

POLICIES & PROCEDURES



**City of Wilsonville
Building Division**
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Phased Development

BPP 113

Adopted: November 2021

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Next Review: November 2024

Summary

1. Outlines the predetermined permitting phases for a development.
2. Specifies the fees for the phased submittal process.

Background

For some construction projects, there may be a need or desire to complete the development in phases. This often means that construction plans will also be submitted to the Building Division in phases. This policy provides information related to phased development and permitting processes.

Policy

OAR 918-020, Wilsonville Code Chapter 9, and Section 106.4.1 of the Oregon Structural Specialty Code authorizes the Building Official to issue phased or partial permits for the construction of a foundation or other parts of the building when adequate information has been submitted to show compliance with the code. In most cases, phased permitted projects are relatively large and complex. However, there are rare occasions when plans for single-family residences need to be submitted in phases. It is important to note that other regulations or impacts such as land use planning, financial security, or complex site constraints may dictate the sequence of development.

The Building Official's approval is required for all phased permit projects via a signed agreement. In general, phased permitting may be requested for the following predetermined construction phases in new construction:

1. Single-family residence or duplex:
 - a) site preparation/underground site utilities/foundation
 - b) remainder of project
2. Multifamily, Commercial, and Industrial projects:
 - a) site preparation/underground site utilities
 - b) foundation
 - c) building "shell"

- d) remainder of project

There may be unique situations in which the sequence of submittal would deviate from that listed above. Those situations require prior approval of the Building Official.

In each phase listed above, the construction documents shall provide all of the required information to complete the review of the proposed work under that phase.

Building Division staff must evaluate if the proposed phasing sequence will comply with other land use approvals or conditions. A signed Phased Development Agreement will be required to be completed for each project and each phase.

Because of the additional staff time needed for processing plans, tracking sequential submittals, and coordinating field inspections, review fees for phased development are higher than normal. The calculation of the plan review and structural permit fees is outlined in OAR 918-050 and the City of Wilsonville fee schedule. Fees for phased development submittals will be as follows:

1. Single-family residence or duplex:

- a) Site preparation/underground utilities/foundation:

STRUCTURAL PERMIT FEE: based on valuation of this phase

PLAN REVIEW FEE: 100% of structural permit fee

Phased Development Plan Review Fee:

- Phased project application fee of \$313.00; and
- Phased development plan review fee of 10% of the building permit fee, not to exceed \$1,500.

- b) Remainder of project:

STRUCTURAL PERMIT FEE: based on total project valuation

PLAN REVIEW FEE: 100% of structural permit fee

Phased Development Plan Review Fee:

- Phased project application fee of \$313.00; and
- Phased development plan review fee of 10% of the building permit fee, not to exceed \$1,500.

2. Multifamily, Commercial, and Industrial:

For each of the phases listed below, or any other phase approved by the Building Official, the structural permit fee will be based on the valuation for that phase and the plan review fee will be the standard 100% of the structural permit fee. A phased development plan review fee will be applied to each phased application. Each phase will incur an application fee of \$313.00 plus a phased development review fee of 10% of the building permit fee, not to exceed \$1,500.

- a) Site preparation/underground utilities
- b) Foundation
- c) Building "shell"
- d) Remainder of project (Completion or Tenant Improvement (TI))

Timing for the Collection of Fees

For each of the above plan review phases, the associated permit application should reflect both the total valuation and the valuation for that specific phase.

During the permitting for each phase, all building code plan review fees will be collected at the time of permit application. Building code permit fees will be collected at the time of permit issuance. Trades permit fees (plumbing, mechanical) shall be charged at the normal rate in conjunction with the appropriate phase.

SDC fees are collected at the time of permit issuance for foundations per Wilsonville Code Chapter 11, Section 11.080, unless authorized under a separate deferral agreement.

Construction Excise Taxes (Metro or school) are collected at the time of foundation permit issuance per Metro Code Chapter 7.04, and applicable school CET agreements.

Deferred submittals of items required for the phase of work being implemented shall be assessed an additional deferred submittal review fee in accordance with Building Division policy and the applicable specialty code.