



CITY OF MEDFORD
BUILDING SAFETY DEPARTMENT
INFORMATION HANDOUT

COMMERCIAL – Is an Architect or Engineer Required on a Project?

When required, the licensed design professional shall provide stamped and signed plans, specifications, calculations, diagrams and any other applicable data.

An Engineer is Required for:

- Existing buildings being altered or repaired and include modifications to the structure (OSSC 107.1 and ORS 671.030).

An Engineer or Architect is Required for:

- When deemed necessary by the building official per OSSC 107.1.
- Any building with a ground area that is greater than 4,000 square feet (OSSC 107.1 and ORS 671.030).
- Any building greater than 20' in height from the top surface of the lowest flooring to the highest interior overhead finish (OSSC 107.1 and ORS 671.030).
- Alterations or repairs to an existing building when there is a change of occupancy to any portion of the building (OSSC 107.1 and ORS 671.030).
- Alterations or repairs to an existing building when there is a change to the Type of Construction (OSSC 107.1 and ORS 671.030).

Geological and Geological Investigation Required:

- The City of Medford Hillside Ordinance shall be referenced to determine if Geotechnical and Geology reports are required in accordance with The City of Medford Municipal Code, Sections 10.929 to 10.933.

Geotechnical Investigation is Required for:

- All development within the city limits East of Foothills Road and N. Phoenix Road. For additional information, see the *Building Safety Department Policy Requiring Geotechnical Investigation* (see additional information below).

Engineering Calculations are Required for:

Calculations do not need to be stamped and signed by an Engineer unless the project requires review by a licensed design professional as stated above. Calculations must be clear and concise, must include drawings and figures, and must provide logical steps, and must clearly show results and conclusions.

- Existing buildings being altered or repaired AND have a change of Type of Construction (OSSC 107.1 and ORS 671.030).
- Walls greater than 4' in height from bottom of footing to top of wall, or supporting a backslope and/or surcharge (OSSC 105.2).
- Existing buildings when seismic evaluation is required in accordance with the City of Medford Municipal Code based on Change of Occupancy (9.620), Additions (9.625), Damage (9.630), Alterations or Repairs (9.635).
- Construction within a floodway.
- Buildings where construction will exceed limitations described in Section 2308 of the 2014 OSSC (see Section 2308 for all Limitations not listed below). Design by an Engineer is required when ANY of the following limitations are exceeded:
 - In Seismic Design Category A or B:
 - four (4) or more stories
 - braced wall lines spaced greater than 35'-0"
 - In Seismic Design Category C
 - three (3) or more stories
 - braced wall lines spaced greater than 35'-0"
 - In Seismic Design Category D or E
 - two (2) or more stories
 - braced wall line spaced greater than 25'-0"
 - Floor to floor height greater than 11 feet, 7 inches.
 - Exterior bearing wall and interior brace walls greater than 10 feet high.
 - Dead loads greater than 15 psf.
 - Live loads greater than 40psf.
 - Roof span greater than 40' between vertical supports (a ridge is not a vertical support).

Building Safety Department Policy Requiring Geotechnical Investigation: go to www.ci.medford.or.us; click on "City Departments" at top of page; click on "Building"; click on "Policy Requiring Geotechnical Investigation" on left side of page.