



PREPARE CORRECTED PAPER PLANS

Submitting your plans when responding to Checksheets requires preparation. With this instructional, learn how to:

- Mark-up your updated plans
- Organize updated plans with the old plans
- Complete the Checksheet Response form
- Schedule a drop-off appointment



Detailed instructions
available at Portland.gov

! IMPORTANT NOTES:

RED INK IS REQUIRED

All mark-ups and notes must be made with red ink or red marker.

CHANGES TO PLANS

Edits must be made with red ink or by replacing the entire page. Do NOT glue, staple or tape changes to plans.

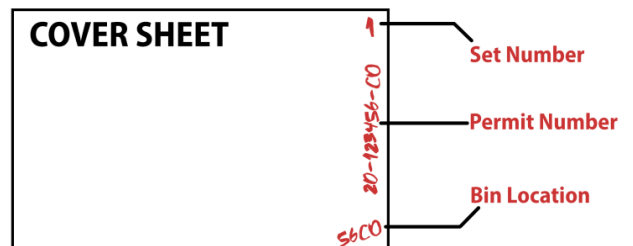
RESPOND TO ALL ITEMS

Respond to every item on the Checksheet. We will NOT accept incomplete Checksheet Responses.

REPLACING COVER SHEETS

On the right margin of the cover sheet write the following in red marker:

- Plan set number
- Permit number
- Bin location



REPLACING ENTIRE PLAN SET

In red ink, on the front cover sheet, write:

- The current **date**
- Write the note: "**Replaced entire set**"

DATE ALL NEW PAGES

For every new page, in red ink pen, write the current **date in the lower right corner**.

PREPARING PLAN SET #1

Any pages that you are replacing are called "voided pages".

- Mark voided pages "**VOID**" in red marker.
- Attach **all voided pages to the back** of the new plan set 1.

REMINDER: Keep **all** voided pages in plan set #1.



CHECKSHEET RESPONSE



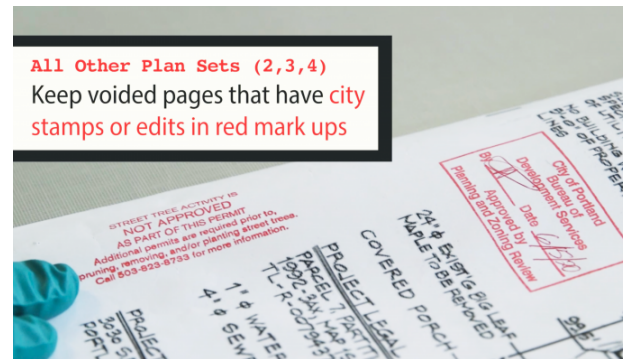
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PREPARING PLAN SET #2,3,4

For all other plan sets, **only keep voided pages if they have city stamps or red mark-ups.**

- Mark voided pages "**VOID**" in red marker.
- Attach voided pages that have city stamps or red markings to the back of the new plan sets.

If there are voided pages that do not have city stamps or red markings you don't need to include them.



COMPLETE THE CHECKSHEET RESPONSE FORM

You are required to **respond to every item on the Checksheet.** We will not accept incomplete Checksheet Responses.

- Include your **full name and a phone number** we can reach you in case we have questions.

Submit Checksheet Responses to as many reviews as possible in one appointment.

SUPPLEMENTAL DOCUMENTS

For revised or additional documents

- **Write the current date and permit number on the documents cover sheet**
- Write a note that states either, "**Replacing Previous Documentation**" or "**Replacing Additional Documentation**"

PUT IT ALL TOGETHER

Using binder clips or a stapler, bind the pages together on the left side for each set. Roll the sets up and secure each set with a rubber band. Then **wrap the Checksheet and Checksheet Response form around all the plan sets** securing everything with a rubber band.

RETURN PLANS TO THE PERMIT CENTER

- Book a **Drop-off** appointment online
- At the Development Services Center Permit Center lobby **drop-off your corrections on the shelf labeled "Corrections Drop-off"**
- Thank you for observing physical distancing and wearing a face-covering in the lobby



Link to Checksheet Response form and Online Scheduling System