial Phased Project, Residential Structural, Commercial Structural, 1 & 2 Family Dwelling, Residential Sign, Commercial Sign

Permits Issued Portion

The First\_Issued\_Date must fall between the Start and End Dates

Permit Status must not be Void or Withdrawn

Permit must have a applied payment for at least one Building State Surcharge

Categorization Process:

1. Permits are categorized as Commercial and Residential (using b1\_per\_type)
2. Permits are categorized as Electrical, Mechanical, Plumbing and Structural based on the Surcharge fee paid (1 & 2 Fam Dwelling will count in multiple categories)
3. Structural Permits are categorized by Custom Fields Type of Work and Category of Construction

Inspections Portion (Inspection Trips Completed)

The Inspection Completed Date must fall between the Start and End Dates

The Inspection Status must be 'Insp Completed' with a Result of 'Accepted', 'Approved', 'Approved with Conditions' or 'Not Required' OR Inspection Status must be 'Insp Cancelled' with a Result of 'Denied', 'Information Only', 'No Access' 'Not Ready', or 'Partial'

Inspections must have starting numbers between 1000 and 5999 or 6900 and 6999 or 8000 and 8999

Categorization Process:

1. Permits are categorized as Commercial and Residential (using b1\_per\_type)
2. Permits are categorized as Electrical, Mechanical, Plumbing and Structural based the beginning number of the inspection
3. Structural Permits are categorized by Custom Fields Type of Work and Category of Construction



## 3rd Party Provider Report

CITY OF COLUMBIA CITY

1840 Second Street

PO Box 189

Columbia City, OR 97018

503-397-4010

FAX: 503-366-2870

www.columbia-city.org

1/1/2025 00:00:00 - 7/9/2025 23:59:59

bldg@columbia-city.org

		Columbia City	St. Helens	Total
191-23-000051-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$-12.77		\$-12.77
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$-6.38		\$-6.38
	Technology Fee	\$-1.11	\$-3.34	\$-4.45
	Technology Fee	\$-0.40	\$-1.20	\$-1.60
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$17.22		\$17.22
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.98		\$7.98
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$1.82		\$1.82
	Sanitary sewer - Total linear feet	\$16.38	\$49.15	\$65.53
	Local Technology Fee - Columbia City	\$2.00	\$6.01	\$8.01
	Records request	\$25.20		\$25.20
	<b>Total</b>	<b>\$49.94</b>	<b>\$50.62</b>	<b>\$100.56</b>
191-24-000064-DWL	Furnace/burner including duct work/vent/liner	\$3.10	\$9.29	\$12.39
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	Floor furnace, including vent	\$3.10	\$9.29	\$12.39
	Air conditioner	\$3.10	\$9.29	\$12.39
	Heat pump	\$3.10	\$9.29	\$12.39
	Water heater	\$2.32	\$6.96	\$9.28
	Range hood/other kitchen equipment	\$2.32	\$6.96	\$9.28
	Flue vent for water heater or gas fireplace	\$2.32	\$6.96	\$9.28

		Columbia City	St. Helens	Total
191-24-000064-DWL	Ventilation fan connected to single duct	\$2.32	\$6.96	\$9.28
	Clothes dryer exhaust	\$2.32	\$6.96	\$9.28
	Sewer Connection - inside city 3/4 in meter - residential	\$100.00		\$100.00
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$348.76		\$348.76
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$13.51		\$13.51
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$77.19		\$77.19
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$41.95	\$125.85	\$167.80
	Driveway	\$15.00		\$15.00
	CET - St Helens SD 502 - Res Use	\$2,916.79		\$2,916.79
	CET - St Helens SD 502 - Admin Fee - Res Use	\$121.53		\$121.53
	SDC - Water 3/4 in meter	\$4,292.00		\$4,292.00
	SDC - Sewer 3/4 in meter - Columbia City	\$1,623.00		\$1,623.00
	SDC - Sewer 3/4 in meter - St Helens	\$4,117.00		\$4,117.00
	SDC - Storm Drainage	\$388.38		\$388.38
	SDC - Parks	\$2,018.93		\$2,018.93
	SDC - Transportation	\$4,575.00		\$4,575.00
	Water Connection - inside city 3/4 in meter - out subdivision, not p	\$1,700.00		\$1,700.00
	Single Family Residence - Baths	\$160.82	\$482.47	\$643.29
	Structural building permit fee	\$726.59	\$2,179.78	\$2,906.37
	Gas fuel piping outlets	\$1.05	\$3.15	\$4.20
	<b>Total</b>	<b>\$23,275.09</b>	<b>\$2,904.01</b>	<b>\$26,179.10</b>
191-24-000070-STR	Land Use Plan Review - Industrial	\$50.00		\$50.00
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00



		Columbia City	St. Helens	Total
191-24-000070-STR	Local Technology Fee - Columbia City	\$1.71	\$5.14	\$6.85
	Structural building permit fee	\$28.25	\$84.74	\$112.98
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$13.56		\$13.56
	<b>Total</b>	<b>\$104.02</b>	<b>\$121.37</b>	<b>\$225.39</b>
191-25-000002-STR	Land Use Plan Review - Residential	\$25.00		\$25.00
	Structural plan review fee	\$119.96	\$359.89	\$479.85
	Local Technology Fee - Columbia City	\$9.45	\$28.35	\$37.80
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural building permit fee	\$184.56	\$553.67	\$738.23
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$88.59		\$88.59
	<b>Total</b>	<b>\$438.06</b>	<b>\$973.41</b>	<b>\$1,411.47</b>
191-25-000003-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - plumbing	\$9.10	\$27.30	\$36.40
	Tub/shower/shower pan	\$6.65	\$19.95	\$26.60
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000005-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22
	Air conditioner	\$3.10	\$9.29	\$12.39
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>

		Columbia City	St. Helens	Total
191-25-000007-PLM	Water heater	\$6.65	\$19.95	\$26.60
	Balance of minimum permit fees - plumbing	\$19.95	\$59.85	\$79.80
	Local Technology Fee - Columbia City	\$1.11	\$3.34	\$4.45
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$12.77		\$12.77
	<b>Total</b>	<b>\$50.98</b>	<b>\$114.64</b>	<b>\$165.62</b>
191-25-000008-DWL	Land Use Plan Review - Residential	\$25.00		\$25.00
	Structural plan review fee	\$430.10	\$1,290.31	\$1,720.41
	Structural plan review fee	\$-430.10	\$-1,290.31	\$-1,720.41
	Structural plan review fee	\$430.10	\$1,290.31	\$1,720.41
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Backflow preventer	\$6.65	\$19.95	\$26.60
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$80.39		\$80.39
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	Gas or wood fireplace/insert	\$3.10	\$9.29	\$12.39
	Gas fuel piping outlets	\$1.05	\$3.15	\$4.20
	Range hood/other kitchen equipment	\$2.32	\$6.96	\$9.28
	Ventilation fan connected to single duct	\$11.60	\$34.80	\$46.40
	Water Connection - inside city 3/4 in meter - in subdivision	\$600.00		\$600.00
	Water heater	\$2.32	\$6.96	\$9.28
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$12.76		\$12.76
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$317.61		\$317.61
	Local Technology Fee - Columbia City	\$38.89	\$116.67	\$155.56
	CET - St Helens SD 502 - Res Use	\$4,004.32		\$4,004.32

		Columbia City	St. Helens	Total
191-25-000008-DWL	CET - St Helens SD 502 - Admin Fee - Res Use	\$166.85		\$166.85
	Driveway	\$15.00		\$15.00
	SDC - Water 3/4 in meter	\$4,292.00		\$4,292.00
	SDC - Sewer 3/4 in meter - Columbia City	\$1,623.00		\$1,623.00
	SDC - Sewer 3/4 in meter - St Helens	\$4,117.00		\$4,117.00
	SDC - Storm Drainage	\$388.38		\$388.38
	SDC - Parks	\$2,018.93		\$2,018.93
	SDC - Transportation	\$4,575.00		\$4,575.00
	Sewer Connection - inside city 3/4 in meter - residential	\$100.00		\$100.00
	Single Family Residence - Baths	\$160.82	\$482.47	\$643.29
	Structural building permit fee	\$661.70	\$1,985.09	\$2,646.78
	Other environment exhaust/ventilation	\$3.10	\$9.29	\$12.39
	<b>Total</b>	<b>\$23,671.48</b>	<b>\$4,005.73</b>	<b>\$27,677.21</b>
191-25-000009-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.39	\$37.17	\$49.56
	Gas or wood fireplace/insert	\$3.10	\$9.29	\$12.39
	Gas fuel piping outlets	\$0.26	\$0.79	\$1.05
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000010-STR	Structural building permit fee	\$23.65	\$70.94	\$94.58
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$1.49	\$4.46	\$5.94
	Structural plan review fee	\$15.37	\$46.11	\$61.48

		Columbia City	St. Helens	Total
191-25-000010-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$11.35		\$11.35
	Land Use Plan Review - Residential	\$25.00		\$25.00
	<b>Total</b>	<b>\$87.35</b>	<b>\$153.00</b>	<b>\$240.35</b>
191-25-000011-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000012-STR	Structural plan review fee	\$15.37	\$46.11	\$61.48
	Copies - 8.5x11, color, single sided	\$11.25		\$11.25
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$1.49	\$4.46	\$5.94
	Structural building permit fee	\$23.65	\$70.94	\$94.58
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$11.35		\$11.35
	<b>Total</b>	<b>\$73.60</b>	<b>\$153.00</b>	<b>\$226.60</b>
191-25-000012-STR-REV-01	Land Use Plan Review - Commercial	\$50.00		\$50.00
	Structural plan review fee	\$15.37	\$46.11	\$61.48
	<b>Total</b>	<b>\$65.37</b>	<b>\$46.11</b>	<b>\$111.48</b>
191-25-000012-STR-TCO-01	Local Technology Fee - Columbia City	\$2.01	\$6.02	\$8.03
	Temporary certificate of occupancy	\$66.88	\$200.63	\$267.50
	<b>Total</b>	<b>\$68.88</b>	<b>\$206.65</b>	<b>\$275.53</b>
191-25-000012-STR-TCO-02	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$2.32	\$6.97	\$9.29

		Columbia City	St. Helens	Total
191-25-000012-STR-TCO-02	Temporary certificate of occupancy	\$66.88	\$200.63	\$267.50
	<b>Total</b>	<b>\$79.70</b>	<b>\$239.09</b>	<b>\$318.79</b>
191-25-000013-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - plumbing	\$9.10	\$27.30	\$36.40
	Tub/shower/shower pan	\$6.65	\$19.95	\$26.60
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000014-MECH-01	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Water heater	\$2.32	\$6.96	\$9.28
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Balance of minimum permit fees - mechanical	\$13.43	\$40.29	\$53.72
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000014-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - plumbing	\$9.10	\$27.30	\$36.40
	Water heater	\$6.65	\$19.95	\$26.60
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000016-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22
	Air handling unit of up to 10,000 cfm	\$3.10	\$9.29	\$12.39

		Columbia City	St. Helens	Total
191-25-000016-MECH	Heat pump	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000017-STR	Structural building permit fee	\$49.60	\$148.79	\$198.38
	Structural plan review fee	\$32.24	\$96.71	\$128.95
	Local Technology Fee - Columbia City	\$2.77	\$8.31	\$11.08
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$23.81		\$23.81
	<b>Total</b>	<b>\$118.91</b>	<b>\$285.31</b>	<b>\$404.22</b>
191-25-000018-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22
	Air conditioner	\$3.10	\$9.29	\$12.39
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000019-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$2.71	\$8.13	\$10.84
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$38.30		\$38.30
	Clothes washer	\$6.65	\$19.95	\$26.60
	Water closet	\$13.30	\$39.90	\$53.20
	Ice maker	\$6.65	\$19.95	\$26.60
	Sink/basin/lavatory	\$26.60	\$79.80	\$106.40
	Tub/shower/shower pan	\$13.30	\$39.90	\$53.20

		Columbia City	St. Helens	Total
191-25-000019-PLM	Hose bib	\$13.30	\$39.90	\$53.20
	<b>Total</b>	<b>\$131.31</b>	<b>\$279.03</b>	<b>\$410.34</b>
191-25-000020-DEMO	Demolition permit fee, total structure	\$23.75	\$71.25	\$95.00
	Local Technology Fee - Columbia City	\$1.03	\$3.08	\$4.11
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	<b>Total</b>	<b>\$35.28</b>	<b>\$105.83</b>	<b>\$141.11</b>
191-25-000021-MECH	Commercial mechanical permit (based on mechanical job value)	\$24.15	\$72.45	\$96.60
	Local Technology Fee - Columbia City	\$1.04	\$3.12	\$4.16
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$11.59		\$11.59
	<b>Total</b>	<b>\$47.28</b>	<b>\$107.07</b>	<b>\$154.35</b>
191-25-000022-MECH-01	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Gas fuel piping outlets	\$0.26	\$0.79	\$1.05
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Balance of minimum permit fees - mechanical	\$15.49	\$46.46	\$61.95
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000022-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - plumbing	\$2.45	\$7.35	\$9.80
	Other - plumbing	\$13.30	\$39.90	\$53.20
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	Other - plumbing	\$-13.30	\$-39.90	\$-53.20
	Balance of minimum permit fees - plumbing	\$-2.45	\$-7.35	\$-9.80

		Columbia City	St. Helens	Total
191-25-000022-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$-7.56		\$-7.56
	Local Technology Fee - Columbia City	\$-0.79	\$-2.36	\$-3.15
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Other - plumbing	\$6.65	\$19.95	\$26.60
	Balance of minimum permit fees - plumbing	\$9.10	\$27.30	\$36.40
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000024-MECH	Local Technology Fee - Columbia City	\$0.32	\$0.95	\$1.26
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$-0.32	\$-0.95	\$-1.26
	Local Technology Fee - Columbia City	\$0.32	\$0.95	\$1.26
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Local Technology Fee - Columbia City	\$0.47	\$1.42	\$1.89
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22
	Bus Lic - Non-Resident Business - Annual	\$100.00		\$100.00
	Air conditioner	\$3.10	\$9.29	\$12.39
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	<b>Total</b>	<b>\$134.60</b>	<b>\$81.11</b>	<b>\$215.71</b>
191-25-000025-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Mini split system	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>



		Columbia City	St. Helens	Total
191-25-000027-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Sanitary sewer - Total linear feet	\$16.38	\$49.15	\$65.53
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.86		\$7.86
	Local Technology Fee - Columbia City	\$0.81	\$2.42	\$3.23
	<b>Total</b>	<b>\$35.55</b>	<b>\$83.07</b>	<b>\$118.62</b>
191-25-000029-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.65	\$37.96	\$50.61
	Mini split system	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000031-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$12.39	\$37.17	\$49.56
	Gas fuel piping outlets	\$0.26	\$0.79	\$1.05
	Other fuel appliance	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000032-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22
	Air handling unit of up to 10,000 cfm	\$3.10	\$9.29	\$12.39
	Heat pump	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56

		Columbia City	St. Helens	Total
191-25-000032-MECH	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000033-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$9.56	\$28.67	\$38.22
	Air conditioner	\$3.10	\$9.29	\$12.39
	Furnace - up to 100,000 BTU	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-25-000034-STR	Structural building permit fee	\$28.25	\$84.74	\$112.98
	Local Technology Fee - Columbia City	\$1.16	\$3.49	\$4.65
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$13.56		\$13.56
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	<b>Total</b>	<b>\$53.47</b>	<b>\$119.72</b>	<b>\$173.19</b>
191-25-000035-STR	Structural plan review fee	\$116.99	\$350.96	\$467.95
	Structural plan review fee	\$-116.99	\$-350.96	\$-467.95
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.32	\$0.95	\$1.26
	<b>Total</b>	<b>\$10.82</b>	<b>\$32.45</b>	<b>\$43.26</b>
<b>Total for All Records</b>		<b>\$49,085.25</b>	<b>\$11,359.01</b>	<b>\$60,444.26</b>

07/09/2025



# Oregon

Tina Kotek, Governor



Department of Consumer  
and Business Services

**Date:** Oct. 1, 2024

**Subject:** Building Evaluation Support Agreement Informational Backgrounder

## Background:

In response to industry needs for increased resources for building official, plan review and inspection services, the Oregon Building Codes Division (BCD) has created an interagency agreement that will make it easier for jurisdictions to share resources directly with each other. The Building Evaluation Support Agreement (BESA) will be a voluntary, multilateral mutual aid agreement (Multilateral Agreement) that building departments may use to request and share Building Official services between departments, such as plan review and inspection services.

By using BESA, the requesting building department and the service provider department ("Joining Parties") will agree to the basic terms outlined in the Agreement. All building departments signatory to the agreement will be able to share staff resources with each other. BESA promotes efficiency by eliminating the need to negotiate and execute new interagency agreements every time mutual aid is requested or required. Being able to offer mutual aid allows jurisdictions to keep their projects moving, while not having to carry the added expense of unused labor capacity.

## Questions:

1. What are the costs for using BESA?
2. How does a building department begin using BESA?
3. How long is the agreement valid for?
4. Is the agreement limited to specific services?
5. What is the effect of the BESA on any preexisting mutual aid agreements that a jurisdiction may have with other building departments?

## Answers:

1. As stated in section V of the agreement, the requesting party agrees to pay the service provider on a quarterly basis, at a rate that involves one of the following options:
  - a) Ninety percent (90%) of the plan review fee collected by the requesting party for plan reviews completed under this agreement.
  - b) Ninety percent (90%) of the permit fee collected by the requesting party for permitted work where BCD will conduct all associated inspections with the permit.
  - c) Eighty-five dollars (\$85.00) per hour for work not identified in (a) or (b).



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- d) For each month that service provider provides interim building official services, but no inspection or plan review services, 10% of all building code related fees collected by requesting party.
2. To begin receiving and / or providing services, each party must agree to the terms as outlined in the BESA by executing an “Undertaking to Join” form. BCD will have a current list of joining parties, along with their signed undertakings, publicly available on the BCD website. This will allow for joining parties to communicate directly with each other.
  3. Agreements will be valid from the time a joining party executed and delivered it's Undertaking to Join form. Undertakings will expire on June 30, 2034.
  4. As described within Section IV “Statement of Work” of the agreement, the only services that will be provided under the agreement are those requested by the requesting party and as service provider has available staff to complete the requested work.
  5. None. The intent is not to limit options for building departments. The intent of the language at Section XVIII of the agreement is that execution of the BESA “...supersedes any and all prior or contemporaneous negotiations or agreements between the Joining Parties, or any of them, whether written or oral, concerning the subject matter of this Agreement...”. BESA only supersedes any prior multilateral mutual aid agreements between the participating jurisdictions. Execution of the BESA is not intended to supersede any other bilateral mutual aid agreements that a jurisdiction may have with other building departments. If a building department has mutual aid agreements with other departments, it may choose to continue to operate under those agreements or it may choose to operate under the terms of BESA. It can choose on a case-by-case basis which agreement to use.

For additional information, please visit the BESA webpage by scanning the QR code:

