Portland Fire & Rescue, Fire Marshal's Office
1300 SE Gideon St. Portland OR 97202-2419
Phone: 503-823-3712 Fax: 503-823-3925

Application for Permit Revision and Requirements

A Permit Revision is required when there are proposed changes to the project after the permit has been issued. This may arise due to discrepancies between the city-approved permit drawings and actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed, and approved.

Minimum Submittal Requirements:

- A copy of this application.
- Three copies of revised plans.
- All plans must clearly reflect the proposed change(s). Changes must be bubbled.
- Drawings and calculations must be stamped and signed by a Design Professional, if applicable.
- Project narrative for extensive revisions.
- Copy of Inspector's correction notice if the revision is due to an inspection correction.

Issued Permit # _____ **Value of Proposed Revision** _____

Description of Revision:

_____

_____

Additional Plan Review Fees:

$50 per hour during normal business hours

$100 per hour after normal business hours _____
(applicant's signature required to authorize overtime)

Permit Revisions are subject to fees associated with plan review, processing, and any increase in project value. Portland Fire & Rescue's fee schedule is on the Fire Marshal's web site:
https://www.portlandoregon.gov/citycode/article/355491

Applicant's Information

Applicant Name: _____ Company Name: _____

Address: _____ City, State, Zip: _____
Phone: _____ Email: _____

Applicant: _____ _____ _____
Name Signature Date

To be completed by PF&R only

Hours worked: _____ **Amount due: $** _____

Reviewer: _____