





### Concurrent Permit Examples

The examples provided below are intended to illustrate how the policy would be applied to some of the most common concurrent permit situations. However, they are not a complete accounting of all possible scenarios. Each example includes a permit, scope of work, and permit status with regulation of how the policy would be applied.

#### **Example #1: Tenant improvement in a shell building under review or construction.**

Permit	Scope of Work	Permit Status / Regulation
New Construction Commercial Building (Main)	New 4-story commercial office building with ground level shell tenant space (no occupancy for shell space)	Issued or Under Inspection N/A
First Time Tenant Improvement (TI)	First time tenant improvement to ground level shell space	Application or Under Review TI permit can be reviewed but it cannot be issued until the Main has TCO or reaches substantial completion per the program guide

Explanation of regulation:

If the construction of the building is complete, as shown in the Main Permit, and there is an open permit (i.e., Under Review, Issued, Under Inspection), a Final Inspection cannot be issued for the building because of an overlap of scope within the building. If the TI permit is issued while the Main building permit is still Under Inspection, the Main cannot be granted a final inspection until the TI is final. Further, because systems and components of the building could be revised at any time via a revision permit, this could result in code conflicts within the TI permit.

The main building permit to be at TCO or equivalent by inspectors before any TI permit is issued.



**Example #2: Multiple concurrent permit revision applications.**

Permit	Scope of Work	Permit Status / Regulation
New Construction Commercial Building (Main)	New 3-story apartment with shared bike room, shared laundry, below grade parking, and roof deck with amenity space	Issued or Under Inspection N/A
Revision #1 (REV-01)	Add second rooftop egress door and enlarge rooftop deck	Under Review Cannot be submitted until Main is issued
Revision #2 (REV-02)	Relocate rooftop mechanical units	Application Cannot be submitted until REV-01 is approved to issue

Explanation of regulation:

REV-02 is using the last approved and issued set of drawings, which are the rooftop drawings from the Main. However, REV-01 is under review to enlarge the rooftop deck. If REV-01 is approved and issued it will change the approved rooftop deck layout and egress door locations, making the layout shown in REV-02 inaccurate. Common drawing coordination errors arise with these types of revisions due to the Mechanical contractor who provided the layout for REV-02 not realizing that REV-01 has likely added an egress path that intersects with the relocated mechanical units.

Revisions to a permit that require review of drawings that are also part of another open review, cannot be taken in for review. This applies to CO and RS permits.

**Example #3: Deferred submittal application for permits under review.**

Permit	Scope of Work	Permit Status / Regulation
New Construction Single Family Residence (Main)	New 2-story single family dwelling	Under Review N/A
Deferred Roof Truss Drawings / Calculations (DFS)	Roof trusses	Application Cannot be submitted until Main is issued



Explanation of regulation:

The building configuration could change during review of the Main. If the DFS is submitted prior to the Main being issued and there are required perimeter or interior wall changes in the Main, then the DFS would be inaccurate and could result in code conflicts. Therefore, DFS permits cannot be submitted, reviewed, or approved to issue until after the Main is approved to issue (or beyond).

A deferred submittal must be reviewed to match the original approved permit or latest revision. Then the DFS can be submitted, reviewed, approved, and issued.

**Example #4: Concurrent deferred submittal permit application and revision application.**

Permit	Scope of Work	Permit Status / Regulation
New Construction Detached Garage (Main)	New 1-story garage	Issued or Under Inspection N/A
Revision to Enlarge Building (REV)	Value added revision to enlarge building by adding workshop area	Under Review N/A
Deferred Submittal Roof Trusses (DFS)	Roof trusses	Under Review Cannot be submitted until REV is approved to issue

Explanation of regulation:

The DFS relies upon the building approved under the Main. Therefore, because the DFS relies on the approved Main, the Revision must first be approved to issue (or beyond) before the DFS can be approved otherwise the DFS would not match the approved building configuration.

A deferred submittal must be reviewed as an element of the latest approved permit (Main or Revision). Then the DFS can be approved and issued. Revisions submitted after DFS submittals could cause a DFS to be revised as well.

**Example #5: Concurrent tenant improvement permits.**

Permit	Scope of Work	Permit Status / Regulation
New or Existing Building (Main)	Shell only / No occupancy	Issued or Under Inspection
First Time TI for Ground Level Retail Space	Fed-Ex mail drop occupancy	Review, but not issued until main permit has met substantial completion
First Time TI for Second Floor Office Space	Legal office occupancy	Cannot be submitted until the previous TI approved

Explanation of regulation:

Due to Portland titles and building code requirements, such as egress, seismic upgrades, plumbing fixture counts, etc., Tenant Improvement permits must be reviewed, and occupancy calculated one at a time. Buildings in the FPP group may be exempt from this condition.

The main permit (shell or partial shell) must meet substantial completion, which is determined by BDS inspections, before a TI is issued. Additional TI permits cannot be submitted for review until all current open TI permits on that building (that were submitted prior) are approved to issue.

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