



City of Portland, Oregon
Bureau of Development Services
Inspection Services - Facility Permit Program
FROM CONCEPT TO CONSTRUCTION

Carmen Rubio, Commissioner
David Kuhnhausen, Interim Director
Phone: (503) 823-7300
TTY: 711
www.portland.gov/bds

FACILITY PERMIT PROGRAM

FPP PERMIT PLAN INTAKE FORM INSTRUCTIONS AND SUBMITTAL INFORMATION PACKET

FACILITY PERMIT PROGRAM SUBMITTAL REQUIREMENTS

FPP PERMIT PLAN INTAKE FORM



City of Portland, Oregon - Bureau of Development Services

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



FPP Permit Plan Intake Form

Submit completed form to
BDSFPPIntake@portlandoregon.gov

FOR INTAKE, STAFF USE ONLY

Date Received _____ Building Registration # _____
BLD/MECH _____ ELE _____ PW _____ FIRE _____ Other _____

APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Print Name _____ Signature _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ FAX _____ Email _____

Contact Name for plan/permit pick up _____

Phone _____ Email _____

Building Name _____ Project Address _____ Flr _____ Ste/Space # _____

Existing Tenant NEW Tenant 1st Tenant in a VACANT space Tenant Name _____

Description of Work Proposed

Mechanical Work Proposed

Project Valuation _____ Mechanical Valuation _____

Bld/Mech Permit # _____ If there is no Bld/Mech Permit, RP must sign below)

Project Reference # (PR#) /Billing ID # (This is not YOUR Company Job Number) _____

Responsible Party (RP) Signature for Authorization that project was vetted through them and the PR# is accurate:

RP Name _____ RP Signature _____

Building Contractor _____ Address _____ CCB # _____

Mechanical Contractor _____ Address _____ CCB # _____

Electrical Contractor _____ BCD # _____ CCB # _____

Plumbing Contractor _____ BCD # _____ CCB # _____

Building Permit

No. of Stories _____

Const. Type _____

- Alarms Required
 Smoke Det. Req'd
 Sprinklers Req'd
 Struct. Eng / Calcs Submitted

Plumbing Permit

Number of Fixtures _____

Back Flow Devices _____

Medical Gas _____

Other _____

Electrical Permit

Provide completed electrical trade permit application that has been signed by the contractor. FAX to 503-823-7425.

Provide completed plumbing trade permit application that has been signed by the contractor. FAX to 503-823-7425.

FPP PERMIT PLAN INTAKE FORM BREAKDOWN:

- Review all sections to ensure the form is filled out in its entirety.
- Fillable FPP Permit Plan Intake Form; <https://www.portlandoregon.gov/bds/index.cfm?a=92735>
- **APPLICANT:**
 - This is the ***single point of contact*** for the City regarding this scope of work. This individual will receive all communications from the City including:
 - Notification the permit is set up and under review
 - Checksheets
 - Permit tech/reviewer questions
 - Notification if fees are due prior to issuance
 - CCB license information required prior to issuance

APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Print Name _____ Signature _____
Street Address _____
City _____ State _____ Zip Code _____
Phone _____ FAX _____ Email _____

- **CONTACT NAME:**
 - This section identifies who will received the approved plans and permit – this includes paper and electronic submittals. Note that most notifications are done via email.

Contact Name for plan/permit pick up _____
Phone _____ Email _____

- **PROJECT INFORMATION**

- **VERY IMPORTANT** – this section must be complete before a permit may be set up.

Building Name	Project Address	Fir	Ste/Space #
<input type="checkbox"/> Existing Tenant	<input type="checkbox"/> NEW Tenant	<input type="checkbox"/> 1st Tenant in a VACANT space	Tenant Name
Description of Work Proposed			
Mechanical Work Proposed			
Project Valuation	Mechanical Valuation		
Bld/Mech Permit #	If there is no Bld/Mech Permit, RP must sign below)		
Project Reference # (PR#) /Billing ID # (This is not YOUR Company Job Number)			
Responsible Party (RP) Signature for Authorization that project was vetted through them and the PR# is accurate:			
RP Name	RP Signature		
Building Contractor			CCB #
Mechanical Contractor			CCB #
Electrical Contractor	BCD #	CCB #	
Plumbing Contractor	BCD #	CCB #	

- **BUILDING NAME:**
 - For example: Central Library
- **BUILDING ADDRESS AND LOCATION:** physical address of the building including the floor and suite/space number where the work is being proposed.
- **TENANT INFORMATION:** Indicate if this is a new, existing, or 1st time tenant in the space. In addition, the name of the new or existing tenant is required.
- **DESCRIPTION OF WORK PROPOSED:** provide a description of the proposed construction work.
 - For example: Remodel existing breakroom, remodel existing bathrooms and replace exterior south elevation door.
 - Indicate if there is a change of occupancy
- **MECHANICAL WORK PROPOSED:** provide a description of proposed mechanical work.

- **PROJECT VALUATION:** Valuation based on cost of proposed work. This should include all proposed work as defined below in the Fair Market Value bullet point. This should not include proposed mechanical work. (see methodology below):
 - **Total Calculated Permit Valuation:** Permit Valuation Methodology: The Permit Valuation methodology is mandated by the State of Oregon in OAR 918-050-0100. A structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure. The square footage of a building, addition, or garage shall be determined from outside exterior wall to outside exterior wall for each level. The valuation used will be the greater of either the above calculated value or the value as stated by the applicant. A structural permit fee for alterations or repair shall be based on the fair market value of the permitted work as determined by the building official and defined below.
 - **Fair Market Value:** The Fair Market Value to be used in computing the permit fee for alterations and repair shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent work or equipment, and contractor's profit.

- **MECHANICAL VALUATION:** This should include the valuation of the proposed mechanical work only.

- **BLDG/MECH PERMIT #:** If applying for a mechanical permit and there is an associated building permit indicate the building permit number.

- **PROJECT REFERENCE #/BILLING ID #:**
 - The "Project Reference Number" (Billing Number) is a set of numbers and/or letters that is ***(created by the Responsible Party or the Building Management Company)*** similar to a purchase order number. This is not **YOUR JOB NUMBER**.
 - The "Project Reference Number" (Billing Number) is our authorization to bill the Responsible Party and provides them with a reference number on our invoices that can be used to tie the review and inspection charges for the permit to the corresponding project. Typically, the same "Project Reference Number" will be used for the building permit and all related trade permits for the same project.
 - **Please note: If we do not have a Project Reference Number, we cannot set up or issue a permit.**

- **RESPONSIBLE PARTY NAME AND SIGNATURE:** To find the FPP Responsible Party reference the Facility Permit Program Client and Building List - [FPP Client & Building List | Portland.gov](#)

1. The list is searchable with the Ctrl + F function.
2. Inspectors assigned to this building.
3. Contact information for the designated FPP Responsible Party for the building.
4. Use the building address to search for your Responsible Party information. Begin by using the whole address (i.e. 1 SW COLUMBIA ST). If this doesn't return the building information needing you can also search using the street name only as done below.

Facility Permit Program
Client and Building List

1

Find
columbia
Previous Next

Wyse Invest Serv Co/Team 20 99-125308-000-00-FC Chad Rheingold
2001847 Wyse Investment Services Co
Work: (503) 294-0400
Fax: (503) 227-2507
crheingold@wyseinvestment.com

BLD/MEC Brian Quattlebaum
ELE Dave Barnhart
PLB Jim Jones
FMO Todd Barto

Building 2000 SW 1st Ave Bld:Wyse Invest
Address 2000 SW 1ST AVE
Folder 04-002586-FC
Master 04-055552-FA

Zeller Realty Group 17-119531-000-00-FC
3964945

BLD/MEC Jim Zarr
ELE David Scranton
PLB Jim Jones
FMO Terry Kimmons

Melissa Batchelor
Zeller Realty Group
Work: (503) 412-4824
MBatchelor@ZellerRealty.com

Building Umpqua Bank Plaza:Zeller Rity
Address 1 SW COLUMBIA ST
Folder 17-119602-FC
Master 17-119603-FA

A different Project Reference#/Billing ID# is required for each project submitted through FPP. The same number cannot be used for subsequent unrelated projects. The number is a way for the building owner to track fees that are associated with a specific project. (All billing statements/invoices are sent to the owner and not the applicant.)

- **BUILDING CONTRACTOR & CCB #:**
 - If a contractor is performing the work provide their name and valid CCB license.
 - If a contractor has not been selected, please indicate To BE Determined (TBD) – contractor information is required prior to issuance of the permit.
 - If the owner is completing the work indicate Owner Doing Work.
- **MECHANICAL, ELECTRICAL, PLUMBING CONTRACTOR & CCB #:**
 - If the contractors have been selected to complete the work trade work, please provide the name of the contractor and their associated state contractors licenses.

- Although this information is provided on the intake form a standard tri-county trade permit application is required to be signed and submitted by the applicable subcontractor doing the electrical and plumbing work. (See trade submittal information on the following page.)

- **PERMIT SECTION**

<input type="checkbox"/> Building Permit No. of Stories _____ Const. Type _____	<input type="checkbox"/> <input type="checkbox"/> Alarms Required <input type="checkbox"/> <input type="checkbox"/> Smoke Det. Req'd <input type="checkbox"/> <input type="checkbox"/> Sprinklers Req'd <input type="checkbox"/> <input type="checkbox"/> Struct. Eng / Calcs Submitted	<input type="checkbox"/> Plumbing Permit Number of Fixtures _____ Back Flow Devices _____ Medical Gas _____ Other _____
<input type="checkbox"/> Electrical Permit Please provide a completed standard electrical permit application form. FAX to 503-823-7425 .	Please provide a completed standard plumbing permit application form. FAX to 503-823-7425 .	

- **BUILDING PERMIT** (See image above)
- **ELECTRICAL PERMIT:**
 - Check the box if there will be electrical work performed
 - If there will be electrical work, a signed electrical permit application is required <https://www.portlandoregon.gov/bds/article/71707>
 - Fax the completed application to 503-823-7425
 - Email your completed application to BDSFPP_FIRFAX@portlandoregon.gov.
BDSFPP_FIRFAX@portlandoregon.gov (**please note the underscore**)
- **PLUMBING PERMIT:**
 - Check the box if there will be plumbing work performed
 - Indicate the number and type of fixtures. If there are **5 or more plumbing fixtures**, plumbing plan review is required under OAR Section 918. In addition, other review groups including, but not limited to the Water Bureau and the Bureau of Environmental Services require additional review. Specific questions should be directed to the Senior FPP Plumbing Inspector.
 - Note that if **5 or more plumbing fixtures** are being removed or added a BES SDC Form is required to be submitted with your building permit submittal. See page 13 of this handout.
 - **If plan review is required plumbing plans must be submitted as part of your building permit package**
 - If there will be plumbing work, a signed plumbing permit application is required <https://www.portlandoregon.gov/bds/article/71709>
 - Fax the completed application to 503-823-7425; OR
 - Email your completed application to BDSFPP_FIRFAX@portlandoregon.gov.
BDSFPP_FIRFAX@portlandoregon.gov (**please note the underscore**)

FPP MINIMUM SUBMITTAL REQUIREMENTS

- One (1) PDF of plans, maximum of 30 pages for electronic submittal; or,
- Minimum three (3) sets of plans, minimum 31 pages for paper submittals
- One (1) PDF of application(s) – FPP Permit Plan Intake Form, FPP Mechanical Intake Form (if applicable)
- One (1) PDF of Structural Calculations Stamped by the Engineer of Record licensed w/State of Oregon, (if applicable) for electronic submittal; or,
- Two (2) sets of Structural Calculations Stamped by the Engineer of Record licensed w/State of Oregon, (if applicable) for paper submittals
- One (1) PDF of Project Manual (if applicable) for electronic submittal; or,
- One (1) Project Manual (if applicable) for paper submittals
- Plan size minimum 11x17
- Plan size maximum 36x48
- All plans must be drawn to scale (min. 1 inch = 10 ft)
- Drawings cannot contain color
- Dimensions and notes must be printed to match 12-point font minimum
- Site Plan – Required for all exterior work. Sketches and aerial photographs are not allowed. The site plan should identify the following:
 - Property lines with dimensions
 - Adjacent street names
 - Vicinity map
 - North arrow and drawing scale
 - Lot area in square feet
 - Property address, R Number, and Legal Description
 - All existing structures on site
 - All existing and proposed backflow assembly locations including size and type of water service
 - Parking layout plan including accessible parking spaces/aisles, and accessible route to building entry
 - Bike racks
 - Driveways, curbs or edge of pavement and public sidewalks
 - Proposed and existing landscaping to include both onsite information and street trees, planting strips and/or tree wells

- Elevation View (All sides) – Required for all exterior work
- Floor Plans – Required for all interior work. Fully dimensioned and labelled proposed alterations and existing conditions for each level of the building in which work is being done. They should include:
 - Uses of rooms/areas
 - Existing and proposed walls – with enlarged detail of new walls, floor and ceiling construction, and attachment details
 - Walls to be removed
 - Fire wall types and fire-rating
 - Windows, doors with swing direction and exit signs- door and window sizes, fire-rating and hardware for all doors affected
 - Stairs
 - Accessibility clearances
 - Plumbing fixtures
- Roof Plan - Required for all work done on a roof. No sketches, google maps, photographs, or aerial photographs are allowed. The roof plan should identify the following:
 - Roof materials
 - Slopes, drains, and vents
 - Access hatch
 - Roof-mounted equipment
- Code Summary -
 - Occupancy Classification/occupant loads
 - Egress path from altered area to the exterior of the building with egress signs and lighting
- Cross Section Drawings
- Architectural and/or structural “Approval” stamps - Plans are not deemed complete without the approval stamps
- Additional information that may be requested if applicable may include, but is not limited -
 - An accessibility upgrade schedule consisting of a list of proposed accessibility improvements, and their corresponding value. (To show accessibility improvements to a cost of up to 25 percent of the project value
 - Copies of all appeals, FM41 agreements, accessibility agreements for the building that could affect the space in questions

- Energy code compliance documentation including the state-approved forms and worksheets for the summary, building envelope, lighting and HVAC, as needed depending on the scope of work

MECHANICAL WORK:

Depending on the scope of work being proposed, some or all of the following may be required for submittal:

- Building permit number for the construction project associated with the mechanical work
- Drawings are to be drawn to scale (min. 1 inch = 10 ft) where necessary to verify compliance with code. (no sketches, google maps, or photographs, aerial photographs). Drawings cannot contain color
- Drawings cannot contain color
- Minimum drawing size: 11X17. Notwithstanding, all required information is to be clear and legible. Dimensions and notes must be printed to match 12-point font minimum
- Use of another professional's drawings without the permission of the professional who signed the original drawings is prohibited by copyright laws. For example, to use an architect's stamped plan set you must have their written permission and it needs to accompany your plan submittal
- Scope of work covered by the permit application is to be clearly indicated on the drawings. All other unrelated work shall not be shown
- Mechanical plans coversheet is to include:
 - An equipment list of all equipment, including weights
 - Location of proposed work to include full address, floor number, suite number, and the tenant name
 - Building type of construction
 - Occupancy
 - Number of stories
 - Is the building fully sprinklered?
- Floor Plans – Required for all interior work. They should include:
 - Use of each room or area
 - All area separation walls, occupancy separation walls, and corridors or other fire resistive elements
- Roof Plan – no sketches, google maps, photographs, or aerial photographs are allowed. The roof plan should include:
 - The entire roof and show all existing and proposed mechanical units
 - It must be drawn to scale
 - A clear detail of the height of the new unit(s) compared to the building parapet
- Site Plan – Required for all exterior work. It should include:
 - Property lines with dimensions
 - Adjacent street names
 - North arrow and drawing scale
 - All existing structures on site
 - Property address, R Number, and Legal Description

- Equipment Schedule and equipment details – IMPORTANT TO KEEP IN MIND:
 - Equipment product data
 - Size of air handling units (heating and/or cooling capacity, and weight)
 - Any electrical or mechanical component/equipment that is suspended and weighs more than 75 lbs. requires structural details showing the attachment/support
 - If the suspended equipment weighs over 200 lbs., or the plan reviewer determines the installation is unusual, then structural calculations will be required
 - Any electrical or mechanical component/equipment that is installed on a rooftop or floor/ground and weighs more than 400 lbs. requires structural details and calculations for the attachment/support
 - If the component/equipment is a like for like, push/pull (the unit is going in the exact same place as an existing unit, uses the existing support, and the new unit weighs the same or less) than structural calculations are not required. A push/pull with 10% or more increase in unit weight will require signed and stamped structural calculations to be included with the submittal
 - The attachment/support details for the like to like/push/pull are still required to be submitted with the plans

- Location of all protected penetrations and type of protection (fire stopping, fire, smoke, and/or combination smoke/fire dampers)
- Location of any ventilation and combustion air openings and ducts in relation to the property lines and in relation to any other roof openings within 10'. For horizontal venting, show distance to openings into the building such as doors, windows and intake vents
- Outside air (cfm) for ventilation of each room
- Shaft construction information
- Duct work and piping, size and location, gauge of metal
- Duct insulation information
- For sub-ducted systems, show schematic of shaft, length and support of sub-ducts, and roof mounted fan

THINGS THAT CAN EXPEDITE YOUR SUBMITTAL

- A completed FPP Permit Plan Intake Form:
 - Ensure your FPP Permit Plan Intake Form is signed by the applicant
 - Upload the application with the plan set and calculations
 - Contact the FPP Responsible Party to obtain your project reference #/billing ID# and to sign your FPP Plan Permit Intake Form if applicable
 - Provide Tenant information
 - Tenant name
 - Tenant status – new, existing, first time tenant
 - Use the fillable FPP Permit Plan Intake Form
 - If the scope of work includes a change of occupancy contact FPP prior to submittal to confirm it qualifies for the FPP program
- Electronic Submittal
 - Ensure the file name for all PDFs is under 70 characters
 - Confirm all plan pages are the same size and are submitted as a single PDF
- A complete plan set
 - Verify minimum submittal requirements have been met
 - Clearly depict the scope of work in the drawings and use the project description in the code summary to further clarify the work
 - Indicate the existing and proposed use of each room or space
 - Check the Engineer Stamp for signature and updated expiration date
 - If the drawings for submittal were designed by an architect for another project provide written permission from the architect to use their plans
 - Make certain the plans don't indicate "Not for Construction" or "For Review Only"
 - Plans that are "For Reference Only" should be submitted as a separate PDF

THINGS THAT CAN FACILITATE YOUR REVIEW

- If 5 or more plumbing fixtures are being added or removed submit a completed BES SDC form when you upload your application and plans (See page 13 of this handout)
- If your project is in a historic design review area reach out to Planning and Zoning as early as possible to determine if a historic design review will be required
- Monitor your permit on Portland Maps. As soon as all reviews are complete email BDSFPP@portlandoregon.gov to request an upload link for corrections
- When the corrections are ready for submittal verify, they meet the following criteria:
 - **IMPORTANT** – If any plan pages are changing, upload a complete new set of plans with pages removed, added or updated.
 - **IMPORTANT** – Submit plan pages that are the same size as the original submittal.
 - **IMPORTANT** – Ensure the new set of plans has the **exact same name** as the original set of plans submitted. This allows us to overlay the plan sets to see any changes and expedites the review process.

- Submit the following as separate PDFs:
 - Checksheet response(s)
 - Update plan set
 - Sheets for reference only (if applicable)
 - Updated structural calcs (if applicable)
 - Any other documentation (if applicable)

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

Please answer the following questions and mail to the attention of BES Development Review at 1900 SW 4th Avenue, Rm. 5000, Portland, OR 97201. Completion of this form is necessary in order to continue your plan review. If you have any questions, please contact BES, Development Review Team at 503-823-7761.

Building Application Case: _____

Development Description / Name: _____

Development Address (floor level & suite no.): _____

Residential / Multiple Dwellings (no. of units): _____

Calculation of Plumbing Fixture Units (PFU's) for COMMERCIAL, RETAIL, & OFFICE spaces only

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
<i>Calculation</i>			<i>(1) - (2)</i>		<i>(3) x (4)</i>
Bar Sink				2.0	
Bathtub or Combination Bath / Shower				4.0	
Clothes Washer				4.0	
Dental Unit or cuspidor				1.0	
Dishwasher				1.5	
Drinking Fountain or Water Cooler				0.5	
Laundry sink				1.5	
Lavatory (wash basin), single				1.0	
Lavatory (wash basin), sets of 2 or 3				2.0	
Service sink or Mop Basin				3.0	
Shower stall				2.0	
Sink, commercial, food & service				3.0	
Sink, general				2.0	
Urinal				2.0	
Water Closet				3.0	
Other* Floor Drain				2.0	
Other*(specify)					
* For Other fixtures, use PFU values from Oregon Plumbing Specialty Code			Total Net Changes in PFU's: <i>(if negative, enter negative #)</i> <i>(if applicable show negative # for future credit)</i>		

STORM WATER IDENTIFICATION:

Are you increasing the amount of impervious surface? YES NO

If you answered YES above, please note the Impervious Surface Area (i.e. hard surface such as roof, asphalt, concrete, building footprint, etc.) as requested below:

Total impervious area on site after completion: _____ sq.ft.

Existing impervious area before construction: _____ sq.ft.

New impervious area to be added to the site: _____ sq.ft.

Provide the amount of *lineal* footage of property fronting all public rights-of-way: _____ ft.

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

Name: _____ Signature: _____

Name of Company /Firm: _____ Date: _____

YOUR FPP TEAM

Russ Tomka

FPP Manager

503-865-6037

Carrie Heimann

Project Coordinator

503-823-0652

Carole Bechtel

Development Services Technician II

503-823-4708

Structural/Mechanical Building Inspectors

Jeff Donnelly

Senior Building Inspector

503-823-6381

Brian Quattlebaum

Senior Building Inspector

503-823-9131

Jeff Rago

Senior Building Inspector

503-823-8049

Jim Zarr

Senior Building Inspector

503-823-8856

Electrical Inspectors

Dave Barnhart

Senior Electrical Inspector

503-823-8490

Joe Botkin

Senior Electrical Inspector

503-823-5919

David Scranton

Senior Electrical Inspector

503-823-8059

Plumbing Inspector

Michael Kane

Senior Plumbing Inspector

503-823-1850

Fire Marshals

Mark Cole

Fire Inspector

503-593-8342

Geoffrey Pena

Fire Inspector

503-209-1833

*For FPP Permitting assistance or questions
please call 503.823.5996 Monday through
Friday from 8 am - 4 pm. Leave a message with
your name, phone number, permit number and
project name.*