

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')

- Property lines, with dimensions
- 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
 - Dimensions and area (in square feet) of any existing or proposed paving
 - Location of sewer and water lines and method of stormwater disposal
- Major geographical features (e.g. flood plain, natural drainage courses with elevation and centerline)
 - Location of existing septic tanks, cesspools and drainfields

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

- All exterior building elevations (normally 3 sides required)

If you are proposing a detached Accessory Dwelling Unit over 15 feet high on a lot with an existing house, a front elevation drawing of the existing house is required

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
- Details for fire rated separation assemblies between units, such as walls, floors, and ceilings
- Stair details with dimensions for risers, treads, headroom clearance, guardrail and handrails
- Energy Conservation information: including insulation R value for ceiling, walls and floors, and location of storm windows or U value for windows in area of work
- Information on functioning and separation of utilities (plumbing, mechanical and electrical systems) between units
- 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")

- For attic conversions: Complete gravity load analysis/calculations showing load transfer from converted floor to floor(s) below and into foundation, including separate framing plan for each floor, showing lumber size, spacing and span. See also "[Conversion to Living Space](#)" handout
- For basement or garage conversions: Roof and Floor framing plans and calculations are required if walls, beams or other structural supports are removed or altered
- Engineering calculation packets shall not be attached to the plans. Engineering details are to be incorporated into the construction documents and cross-referenced from the plan view

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 | Select option 1

Permitting Services (Second Floor)
For Hours Call 503-823-7310 | Select option 4

Information on choosing a contractor

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

Visit our website
www.portland.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