



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

# Scope of Work Change Notice and Requirements

Additional plan review is required when changes are made to a permit that is still under review. These changes are initiated by the customer. Changes may be received during plan review or after plan review is complete, but the permit has not been issued. Both need to be 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.
- Project narrative for extensive revisions.

Permit number: \_\_\_\_\_

Increase in valuation \$ \_\_\_\_\_

**Description of changes:**

\_\_\_\_\_  
 \_\_\_\_\_

**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)

Changes 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: \_\_\_\_\_