



P.O. Box 278, St. Helens, OR 97051
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BUILDING DEPARTMENT REPORT July 1st, 2020 – December 28th, 2020

Current Department Goals and Projects

- ePermitting Software Implementation
 - Go live October 26th
 - Project Completed
- Electronic Plan Submittal and Review
 - Equipment
 - Cost
- Building Code Enforcement Process Review
 - Revise current practices
 - Remove conflicting or redundant code
- Floating Structures Code Amendments
 - Update code
 - Provide additional prescriptive methods within code

Permits

324 permit application were submitted the City July 1st – December 28th, 2020.

2020							
Permits Issued/Month	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Single Family Dwellings	8	10	13	11	13	29	84
Commercial Structural (Includes: Multi-Family Dwellings)	7	4	4	5	2	4	26
Residential Structural	2	0	5	15	14	10	46
Comm/Resid. Mechanical	18	14	17	23	23	13	108
Comm/Resid. Plumbing	14	6	11	13	13	3	60
Totals	49	34	50	67	65	59	324

Plan Reviews

Of the permit applications submitted 232 required a plan review



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Inspections

During the final quarter of the this fiscal year, on average 86 inspections per week.

July: 315 Total – Average 78 inspections a week

August: 394 Total – Average 98 inspections a week

September: 389 Total – Average 97 inspections a week

October: 316 Total – Average 79 inspections a week

November: 298 Total – 85 inspections a week

December: 293 Total – 73 inspections a week (Only through Dec 28)

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BUILDING DEPARTMENT REPORT July 1st – December 28th, 2020

The City had 324 permit applications during this time. A plan review is required on 232 of those applications. During this time we were performing, on average, 83 inspections a week. This is up from our last report of an average of 66 inspections per week. This work is currently performed with a staff of 2.4 FTE.

We are excited as we have completed the Oregon ePermitting implementation. Our go live date was October 26th, 2020. This new web based software system allows for customers to have better access to information about their permits. With an online portal that allows contractors to apply for, and for some conditions, have their permits issued online. An applicant can use the website to see their permits current status, see comments from the plan reviewers, and make payments on fees. We now provide three methods for the applicant to schedule inspections. They can call in using the IVR voice system, online, and texting. With our field equipment an applicant can have instant access to their inspection result including photos to help identify any corrections that may need to be resolved. With the reporting features of the system, the City will have quick access to reports to help us understand construction trends and plan for the future.

In general construction still appears to be trending high in our community. This growth has only increased the need for additional building department staff. We are very pleased to report that the need is being fulfilled. We have offered a Building Inspector position and it was accepted by John Hicks. His first day will be on January 11th, 2021. With 30 years of construction experience, John will be starting primarily with residential inspection, though he does have credential that will allow for opportunity to expand into commercial/multi-family inspections and plan reviews. We are looking forward to John joining with the City to provide better services for our community.

Thank you

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PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Building
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	E-Permitting Process
Estimated Completion:	SEPTEMBER 2020

ACTION PLAN

1. Background of Project:

- The City pays state fees for Building/Planning/Mechanical permits. Through these fees, the State of Oregon has created an E-permitting software that can be used by Cities. This is seen as a more online friendly and electronic way to do standard business practices.

2. Current Status of Project:

- Completed

3. Strategic Steps to Accomplish Project:

- Project Completed

4. Estimated Cost of Project:

- There will be additional costs of some equipment, like iPads, to use out in the field as opposed to writing things and reporting on current paper forms. These costs are already included in the Building Department budget.

5. Barriers to Complete:

- None

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Lead Department:	Building
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	Electronic Plan Submittal and Review
Estimated Completion:	September 2021

ACTION PLAN

1. Background of Project:

- With the ePermitting implementation, new pathways are available to provide electronic plan submittal and review. This is the trend of the construction industry and has become even more evident of its value during the COVID-19 pandemic

2. Current Status of Project:

- Prioritize the types of electronic services to provide.

3. Strategic Steps to Accomplish Project:

- Prioritize service
- Establish standards and policy surrounding submittal and review
- Set up required equipment
- Implement

4. Estimated Cost of Project:

- There will be cost for equipment. However, a technology fee is in the new fee schedule and will provide funding.

5. Barriers to Complete:

- Full cost analysis of implementation of such a program.

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Lead Department:	Building
City Council Goal / Tactic:	Goal 5 – Long Term Planning
Project Summary:	Building Code Enforcement Process Review
Estimated Completion:	June 2021

ACTION PLAN

1. Background of Project:

- Review the current practice and policies of code enforcement.

2. Current Status of Project:

- Staff has not started this project yet but plans to begin shortly. There is an opportunity to review organizationally/internally that may allow us to hire/move a Code Enforcement Officer position into the Building Department and possibly combine this with another Inspector position.

3. Strategic Steps to Accomplish Project:

- Review Municipal Code with staff and re-write what changes are necessary.
- Attorneys review the changes along with State of Oregon (if required)
- City Council passes

4. Estimated Cost of Project:

- Limited cost with the review of code.
- Costs of moving FTE of Code Enforcement and potentially another Building Inspector

5. Barriers to Complete:

- Financially, hiring additional personnel will cost the General Fund and City. When ready, I will work with Finance to complete a full cost analysis and discuss options with Finance and City Administrator, then bring a recommendation to City Council when ready.

Oregon

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Lead Department:	Building
City Council Goal / Tactic:	Goal 5 – Long Term Planning
Project Summary:	Floating Structure Code Amendments
Estimated Completion:	June 2021

ACTION PLAN

1. Background of Project:

- Review the current practice and policies for code amendments

2. Current Status of Project:

- Project has not yet begun

3. Strategic Steps to Accomplish Project:

- Review and provide recommendations for update
- Provide additional prescriptive methods within code
- Review recommendations with City Administrator and Attorney
- To Council for approval

4. Estimated Cost of Project:

- Limited cost with review of code
- Cost of attorney review

5. Barriers to Complete:

- Allocation of time to complete