



City of Portland, Oregon - Portland Permitting & Development

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portland.gov/ppd

SYSTEMS DEVELOPMENT CHARGE FORM | Commercial Projects

Effective July 1, 2019

FOR INTAKE, STAFF USE ONLY

Date Rec _____ by _____ Address _____
 Qtr Sec Map(s) _____
 Building Permit # _____ Tax Account # _____

Systems Development Charges (SDCs) are collected by the bureaus of Environmental Services, Parks and Recreation, Portland Water Bureau and the Portland Bureau of Transportation to help offset the impact your project will add to the City's infrastructure of storm and sanitary sewer systems, parks and recreation facilities, water and street systems. Commercial SDC fees for Parks went in to effect January 1, 2009, please call 503-823-5105 for details. Portland Permitting & Development does not charge SDCs.

- Complete for:**
- new construction
 - adding or removing plumbing fixtures
 - building additions or tenant improvements that change the number of units
 - change of use or occupancy
 - increase of impervious surfaces over 500 sq. ft.
- (as indicated on pages 2 and 3).

Applicant Name _____

Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ email _____

Describe the scope of the project. If applicable, include detail on the existing use(s) of the structure. If a building has been demolished, provide the demolition permit number and include the previous use information in column 4 in the following table (attach additional sheets as necessary).

What county is your project in? Multnomah, inside Portland Clackamas Multnomah, outside Portland Washington

Complete the table below and on the following page

Column 3: Enter the size (number of units) of your proposed development.

Column 4: If the project site has existing buildings or structures, enter the size (number of units) of the existing or most recent use and indicate the size (number of units) being demolished.

(1) Building Use Type	(2) Unit of Measure	(3) Units In Proposed Development	(4) Units In Existing or Most Recent Use
Residential			
Single or Multi family	Dwelling		
	699 sq feet or less		
	700 sq feet to 1,199 sq feet		
	1,200 sq feet to 1,699 sq feet		
	1,700 sq feet to 2,199 sq feet		
	2,200 sq feet or more		
Senior Housing/Assisted Living/Nursing Home	Dwelling		
	699 sq feet or less		
	700 sq feet to 1,199 sq feet		
	1,200 sq feet to 1,699 sq feet		
	1,700 sq feet to 2,199 sq feet		
	2,200 sq feet or more		
Portland Bureau of Transportation (PBOT)			
Commercial Services			
Bank	sq ft/GFA		
Day Care	sq ft/GFA		
Hotel/Motel	rooms		
Service Station	Vehicle Fueling Position - VFP		
Movie Theater/Event Hall	sq ft		
Car Wash	wash stall		
Health Club	sq ft/GFA		
Commercial Institutional			
School, K-12	sq ft/GFA		
University/College/Jr College	student		
Church	sq ft/GFA		
Hospital	Sq ft/GFA		
Park	acre		
Commercial Restaurant			
Restaurant (stand-alone)	sq ft/GFA		
Quick Service Restaurant (drive-through)	sq ft/GFA		

(1) Building Use Type	(2) Unit of Measure	(3) Units In Proposed Development	(4) Units In Existing or Most Recent Use
Commercial Retail			
Shopping/Retail	sq ft/GFA		
Convenience Market	sq ft/GFA		
Free Standing Retail Store/Supermarket	sq ft/GFA		
Car Sales, New and Used	sq ft/GFA		
Commercial Office			
Administrative Office	sq ft/GFA		
Medical Office / Clinic	sq ft/GFA		
Commercial Industrial			
Light Industrial / Manufacturing	sq ft/GFA		
Self-storage	sq ft/GFA		
Warehouse / Storage	sq ft/GFA		
Other			

Portland Parks and Recreation (PPR)

Commercial Services

Column 3: Enter the square footage of your proposed development's occupancy.

Column 4: Enter the square footage of any existing building's use or occupancy that will be demolished or changed within the last 36 months for your proposed development.

(1) Use Examples	(2) Occupancy Group Code	(3) Square Footage (GFA)	(4) Square Footage (GFA) in Existing Use
Hospital, convalescent hospital, institutional day care	I-1, I-2, I-4		
Office, bank	B		
Retail, restaurant, nightclub	M, A-2		
Industrial, school, assembly hall, motel, hotel	A-1, A-3, A-4, E, F, H, Non-Dwelling Unit R (R-1)		
Warehouse, storage parking garage, mausoleum	S, U		

Signature and Date (to be completed by all development review customers)

I certify that the information presented throughout this document is current and accurate to the best of my knowledge:

Print name _____ Signature _____ Date _____

Company name and your position _____

Bureau of Environmental Services (BES)
Drainage Fixture Worksheet and Storm Water Information Form

Completion of this form is necessary in order to continue your plan review. Please answer the following questions and return to BES Development Review. If you have any questions, please contact BES Development Review at 503-823-7761 or BESDevelopmentReview@portlandoregon.gov.

Building Application Case #: _____

Development Description / Name: _____

Development Address: _____

Calculation of Drainage Fixture Units (DFUs)					
Fixture Type	Number of Fixtures to be Added (1)	Number of Fixtures to be Removed (2)	Net Change in Number of Fixtures (3)	Equivalency Factor (4)	Net Change in Number of DFU's (3) x (4)
<i>Calculation</i>			<i>(1) - (2)</i>		<i>(3) x (4)</i>
Bathtub or combination bath / shower				2.0	
Clothes Washer				3.0	
Dental unit or cuspidor				1.0	
Dishwasher				2.0	
Drinking fountain or water cooler				0.5	
Floor sink / Floor drain				2.0	
Shower				2.0	
Lavatory (wash basin), single				1.0	
Lavatory (wash basin), in sets				2.0	
Bar sink				2.0	
Sink, commercial w/ food waste				3.0	
Sink, general				2.0	
Laundry sink				2.0	
Service or Mop Basin				3.0	
Urinal				2.0	
Water closet (Toilet)				4.0	
Other*(specify)					
Other*(specify)					
* For Other fixtures, use DFU values from Oregon Plumbing Specialty Code			Total Net Changes in DFU's: <i>(if negative, enter negative#)</i> <i>(if applicable show negative # for future credit)</i>		
Storm Water Identification					
Types of impervious surfaces include rooftops, traditional asphalt and concrete parking lots, driveways, roads, sidewalks, pedestrian plazas, or other flatwork, Slatted decks and gravel surfaces are considered pervious unless they cover other impervious surfaces.					
Are you increasing the amount of impervious surface?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If YES, please complete the following:					
(1) Total impervious area after completion	sq.ft.				
(2) Existing impervious area before construction	sq.ft.				
(1-2) New impervious (billable) area added	sq.ft.				

I certify that this information on this document is current and accurate to the best of my knowledge:

Name: _____ Signature: _____

Company / Firm: _____ Date: _____



Commercial Meter Sizing Worksheet

W-4

Email: waterpermit@portlandoregon.gov

Phone: 503-823-7368, ext 4

Applicant/Contact Name _____

Site Address, Portland Maps Property ID (R#) _____

Building Permit/LU# /PW# _____

New permanent irrigation area _____ sq. ft. Irrigation flow requirements _____ GPM

Fire sprinklers required? Yes No Enter fire line size required: _____

Combination fire/domestic service **OR** Dedicated fire service?

Important worksheet information

- The meter sizing worksheet is an inventory of all plumbing fixtures served by one meter. All fixtures served by the meter need to be listed.

Fixture type	Number of existing fixtures	Number of proposed fixtures	Existing & Proposed Fixture Total	Fixture Unit Multiplier	Fixture Units
Bar Sink				X 2.0	
Clinic Sink				X 3.0	
Lavatory Sink				X 1.0	
Kitchen Sink				X 1.5	
Laundry Sink				X 1.5	
Mop/Service Sink				X 3.0	
Drinking Fountain				X 0.5	
Dishwasher				X 1.5	
Clothes Washer				X 4.0	
Bathtub or Tub/Shower				X 4.0	
Shower				X 2.0	
Toilet - Gravity				X 2.5	
Toilet - Flushometer				*variable	
Urinal				*variable	
Hose Bib – 1 st one				X 2.5	
Hose Bibb – additional				X 1.0	

Total Fixture Units: _____

*Flushometer toilet and urinal fixture units are assigned values by Oregon Plumbing Specialty Code Table 610.10, with decreasing per-unit values as the number of fixtures increases.

Small meters	Total fixture units	Large meters	Total fixture units
5/8"	0 – 22	1.5"	89.5 – 286
3/4"	22.5 – 37	2"	286.5 – 532
1"	37.5 – 89	3"	532.5 – 1300
		4"	1300.5 – 3600
		6"	3600.5 – 8200
		8"	8200.5 – 13,800

Definitions

from Institute of Transportation Engineers Trip Generation Manual

Gross Floor Area (GFA)

The sum (in square feet) of the area of each floor level in the building, including cellars, basements, mezzanines, penthouses, corridors, lobbies, stores and offices, that are within the principal outside faces of exterior walls, not including architectural setbacks or projections. Included are all areas that have floor surfaces with clear standing head room (6 feet, 6 inches minimum) regardless of their use. If a ground-level area, or part thereof, within the principal outside faces of the exterior walls is not enclosed, this GFA is considered part of the overall square footage of the building. However, unroofed areas and unenclosed roofed-over spaces, except those contained within the principle outside faces of exterior walls, should be excluded from the area calculations. For purposes of trip generation and parking generation calculations, the GFA of any parking garages within the building should not be included within the GFA of the entire building. The unit of measurement for office buildings is currently GFA; however, it may be desirable to also obtain data related to gross rentable area and net rentable area. With the exception of buildings containing enclosed malls or atriums, GFA is equal to gross leasable area and gross rentable area.

Optional Alternate Rate and Fee Calculation

Transportation

If you want us to use trip generation rates other than those used in the City's Transportation SDC Ordinance and Rate Study, you must submit data certified by a professional traffic engineer. Use *Request for Alternate Trip Generation Rate and SDC Calculation Form TSDC-3* to submit such data, and attach it to this application. Institutional development (educational and medical campuses) may elect to base SDC on annual changes in trip generation. Submit *Election by Institutional Development of Special Trip Generation Rate and SDC Calculation Form TSDC-4*.

Parks

If you want us to use an alternate number of persons per Dwelling Unit for residential development, or resident equivalents for non-residential development than those used in the City's Parks SDC Methodology Report, you need to submit documentation, analyzed and certified by a suitable and competent professional. Alternative SDC rate calculations must be based on analysis of occupancy of classes of structures, not on the intended occupancy of a particular New Development. Use Alternative SDC Rate Request (Form PSDC-6) and attach it to this application.

Optional Credit for

Providing Qualified Public Improvements

Transportation

If you want to reduce the amount of your Transportation SDC, you may make improvements to specific transportation facilities in the City of Portland. Use "Request for Credit for Qualified Public Improvement" Form TSDC-5 to submit such data, and attach it to this application.

Parks

To reduce the amount of your Parks SDC, you may donate property or improvements to certain qualified park facilities in the City of Portland. Use "Request for Parks SDC Credit for Qualified Public Improvement" (Form PSDC-7) to submit a request, and attach it to this application.

Timing and Method of Payment

The City will give you a Notification of SDC Fees if you are required to pay any charges for your development. At this point you will decide when and how to pay for the SDCs.

For all SDCs...

- Pay by cash, check, money order or credit card at the time the City issues a building permit.
- Water SDCs are due when water services are purchased. Pay by check, money order or credit card.
- Request a City loan by completing and signing an installment contract to pay the SDCs in monthly installments over a number of years.*
- Defer payment for 6, 9, or 12 months, depending on the project valuation.
- Transfer SDC credits (contact respective bureaus for more information).

* **SPECIAL NOTE:** The City secures a loan or deferral by recording a lien on the benefited property. The lien remains in effect until the SDCs are paid in full. The City charges a non-refundable processing fee to cover the expense of setting up a loan or deferral. The installment contract must be signed by the property owner of record before the City authorizes a loan for the SDCs.

If you need help:

If you need help with this form or have questions about your Systems Development Charge (SDC) please call:
Portland Bureau of Transportation..... 503-823-7002
Bureau of Parks and Recreation 503-823-5105
Bureau of Environmental Services 503-823-7761
Portland Water Bureau 503-823-7368

Portland Housing Bureau (PHB) administers the SDC Exemption Program for affordable housing.

For more information:

Website: www.portlandoregon.gov/phb/sdc

E-mail: Inclusionary-Housing@portlandoregon.gov

Phone: 503-823-9042