

PORTLAND FIRE & RESCUE

April 29, 2018



FIR 1.03 - ILLEGAL OCCUPANCIES

I. SCOPE

- A. This policy is established December 30, 1987.
- B. The purpose of this policy is to provide guidelines for regulating illegal occupancies.
- C. This policy applies to all structures where Portland Fire & Rescue has authority.
- D. Every building, whether new or existing is classified by the building official according to its use or the character of its occupancy.
- E. The role of the Fire Inspector is to regulate buildings according to their approved use and maintain structures in conformance with the Building Code in effect at the time of approval.

II. SPECIFIC

- A. References
 - 1. 2016 Portland Fire Code (PFC).
 - 2. 2014 Oregon Structural Specialty Code (OSSC).
- B. Definitions
 - 1. Occupancy: The purposes for which a building or part thereof is used or intended to be used.
 - 2. Illegal Occupancy: When a change is made in the character of occupancies or use of any building that would place the building in a different division of the same group of occupancy or in a different group of occupancies.

III. GUIDANCE

- A. The Fire Inspector shall regulate occupancies in accordance with their approved use as classified by the building official using the following guidelines:
 - 1. Cause the illegal use to be discontinued and reverted back to the legal use through the abatement of hazards process, and/or
 - 2. Require that a permit for an appropriate change of occupancy be obtained from the Bureau of Development Services (BDS).

- B. When an occupancy issue does not create a life safety or fire hazard, a referral may be sent to BDS without citing the occupant or owner.



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Prepared By:	B. Bench
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Reviewed By:	
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Revised By:	D. Harrison
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