



PRELIMINARY INTAKE CHECKLIST ELECTRONIC PLAN REVIEW

DOCUMENTATION – Emailed to Process Manager
<input type="checkbox"/> Commercial Building Permit Application https://www.portland.gov/bds/documents/building-permit-application
<input type="checkbox"/> Commercial Mech. Permit Application https://www.portland.gov/bds/documents/mechanical-permit-application

BUILDING PLANS – Uploaded into Project Dox Drawings file
<input type="checkbox"/> Legible 1/8 Scale
<input type="checkbox"/> Approved naming convention https://www.portland.gov/bds/file-naming-standards
<input type="checkbox"/> Digital stamp by a registered architect and/or engineer. PDF or digital signature acceptable.
<input type="checkbox"/> Blank general drawing labeled CITY INFORMATION AND DIRECTIVES. This sheet must be page #2 of the set and is where you will insert reviewer requested City of Portland information related to the review.
<input type="checkbox"/> Fire/Life-Safety Building Code Summary
<input type="checkbox"/> Plan Set Index
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Civil
<input type="checkbox"/> Landscaping (Trees 35” dia. larger must be identified on plans.)
<input type="checkbox"/> Architectural
<input type="checkbox"/> Foundation
<input type="checkbox"/> Floor Plans
<input type="checkbox"/> Sections
<input type="checkbox"/> Structural
<input type="checkbox"/> Shoring – Shoring cannot be a deferred submittal and must be included
<input type="checkbox"/> Mechanical – Mechanical permit will be issued with Building Permit
<input type="checkbox"/> Electrical – Trade permit will be required after issuance
<input type="checkbox"/> Plumbing – Trade permit will be required after issuance

DOCUMENTATION – Uploaded into Project Dox Documents file
<input type="checkbox"/> Commercial SDC Form https://www.portland.gov/bds/documents/commercial-systems-development-charge-form
<input type="checkbox"/> Structural Calculations – Files can be uploaded individually or multiple at a time. The maximum file size is 500 MB.
<input type="checkbox"/> Geotechnical report – Must be an independent document
<input type="checkbox"/> Storm Drainage Report (includes BES water quality management and sample O&M agreement)
<input type="checkbox"/> Energy Code Analysis
<input type="checkbox"/> Life Safety Completeness Checklist https://www.portland.gov/bds/documents/life-safety-completeness-checklist-commercial-permits
<input type="checkbox"/> P&Z Certificate of Compliance Form
<input type="checkbox"/> Site Specific Seismic Hazard Study
<input type="checkbox"/> Inclusionary Housing Intake Form (20 or more new housing units) https://www.portland.gov/phb/inclusionary-housing



RESOURCES

Applicant Training Videos	https://www.portland.gov/bds/eplans-applicant-training-videos
Complete Applicant Guide	https://www.portland.gov/bds/documents/projectdox-applicant-user-guide
Standards	https://www.portland.gov/bds/file-naming-standards
PDX ePlans Website	https://www.portland.gov/bds/pdx-eplans-electronic-plan-review
Upload Process	https://www.portland.gov/bds/uploading-documents-projectdox