REQUEST FOR "APPLICANT PAID OVERTIME"

The Bureau of Development Services (BDS) reviews plans based on project "due dates" that are determined by project type, scope and the date that the plans were taken in for review.

Some BDS permit plan review groups will accept requests for "Applicant Paid Overtime" (APOT) to review projects earlier than the projected due date. However, it is important to be aware that ALL ASSIGNED REVIEWS MUST BE APPROVED BEFORE A PERMIT CAN BE ISSUED AND WORK CAN BEGIN. This may mean that although APOT was paid to expedite the review done by a specific group, there may still be other reviews that must be completed before a permit can be issued. Applicant paid overtime for one section does NOT guarantee that a permit will receive priority processing by any other section, nor does it guarantee that the permit will be issued sooner than scheduled. **Email completed form to PermittingServices@portlandoregon.gov.**

The hourly rate for each group is noted below. Time is billed in 1/4 hr increments with a 1/2 hr minimum. Applicant paid overtime requests are currently accepted by the following groups:

- Engineering $225.76/hr
- Site Development $225.76/hr
- Life Safety $182.62/hr
- Permitting Services (Preissuance) $149.91 - 180.43/hr
- Septic $172.59/hr

Please note that requesting APOT does not guarantee that an overtime review will be performed, as not all reviewers are available to work overtime hours. Overtime fees will only be billed for those reviews performed by staff working beyond their normally scheduled hours. You will be notified if the review time will exceed (5) hours by any of the groups marked below.

By signing below, the permit applicant or authorized representative agrees to pay additional plan review fees for the following sections: (Please mark below the groups you are requesting applicant paid overtime from)

❑ Engineering
❑ Call if over (5) hrs Date_____

❑ Life Safety
❑ Call if over (5) hrs Date_____

❑ Septic
❑ Call if over (5) hrs Date_____

❑ Site Development
❑ Call if over (5) hrs Date_____

❑ Permitting Services (Preissuance)
❑ Call if over (5) hrs Date_____

_____ _____

Signature of Permit Applicant or Authorized Representative Date

_____

Print Name

Permit Number:_____