

# Submittal Requirements



City of Portland Oregon  
Development Services Center  
1900 SW Fourth Avenue  
Portland, Oregon 97201  
503-823-3018  
[www.portlandonline.com/bds](http://www.portlandonline.com/bds)

Bureau of Development Services  
Bureau of Environmental Services  
Bureau of Parks & Recreation  
Portland Fire & Rescue  
Portland Water Bureau  
Portland Bureau of Transportation

## Commercial - Minor Interior Alterations

with only minor changes to exterior

### For projects with valuations less than \$300,000

This handout describes the information that is usually required when applying for a Commercial Alteration/Tenant Improvement Permit with a total project valuation less than \$300,000—with no increase in floor area (out or up), no structural changes, and only minor changes to the exterior.

It does NOT apply to permits that would change the occupancy or use\* of a building, increase the footprint of a structure, or alter any exterior feature beyond a same size replacement of doors or windows.

*\*If your project includes work that would change the occupancy or use of an existing building, please visit staff in the Development Services Center before you prepare your submittal materials and plans. We will help you with information tailored to your individual project requirements.*

### Application Materials

- Completed Building Permit Application
- Life Safety Completeness Checklist
- Completed Systems Development Charge (SDC) Information Form for use with Commercial Projects
- Four (4) copies of Architectural Plans for the area of proposed work and areas affected by such work

### Things to know before you start

If your alteration project exceeds \$300,000 in value,

- Please refer to the Submittal Guidelines for **Commercial Major Interior Alterations**.

If your minor alteration project (less than \$300,000 in valuation) includes additional exterior work, structural changes, or increase in building footprint,

- Please refer to the Submittal Guidelines for **Commercial New Construction, Additions, Alterations with Exterior Work, Structural Changes**

But please see us first before you prepare your submittal materials and plans. Every project we see is unique, and your commercial alteration project may not require all the items on the Submittal Guidelines.

**Systems Development Charges (SDCs)** are collected by the bureaus of Environmental Services, Parks and Recreation, Water, and the Portland Bureau of Transportation to help offset the impact your project will have on the City's infrastructure of storm and sanitary sewer systems, parks and recreation facilities, water and street systems. SDCs may be charged when:

- There is a change of use or occupancy
- The project increases the number of plumbing fixture units
- Additional dwelling units are added
- The project includes additional or redeveloped impervious surfaces of over 500 square feet or more, or if new stormwater and/or sanitary sewer connections are proposed

The Commercial SDC Form has contact numbers for each bureau charging SDCs.

---

## What permits will you need?

The Application Materials outlined on this sheet will help us to issue your building permit. For commercial alteration projects, you may also need separate plumbing, mechanical, and/or electrical permits for work done by contractors in each specialty, depending on your individual project.

## Need Help?

We encourage you to visit the Development Services Center (DSC) to discuss your individual project needs. Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information, or your alteration project may not require all the items on this list. If you are unsure, please contact us.

---

## Plan Document Checklist

- Please clearly distinguish between existing conditions and proposed work.
- The plans may need to be stamped by an architect or engineer, registered in the State of Oregon.
- The plans must be legible, reproducible, black and white, with appropriate line weights and line types. Use a paper size, and a recognizable scale that will provide room to clearly show all details and allow for the addition of City review notes and stamps.
- Minimum printed text size for dimensions and notes is 3/32", or the equivalent of 12 point font; i.e. the underlined font is Times New Roman 12.

### Architectural Plans

- General Notes including scope of work proposed, building location, tenant space location, suite number and/or business name, Building Code edition, Building Construction Type, Uses of building, Occupancy Classification(s), Separated or Nonseparated Uses, number of stories, overall building area (square feet), floor area of alteration, fire sprinkler type and extent of coverage, fire alarms, number of plumbing fixtures required and provided, any other applicable building code information
- Code Summary Floor Plans (may be on main plan or a separate full floor diagram plan) clearly showing fire wall types and fire-rating (i.e., area separations, occupancy separations, corridors, exits enclosures, shafts, etc.), uses of rooms/areas and occupancy classifications, occupant loads, smoke detectors, egress paths from the altered area to the exterior of the building with exit signs and egress lighting
- Floor Plans of the proposed alterations, fully dimensioned and labeled, including existing and proposed walls, walls to be removed, doors with swing direction, windows, stairs, plumbing fixtures, accessibility clearances, uses of rooms/areas, fire-rating of walls
- For buildings with existing on-site parking, a Site Plan showing accessible parking space(s) with dimensions, and an accessible route from the parking space(s) to the building entry
- Enlarged details of new walls, floor and ceiling construction and attachment details
- Door and window sizes, fire-rating, and hardware for all doors affected

### Plumbing Plans

- For exterior site utility piping provide the location, size, and type of all material for water service, rain drains, sanitary sewer, storm water sewer lines, and new/existing connections..
- Projects with the installation and/or alteration of any of the following must include complete plumbing piping plans showing waste, vent, and water piping, with existing and proposed fixture unit counts calculated in accordance with the Oregon State Plumbing Specialty Code, Table 6-4 and Table 7-3. Riser diagrams may be required for projects three or more stories in height.
  - Chemical drainage waste and vent systems containing chemical agents potentially detrimental to the integrity of a plumbing system
  - Wastewater pretreatment systems for building sewers or pollution controls (source controls)
  - Vacuum drainage waste and vent systems
  - Reclaimed wastewater or harvested rainwater systems
  - Commercial booster pump system needed to maintain a minimum residual water pressure in a structure supplied by a municipal source
  - Plumbing system requiring a building water service line with an interior diameter or nominal pipe size of 2 inches or greater except those 2 inch systems which have been designed and stamped by a licensed engineer

- Medical gas and vacuum system for healthcare facility
- Installation of any multi-purpose fire sprinkler system under standards adopted by the department
- Grease processing /interception equipment systems for food service establishments and food processing facilities
- A separate plumbing permit must be obtained by the plumbing contractor
- Food Service Establishments are required to have outside agency reviews, contact Multnomah County Health Department 503-988-3400 and Oregon Agriculture Department 503-986-4720

**If mechanical work is part of the submittal include**

- HVAC Floor Plans indicating locations of shafts, corridors, occupancy separations and all other fire rated construction as shown on the most current Architectural Floor Plans, sizes and locations of duct work, fire and smoke dampers at penetrations through fire rated construction, and design criteria for outside air.
- HVAC Roof Plan is required when there are new or replacement units. Identify the types, sizes, locations and weights of mechanical equipment, and dimensions from equipment to the edge of roof

*Is your site in a flood hazard area? Please direct floodplain development questions to Site Development at (503) 823-6892.*

**Additional Information for Minor Interior Alterations**

- Two (2) copies of an Accessibility Upgrade Schedule consisting of a list of proposed accessibility improvements, and their corresponding value. (To show accessibility improvements to a cost of up to 25 percent of the project value)
- Two (2) copies of all Appeals, FM 41 Agreements, Accessibility Agreements, etc. for the building that could affect the space in question
- Two (2) copies of Energy Code Lighting Budget, as needed

**Helpful Information**

**Bureau of Development Services**

City of Portland, Oregon  
 1900 SW 4th Avenue, Portland, OR 97201  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

**General Office Hours:**

Monday through Friday, 8:00 am to 5:00 pm  
 BDS main number: 503-823-7300

**Permit Information is available at the following location:**

Development Services Center (First Floor)  
 For Hours Call 503-823-7310  
 or visit [www.PortlandOregon.gov/bds](http://www.PortlandOregon.gov/bds)  
 Permitting Services (Second Floor)  
 For Hours Call 503-823-7310  
 or visit [www.PortlandOregon.gov/bds](http://www.PortlandOregon.gov/bds)

**For more detailed information regarding the bureau's hours of operation and available services:**



*All information in this publication is subject to change.*

**Important telephone numbers**

- BDS main number .....503-823-7300
- DSC automated information line .....503-823-7310
- Building code information .....503-823-1456
- Zoning information .....503-823-7526
- Permit information for electrical, mechanical, plumbing, sewer and sign.....503-823-7363
- Development review process .....503-823-7357
- Permit resources and records.....503-823-7660

**System development charges information**

- Bureau of Environmental Services.....503-823-7761
- Bureau of Parks & Recreation.....503-823-5105
- Portland Water Bureau.....503-823-7364
- Portland Bureau of Transportation.....503-823-7002
- BDS 24 hour inspection request line requires IVR number and three digit type of inspection code .....503-823-7000
- Portland License Bureau.....503-823-5157
- City of Portland TTY .....503-823-6868