



PRELIMINARY INTAKE CHECKLIST ELECTRONIC PLAN REVIEW

DOCUMENTATION – Emailed to Process Manager

- Commercial Building Permit Application**
www.portland.gov/ppd/documents/building-permit-application
- Commercial Mech. Permit Application**
www.portland.gov/ppd/documents/mechanical-permit-application

BUILDING PLANS – Uploaded into Project Dox **Drawings** file

- Legible 1/8 Scale**
- Approved naming convention**
www.portland.gov/ppd/file-naming-standards
- Digital stamp by a registered architect and/or engineer.**
PDF or digital signature acceptable.
- Blank general drawing labeled CITY INFORMATION AND DIRECTIVES.**
This sheet must be page #2 of the set and is where you will insert reviewer requested City of Portland information related to the review.
- Fire/Life-Safety Building Code Summary**
- Plan Set Index**
- Site Plan**
- Civil**
- Landscaping** (Trees 35" dia. larger must be identified on plans.)
- Architectural**
- Foundation**
- Floor Plans**
- Sections**
- Structural**
- Shoring** – Shoring cannot be a deferred submittal and must be included
- Mechanical** – Mechanical permit will be issued with Building Permit
- Electrical** – Trade permit will be required after issuance
- Plumbing** – Trade permit will be required after issuance

DOCUMENTATION – Uploaded into Project Dox **Documents** file

- Commercial SDC Form**
www.portland.gov/ppd/documents/commercial-systems-development-charge-form
- Structural Calculations** – Files can be uploaded individually or multiple at a time. The maximum file size is 500 MB.
- Geotechnical report** – Must be an independent document
- Storm Drainage Report** (includes BES water quality management and sample O&M agreement)
- Energy Code Analysis**
- Life Safety Completeness Checklist**
www.portland.gov/ppd/documents/life-safety-completeness-checklist-commercial-permits
- P&Z Certificate of Compliance Form**
- Site Specific Seismic Hazard Study**
- Inclusionary Housing Intake Form** (20 or more new housing units)
www.portland.gov/phb/inclusionary-housing



RESOURCES

Applicant Training Videos	https://www.portland.gov/ppd/eplans-applicant-training-videos
Complete Applicant Guide	https://www.portland.gov/ppd/documents/projectdox-applicant-user-guide
Standards	https://www.portland.gov/ppd/file-naming-standards
PDX ePlans Website	https://www.portland.gov/ppd/pdx-eplans-electronic-plan-review
Upload Process	https://www.portland.gov/ppd/uploading-documents-projectdox