



Marion County Public Works Building Inspection Division

5155 Silverton Rd NE
Salem, OR 97305
Phone: (503) 588-5147
Fax: (503) 588-7948
Email: Building@co.marion.or.us

Building Inspection Policy & Procedure No. 118

P&P 118

Adopted: November 15, 2018
Last Reviewed: November 15, 2018

Master Plans for New Single Family Dwellings

Issue:

For a number of years we have relied on the State of Oregon Building Codes Division to administer their master plan program. For one reason or another, builders have been resistant to utilize that program.

Background:

Plan review fees are intended to recover the cost associated with conducting the plan review and administrative overhead. Reviewing a pre-approved master plan will save staff time and increase our efficiency. The cost savings can be passed on to the applicant in the form of a reduced plan review fee.

Policy:

The master plan program is only for subsequent permit applications utilizing a previously reviewed and approved plan that has been previously identified as a “master plan” for the master plan program.

To be considered eligible for the master plan program the following shall apply:

1. The proposed master plan shall meet the following qualifications:
 - a. The structure shall be designed and constructed following the requirements of the current edition of the Oregon Residential Specialty Code.
 - b. The structure shall be detached from other structures and contain one or two family dwellings.
 - c. A limited number of minor options may be submitted on the master plan.
 - d. An electronic copy of the plan must be submitted for review as a master plan.
 - e. The plan shall include reference to being a master plan.
 - f. The master plan construction documents shall be devoid of specific lot or address references on all pages.
2. Permit Application:
 - a. The permit application shall indicate that a master plan is being submitted.
 - b. The previously approved master plan number shall be uploaded for an electronic application, or two printed copies submitted for a paper application.

Note: Some cities may require a paper copy of the plans and/or site plan to review.
 - c. Minor changes to trim, siding types, and similar item are allowed if noted on the submitted plan.
 - d. The construction documents shall include a site plan.

3. If revisions are submitted that change the plan so that it is no longer considered a master plan, a full building plan review fee will be charged.

Permit applications submitted with pre-approved master plans meeting these criteria shall have the building plan review fee reduced to 10% of the structural permit fee (maximum of \$250.00). All other fees will be charged at the normal rate.