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

Facility Permit Program Revision Submittal Requirements and Application

A Permit Revision is required when there changes are proposed to the project after the permit has been issued. This may arise due to discrepancies between the city-approved permit drawings and actual field conditions, or because the customer has decided to alter an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved.

Applicants will provide:

- ☐ A completed copy of this application
- ☐ One PDF of the revised plan pages that clearly reflect the proposed change(s). A full plan set is not required unless all pages contain proposed changes.
- ☐ One PDF of updated calculations, if applicable.
- ☐ One PDF of product information, if applicable.
- ☐ A detailed narrative of the proposed change(s) may be required.
- ☐ Drawings and calculations must be stamped and signed by the Architect and/or the Engineer of Record, if applicable.
- ☐ Submit to Email: PPDFPPIntake@portlandoregon.gov

Contact Information:

Contact name _____

Address _____

City_____**State**_____**ZipCode**_____

Phone _____ **Email** _____

Value of revision _____ **Issued FPP building permit #** _____

Job site address _____

Description of revision:

Helpful Information:

Facility Permit Program

Portland Permitting & Development
1900 SW 4th Avenue, Portland, OR 97201
Submit to email:
PPDFPPIntake@portlandoregon.gov

Facility Permit Program (FPP) Contact Information

Facility Permit Program main number: 503-832-5996
Email: PPDFPPIntake@portlandoregon.gov
Website: Facility Permit Program (FPP)