



Applicant Overview

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.



WARNING: Do not create files with protected digital signatures or send certified PDFs.

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

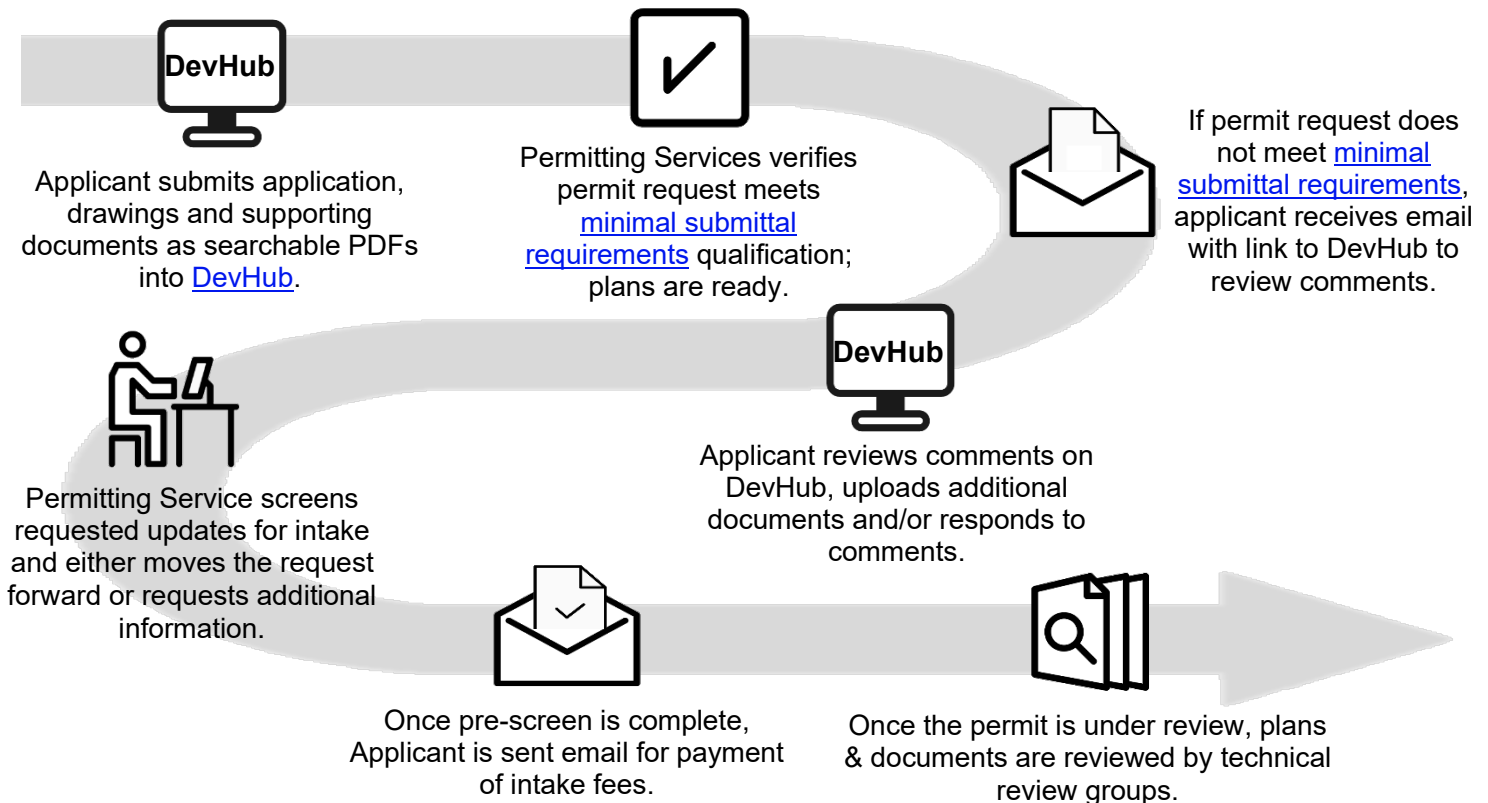
For a real-time update, call BDS General Line at 503-823-7000 and press Option 4 for an immediate fax.

QUALIFYING PROJECTS

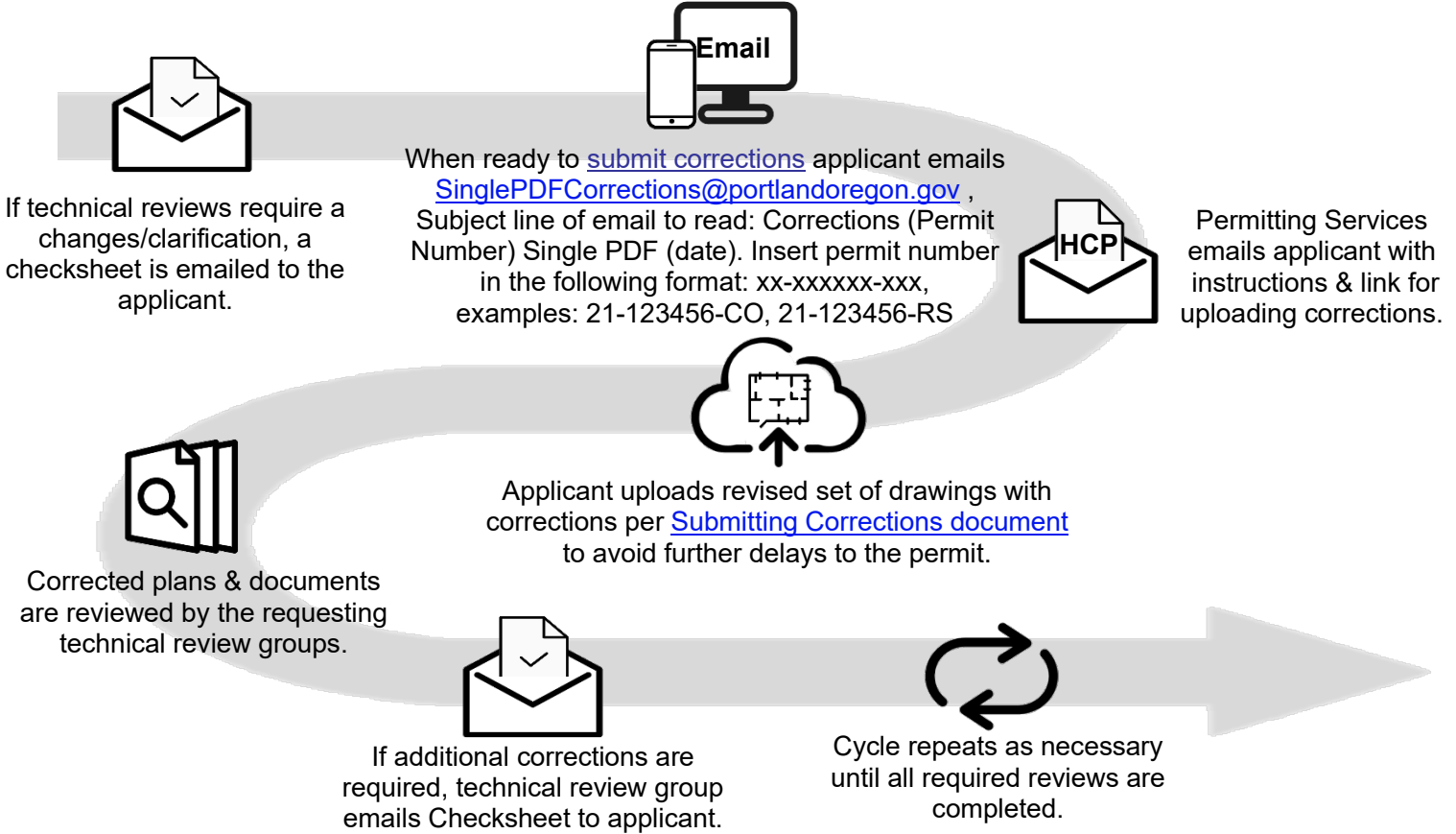
If your project is **35 pages or fewer**, it will go through the [Single PDF Process](#) for plan review.

If your project is **35 pages or more**, it will likely be processed in a [full ProjectDox review](#).

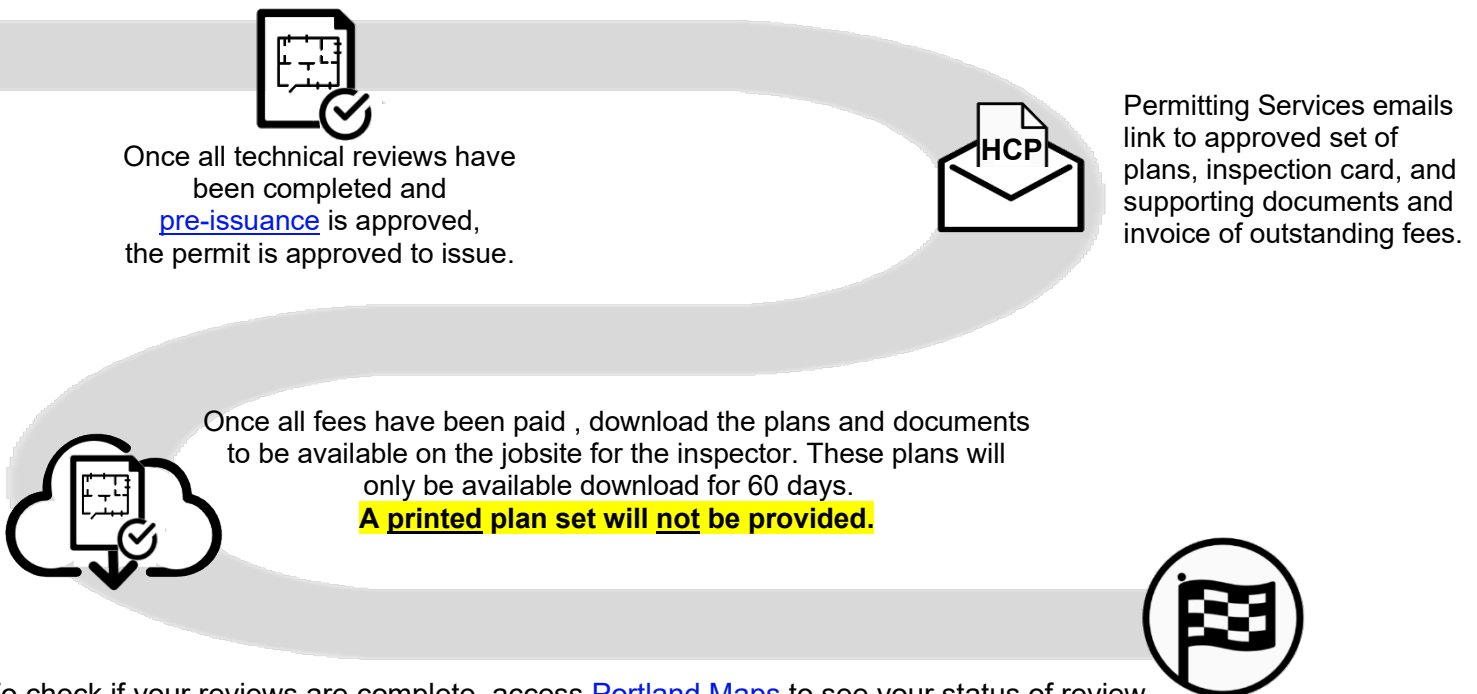
INTAKE PROCESS OVERVIEW



SUBMITTING CORRECTIONS OVERVIEW



ISSUANCE



To check if your reviews are complete, access [Portland Maps](#) to see your status of review. For a real-time update, call BDS General Line at 503-823-7000 and press Option 4 for an immediate fax.

Helpful links:

[How to Pay Fees](#)

[Preparing PDFs for the Single PDF Process](#)

[Uploading & Downloading Documents in the Single PDF Process](#)

[File Naming Standards for Files in the Single PDF Process](#)

[Preparing and Submitting Corrections in the Single PDF Process](#)