



BUILDING PERMIT AUTHORIZATION – POLICY & PROCESS

Building Permit Authorization Policy

For new residential subdivisions, a Building Permit Authorization (BPA) approval is required prior to the issuance of building permits. The goals of the BPA process are to:

- Ensure coordination between the applicant and the reviewing departments;
- Review Building Permits prior to the completion and acceptance of all public improvements, some of which are experiencing supply chain issues.
- Progress to permit issuance and construction as efficiently as possible;
- Enhance compliance with House Bill 2306, approved by the Oregon Legislative Assembly in 2019.

The BPA has two benchmarks related to Building Permits:

Prior to **submittal of building permits**, the following must occur:

- The final plat is approved by the City and recorded with Washington County.
- City addresses have been drafted for the development.
- Requests for new SDC Credits (TDT, TSDC or Parks SDC) have be issued, if applicable.
- Requests to use existing SDC credits, if applicable, are submitted with the building permit.

Prior to **issuance of building permits**, the following must occur:

- All required public improvements* must be completed, inspected, accepted and as-builts approved by the applicable jurisdiction. This requires that a Certificate of Completion is signed by City officials.
- All City addresses have been finalized and issued.
- Proof of other agency permits that are required prior to building permit submittal is provided to the City.
- All Conditions of Approval required prior to building permit submittal are completed.
- All Reviewing Departments sign off on the BPA request.

**Due to known supply chain delay for streetlights, Building Permits can be issued if all other infrastructure is completed and inspected. Streetlights must be installed and operational prior to final inspection for any home within the development. See BPA process on next page for more details.*

Building Permit Authorization Process

1. When subdivision mylars are received by the City, the **Planner** provides a copy of the mylars to the Address Coordinator and requests addresses.
2. Once the plat is recorded with Washington County, the **Technician** initiates the BPA in Pdox (BPA task is attached to the Final Plat application).
3. BPA is routed to:
 - Engineering – Permitting
 - Fire
 - Water
 - Database Coordinator
 - Planning
 - Parks (if requested by Planner)
4. **Database Coordinator** places the draft addresses in Pdox as an Info Only comment.
5. **Technician** routes the building permits through Pdox to ALL development departments that typically review permits during the 1st review cycle:
 - Building: Structural review proceeds as normal.
 - Planning: Assess Parks SDC fees and identify any “not met” items.
 - Database Coordinator: Adds the draft addresses as Info Only comment.
 - Water: Assess SDC fees and identify any “not met” items.
 - Public Works CD Tech: Assess TDT fee and place the following comment as “not met”:
Permit is unable to be issued at this time. Once revisions requested by others (if required) are resolved, please hold permit in Applicant Corrections until notified by Public Works that all required inspections have been completed and as-builts have been submitted and approved by all reviewers. Once the Building Permit Authorization is complete and you receive notification, please resubmit for final round of review (or more if needed due to unresolved comments).
6. When the first round of review is complete, the **Technician** updates the address in the Accela permit record and returns the permit to the Applicant for corrections (if applicable).
7. When the Certificate of Acceptance of the public infrastructure has been issued, the **Applicant** resubmits the BPA task.
8. Once approved by all departments, the **Technician** emails the applicant and all departments that the BPA has been approved and permits can now be issued.
9. If streetlights have not been installed, the **Technician** places a Required Inspection in Accela on the permit that streetlights must be inspected and accepted by Public Works prior to final inspections of the home.
10. The **Database Coordinator** sends out public notification of all addresses within the development.