



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds



Subcontractor Permit Information Process

For homeowners and subcontractors the process work as follow:

1. Complete all required trade permit applications. (Electrical, Plumbing, Mechanical)
2. Under Description of Work, check the box for Reference RS/Combination and provide Permit Number.

- If No fees are due, check the RS Permit/No Fees Due Box at the bottom of the permit application.

- Sign application in appropriate place.

3. Complete trade permit applications may be emailed to BDSSublabels@portlandoregon.gov or faxed to 503-823-7693 or submitted to the Development Services Center (DSC) at 1900 SW 4th Avenue, First Floor.

NOTE: The most common reasons that delay an inspection are a missing or illegible property address or CCB Number (if applicable).

Complete applications will be processed in 24-48 hours. Inspectors will verify the information in TRACS each morning and will contact contractors to decline the inspection if the application is incomplete.

If you need more information about the subcontractor permit application process, please contact Residential Inspections at 503-823-7388.

Permit applications are available online at www.portlandoregon.gov/bds and in the DSC.

Information is subject to change

PERMIT APPLICATION City of Portland, Oregon - Bureau of Development Services 1900 SW 4th Avenue, Portland, Oregon 97201 • 503-823-7363 • TTY 503-823-6866		
Type of work		
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:	
Category of construction		
<input type="checkbox"/> 1 & 2 family dwelling	<input type="checkbox"/> Commercial/industrial	<input type="checkbox"/> Accessory building
<input type="checkbox"/> Multifamily	<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
Job site information and location		
Job no.:	Job address:	
City/State/ZIP:		
Sub/bldg./apt. no.:	Project name:	
Cross street/directions to job site:		
Subdivision:	Lot no.	Tax map/parcel no.
Description of work (example: 3 circuits for basement receptacles)		
<input type="checkbox"/> Reference RS / Combination <input type="checkbox"/> Permit no.		
Property owner <input type="checkbox"/> Tenant		
Name:		
Address:		
City/State/ZIP:		
Phone:	FAX:	
Owner installation: This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.		
Owner signature:	Date:	
Contractor <input type="checkbox"/> Subcontractor		
Business name:		
Address:		
City/State/ZIP:		
Phone:	FAX:	
Elec. lic. no.	CCB lic. no.	
Metro or City lic. no.	Date:	
Supervising electrician Signature, required:		
Print name:	License no.	
Authorized signature:		
Print name:	Date:	
Applicant <input type="checkbox"/> Contact Person		
Business name:		
Contact name:		
Address:		
City/State/ZIP:		
Phone:	FAX:	
E-mail:		
RS Permit/No Fees Due <input type="checkbox"/>		
Sub-contractor information can be faxed to 503-823-7693.		
insp_permitapp_electrical 06/20/11		