

COMMERCIAL OVER THE COUNTER (OTC) PERMITS

QUALIFYING GUIDELINES CHECKLIST

Call for an appointment / Available times: Wednesday 9 a.m. & 10 a.m.

***To see if a specific project is a good candidate for our OTC program, apply the criteria below to your individual project.**



Building Division | 29799 SW Town Center Loop E
Wilsonville, OR 97070 | 503-570-1553 Direct

Email: white@ci.wilsonville.or.us

Yes	No	Project must be designed by a Registered Architect or Engineer. The person authorized to make project modifications and/or plan changes must be present at the counter throughout the review process and must be present during the OTC process.
Yes	No	Given that every project is unique, I understand plan review staff reserve the option to redirect an application out of the OTC review process and into the standard review process at any time.
Yes	No	Applicant must submit Building Application with Contractor's information and pay all fees due at time of review/issuance.
Yes	No	Is the scope of work limited to a tenant infill or tenant alteration project?
Yes	No	The proposed use does not require a separate land use permit or is a Change in Use.
Yes	No	Accessibility to Existing Buildings Alterations Compliance Report, Energy Compliance Form, Special Inspection forms has been completed.
Yes	No	All alterations take place inside the footprint of the existing structure; no new impervious surface area is proposed.
Yes	No	Are there new Plumbing Fixtures being added to space? If yes, complete 2nd page of Plumbing permit form.

If you answered Yes to the entire criterion set above, continue to the next set.

If you answered No to any of the criteria, this project falls outside of the scope of the OTC review and you may submit your project through the standard review process Monday – Friday between 8 a.m. and 5 p.m.

Yes	No	Will the building contain hazardous materials or is the occupancy an H – Hazardous occupancy?
Yes	No	Is there any proposed additional square footage i.e. a mezzanine or covered entry?
Yes	No	Does the project include any of the following: a medical gas or vacuum system i.e. as found in systems for dentist, veterinary and similar uses, a chemical drain waste and vent system i.e. as in laboratories or health care uses, high piled storage, or Change in use?

If you answered **YES** to this entire criterion set, this project qualifies for the OTC review program. Otherwise, the project falls outside of the scope of the OTC review and you may submit your project through the standard review process Monday – Friday between 8 a.m. and 5 p.m.