

QUARTERLY REPORT TO COUNCIL



Meeting Date: October 1st, 2025
Prepared by: Michael De Roia
Department: Community Development
Division: Building
Reporting Period: 07/2025-10-2025
CC: City Administrator John Walsh

1. General Operations (Mo./YTD)

- Permits Issued (93/271)
- Inspection Performed (310/804)
- Plan Reviews (99/260)
- Permit Fee Summary – \$67,977.12 (Report Attached)
- Columbia City Services (See Attached Reports)

2. Staffing & Personnel

- The Building Division is staffed with 2.4 FTE's.
- In addition to meeting daily permit and customer service needs, permit staff have been using time to archive permit records that have received final approval. This process tends to take a backseat as a priority to keep services focused on active permits. Archiving permit records includes clearing files of those construction docs that can be scheduled for destruction as allowed by OAR. Recently retention periods have been changed by OAR. For non-residential project, for example, retention went from 10 years to 5. That reduction in retention times has allowed us to clear much needed space in our archiving room.

3. Projects & Initiatives

Projects

- **LOCAL:**
 - Permits:
 - High School – Project completed. This included alterations to building A, and cafeteria and science rooms addition. A new fire alarm, cooling system and emergency lighting systems.
 - CCMH Substance Disorder, Detox & Crisis Center – Currently has a plumbing permit to install domestic and fire suppression water service, expand their onsite sanitary drain and pressure system, and install storm drain systems. They have also obtained grade and fill permit to prepare site for building construction. The building construction permit is currently under review.
 - 115 N 6th St. – Mixed Use Residential and Commercial Building. In final stages of plan approval.
 - Chubb's Chevron Addition and Alterations – This permit is in the construction phase. It includes removal of the oil change bays, expansion of market and the addition of food service.

- Halloween Town Market – Permit issued to make alterations and expand the market space.
 - 325 Strand – All previous public safety concerns are resolved. New building is in the framing and exterior finishes.
- Updated Columbia County Homeland Security Emergency Management Commission (HSEMC) IGA - The subcommittee met and identified several areas that the IGA needs to be considered. One example is to clarify the IGA's benefit to participating jurisdictions and districts. Currently member funds are used to fund staff at the County EOC with little detail as to how this serves the members. The draft IGA now proposes an Integrated Preparedness Plan (IPP) to provide a road map for the County EOC. The HSEMC IGA will provide the space for more than 50 districts to provide input into the IPP while also providing the Board of County Commissioners with emergency preparedness recommendations that have community support. The IPP provides a multi-year schedule of events from COOP planning, Tabletop to full scale exercises, resource acquisition plans. 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 in create an IGA, for the county to provide Address, Parcel, and Owner (APO) data updates on a regular schedule for building permit software. The IGA has been reviewed by the Building Official and City legal counsel. It was approved with some comments and forwarded to the county for review. This IGA should be ready to present to Council in the next few weeks.
- **STATE BUILDING CODES DIVISION (BCD) UPDATES-**
 - 2025 Oregon Structural Specialty Code adoption date 10/1/2025.
 - Some of the significant considerations included:
 - Disapproved Glass Fiber Reinforcement for concrete construction. This product has been approved in some jurisdictions for limited use. (OSSC 1901.2.1)
 - Adds mechanical ventilation requirements for R2 multi-family dwelling units (ORA OSSC1202.1)
 - Disapproved single exit multi-family. (PP-02)
 - Ready build plans – BCD has restarted their Permit-Ready Plans Program and have published a new Exterior Deck plans for single family dwellings. Permit-Ready Plans are free to use by the public and when the most current edition is submitted to any jurisdiction in Oregon, they are deemed to have met the state building codes and shall be approved by the local building official. These plans do not conflict or prevent us from applying St. Helens development and municipal code. More plans are be developed and may include; Post-frame Buildings, Detached garages, Patio Covers, and Carport. September 30th, 2025 BCD will be holding a public meeting to discuss expanding the Permit-Ready Plans Program to provide single family dwelling plans.
 - Continued Education - 2025 Oregon Energy Efficiency Specialty Code (OEESC) Certification. The 2025 OEESC was adopted 01/2025 with a 6-month grace period. As is typical, BCD requires inspectors and plan reviewers to participate

in the code update training in order to stay apprised to significant changes in the code and to maintain state required certifications for building code administration. Certification has been completed.

4. Upcoming Events & Important Dates

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

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- September 30th 9:30am – BCD Public Meeting - Permit-Ready Dwelling Plans
- Oct 1st 2025 – Adoption of the 2025 Oregon Structural Specialty Code. Phase in period until April 1st, 2026
- Oct. 1st 9:30 AM- BCD Residential and Manufacture Board Meeting

Attachments

Building Reviews Completed

Building Data Request Information

Columbia City Services Report



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

Building Data Request Information

For 07/01/2025 through 9/23/25

www.sthelensoregon.gov

buildingsafety@sthelensoregon.gov

Permit Type	Count	Valuation
Commercial Mechanical	5	\$312,144.00
Commercial Plumbing	8	
Commercial Structural - Other	16	\$1,267,566.00
Residential Mechanical	28	
Residential Plumbing	22	
Residential Structural - New 1 and 2 Family	3	\$910,623.52
Residential Structural - Other	11	\$219,031.90

Inspections:	Count
Commercial Mechanical Inspection	13
Commercial Plumbing Inspection	15
Commercial Structural - New Inspection	6
Commercial Structural - Other Inspection	75
Commercial Structural Non-Classified	1
Residential Mechanical Inspection	49
Residential Plumbing Inspection	63
Residential Structural - New 1 and 2 Family Inspection	53
Residential Structural - Other Inspection	36
Residential Structural Non-Classified	1

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



Building Reviews Completed

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

www.sthelensoregon.gov

7/1/2025-9/23/2025

buildingsafety@sthelensoregon.gov

		Al-Daomi	Bird	Davis	De Roia	Graichen	Hansen	Stirling	Total
Commercial	Additional Review		3		3	4			10
	Building Review			1	19				20
	Infrastructure Review							3	3
	Mechanical Review			1	3				4
	Planning Review					10			10
	Plumbing Review				2		4		6
	Site Review		3						3
	Total		6	2	27	14	4	3	56
Residential	Additional Review		1						1
	Building Review				15				15

		Al-Daomi	Bird	Davis	De Roia	Graichen	Hansen	Stirling	Total
Residential	Infrastructure Review							8	8
	Planning Review					11			11
	Site Review	7	1						8
	Total	7	2		15	11		8	43
Total		7	8	2	42	25	4	11	99



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

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

bldg@columbia-city.org

		Columbia City	St. Helens	Total
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
	Total	\$65.37	\$46.11	\$111.48
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
	Temporary certificate of occupancy	\$66.88	\$200.63	\$267.50
	Total	\$79.70	\$239.09	\$318.79
191-25-000012-STR-TCO-03	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$2.32	\$6.97	\$9.29
	Temporary certificate of occupancy	\$66.88	\$200.63	\$267.50
	Total	\$79.70	\$239.09	\$318.79
191-25-000012-STR-TCO-04	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$2.32	\$6.97	\$9.29
	Temporary certificate of occupancy	\$66.88	\$200.63	\$267.50
	Total	\$79.70	\$239.09	\$318.79
191-25-000012-STR-TCO-05	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$2.32	\$6.97	\$9.29
	Temporary certificate of occupancy	\$66.88	\$200.63	\$267.50
	Total	\$79.70	\$239.09	\$318.79
191-25-000026-INV	Structural investigation fee	\$62.50	\$187.50	\$250.00
	Local Technology Fee - Columbia City	\$1.88	\$5.63	\$7.50
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$30.00		\$30.00
	Total	\$94.38	\$193.13	\$287.50
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

		Columbia City	St. Helens	Total
191-25-000034-STR	Total	\$53.47	\$119.72	\$173.19
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
	Total	\$10.82	\$32.45	\$43.26
191-25-000037-STR	Land Use Plan Review - Residential	\$25.00		\$25.00
	Structural plan review fee	\$40.17	\$120.50	\$160.67
	Local Technology Fee - Columbia City	\$3.38	\$10.13	\$13.50
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural building permit fee	\$61.80	\$185.39	\$247.18
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$29.66		\$29.66
	Land Use Plan Review - Residential	\$25.00		\$25.00
	Total	\$195.50	\$347.51	\$543.01
191-25-000038-STR	Structural plan review fee	\$401.15	\$1,203.46	\$1,604.61
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$30.87	\$92.60	\$123.46
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$296.24		\$296.24
	Structural building permit fee	\$617.16	\$1,851.47	\$2,468.63
	Total	\$1,355.92	\$3,179.03	\$4,534.94
191-25-000039-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
	Total	\$34.60	\$81.11	\$115.71
191-25-000040-STR	Structural plan review fee	\$22.33	\$66.97	\$89.30
	Total	\$22.33	\$66.97	\$89.30
191-25-000041-STR	Structural plan review fee	\$505.37	\$1,516.11	\$2,021.48
	Local Technology Fee - Columbia City	\$38.80	\$116.40	\$155.20
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00

		Columbia City	St. Helens	Total
191-25-000041-STR	Structural building permit fee	\$777.49	\$2,332.48	\$3,109.97
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$373.20		\$373.20
	Total	\$1,705.36	\$3,996.49	\$5,701.85
191-25-000042-MECH	Mechanical plan review	\$15.70	\$47.09	\$62.79
	Local Technology Fee - Columbia City	\$1.51	\$4.53	\$6.04
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Commercial mechanical permit (based on mechanical job value)	\$24.15	\$72.45	\$96.60
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$11.59		\$11.59
	Total	\$63.45	\$155.57	\$219.02
191-25-000043-PLM	Hose bib	\$6.65	\$19.95	\$26.60
	Balance of minimum permit fees - plumbing	\$9.10	\$27.30	\$36.40
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	Balance of minimum permit fees - plumbing	\$-9.10	\$-27.30	\$-36.40
	Hose bib	\$6.65	\$19.95	\$26.60
	Balance of minimum permit fees - plumbing	\$2.45	\$7.35	\$9.80
	Total	\$34.60	\$81.11	\$115.71
191-25-000044-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.91	\$2.74	\$3.65
	Water closet	\$6.65	\$19.95	\$26.60
	Sink/basin/lavatory	\$6.65	\$19.95	\$26.60
	Tub/shower/shower pan	\$6.65	\$19.95	\$26.60
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$9.58		\$9.58
	Total	\$40.94	\$94.09	\$135.03
191-25-000045-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
	Heat pump	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	Total	\$34.60	\$81.11	\$115.71
191-25-000046-STR	Structural plan review fee	\$80.31	\$240.94	\$321.25

		Columbia City	St. Helens	Total
191-25-000046-STR	Total	\$80.31	\$240.94	\$321.25
191-25-000047-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
	Total	\$34.60	\$81.11	\$115.71
Total for All Records		\$4,145.01	\$9,752.82	\$13,897.83

09/23/2025



Fee Summary Report

Report run by: Michael De Roia
Building Official
503-366-8228
mdernia@sthelensoregon.gov

Report options selected:

Start date and time: 7/1/25 12:00 am
End date and time: 9/23/25 11:59 pm
Account code: 1
Account id: -All-
Module: -All-

Building

Highlighted Values are
Building Division
Revenues

Account Id: 100-000-20400

CET - St Helens SD 502 - Res Use	\$4,555.84
CET - St Helens SD 502 - Com Use	\$503.32
CET - St Helens SD 502 - Admin Fee - Com Use	\$5.08
CET - St Helens SD 502 - Admin Fee - Res Use	\$46.02

100-000-20400 Total: \$5,110.26

Account Id: 100-000-20700

State of Oregon Surcharge -Plumb (12% of applicable fees)	\$885.19
State of Oregon Surcharge - Mech (12% of applicable fees)	\$451.88
State of Oregon Surcharge - Bldg (12% of applicable fees)	\$2,262.24

100-000-20700 Total: \$3,599.31

Account Id: 100-000-35003

Inspection for which no fee is specifically indicated - structural	\$96.92
Grading 1,001 - 10,000 cubic yards	\$353.51
Demolition permit fee, total structure	\$345.00
Structural building permit fee	\$18,754.75

100-000-35003 Total: \$19,550.18

Account Id: 100-000-35004

Temporary certificate of occupancy	\$1,070.00
City Permit Administration Fee	\$3,780.00

100-000-35004 Total: \$4,850.00

Fee Summary by Module and Account

Account Id: 100-000-35005

Water closet	\$345.80
Other - plumbing	\$159.60
Dishwasher	\$79.80
Reinspection fee - plumbing	\$94.93
Balance of minimum permit fees - plumbing	\$278.60
Interceptor/grease trap	\$106.40
Water service - Total linear feet	\$841.45
Single Family Residence - Baths	\$1,548.71
Backflow preventer	\$106.40
Ejectors/sump pump	\$26.60
Floor drain/floor sink/hub drain	\$239.40
Storm sewer - Total linear feet	\$784.23
Stormwater retention/detention tank/facility	\$212.80
Tub/shower/shower pan	\$345.80
Ice maker	\$26.60
Clothes washer	\$79.80
Sink/basin/lavatory	\$957.60
Water heater	\$79.80
Sanitary sewer - Total linear feet	\$743.00
Catch basin or area drain	\$186.20
Hose bib	\$79.80
Backwater valve	\$53.20

100-000-35005 Total:

\$7,376.52

Fee Summary by Module and Account

Account Id: 100-000-35006

Air handling unit of up to 10,000 cfm	\$61.95
Decorative gas fireplace	\$12.39
Flue vent for water heater or gas fireplace	\$27.84
Ventilation fan connected to single duct	\$120.64
Water heater	\$27.84
Clothes dryer exhaust	\$18.56
Other environment exhaust/ventilation	\$12.39
Range hood/other kitchen equipment	\$27.84
Ductwork – no appliance/fixture	\$12.39
Furnace - greater than 100,000 BTU	\$24.78
Gas fuel piping outlets	\$5.25
Hood served by mechanical exhaust, including ducts for hood	\$9.28
Mini split system	\$49.56
Radon mitigation	\$9.28
Balance of minimum permit fees - mechanical	\$932.79
Air conditioner	\$86.73
Commercial mechanical permit (based on mechanical job value)	\$2,152.78
Furnace - up to 100,000 BTU	\$86.73
Heat pump	\$86.73

100-000-35006 Total: \$3,765.75

Account Id: 100-000-35009

Mechanical plan review	\$2,338.20
Structural - additional plan review per hour	\$47.88
Fire life safety plan review	\$307.49
Plumbing plan review	\$854.71
Structural plan review fee	\$27,378.55
Professional Services - enter amount	\$32.00

100-000-35009 Total: \$30,958.83

Account Id: 100-000-35015

Planning Release fee	\$1,323.00
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100-000-35015 Total: \$1,323.00

Account Id: 100-000-37004

Copies - 8.5x11, color, per side	\$15.50
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100-000-37004 Total: \$15.50

Account Id: 203-711-35020

Local Technology Fee - St Helens	\$1,410.92
Technology Fee	\$64.92

203-711-35020 Total: \$1,475.84

Fee Summary by Module and Account

Account Id: 301-000-34008		
Transportation SDC		\$8,866.44
	301-000-34008 Total:	\$8,866.44
Account Id: 302-000-34008		
Water SDC		\$6,198.00
	302-000-34008 Total:	\$6,198.00
Account Id: 303-000-34008		
Sanitary Sewer SDC		\$6,308.00
	303-000-34008 Total:	\$6,308.00
Account Id: 304-000-34008		
Storm Sewer SDC		\$2,448.48
	304-000-34008 Total:	\$2,448.48
Account Id: 305-000-34008		
Parks SDC		\$5,888.00
	305-000-34008 Total:	\$5,888.00
Account Id: 601-000-34014		
Water Connection		\$3,225.00
	601-000-34014 Total:	\$3,225.00
Account Id: 603-000-34014		
Sanitary Sewer Connection		\$6,308.00
Storm Sewer Connection		\$1,470.36
	603-000-34014 Total:	\$7,778.36
Account Id: 703-000-35017		
Major Engineering Services Plan Review		\$320.00
Additional Engineering Inspections		\$750.00
Engineering Services		\$320.00
	703-000-35017 Total:	\$1,390.00

Note: This report includes fees paid with ACH, Cash, Check, Credit Card, Credit Card (Other), Fund Transfer, Internal Transfer, Restore Payment and Journal Entry payment methods. Fees paid with Billed, Credit Memo, Fee Waiver, and Write Off payment methods are excluded.