



Major Alteration and Addition Neighborhood Notice Certification Form

To determine if your project is a “Major Alteration or Addition” and subject to these notification and delay requirements, please visit the Bureau of Development Services (BDS) Major Residential Alteration or Addition webpage (www.portlandoregon.gov/bds/mraa), visit the Development Service Center (www.portlandoregon.gov/bds/dsc) or call (503) 823-7300.

All information required on this form must be completed and the 35-day delay notification period must have elapsed in order for the permit to be issued.

1 Emailed Notification to Recognized Organizations

Notice must be emailed to the Neighborhood Association and District Coalition whose boundaries include the site. For the name and email address of the Neighborhood Association and District Coalition, contact the Office of Neighborhood Involvement (ONI) at 503-823-4519 or <http://www.portlandoregon.gov/oni/28386>.

Attach a copy of the email sent to the Neighborhood Association and Neighborhood Coalition with this form as proof of the notice content. List below all names and email addresses of all Neighborhood Association and Coalition representatives that receive the notification, and the date the notifications were emailed.

Name of Organization	Name of person emailed	Email address	Date emailed

The email to the recognized organizations must contain at least the following information:

- Notice that an application for a major alteration or addition has been or will be submitted to the Bureau of Development Services;
- The date the application was filed, if applicable (if an application has not yet been filed, omit this information);
- A general description of the proposed alteration or addition;
- Notice that there is a delay period of 35 days from the date the notice is sent; and
- The contact information of the applicant.

The last part of this form must be signed by the owner and list the name of the owner's representative (if any) who performed the notification on the owner's behalf. If a representative was used, the representative must also sign below.

With my signature below, I attest that the above information is true and accurate. I understand incomplete or inaccurate information may result in the delay of my building permit application with the Bureau of Development Services being approved to issue.

Property Owner Name _____

Property Owner Signature _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone (Contact Number) _____ Email _____

I, (property owner) _____ authorized my representative
(name of representative) _____ to perform the required
neighborhood notification for me.

Owner's Representative Name _____

Owner's Representative Signature _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone (Contact Number) _____ Email _____