

YEAR ENDING DECEMBER 31, 2024
OPENING DAY OF BUSINESS

ADULT FOSTER HOME

2024 Application for City Business Registration Inside City Limits ~ Commercial
City of Scappoose
33568 East Columbia Avenue
Scappoose, Oregon 97056
Phone 503-543-7146
Fax 503-543-7182

SCAPPOOSE MUNICIPAL CODE, TITLE 5, BUSINESS LICENSE AND REGULATION, REQUIRES ALL FEES ARE DUE AND PAYABLE BY JANUARY 1ST EACH YEAR (UNLESS YOU ARE OUTSIDE OF THE CITY LIMITS THEN IT MUST BE RENEWED PRIOR TO WORKING IN THE CITY OF SCAPPOOSE), FAILURE TO PAY FEES BY DUE DATE WILL INCUR A PENALTY.

Owner Name: _____ Home Phone: _____

Business Name: _____ Business Phone: _____

Bus. Location: _____ Email address: _____

City, State, Zip: _____ No. Full-time Employees: _____
(Number of employees working 20 hours or more per week)

Mailing Address: _____

City, State, Zip: _____ No. Part-time Employees: _____

Emergency Contact Name & Phone Number: _____

Emergency Contact Name & Phone Number: _____

Oregon State License # _____

IMPORTANT - READ AND SIGN BELOW RETURN WITH FEE. VALIDATED LICENSE WILL BE MAILED TO YOU.

FEES: FEES: Annual \$55.00 first 2 employees \$ 6.00 for each after

- New
- Renewal

Signed By _____ Office/Title _____ Date _____

I certify that the above information is correct (Make any corrections as needed). 5.04.030 Disclaimers--Exceptions--General requirements. General License Requirements. In addition to any other requirement of this chapter, each licensee shall: Conforms to all federal, state, and local laws and regulations, the provisions of this chapter, and any rules adopted hereunder, with the exception of the federal Controlled Substances Act as it pertains to marijuana legal under the laws of the State of Oregon. **NOTE: ADDITIONAL CITY PERMITS AND/OR SYSTEM DEVELOPMENT CHARGES MAY BE REQUIRED BEFORE THE OWNER CAN COMMENCE BUSINESS.**

OFFICE USE ONLY

Planning _____

City Manager _____

If marked please see comment page

If marked please see comment page

Building _____

Police _____

If marked please see comment page

If marked please see comment page

Amount Paid Date Issued By Receipt # Type Code Date Business Discontinued License Number SDC'S DUE

If you change your business address, nature of business, or if you are no longer doing business in Scappoose, please notify City Hall.

City of Scappoose

Commercial Business Inside City Limits Questionnaire

A Business License Registration form is also necessary.

1. Give a description of your business to be conducted in the building; _____

Gross square footage of the proposed business space: _____

2. *Change of Occupancy Permit and Special Inspection Permit may also be required.*

Business Name of *previous* tenant (if space was previously leased/rented);

Use link below to find Occupancy Classifications in the current 2022 OSSC to answer a & b;

<https://codes.iccsafe.org/content/OSSC2019P1/chapter-3-occupancy-classification-and-use>

Based on the business, according to the 2022 Oregon Structural Specialty Code (OSSC);

- a. What was the **previous** Occupancy Classification (A-U); _____
- If Classification is; A, F, H, I, R or S, then also list the Group Use (i.e. A-1); _____
- b. What is your **proposed** Occupancy Classification (A-U); _____
- If Classification is; A, F, H, I, R or S, then also list the Group Use (i.e. A-1); _____

For more info on Change of Occupancy/Use permits, please visit our website;

<https://www.scappoose.gov/building/page/change-occupancy-classification-or-change-use>

NOTE: System Development Charges may also be due based on any changes to water meter size, impervious area changes, and/or changes of the traffic ITE codes. For more info city's current Fee Resolution [23-11](#); <https://www.scappoose.gov/resolutions>

3. Provide a plot plan with parking plan (mandatory). Will there be any changes to impervious areas (asphalt/concrete)? YES _____ NO _____ If yes, note the changes (before/after) on plan.

4. Will there be outside storage? If yes, please explain and show on plot plan: _____

5. Will you be installing any signs at your place of business?

YES _____ NO _____

If yes, you will need to contact the Planning Department for required sign permit(s) or visit our website; <https://www.scappoose.gov/planning/page/sign-permit-application>

6. Will there be changes to the structural, plumbing and/or mechanical proposed?

YES _____ NO _____

If yes, you or your contractor will need to apply for building permit(s);

<https://www.scappoose.gov/building/page/building-permit-application>

NOTE; BUSINESS LICENSE WILL NOT BE ISSUED UNTIL ALL BUILDING PERMITS ARE FINAL.

7. Will there be any direct sale of products or merchandise from this place of business?
Yes _____ NO _____ If yes, please explain merchandise, and what are your hours of operation?

8. Will you/your business need to store any hazardous materials or generate hazardous waste?
YES _____ NO _____ If yes, please describe material and where it will be stored.

9. Will commercial delivery (UPS, etc.) vehicles be coming to your place of business?
YES _____ NO _____ If yes, where will the loading and unloading take place (indicate on your parking plan) and at what hours. _____

10. Will any equipment or process be used in the building that will create any of the following (check all that apply);
_____ noise
_____ vibrations
_____ glare
_____ fumes
_____ odors perceptible outside the building
_____ cause any electrical interference to any surrounding businesses surrounding

11. Will this business have an Alarm System? YES _____ NO _____
If yes, you will need an alarm permit from the Scappoose Police Department.
<http://www.scappoose.gov/police>

12. Does the building have fire sprinklers? YES _____ NO _____

13. Are you renting/leasing the building? YES _____ NO _____ If yes, please supply landlord/lessor contact info below

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Property Owner's Telephone: _____

Property Owner's Email: _____

-----OFFICE USE BELOW-----

Planning Department:

COMMENTS: _____

Signed: _____

Title: _____

Date: _____

Building Department:

COMMENTS: _____

Signed: _____

Title: _____

Date: _____

Police Department:

COMMENTS: _____

Signed: _____

Title: _____

Date: _____

ADULT FOSTER AND RESIDENTIAL TRAINING HOMES WITHIN DETACHED DWELLINGS

OREGON STRUCTURAL SPECIALTY CODE & OREGON RESIDENTIAL SPECIALTY CODE

OVERVIEW

Residential automatic fire sprinkler exception from Senate Bill 1548

Senate Bill 1548 from the Oregon Legislative Assembly's 2022 Regular Session created an exception to a state building code requirement. This law removes the code requirement for the installation of domestic residential fire sprinkler system protection for small adult foster homes and residential training homes (e.g., group homes) located within detached one-family dwellings. This exception became effective upon its passage, and applies to facilities licensed before July 1, 2024.

In accordance with Senate Bill 1548 and under application of the state building code, an automatic fire sprinkler system may not be required by a building department for the following:

- Adult foster homes as defined in ORS 443.705 for five or fewer individuals, licensed before July 1, 2024
- Residential training homes as defined in ORS 443.400 for five or fewer individuals, licensed before July 1, 2024

The new law also requires operators of these licensed facilities to meet “...all other fire, life and safety requirements established by the Department of Human Services [DHS] or the Oregon Health Authority [OHA] by rule” to qualify for the exception. Local building officials may require confirmation from the appropriate licensing authority that such licensure requirements have been met, prior to issuing a certificate of occupancy for these facilities. Confirmation of licensure approval is deemed to represent compliance with all applicable licensure requirements.

CITE-IT PATH

Oregon Residential Specialty Code & Oregon Structural Specialty Code

Senate Bill 1548 supersedes the construction standards of the state building code, which are adopted by Oregon Administrative Rule.

The 2021 Oregon Residential Specialty Code (ORSC) Chapter 1, Section R101.2.1, requires compliance with the Oregon Structural Specialty Code (OSSC) for adult foster homes, which were previously governed by the ORSC. Group homes and other similar facilities located within dwellings and subject to licensure by DHS or OHA that do not meet the definition of adult foster home in ORS 443.705 have been governed by the body of the OSSC since the removal of Appendix SR in 2013. As of April 1, 2021, the OSSC has been established as the appropriate specialty code for all licensed residential facilities. These licensed facilities uses are beyond the original intent and purpose of the ORSC, also known as the “low-rise residential dwelling code,” and are more clearly included in the scope of the OSSC.

In the upcoming 2022 iteration of the OSSC, the advisory board approved provisions proposed by the division to allow small licensed facilities (for five or fewer individuals) to be constructed in accordance with the standards of the ORSC, provided that an NFPA 13D automatic fire sprinkler system is installed, and accessible design is addressed as applicable for the use. The following language will appear in Chapter 3 of the 2022 edition of the OSSC, but will remain superseded by the exception created in SB 1548:

CHAPTER 3 – INSTITUTIONAL GROUP I

308.2.4 Five or fewer persons receiving custodial care. A facility with five or fewer persons receiving *custodial care* located within a dwelling shall be classified as Group R-3 and shall comply with the *Residential Code* provided an *automatic sprinkler system* is installed in accordance with Section 903.3.1.3. Accessibility shall be designed in accordance with the applicable provisions of Chapter 11 for the function served.

308.5.3 Five or fewer persons receiving care. A facility having five or fewer persons receiving *custodial care* shall be classified as part of the primary occupancy.

308.5.4 Five or fewer persons receiving adult day care in a dwelling unit. A facility such as the above within a *dwelling* and having five or fewer persons receiving *custodial care* shall be classified as a Group R-3 occupancy and shall be permitted to be constructed in accordance with the Residential Code provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3. Accessibility shall be designed in accordance with the applicable provisions of Chapter 11 for the function served.

CHAPTER 3 – RESIDENTIAL GROUP R

310.4.3 Licensed adult foster care within a dwelling. Adult foster homes, as defined in ORS 443.705, located within a dwelling shall be classified as Group R-3 and shall be permitted to be constructed in accordance with the Residential Code provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3. Accessibility shall be designed in accordance with the applicable provisions of Chapter 11 for the function served.

The following text box will be published in Chapter 3 of the 2022 OSSC:

Adult foster homes and residential training homes within detached one-family dwellings.

Adult foster homes as defined in ORS 443.705 and residential training homes as defined in ORS 443.400 licensed for five or fewer individuals prior to July 1, 2024, shall not require the installation of an automatic fire sprinkler system under application of the state building code.

See enrolled [Senate Bill 1548 \[2022\]](#) for more details.

SUMMARY

In summary and in accordance with the new law, an automatic fire sprinkler system may not be required for the facilities described in this bulletin under application of the current 2019 OSSC, upcoming 2022 OSSC or any other state building code provisions prior to July 1, 2024.

Note: This bulletin takes effect upon the signing of Senate Bill 1548 by the governor. Once signed, the effective date will be posted on the Oregon State Legislature website:

<https://olis.oregonlegislature.gov/liz/2022R1/Measures/Overview/SB1548>.