



Building Division

Over-The-Counter (OTC) Plan Review & Permit Process

Commercial Projects

For an **OTC plan review**, the applicant shall submit the following material and information:

1. **Permit application** must be completed, signed and must have the **site address*** and **suite number**, if applicable, and must provide **contractor and current licensing** information (Oregon Construction Contractors Board license and sub-trade license, if applicable)**.
2. Tri-County **Commercial Application Checklist** must be completed.
3. Applicant must submit **two sets of plans** that include:
 - (a) Scale (any standard architectural or engineering only).
 - (b) Site plan.
 - (c) Parking lot plan.
 - (d) Floor plan showing existing walls, etc.
 - (e) Floor plan showing the revisions.
 - (f) Sheet of details showing accessible parking stalls, access aisle, signage, curb ramp, interior wall construction, etc.
 - (g) Manufacture cut sheets for components in the system, i.e. fire alarm, sprinklers, mechanical equipment, etc.
 - (h) Accessibility (see item number 4 below).
4. An amount equal to 25% of the valuation of the work being done shall be budgeted for removal of existing architectural barriers within the site and building (tenant space). The requirement for accessibility upgrades is applicable to every permit, except for re-roofing and mechanical system alterations, unless they affect the usability of the building or facility.

Submit the **Barrier Removal Plan** form showing the budget for barrier removal. This form is included in the Commercial TI Building Permit Application packet. Start at the public way and describe each existing barrier and the cost for its removal.

The plans submitted must show the accessible route, building interior and construction details for:

- (a) Sidewalks, curb ramps, accessible parking with adjacent access aisle, signage, ramp, handrails and a building/facility accessible entrance, and;
 - (b) Door hardware, doorway width, drinking fountain, sink accessibility in common use areas, i.e. stairways (lunch room or classrooms) when no elevator is provided, receptionist area, counter space, reach ranges and restroom facilities.
5. **Applicant must have funds to pay for permit at plan submittal.**

- * **Address verification:** It is recommended that applicant contact the building permit technicians at 503-718-2439 to verify site address prior to OTC appointment. If the site address and/or suite # do not exist in the City's parcel database the applicant must contact the City's engineering department for assignment of a new address and/or suite # and pay \$50.00 addressing fee prior to OTC appointment.
- ** **License verification:** Applicant may contact the building permit technicians at 503-718-2439 to verify license information prior to OTC appointment.

SERVICE AVAILABILITY:

Over-the-counter plan review is by appointment only. This service is provided six times weekly and can be scheduled by calling the building permit technicians at 503-718-2439 for the next available time slot. Two 1-hour time slots are available each day on Tuesday, Wednesday and Thursday at 10:00 a.m. and 2:00 p.m. . Walk-in customers will be served with the next available appointment.

APPLICATIONS QUALIFYING FOR OVER-THE-COUNTER REVIEW:

Building:

- Interior modifications that do not involve a change of occupancy
- All occupancies except H, I or facilities regulated by State Licensure
- Non-structural alterations of existing elements only

Mechanical:

- Replacement of existing equipment.
- Units weighing less than 400 pounds unless an engineer's calculations and plans for seismic restraint and members supporting the equipment are provided.

Sprinklers:

- Modifications to existing systems. Plan review not required for 10 heads or less.

Fire Alarms:

- Modifications of existing system, no additional elements unless battery calculations, element cut sheets including panel specifications, capacity rating and existing load are provided.

PERMIT ISSUANCE:

Permits will be issued over-the-counter if all work is found to be in conformance with applicable codes (minor red-lines allowed). If corrections are required, the applicant must obtain another appointment when all required corrections are completed.