



Residential Batch Intake Worksheet

Permit Number(s) (Staff Use):

Instructions

- Complete the Batch Intake Worksheet including the Batch Submittal Checklist.
- Provide complete sets of plans. Each set of plans will include a site plan (incorporating landscaping, civil, storm water management, and erosion control) architectural drawings and structural drawings for each structure type.
- Refer to the BDS website for options for submitting your permit application: www.portland.gov/bds/permit-review-process/apply-or-pay-permits.

Contact Information

Applicant Name _____

Applicant Signature _____

Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ e-mail _____

Lot Owner Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Contractor Name _____ CCB# _____

Project Information

Address
Tax account number: R
Applicable Land Use Review (LU) Numbers
Existing Tax Account Numbers
New Tax Account Numbers, if applicable (attach County printout)
Will there be any demolition of existing structures on the lot? <input type="checkbox"/> yes <input type="checkbox"/> no
If yes, what will be demolished? <input type="checkbox"/> Single family residence with basement <input type="checkbox"/> Garage
Valuation for demo: \$ _____ <input type="checkbox"/> Single family residence without basement <input type="checkbox"/> Accessory structure
What is the site development valuation? (valuation includes grading, shared driveway, landscaping and shared infrastructure) \$ _____

Due Diligence

Has the Planning and Zoning Neighborhood Contact form been completed? <input type="checkbox"/> yes <input type="checkbox"/> no Contact Planning and Zoning at 503-823-7526 for further information.
Have you consulted with: PBOT? <input type="checkbox"/> yes <input type="checkbox"/> no BES? <input type="checkbox"/> yes <input type="checkbox"/> no Water? <input type="checkbox"/> yes <input type="checkbox"/> no
Do you intend to divide the site through the Middle Housing Land Division process? <input type="checkbox"/> yes <input type="checkbox"/> no (see additional submittal requirements)

To what code is the structure designed?

- Townhouse:** single family dwelling unit, in a row of attached units designed to ORSC, Section Section R302.2. The units must be arranged side-by-side.
- Duplex:** two attached units on a single tax lot designed to ORSC.
- Single Family Residence:** single family dwelling designed to ORSC (including Detached Duplexes¹ and Cottage Clusters)²

Unit Information

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____

Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached
--	--

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ ADU _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

BATCH SUBMITTAL CHECKLIST

The residential BATCH process is used to intake and process one- and two-family residential submittals for **three** or more structures at one time.

REQUIRED DOCUMENTS:

- Residential Batch Intake Worksheet (with valuation for site development for units on same lot)
- Construction Dewatering Form – linked here: www.portland.gov/bes/preventing-pollution/scm

Projects taking advantage of the Middle Housing Land Division allowances in Zoning Code Chapter 33.671

Note: To qualify for a middle housing land division, structures must be built to the Oregon Residential Specialty Code (ORSC) and meet building code provisions based on proposed lot lines.

- Attached units (duplex, triplex, fourplex options in the Zoning Code) must be designed to Townhouse standards of the ORSC.
- Detached units (detached duplex and cottage cluster options in the Zoning Code) must meet fire separation requirements of the ORSC based on proposed lot lines between the detached units.

Additional Submittal Requirements

- Permit site plan must show the proposed lot lines and any proposed easements and tracts. Provide dimensions from the proposed lot lines to the exterior walls and all projections (e.g. eave overhangs, bay windows, etc).
- Detailed utility plan for sanitary sewer, stormwater management, water service and franchise utilities (power, cable gas, etc), including connections in the right-of-way and on-site plumbing outside of buildings.

Footnotes:

1. Detached Duplex: In the single-dwelling zones, a duplex can be two detached primary dwelling units on one lot. (Portland Zoning Code section 33.910 Definitions). This option requires an existing primary dwelling to be retained on the site.
2. Cottage Cluster: A grouping of no fewer than three and no more than 16 individual detached primary dwelling units on one lot. (Portland Zoning Code section 33.910 Definitions).