



## Submitting Corrections



The **Single PDF Process** refers to the fact that **all drawings must be together in a single PDF file**, named appropriately (see [File Naming Standards](#)). **Calcs, application, and other documents** required for your permit application must still be uploaded as **their own PDFs separate** from the drawings PDF.

### PREPARING DOCUMENTS FOR CORRECTIONS

Please prepare your plans and documents according to the instructions below. This ensures your corrections can be accepted and avoids having to resubmit which can further delay your project.

1. If the first page of the plans is being updated, please add your **permit number** to the first page of the plans.
2. Include **Checksheet** and **Checksheet Responses** in your upload.
  - a. Ensure **Checksheet Responses** list a response to *every item* on the Checksheet.
  - b. See [Example 3](#).
3. Only plan pages that have been updated should be uploaded.
  - a. Please *do not* submit a cover sheet with your documents.
  - b. All updated drawing pages must be uploaded together in a **Single PDF**.
4. Changed drawings must include clouds/bubbles around the changes, preferably in **red**.
  - a. Place clouds/bubbles around *specific* changes, like numbers or details.
    - i. *Do not* place clouds/bubbles around an entire drawing.
  - b. Remove bubbles from previously corrected versions of the plans. The only bubbles that should be on the corrected pages should be around the changes that make current plans different from the last version submitted.
  - c. See [Example 1](#).
5. All files must be in PDF format.
  - a. For more information, please refer to the Quick Step on [Preparing PDFs for the Single PDF Process](#).
6. Ensure that files are **not locked** and **do not contain electronic signatures**; City Employees must be able to edit all files.



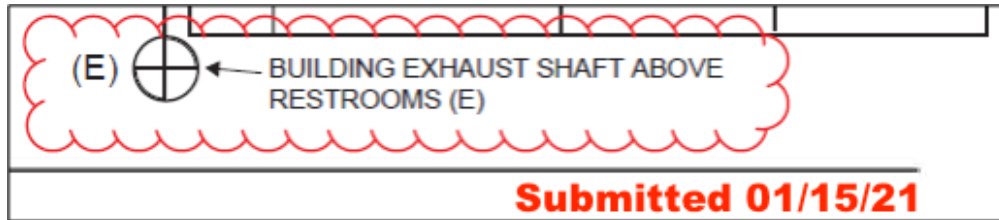
7. Please **add a red submitted date stamp** to the **bottom right-hand corner** of every single sheet being submitted, including the **Checksheet Response Form**.
  - a. The **submitted date stamp** should reflect the date you are submitting all corrected files and Checksheet Responses. It should be uniform on all submitted files.
  - b. Use font size 14 or larger
  - c. See [Examples 1 and 3](#).
8. Please **add a red “For Reference Only”** stamp on pages that hold relevant information for the reviewer but are not necessary for construction. Example: information about an adjacent building or lot.
  - a. Anything stamped with **“For Reference Only”** will not be permitted or be part of your permit and will be used for information purposes only.
9. **Remove** any stamps found on pages from previously issued permits; you may cross the stamps out if removing the stamps is not possible.
10. The drawings on plans can only be in black and gray; *no other colors may be used*.
  - a. Only stamps and clouds/bubbles on plans that indicate changes may be in red.
11. Place a red cloud/bubble around new page numbers if the page did not exist in previous versions.
12. If removing a page from the plan set, stamp the page with a **red “Removed” stamp**. *Do not delete the actual page from your plan set*; just add the **Removed** stamp.
  - a. **Removing** a page is different from **updating** a page.
    - i. A **Removed** stamp informs reviewers you no longer want a page processed in your plan set.
    - ii. **Updating** a page (with red clouds/bubbles around the changes and date stamp) informs reviewers you are revising and *not removing* a page in the plan set.
13. Each document should be in a separate file and named accordingly.
  - a. See [Example 2](#) below.
  - b. For more information, please refer to the Quick Step on [File Naming Standards](#).
14. Please name Calculation Packets as either **Supplemental** or **Replacement**.
  - a. **Supplemental** Calculation Packets provide relevant information *in addition* to the original Calculation Packet.
  - b. **Replacement** Calculation Packets provide new information *in replacement* of the original Calculation Packet.
15. Page size of corrected sheets must match page size of sheets submitted at time of permit application.

16. You will be provided a link to upload your *separate PDF document files* into *one folder* in HCP Anywhere. All documents must be separated by file name and uploaded into the same folder, but drawings must remain in one file. Please *do not* submit one large, combined PDF file of documents.
  - a. See [Example 2](#) below for file naming examples, such as Checksheet Responses.pdf, Structural Calculations.pdf, and Truss Packets.pdf.

**EXAMPLES**

**Example 1**

A red cloud/bubble and the submitted date stamp.



**Example 2**

Correct naming and separation of files uploaded into one folder in HCP Anywhere.

Name	Size	Last modified
BES Checksheet Response 9-5-20.pdf	117.7 KB	Oct 7, 2020 7:58:59 AM
Life Safety Checksheet Response 9-5-20.pdf	8.2 MB	Oct 7, 2020 7:58:59 AM
PBOT Checksheet Response 9-5-20.pdf	164.1 KB	Oct 7, 2020 7:59:00 AM
P&Z Checksheet Response 9-5-20.pdf	154.5 KB	Oct 7, 2020 7:59:00 AM
Replacement Beam Calcs.pdf	3.4 MB	Oct 7, 2020 7:59:00 AM
Replacement Trusses.pdf	707.8 KB	Oct 7, 2020 7:59:01 AM
Revised Plans.pdf	10.7 MB	Oct 7, 2020 7:59:01 AM
Simplified Approach Form.pdf	1.1 MB	Oct 7, 2020 7:59:01 AM
Site Development Checksheet Response 9-5-20.pdf	461.2 KB	Oct 7, 2020 7:59:02 AM
Supplemental Attachment Details.pdf	540.1 KB	Oct 7, 2020 7:59:02 AM
Supplemental Structural Calcs.pdf	3.2 MB	Oct 7, 2020 7:59:02 AM
Urban Forestry Checksheet Response 9-5-20.pdf	7.2 MB	Oct 7, 2020 7:59:03 AM

**Example 3**

Correctly filled out Checksheet Response Form, including a **red submitted date stamp**.

<b>Life Safety Checksheet Response</b>		
Permit #: <a href="#">20-212167-RS</a>		Date: <u>10/16/20</u>
Customer name and phone number: <b>Omar Almaz, 503-865-6365</b>		
<p><i>Note:</i> In the spaces below, please provide specific information concerning the changes that you have made in response to the checksheet. Note the checksheet item number, your response or a description of the revision, and the location of the change on the plans (i.e. page number and/or detail number). Use as many lines as needed. If the item is not in response to a checksheet, write "<b>Applicant</b>" in the column labeled "Checksheet item number."</p>		
Check sheet item number	Description of changes, corrections, additions, etc.	Location on plans
1	<b>Complete Vertical Load Calculations</b> - Per Sloan Shelton (Email, Dec. 11th, 12:40pm), this is no longer needed. "Living Space" is in the Bedroom and Bath and these spaces only apply to the center portion of the joists. The attic space behind the pony wall will not be used for storage so there is no additional loading on this portion of the joist. Removal of this item is based on a conversation with COP structural engineer – B. Pickett.	<b>S3</b>
2	<b>Bathroom Requirements</b> - Toilet, Sink, and Shower all have a minimum of 21 inches of clearance and we will install a mechanical fan for ventilation which will be designed and installed in accordance with Section M1507.4; Min. 80 cfm intermittent or 20 cfm continuous.	<b>A12</b>
3	<b>Stair Details</b> - Total Rise = 112 in, Total Run = 130, 13 Steps, Landing, 2 Steps up to Rooms. Riser = 8". Tread depth = 10", Headroom meets 6'8" requirement, and handrail requirements will be met; Project over stair no more than 4 1/2", will run continuous length of stair and turn back into wall, space between wall and rail will be 1 1/2", height will be between 30"-38" from the nosing, and handrail diameter will be between 1 1/4"-2".	<b>A13</b>
4	<b>Window Size and Function</b> – Window on East Gable will be a 3ft x 5ft Double Hung Window, with a sill height of 30 inches up from the finished floor. Our window area is 15sq/ft in and that exceeds the minimum requirement of 9 sq./ft area. Our window width meets the 36inch requirement and our Window Sill height is within the maximum 44-inch requirements.	<b>S3, S6</b>
Page 3		<b>Submitted 12/23/20</b>

## SUBMITTING CORRECTIONS

Begin working on editing your project following the requirements on your Checksheet.



To check if your reviews are complete, access [Portland Maps](#) to see your status of review.

Once **all** mandatory reviews are complete (Complete means *Approved, Not Req'd or Checksheet*), follow the steps below:

Applicant emails  
[SinglePDFCorrections@portlandoregon.gov](mailto:SinglePDFCorrections@portlandoregon.gov)  
to submit corrections.

Subject line of email to read:  
**Corrections (Permit Number) Single PDF (date)**. Please insert permit number in the following format: xx-xxxxxx-xx, examples: 21-111111-CO, 21-123456-RS

Permit technicians with Permitting Services will verify all reviews are complete.

Permitting Services will email you a link to HCP Anywhere with instructions on uploading corrected plans and documents.

Access the new link to **HCP Anywhere**, sent by Permitting Services. The HCP Anywhere link expires after 1 business day.

Upload corrected plans and documents to **HCP Anywhere**.



For corrections, please allow up to 10 business days to be screened and processed.