



Applicant Overview

The goal of PDX ePlans Single PDF Process is to provide applicants a quick and easy way to access plans and keep processes moving during the [Coronavirus \(COVID-19\)](#) crisis.

The **Single PDF Process** refers to the fact that **all drawings must be together in a single PDF file**, named appropriately (see File Naming Conventions [above/below/or a URL to the File Naming Quick Steps]. **Calcs, application, and other documents** required for your permit application *must* still be uploaded as **their own PDFs separate** from the drawings PDF.

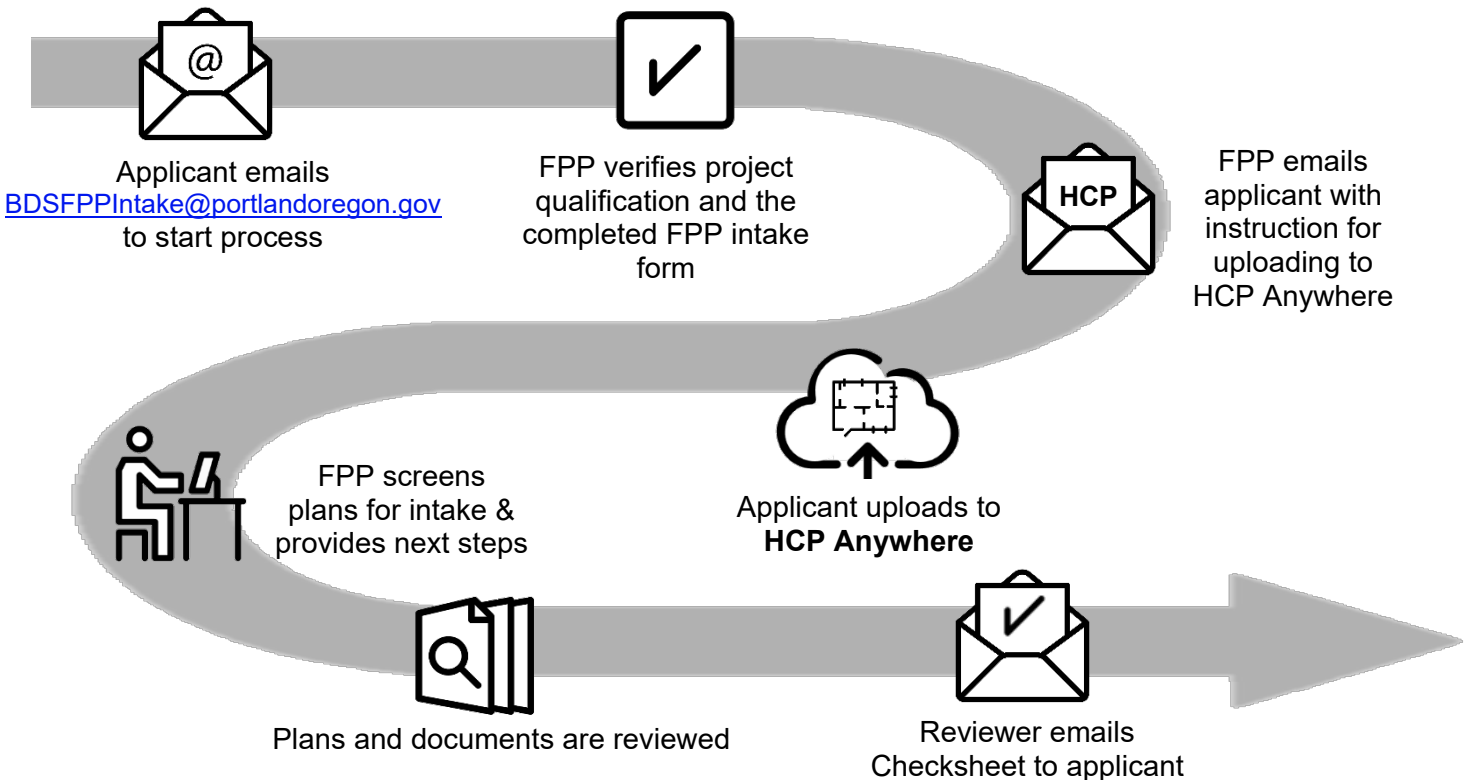
QUALIFYING PROJECTS

The City of Portland and the Facility Permit Program (FPP) are prioritizing essential services such as hospitals and clinics as they prepare for an expected surge of demand in the coming days and weeks. Also, as City staffing levels may be impacted during this crisis, it is important to ensure that FPP projects meet minimum submittal requirements to ensure they are processed in a timely manner. It is the responsibility of the applicant to verify the completeness of the project submittal.

**** During this COVID-19 emergency, the expedited review times are not available. ****

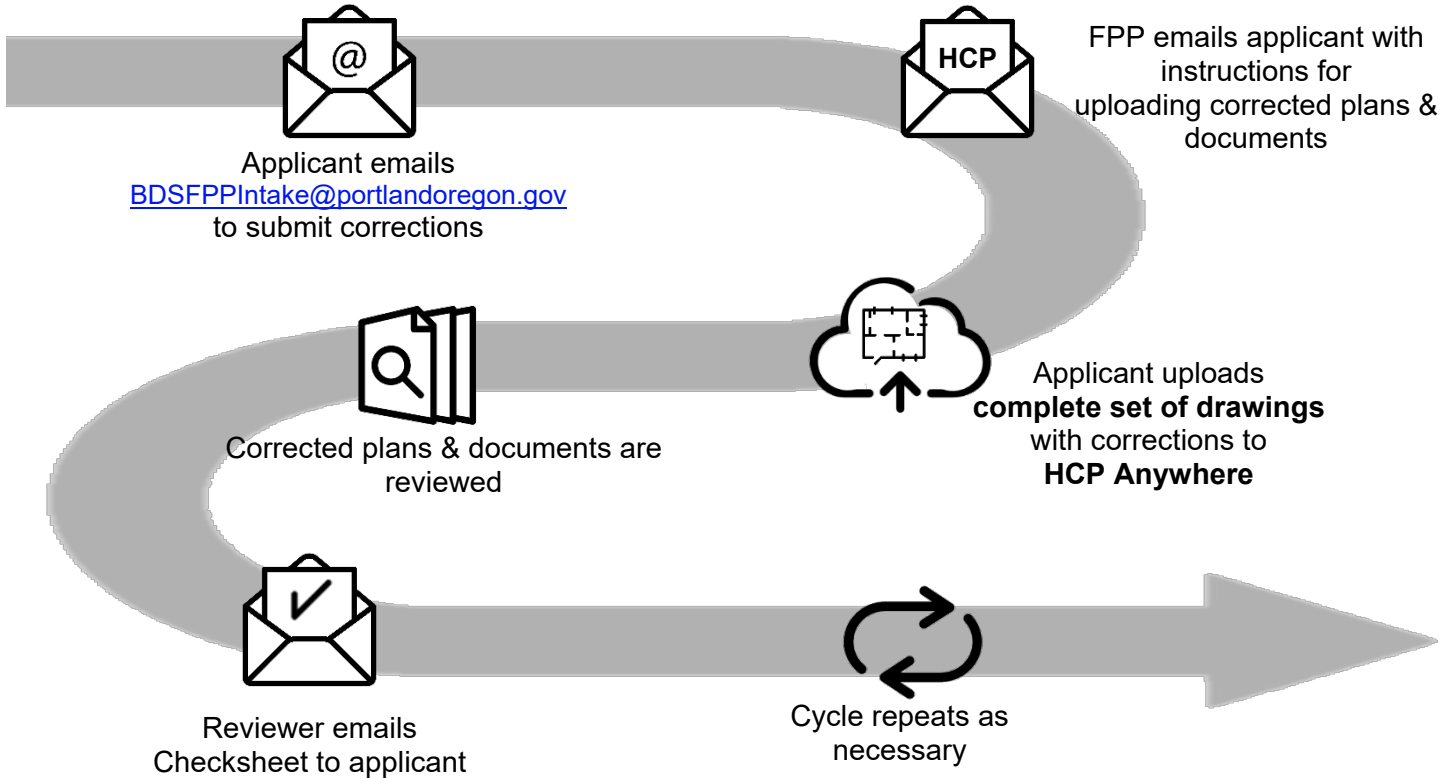
For information about the [FPP intake priority and minimum submittal requirements](#), please [read our latest Service Level Update](#) (<https://portlandoregon.gov/bds/article/757295>).

INTAKE PROCESS OVERVIEW



SUBMITTING CORRECTIONS OVERVIEW

Applicant needs to verify there are no open reviews.



ISSUANCE

