



PRELIMINARY INTAKE CHECKLIST ELECTRONIC PLAN REVIEW

DOCUMENTATION – Emailed to Process Manager

- Commercial Building Permit Application**

<https://www.portland.gov/bds/documents/building-permit-application>

- Commercial Mech. Permit Application**

<https://www.portland.gov/bds/documents/mechanical-permit-application>

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

- Legible 1/8 Scale**

- Approved naming convention**

https://www.portland.gov/sites/default/files/2020-07/quickreferenceguide_filenamingstandards.pdf

- 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**

<https://www.portland.gov/bds/documents/commercial-systems-development-charge-form>

- Structural Calculations** – Must be broken up into files no larger than 9MB

- 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**

<https://www.portland.gov/bds/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)

<https://www.portland.gov/phb/inclusionary-housing>



RESOURCES

- Applicant Training Videos** <https://www.portland.gov/bds/eplans-applicant-training-videos>
- Complete Applicant Guide** <https://www.portland.gov/bds/documents/applicant-user-guide>
- Standards** <https://www.portland.gov/bds/documents/eplans-approved-naming-conventions>
- PDX ePlans Website** <https://www.portland.gov/bds/pdx-eplans-electronic-plan-review>
- Upload Process** <https://www.portland.gov/bds/uploading-documents-projectdox>