



City of Portland, Oregon - Portland Permitting & Development

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

Facility Permit Program Deferred Submittal Requirements and Application

Minimum Submittal Requirements (check all boxes and sign below):

- A copy of this application
- Plans stamped and signed by a Design Engineer or Architect registered in Oregon. One PDF copy of plans for electronic submittals or three copies for paper submittals.
- Calculations and product information. One PDF copy for electronic submittals or two copies for paper submittals
- Plan views and elevations identifying the location(s) as approved by the Engineer and/or Architect of Record must be submitted as appropriate but are required when the deferred submittal items include exterior elements
- Prior to submitting the deferred submittal, the Engineer of Record and/or Architect of Record responsible for the building shall review the deferred submittal plans and supporting materials and add a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance with the design of the building. The notation shall be made on the deferred submittal drawings. Review stamps on letters of transmission are not acceptable. Exception: the notation is not required on deferred submittals for roof trusses in residential construction when an Engineer or Architect of Record is not involved with the design of the building.

I certify this deferred submittal application meets the minimum submittal requirements as outlined above.

Applicant Signature: _____ Date: _____

Contractor submittal information:

Contact name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

Value of deferred submittal _____ Issued FPP building permit # _____

Job site address _____

Description/Scope of work:

Engineer/Architect of Record for the building information (Not Required for roof trusses in residential construction when an Engineer or Architect of Record is not involved with the design of the building)

Name : _____ Phone _____

Design Engineer for the deferred items

Name : _____ Phone _____

Helpful Information

Portland Permitting & Development
1900 SW 4th Avenue, Portland, OR 97201

Email: PPDFPPIntake@portlandoregon.gov

Important Telephone Numbers

PP&D main number 503-823-7300
DSC automated information line 503-823-7310
Building code information..... 503-823-1456
PP&D 24-hour inspection request line 503-823-7000
Residential information for
one- and two-family dwellings..... 503-823-7388
City of Portland TTY 503-823-6868

Information is subject to change