

Submittal Requirements - 1 & 2 Family Residential



City of Portland Oregon
Development Services Center
1900 SW Fourth Avenue
Portland, Oregon 97201
503-823-7300
www.portland.gov/bds

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

Additions to the envelope of a structure, not adding an additional dwelling unit

This handout describes the information that must be submitted when applying for a permit to increase the floor area (“envelope”) of an existing one or two family dwelling. It does NOT apply where the project will result in an additional dwelling unit. See the [Adding a Dwelling Unit](#) submittal requirements.

If your project will also involve the addition of a garage, please see our [Minimum Submittal Standards for Garages and Sheds](#).

Submittal Materials must clearly distinguish between existing conditions and proposed work. Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information. Drawings must be black and white (color cannot be accepted) and clearly legible, with dimensions and notes printed to match 12-point font minimum; i.e. the underlined font is Times New Roman 12. Google maps and Portland maps are not acceptable. Additional information on drawing standards can be found in Brochure #6 [What Plans do I need for a Building Permit](#).

- Completed [Building Permit Application](#)
- [Tree preservation standards](#) apply to projects with ground disturbance activity if the lot is 5,000 square feet or greater
- [Erosion Control plan](#) (may be a part of the Site Plan) if the project will result in disturbing the ground
- Soils Report if lot slope exceeds 20% or if non-prescriptive foundation designs are proposed. Special studies may be required for properties in or near Mapped Landslide Inventory Areas.
- A Stormwater Plan and/or a Mitigation Form if your project will add more than 500 square feet of impervious area.
- Four (4) copies of Site, Architectural, and Structural Drawings for the area of proposed work and areas affected by such work. Please refer to page 2 for details on plan requirements specific to Additions (footprint only)
- Structural Calculations—Two (2) set prepared and stamped by the architect or engineer in the State of Oregon of record for the work covered. Calculations shall include a design summary and be sufficiently complete to demonstrate that the structural system is capable of supporting all imposed vertical and lateral loads and to demonstrate how loads are carried to the foundation.
- [Residential Water Service Application](#) (if more than 3.5 bathrooms)
- If your project includes Electrical, Mechanical and/or Plumbing work you must submit a signed electrical, mechanical, plumbing application(s) at the time your permit is processed. Useful links to the Trade Applications:
 - [Mechanical](#)
 - [Electrical](#)
 - [Plumbing](#)
- [Major Alteration and Addition Neighborhood Notice Certification Form](#) if your project includes any of the following:
 1. Adding any new story, including a basement or other below-grade structure. Raising a structure to meet the required headroom in a basement is considered the same as creating a basement.
 2. Increasing or replacing 50 percent or more of the exterior wall area on any floor. If the subflooring under an exterior wall is removed, it will be treated as if the wall were removed.
 3. Adding total new floor area to the existing structure that exceeds 800 square feet, or
 4. Adding an area exceeding 100 percent of the existing foundation footprint area of the structure.

Site Plans (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1'. Minimum printed text size is 3/32")

- Property lines, with dimensions. **Please note: At the time of the setback inspection you are required to provide exposed property corner pins readily viewable on at least one side of the property from the front to the back of the property with a string line set for reference, or provide a survey that identifies the property lines, for the purpose of measuring the required building setbacks.**
- Total area (in square feet) of the lot
- Adjacent streets and any easements
- Property address and R number
- North arrow
- Grade elevations at property corners and corners of structure(s) with reference elevation datum
- Distance between buildings and between buildings and property lines
- Area (in square feet) of any existing or proposed buildings
- Area (in square feet) of any proposed paving
- Landscaping – if your lot is 5,000 sq. ft. or greater, show the location, size, and species of existing trees that are 6" diameter and larger.
- Street trees—show existing street trees.
- Location of sewer and water lines and method of stormwater disposal (if your project will add more than 500 square feet of impervious area, you will need to provide a Mitigation Form or Stormwater Plan, including Operations and Maintenance agreement)
- Major geographical features (e.g. flood plain, natural drainage courses with elevation and centerline)
- Location of existing septic tanks, cesspools and drainfields (both abandoned and in active use).

Architectural Plans (Scale of plans to be 1/4"=1' and details scaled to 1/2"=1'. Minimum printed text size is 3/32") Single line drawings are not acceptable – plans must be drawn to show wall thickness)

Fully dimensioned floor plans, showing:

- Demolished walls, existing walls to remain, and proposed walls (with wall legend)
- Windows (noting size, sill height, method of operation, safety glazing and window wells where required) and doors (showing size and swing direction) for each floor affected
- Label for use of each room
- Plumbing fixture layout
- Gas/oil furnace and water heater location
- Electrical light fixtures, exhaust fans, and smoke and carbon monoxide detectors

Exterior building elevations (3 side views, minimum), with labels for new and existing areas, existing and proposed roof pitch(es) and siding material. New building height (dormers and additional stories) must be dimensioned from an identifiable base point on the site (see: [Zoning Code Measurements Chapter](#)).

Dimensioned building section(s), showing:

- Typical wall, floor, ceiling, roof, and foundation construction
- Overall ceiling height and any dropped ceilings or soffits in converted area

Stair details with dimensions for risers, treads, headroom clearance, guardrail and handrails

Energy Conservation information:

- Insulation R-value for ceiling, walls floors, U-values for windows and doors
- [Energy Additional Measures](#) as required per ORSC N1101.3.

Details of all non-typical construction

Structural Plans (Scale of plans to be 1/4"=1' and details scaled to 1/2"=1'. Minimum printed text size is 3/32")

- ❑ Gravity load analysis showing load transfer through added or altered areas, including:
 - Roof framing plan showing existing and new members. Include beams and rafters (with lumber size, spacing and span) and supporting walls and posts.
 - Floor framing plan(s) showing existing and new members. Include beams and joists (with lumber size, spacing and span) and supporting walls and posts.
 - Foundation plan showing how new loads are supported. Include ventilation, underfloor access and holdowns.
 - Calculations for new structural elements or existing structural elements that are impacted by the addition.
- ❑ Lateral load analysis for resistance to wind and seismic forces, showing either prescriptive or engineered method, including:
 - For Prescriptive method (per ORSC R602.10): Locate, dimension and identify type of braced panels and braced wall lines. Coordinate with wall bracing work sheets. ([State of Oregon Alternative Method](#))
 - For Engineered method: drawings, details and calculations prepared and stamped by a licensed design professional showing shear walls, nailing pattern, type of sheathing, and hold downs where required. Engineering calculation packets shall be separate from the plans, but engineering details are to be incorporated into the construction documents and cross-referenced on the plans
 - Where the addition is considered minor in nature and you will be utilizing [Lateral Bracing Requirements for Minor Additions and Dormers in Existing 1&2 Family Construction](#), provide documentation that justifies the use of the referenced document.
- ❑ Where new load is added to an existing foundation, a stamped letter from an engineer addressing the adequacy of the existing foundation to support the new load and how the existing foundation conforms to the OSSC as applicable.
- ❑ Details for connections to existing construction

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

Helpful Information

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

Permitting Services (Second Floor)
For Hours Call 503-823-7310
or visit www.portland.gov/bds

[Information on choosing a contractor](#)

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

Visit our website
www.portlandoregon.gov/bds

All information 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 503-823-7368
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
Tree Hotline 503-823-8733