

# Submittal Requirements - 1 & 2 Family Residential



City of Portland Oregon  
Development Services Center  
1900 SW Fourth Avenue  
Portland, Oregon 97201  
503-823-7300  
[www.portland.gov/bds](http://www.portland.gov/bds)

Bureau of Development Services  
Bureau of Environmental Services  
Portland Fire & Rescue  
Bureau of Parks & Recreation  
Portland Water Bureau  
Portland Bureau of Transportation

## Adding a Dwelling Unit

This handout describes the information that must be submitted when applying for a permit to convert a house to a duplex or to add an Accessory Dwelling Unit to an existing house.

Adding a dwelling unit can occur in several types of projects. If your project will include any of the following types of work, please see the referenced handouts for additional submittal requirements:

- [Additions Submittal Requirements](#) for any expansion of the footprint of the structure.
- [Dormer and Second Floor Additions Submittal Requirements](#) for conversion of attics to living space or increase to the height of the structure.
- Information regarding [Planning and Zoning requirements for ADUs](#).

**Submittal Materials** must clearly distinguish between existing conditions and proposed work. Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information. Drawings must be black and white (color cannot be accepted) and clearly legible, with dimensions and notes printed to match 12 point font minimum; i.e. the underlined font is Times New Roman 12. Additional information on drawing standards can be found in Brochure #6 "[What Plans do I need for a Building Permit](#)."

- ☐ Completed [Building Permit Application](#)
- ☐ Completed [W-3, Water Meter Sizing worksheet](#)
- ☐ Erosion Control plan (may be a part of the Site Plan) if the project will result in ground disturbance
- ☐ Stormwater Plan and/or a Mitigation Form if your project will add more than 500 square feet of impervious area
- ☐ [Tree preservation and/or planting plan](#) (may be a part of the Site Plan) for new development on sites that are 5,000 square feet or larger and for additions or exterior alterations where there will be ground-disturbing activities.
- ☐ Four (4) copies of Site, Architectural, and Structural Plans listed in this handout for the area of proposed work and the areas affected by such work. Please refer to page 2 for details on plan requirements specific to Adding a Dwelling Unit.
- ☐ Structural Calculations—Two (2) set prepared and stamped by the architect or engineer of record for the work covered. Calculations shall include a design summary and be sufficiently complete to demonstrate that the structural system is capable of supporting all imposed vertical and lateral loads and to demonstrate how loads are carried to the foundation.
- ☐ If completed and signed mechanical, electrical, and/or plumbing permit applications are provided with the building permit application, the trade permits can be issued at the same time. Otherwise, these permits must be obtained separately. Follow these links to the application forms:
  - [Mechanical Application](#)
  - [Electrical Application](#)
  - [Plumbing Application](#)
- ☐ [Major Alteration and Addition Form](#) if your project includes any of the following:
  1. Adding any new story, including a basement or other below-grade structure. Raising a structure to meet the required headroom in a basement is considered the same as creating a basement.
  2. Increasing or replacing 50 percent or more of the exterior wall area on any floor. If the subflooring under an exterior wall is removed, it will be treated as if the wall were removed. (***list continues on reverse***)

3. Adding total new floor area to the existing structure that exceeds 800 square feet, or
4. Adding an area exceeding 100 percent of the existing foundation footprint area of the structure.

### Site Plans (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1')

- ☐ Property lines, with dimensions
- ☐ Total area (in square feet) of the lot
  - ☐ Adjacent streets and any easements
  - ☐ Property address and R number
  - ☐ North arrow
  - ☐ Grade elevations at property corners and corners of structure(s) with reference elevation datum
- ☐ Distance between buildings and between buildings and property lines
  - ☐ Area (in square feet) of any existing or proposed buildings
  - ☐ Dimensions and area (in square feet) of any existing or proposed paving
  - ☐ Location of sewer and water lines and method of stormwater disposal
- ☐ Major geographical features (e.g. flood plain, natural drainage courses with elevation and centerline)
  - ☐ Location of existing septic tanks, cesspools and drainfields

### Architectural Plans (Scale of plans to be 1/4"=1' and details scaled to 1/2"=1'. Minimum printed text size is 3/32". Single line drawings are not acceptable – plans must be drawn to show wall thickness)

- ☐ Fully dimensioned floor plans, showing:
  - Demolished walls, existing walls to remain, and proposed walls (with wall legend)
  - Windows (noting size, sill height, method of operation, safety glazing and window wells where required) and doors (showing size and swing direction) for each floor affected
  - Label for use of each room
  - Plumbing fixture layout
  - Gas/oil furnace and water heater location
  - Electrical light fixtures, exhaust fans, and smoke and carbon monoxide detectors

- ☐ All exterior building elevations (normally 3 sides required)

If you are proposing a detached Accessory Dwelling Unit over 15 feet high on a lot with an existing house, a front elevation drawing of the existing house is required

Dimensioned building section(s), showing:

- Typical wall, floor, ceiling, roof, and foundation construction
- Overall ceiling height and any dropped ceilings or soffits in converted area
- ☐ Details for fire rated separation assemblies between units, such as walls, floors, and ceilings
- ☐ Stair details with dimensions for risers, treads, headroom clearance, guardrail and handrails
- ☐ Energy Conservation information: including insulation R value for ceiling, walls and floors, and location of storm windows or U value for windows in area of work
- ☐ Information on functioning and separation of utilities (plumbing, mechanical and electrical systems) between units
- ☐ Details of all non-typical construction

### Structural Plans (Scale of plans to be 1/4"=1' and details scaled to 1/2"=1'. Minimum printed text size is 3/32")

- ☐ For attic conversions: Complete gravity load analysis/calculations showing load transfer from converted floor to floor(s) below and into foundation, including separate framing plan for each floor, showing lumber size, spacing and span. See also "[Conversion to Living Space](#)" handout
- ☐ For basement or garage conversions: Roof and Floor framing plans and calculations are required if walls, beams or other structural supports are removed or altered
- ☐ Engineering calculation packets shall not be attached to the plans. Engineering details are to be incorporated into the construction documents and cross-referenced from the plan view

*Is your site in a flood hazard area? Please direct floodplain development questions to Site Development at (503) 823-6892.*

## Helpful Information

City of Portland, Oregon  
1900 SW 4th Avenue, Portland, OR 97201  
[www.portland.gov/bds](http://www.portland.gov/bds)

### General Office Hours:

Monday through Friday, 8:00 am to 5:00 pm  
BDS main number: 503-823-7300

### Permit Information is available at the following location:

Development Services Center (First Floor)  
For Hours Call 503-823-7310 | Select option 1

Permitting Services (Second Floor)  
For Hours Call 503-823-7310 | Select option 4

### Information on choosing a contractor

**For more detailed information regarding the bureau's hours of operation and available services;**

Visit our website  
[www.portland.gov/bds](http://www.portland.gov/bds)

*All information is subject to change.*

## Important telephone numbers

BDS main number ..... 503-823-7300  
DSC automated information line ..... 503-823-7310  
Building code information ..... 503-823-1456  
Zoning information ..... 503-823-7526  
Permit information for electrical,  
mechanical, plumbing, sewer  
and sign ..... 503-823-7363  
Development review process ..... 503-823-7357  
Permit resources and records ..... 503-823-7660

### System development charges information

Bureau of Environmental Services ..... 503-823-7761  
Bureau of Parks & Recreation ..... 503-823-5105  
Portland Water Bureau ..... 503-823-7368  
Portland Bureau of Transportation ..... 503-823-7002  
BDS 24 hour inspection request line  
requires IVR number and three digit  
type of inspection code ..... 503-823-7000  
Portland License Bureau ..... 503-823-5157  
City of Portland TTY ..... 503-823-6868  
Tree Hotline ..... 503-823-8733