

15-Minute Appointments: Building Permit and Zoning Help



Bureau of
Development
Services
FROM CONCEPT
TO CONSTRUCTION



1900 SW 4th Avenue
Portland, Oregon 97201
503-823-7300

bds@portlandoregon.gov
www.Portland.gov/BDS

Schedule a free 15-minute virtual meeting with a construction, zoning and development expert. Ask questions about building permit submittal requirements. Get help with the permit process, zoning requirements, building codes and more. Language access is available.

Meaningful Access

The City of Portland ensures meaningful access to City programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids and services. To request these services, contact 503-823-7300 or TTY 503-823-6868.

Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译 | Turjumida ama Fasiraadda | 翻訳または通訳
Письменный или устный перевод | Traducere sau Interpretare | 번역 및 통역 | الترجمة التحريرية أو الشفوية
ການແປພາສາ ຫຼື ການອະທິບາຍ | Письмовий або усний переклад

Schedule a 15-Minute Appointment

You can book free virtual meetings to get direct help from building permit and zoning staff. Get answers about the City of Portland building and development requirements. If you have questions about a specific project number, please contact the individual reviewer(s) directly.

Using Microsoft Teams

Virtual appointments take place on Microsoft Teams, a video conferencing application. Microsoft Teams is free to download. Desktop users: You do not need to download anything. You can join your meeting with your preferred web browser.

Prefer calling in? Once you've booked an appointment you can find the dial-in phone number in your meeting invite. Please note that there are limitations with dial-in calls. For example, sharing files can only be done using Microsoft Teams.

How to Prepare for a Virtual Meeting- using Teams

Before your appointment, remember to:

- Get ready to share your computer screen and project documents.
- Have a computer, tablet, or smartphone with internet access.
- If you plan to use a smartphone or tablet you'll need to download Microsoft Teams. Microsoft Teams is free to download.
- Desktop users don't need to download Teams. You can join your meeting with your preferred web browser.
- The use of webcams during the virtual appointment is optional.
- During your appointment, staff can share their computer screen (not available for phone dial-in).
- Learn more about using Microsoft Teams: support.microsoft.com/en-us/office/meetings-in-teams-e0b0ae21-53ee-4462-a50d-ca9b9e217b67
- Learn about using live captions: support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260

Preparing for your meeting

Before your appointment, remember to:

- Organize and plan. Have the address of the property and electronic project documents ready. Be prepared with all your questions in advance. You can find all forms, design guidelines and templates on our website: www.portland.gov/bds/documents.
- Good to know:
 - We don't accept submittals during meetings.
 - Please arrive on time. Staff will cancel the appointment after five minutes of waiting.

Before you book your 15-Minute Appointment

1. Make sure your project is within the City of Portland. Call us or check Portland Maps (www.portlandmaps.com) to verify an address.
2. Select who you want to meet with
3. Book your appointment type
4. You'll receive a confirmation email with a link to join a virtual meeting. You'll also get a phone number to use if you prefer to call.

Create and schedule your appointment

Meet with a Permit Technician

For questions about the permitting process or to discuss minimum submittal requirements. Choose an appointment type:

- Residential permits
 - 1 & 2 family homes
 - Accessory Dwelling Units or ADUs
 - Duplexes
 - Townhouses
 - Garages, decks, fences on residential property
- Commercial permits or other permits
 - Condominiums, apartments, multi-family (three-family units or more)
 - Commercial (office, retail, restaurants)
 - Industrial
 - Site development: Grading, groundwork for new subdivisions, landslide repair, and private streets
 - Development review: Vending carts and stormwater mitigation systems

Meet with a City Planner

Meet with a city planner for development questions about zoning or the Tree Code. Get information before submitting construction permits or land use reviews. Choose an appointment type:

- General zoning or tree code
 - General zoning (use or development of a property) or about removing trees for development related to:
 - Accessory Dwelling Units (ADUs)
 - Airbnb and other short-term rentals
 - Converting your garage
 - Fences
 - Tiny House
 - Residential Infill Project (RIP)
 - Find out:
 - What is your zoning?
 - What can you build on a lot?
 - Where can you build on a lot?
 - Setback and height regulations
 - Tree code questions about tree removal and preservation with proposed construction or development.
- Land division, lot confirmation, or property line adjustment
 - Land division: How to divide an existing property to create additional lots, parcels, or tracts.
 - Lot confirmation: Verify if a lot is eligible for development under the zoning code.
 - Property line adjustment: To relocate a property line between two lots that are next to each other.
- Design or historic regulations and reviews
 - Design review: Review for projects in the "d" Design overlay zone.
 - Historic review: Review of alterations to existing historic resources and review of new development within designated districts.

- Environmental, river, or greenway regulations and reviews
 - Environmental: Questions about projects in "c" or "p" environmental zones.
 - River review: Questions about projects in the "g*" river general, "r*" river recreational, or "e" river environmental overlay zones.
 - Greenway: Questions about projects in the "n", "r", "g", "i", or "q" greenway overlay zones.

View specific zones, overlay zones and other property information on the Portland Maps website: www.portlandmaps.com.

Meet with a Building Code and Engineering Reviewer

Talk with someone about building code or engineering requirements. Choose an appointment type:

- Residential Building Code
 - Building code (Oregon Residential Specialty Code) requirements of new construction, remodels, or additions 1 & 2 family homes.
 - Find out if a building permit is needed or what the life safety requirements are for your project.
 - Meet with a residential building code reviewer if you have questions about:
 - Accessory Dwelling Unit (ADU)
 - Duplexes
 - Single-family homes
 - Townhouses
 - Accessory structures, such as a garage or shed
 - Common projects you might have questions about:
 - Adding a second floor
 - Converting to living space
 - Decks
 - Egress windows
 - Home remodels
 - Seismic anchorage
 - Stairs
 - Find out:
 - Structural requirements
 - Room size and ceiling height requirements
 - Fire rated material requirements
 - If a licensed architect or engineer is required for your project
 - To submit a question by phone, call Building Code Plan Review.
- Commercial Building Code
 - Building code (Oregon Structural Specialty Code) requirements of new construction, remodels, or additions relating to:
 - Commercial (office, retail, restaurants)
 - Industrial
 - Multi-family buildings (three or more residential units)

- Meet with a commercial building code reviewer if you have questions about:
 - Accessibility requirements
 - Commercial building code requirements
 - Life Safety requirements
 - Occupancy classifications
 - Requirements when changing the occupancy or use in a building
- To submit a question by phone, call Building Code Plan Review.
- Mechanical Engineering
 - For commercial building plans. Get help with how your project can meet mechanical code (Oregon Mechanical Specialty Code) and what is required on your plans.
 - Mechanical code questions related to:
 - Commercial HVAC systems
 - All other commercial Mechanical systems
- Structural Engineering
 - For commercial development, get help on your project with questions about structural engineering requirements of the buildings code (Oregon Structural Specialty Code) and Portland City Code 24.85 related to:
 - Structural elements (beams, columns, walls, and foundations)
 - Design and analysis of the building or other structures to resist gravity or vertical loads (permanent weight of structure, imposed load from the contents and occupants, snow, etc.)
 - Design and analysis of the structural elements to resist lateral loads (wind, seismic, soil loads, etc.)
 - Seismic Design Requirements for Existing Buildings (Portland City Code 24.85)
 - Seismic upgrade triggers (Portland City Code 24.85)
 - Structural requirements for solar installations
 - You may find answers to your questions related to structural engineering for your project by visiting our Structural Engineering web page. If you still have questions, book a 15-minute appointment.
- Site Development
 - If you have questions about building on a steep slope or whether you will need a geotechnical report to get your permit.
 - Questions about code requirements for:
 - Grading
 - Erosion control
 - Geotechnical engineering and reports
 - Retaining wall design and loading
 - Landslide hazards
 - Floodplain development
 - Septic (e.g. cesspool) decommissioning.



Meet with a Water expert

For development and construction-related questions about water services. Choose an appointment type:

- Water Availability
 - Submittal requirements on Site Plan for Water Bureau's review
 - Meter upsizing requirements and costs
 - Meter size and service branch size
 - Water main availability, location, and size
 - Information on how to schedule service installation and other water work
 - Questions about Water code requirements in Title 21
- Water Quality Backflow
 - Submittal requirements on Site Plan for Water Bureau's review to include all utilities shown
 - Domestic Meter size and PI backflow protection
 - Dedicated Irrigation Meter size and PI backflow protection
 - Dedicated Fire line size and PI backflow protection
 - Water main availability, location, and size
 - For more information visit: Legal and installation requirements for backflow protection

Meet with a Fire Safety expert

General fire safety questions around development and constructions including:

- Access & water supply
- Fire sprinklers – where required only
- Fire alarms – where required only
- Solar PV installations
- Hazardous tanks
- Occupant load certificates/signs

Meet with a Transportation expert

Questions about how your project will affect the right-of-way. Find out if your project will trigger public right-of-way improvements or other conditions by Portland Bureau of Transportation (PBOT) for building permit approval. Get help with questions about public right-of-way requirements for private development and voluntary improvement permits for meeting PBOT standards. Choose an appointment type:

- Transportation- Residential
 - Book this appointment to learn about transportation requirements for:
 - ADA improvements
 - Adjacent right-of-way improvements and property dedication triggered by development
 - Alley improvements
 - Altering an existing driveway
 - Encroachment in the right-of-way (retaining wall, fence, steps, etc.)
 - Installing a new garage or driveway
 - Installing or replacing sidewalk
 - Local Transportation Infrastructure Charge (LTIC)
 - Major residential renovations
 - Residential development situations that trigger right-of-way improvements and type of permit needed to build them
 - Single Family Residential (SFR), duplex, townhouse, or Accessory Dwelling Unit (ADU) development
 - Site access
- Transportation- Commercial
 - Book this appointment to learn about transportation requirements for:
 - ADA improvements
 - Alley improvements
 - Changes in building use/occupancy
 - Commercial and industrial driveways
 - Commercial development situations that trigger right-of-way improvements and type of permit needed to build them
 - Demolition work next to or in the right-of-way
 - Encroachment in the right-of-way (shoring, basements, overhead projections, etc.)
 - New commercial, mixed-use, multifamily, industrial, or tenant improvement development
 - PBOT conditions adjacent to a State Highway (ODOT)
 - Site access
 - Utility vault located in the right-of-way and lease requirements

Additional help groups:

Find more information on Permitting Services from Other City of Portland Bureaus on our website: www.portland.gov/bds/development-permit-processes/permitting-and-other-bureaus

Bureau of Environmental Services (BES)

BES Hotline: 503-823-7761

BES Source Control Hotline: 503-823-7122

Email: BESDevelopmentReview@portlandoregon.gov

Inclusionary Housing

Affordable housing density bonus programs and affordable housing exemption programs

Portland Housing Bureau: 503-823-9042

Email: Inclusionary-Housing@portlandoregon.gov

Parks Systems Development Charge (SDC)

Parks SDC telephone: 503-823-5105

Email: parks.sdc@portlandoregon.gov

Parks Urban Forestry

Tree Hotline: 503-823-TREE(8733)

Email: trees@portlandoregon.gov

Transportation Systems Development Charge (SDC)

Transportation SDC telephone: 503-823-7002, option #2

Email: PBOTSDC@portlandoregon.gov

Transportation Temporary Street Use

Please visit Temporary Street Use Permitting (TSUP):

www.portland.gov/transportation/permitting/temporary-street-use-permitting-tsup#toc-contact-us

Get Early Assistance with your project

Set up an Early Assistance meeting for a deeper discussion about your project:

www.portland.gov/bds/zoning-land-use/early-assistance

Contact Us

Bureau of Development Services

City of Portland, Oregon

1900 SW 4th Avenue, Portland, OR 97201

www.portland.gov/bds

Office Hours:

Monday through Friday, 8 a.m. to 5 p.m.

BDS main number: 503-823-7300

Permit Information is available at the following location:

- Development Services Center (First Floor)
For Hours Call 503-823-7310 or visit www.portland.gov/bds
- Permitting Services (Second Floor)
For Hours Call 503-823-7310 or visit www.portland.gov/bds

Important Telephone Numbers

BDS main number	503-823-7300
DSC automated information line	503-823-7310
Permit information for electrical, mechanical, plumbing, sewer and signs.....	503-823-7363
Building code information	503-823-1456
Site Development Services & Sanitation	503-823-6892
Zoning information	503-823-7526
Permitting process and fee information	503-823-7357
Permit resources and records	503-823-7660
Residential information for one and two family dwellings....	503-823-7388
Systems development charges information	
Bureau of Environmental Services	503-823-7761
Bureau of Parks & Recreation	503-823-5105
Portland Water Bureau	503-823-7368
Portland Bureau of Transportation	503-988-7002
BDS 24-hour inspection request line (requires IVR number and three-digit inspection code)	503-823-7000
City of Portland TTY	503-823-6868

For more detailed information regarding the bureau's hours of operation and available services:

**VISIT OUR WEBSITE:
WWW.PORTLAND.GOV/BDS**

Note: All information in this brochure is subject to change.