



## Facility Permit Program Deferred Submittal Requirements and Application

### Minimum Submittal Requirements (check all boxes and sign below):

- A copy of this application
- Plans stamped and signed by a Design Engineer or Architect registered in Oregon. One PDF copy of plans for electronic submittals or three copies for paper submittals.
- Calculations and product information. One PDF copy for electronic submittals or two copies for paper submittals
- Plan views and elevations identifying the location(s) as approved by the Engineer and/or Architect of Record must be submitted as appropriate but are required when the deferred submittal items include exterior elements
- Prior to submitting the deferred submittal, the Engineer of Record and/or Architect of Record responsible for the building shall review the deferred submittal plans and supporting materials and add a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance with the design of the building. The notation shall be made on the deferred submittal drawings. Review stamps on letters of transmission are not acceptable. Exception: the notation is not required on deferred submittals for roof trusses in residential construction when an Engineer or Architect of Record is not involved with the design of the building.

**I certify this deferred submittal application meets the minimum submittal requirements as outlined above.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Contractor submittal information:

Contact name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Value of deferred submittal \_\_\_\_\_ Issued FPP building permit # \_\_\_\_\_

Job site address \_\_\_\_\_

Description/Scope of work:

**Engineer/Architect of Record for the building information** (Not Required for roof trusses in residential construction when an Engineer or Architect of Record is not involved with the design of the building)

Name : \_\_\_\_\_ Phone \_\_\_\_\_

**Design Engineer for the deferred items**

Name : \_\_\_\_\_ Phone \_\_\_\_\_

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### Helpful Information

[Bureau of Development Services](#)

1900 SW 4th Avenue, Portland, OR 97201

Email: [BDSFPPIntake@portlandoregon.gov](mailto:BDSFPPIntake@portlandoregon.gov)

### Important Telephone Numbers

BDS main number ..... 503-823-7300  
DSC automated information line ..... 503-823-7310  
Building code information..... 503-823-1456  
BDS 24-hour inspection request line ..... 503-823-7000  
Residential information for  
one- and two-family dwellings..... 503-823-7388  
City of Portland TTY ..... 503-823-6868

*Information is subject to change*