



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portlandoregon.gov/bds



Facility Permit Program Revision Submittal Requirements and Application

A Permit Revision is required when there are proposed changes 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 the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved.

Applicants will provide:

- A copy of this application
- Two (2) sets of calculations, if applicable
- Three (3) sets of plans that clearly reflect the proposed change(s).
- Inspector's correction notice, if revision is due to an inspection correction

Drawings and calculations must be stamped and signed by the Architect and/or the Engineer of Record, if applicable.

Contact Information:

Contact name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Value of revision _____ Issued FPP building permit # _____

Job site address _____

Description of revision:

Helpful Information:

Bureau of Development Services

City of Portland, Oregon
1900 SW 4th Avenue, Portland, OR 97201
www.portlandoregon.gov/bds

Submit your plans in person to:

Development Services Center (DSC),
Second Floor, Permitting Services.
For Hours Call 503-823-7310, select option 1

Important Telephone Numbers:

BDS main number.....503-823-7300
 DSC automated information line503-823-7310
 Facility Permit Program.....503-823-5996
 City of Portland TTY.....503-823-6868