City of Portland, Oregon - Portland Permitting & Development
1900 SW Fourth Avenue · Portland, Oregon 97201 | 503-823-7300 | www.portland.gov/ppd

FPP Permit Plan Intake Form

Submit completed form to
PPDFPPIntake@portlandoregon.gov

APPLICANT INFORMATION:

Print Name _____ Signature _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ FAX _____ Email _____

PROJECT INFORMATION:

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

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

Description of Work Proposed

If this is a building permit, are there mechanical details included with your submittal for Mechanical permit set up or will they be submitted separately? ☐ **Included** ☐ **Separately**

If mechanical details are included please complete the mechanical work proposed and mechanical valuation sections below.

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) _____

FPP 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 Permit Submittal Requirements

- Provide a completed electrical trade permit application, signed by the electrical contractor, that references the associated building permit application number.
- Submit completed electrical trade permit application via email to PPDFPPIntake@portlandoregon.gov

☐ Plumbing Permit Submittal Requirements

- Provide a completed plumbing trade permit application, signed by the plumbing contractor, that references the associated building permit application number.
- Submit completed plumbing trade permit application via email to PPDFPPIntake@portlandoregon.gov