

CHECKSHEET RESPONSE INSTRUCTIONS



Bureau of
Development
Services FROM CONCEPT
TO CONSTRUCTION

PREPARE CORRECTED PAPER PLANS

Follow these instructions carefully. Failure to follow instructions will result in delays to your project. On this sheet, learn how to:

- Label your corrected plans
- Organize updated plans with the old plans
- Complete the Checksheet Response form
- Schedule a drop-off appointment



Additional resources at
[Portland.gov/BDS/
Checksheet-Prepare-Paper-Plans](http://Portland.gov/BDS/Checksheet-Prepare-Paper-Plans)

IMPORTANT NOTES:

RED INK IS REQUIRED

All mark-ups and notes must be made with red ink or red marker.

CHANGES TO PLANS

Edits must be made with red ink or by replacing the entire page. Do NOT glue, staple or tape changes to plans.

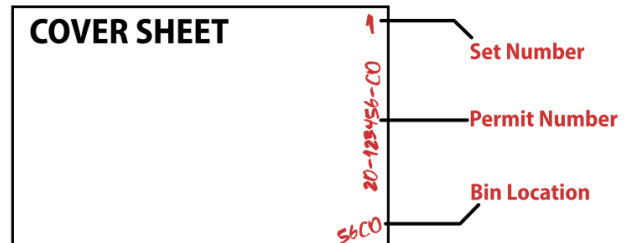
RESPOND TO ALL ITEMS

Respond to every item on the Checksheet. We will NOT accept incomplete Checksheet Responses.

REPLACING COVER SHEETS

On the right margin of the cover sheet write the following in red marker:

- Plan set number
- Permit number
- Bin location



REPLACING ENTIRE PLAN SET

In red ink, on the **new cover sheet**, write:

- The current **date**
- Write the note: **"Replaced entire set"**

DATE ALL NEW SHEETS

For every new sheet, in red ink pen, write the current **date in the lower right corner**.

PLAN SET #1

Organize corrected plans with the old plans. Old sheets that are being replaced are to be voided.

- Label old sheets **"VOID"** in red marker.
- Attach **all voided pages to the back** of the new plan set 1.

REMINDER: Keep **all** voided pages in plan set #1.



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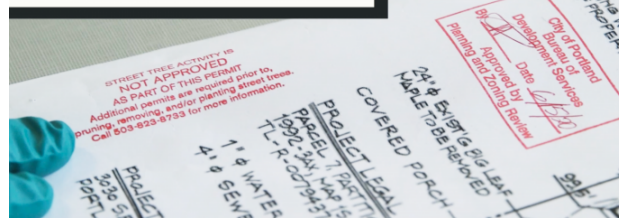
PREPARING PLAN SET #2,3,4 →

Organize corrected plans with the old plans. For all other plan sets, **only keep old sheets if they have city stamps or red mark-ups**.

- Label old sheets "**VOID**" in red marker.
- Attach voided pages that have city stamps or red markings to the back of the new plan sets.

If there are voided pages that do not have city stamps or red markings, do not include them.

All Other Plan Sets (2,3,4)
Keep voided pages that have **city stamps or edits in red mark ups**



COMPLETE THE CHECKSHEET RESPONSE FORM

You are required to **respond to every item on the Checksheet**. We will not accept incomplete Checksheet Responses.

- Include your **full name and a phone number** we can reach you in case we have questions.

Submit Checksheet Responses to as many reviews as possible in one appointment.

SUPPLEMENTAL DOCUMENTS

For revised or additional documents

- **Write the current date and permit number on the documents cover sheet**
- Write a note that states either, "**Replacing Previous Documentation**" or "**Replacing Additional Documentation**"

PUT IT ALL TOGETHER

Using binder clips or a stapler, bind the pages together on the left side for each set. Roll the sets up and secure each set with a rubber band. Then **wrap the Checksheet and Checksheet Response form around all the plan sets** securing everything with a rubber band.

RETURN PLANS TO THE PERMIT CENTER

- Book a **Drop-off** appointment online
- At the Development Services Center Permit Center lobby **drop-off your corrections on the shelf labeled "Corrections Drop-off"**
- Thank you for observing physical distancing and wearing a face-covering in the lobby



Additional resources at
Portland.gov/BDS/
Checksheet-Prepare-Paper-Plans