

# 5 Applying for a New Single Family Residential Project and Sample Fees



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Learn more about the review process for New Single Family Residential (NSFR) and new detached Accessory Dwelling Unit projects.

## One- or two-family units

For one- or two-dwelling unit projects, you can:

- Submit your application, plans, and forms through [DevHub PDX](#).

## Three or more units

Use the Batch Submittal and Review Process.

- With three or more units
- Built to the Oregon Residential Specialty Code
- Located on a single tax lot or attached to each other

Examples of Batch Submittal projects could include three townhouse units, or three or more single-family homes on one tax lot.

These projects need Batch Submittal processing due to unique Planning and Zoning requirements. Also, projects with many structures on one tax lot need a separate Site Development permit. This permit is for things like driveways, utilities, and landscaping.

You can include the mechanical, electrical, and plumbing trade work permits with your NSFR application. Please complete and sign each of the trade permit applications at the time of NSFR application.

## Apply online for a NSFR application

You can apply for permits online using our [Development Hub PDX](#) application. For more information you may want to visit our [NSFR and New Detached ADU webpage](#).

We'll notify you by email about the status of your application. If it is complete, we'll bill you for intake fees. After you pay intake fees, the NSFR will be under review. If we need more corrections or more information, we'll contact you.

## Still need help? Call us or schedule a 15-minute appointment

If you have questions, we recommend you call Permitting Services at 503-823-7357. Or, book a free 15-minute appointment with us. You can book an appointment when you call. Or, schedule the appointment on our website: [www.portland.gov/bds/early-assistance/15-minute-appointments](http://www.portland.gov/bds/early-assistance/15-minute-appointments).

## NSFR submittal and review process – for one or two units

1. Include each of these items in your application:
  - a. Completed NSFR application packet
  - b. Four sets of complete plans with an additional 11x17 site plan.
  - c. Everything listed in the NSFR Minimum Submittal Checklist.
2. Meet with a Technician in the Permit Center to check the completeness of your NSFR application packet and plans. Or, schedule a 15-minute appointment to discuss your plans.
3. We'll bill you for intake fees if we approve the plans and application materials for intake. After we receive your intake fee payment, the NSFR will be under review. You can check on your application status by calling Permitting Services or by checking the website: [www.portland.gov/bds/permit-review-process/status-your-permit](http://www.portland.gov/bds/permit-review-process/status-your-permit)

## NSFR submittal and review process – for three or more units

1. You can apply online or make an appointment with our Development Services Technicians to drop off your plans.
  - a. Completed batch intake worksheet and NSFR application packet for each building type
  - b. 4 sets of complete plans
  - c. Other items listed on the NSFR Minimum Submittal Checklist
  - d. Site development permit application
  - e. Trade permit applications (for combination permits)
2. We'll assign a Process Manager to your project. If your application seems complete, we'll invoice you for intake fees. After you pay intake fees, the application will be under review. If we need changes or more information, we'll contact you.

## Sample Fees for NSFR and New Detached ADUs

1. The City of Portland welcomes the opportunity to work with you on your new single family residence project. Learn more about what fees may be required for your project through our [NSFR and New Detached ADU Sample Fees page](#). Each project is unique and some fees may vary even for homes with identical square footage. Fees will depend on the types of permits you are applying for as well as the valuation of your project.
2. For comprehensive information on fees and our current fee schedules, please refer to our [fees and system development charges page](#).
3. You may also utilize our [Building Permit Fee Estimator](#) to get a better estimate of what fees you might be need to pay for your project.