



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

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 Contractor _____ BCD # _____ CCB # _____

Plumbing Contractor _____ BCD # _____ CCB # _____

Building Permit

[Y] [N] Alarms Required
No. of Stories _____ [Y] [N] Smoke Det. Req'd
Const. Type _____ [Y] [N] Sprinklers Req'd
[Y] [N] 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.