



BUILDING PERMIT AUTHORIZATION – POLICY STATEMENT

The City of Hillsboro (City) requires a Building Permit Authorization approval prior to building permit submittals being accepted by the City for new, residential subdivision projects which include a land division/platting process. This ensures coordination amongst the applicant and the various reviewing departments to ensure that all needed conditions and requirements are met prior to issuing building permits. The primary goal with this approach is to have complete application submittals at the initial point to allow the City and its applicants to conduct reviews and progress to permit issuance and construction commencing as quickly and efficiently as possible.

In order to provide flexibility for developers related to timing of building permit submittal as it relates to substantial completion of public infrastructure, the City has revised the Building Permit Authorization policy. It is important for owners/developers to understand the inherent risks assumed by processing Building Permits prior to the completion and acceptance of public improvements. The City's purpose in creating this option for developers is in response to known supply chain issues for public infrastructure components, most notably street lighting materials and to allow permit review earlier in the subdivision process. In addition, the City seeks to enhance its established compliance with legislation approved by the Oregon Legislative Assembly, more specifically House Bill 2306 approved in 2019.

The Building Permit Authorization will now have two benchmarks related to building permits:

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

- The final plat has been approved by the City and recorded with Washington County.
- City addresses have been identified and drafted for the development.
- If the builder/developer is submitting a request for any System Development Charge credits including but not limited to Transportation Development Tax (TDT) Transportation Supplemental Development Charge (TSDC) credits, and Parks System Development Charge (Parks SDC) Credits, request must be submitted, reviewed and credits must be issued. If a builder/developer already has credits available that they plan to use, submittal can occur prior to new credit issuance. Please note that requests for use of SDC credits on building permits must be submitted with the building permit submittal.

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

- All required public improvements must be completed, inspected, accepted and asbuilts approved) by the applicable jurisdiction. This is achieved once a Certificate of Completion is signed off by City officials for public infrastructure.
- Remaining City addresses have been issued.
- Other agency permits that are required prior to submittal of building permits must be obtained by the applicant and provided to the City.
- Any conditions of land use approval which require action/resolution prior to submittal of building permits shall be addressed/completed.
- All City Reviewing Departments must sign off on the Building Permit Authorization Request.

*Due to a known supply chain delay for streetlights, the City will allow building permit issuance if all other items are met in the above checklist. In addition, all other public infrastructure must be completed and

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inspected. Asbuilts must be submitted, reviewed and ready to approve pending streetlight installation. Streetlights must be installed and operational prior to final inspection for any homes within the development.

BUILDING PERMIT AUTHORIZATION – PROCESS

The process for the Building Permit Authorization (BPA) is as follows:

1. When subdivision mylars for recordation are received by the City, the Planner will notify (via email) the Address Coordinator to assign draft addresses to the lots in the subject plat. The Planner will also provide a copy of the mylars of the unrecorded plat to the Database Coordinator along with the notification. Addresses for the development will be drafted, but not issued to the developer or activated in the system.
2. The BPA is initiated by Technician(s) supporting the land use application per the standard BPA process once the plat is posted as recorded with Washington County. All development departments will review per typical process in ProjectDox (Approved, Pending, Denied) with notes on items (i.e., public improvements) not completed. At this time, the Technician will notify (via email) all development departments that the plat has recorded and a building permit submittal will now be allowed.
 - a. BPA is routed to the following review groups:
 - i. Engineering – Permitting
 - ii. Fire
 - iii. Water
 - iv. Addressing
 - v. Planning
 - vi. Parks (if requested by Planner)
 - b. Database Coordinator will place draft addresses in PDox on BPA workflow as an info only comment.
3. Technicians will route building permit through ProjectDox to ALL development departments that typically review permits during the 1st review cycle. Building permit review will follow standard schedule of two weeks on the 1st review cycle and one week on subsequent review cycles. The sequence is detailed below:
 - a. The Building Division’s structural review proceeds as normal.
 - b. The Planning Division will review the 1st cycle (architecture, setbacks etc.) and assess Parks System Development Charges (SDC). Reviewer will also place a “not met” checklist item on the permit stating any unreviewed items/information still needed specific to Planning.
 - c. The Database Coordinator will add an information only comment on the permit with issued address. Public notification of the addresses for the development will be held until BPA is fully approved.
 - d. The Water Department will review the 1st review cycle, assess System Development Charges (SDC) fees, and place a “not met” checklist item on the permit stating any unreviewed items/information still needed specific to Water.
 - e. The Public Works Department (CD Technician) will review the 1st review cycle and assess TDT fee and place the following “not met” checklist item on the permit.

- i. 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).*
4. When the first round of review is complete, Technician will update address in Accela permit record now that address is active and return permit to applicant for corrections.
5. When certificate of acceptance of the public infrastructure has been issued, applicant will resubmit the BPA task (attached to Final Plat application in ProjectDox. Departments will resolve any remaining comments (unless there are conditions of approval related to issuance of permits which have not been met). Once approved by all departments, permit technician will notify (by email) all departments and the applicant that the BPA has been approved and permits can now be issued*. The Database Coordinator will send out public notification of all addresses within the development.
6. When permit is resubmitted by applicant in ProjectDox, all departments will resolve any comments related to the public infrastructure and review/approve as a standard building permit.
 - a. If streetlights have not been installed/completed, Technician will place a required inspection in Accela on the permit that streetlights must be inspected and accepted by Public Works prior to final inspections or occupancy of the home.