



# Permit Revision Submittal Requirements and Application

A Permit Revision is required when there are proposed changes to the project after the permit has been issued. This may arise due to discrepancies between the city-approved permit drawings and actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved.

## Minimum Submittal Requirements (check all boxes and sign below):

- A copy of this application.
- One PDF copy of plans for electronic submittals or three copies for paper submittals.
- All plans must clearly reflect the proposed change(s). Changes must be bubbled.
- Drawings and calculations must be stamped and signed by the Architect and/or the Engineer of Record, if applicable.
- Project narrative for extensive revisions.
- One PDF copy of calculations and other supporting documents for electronic submittals or two copies for paper submittals.
- Copy of Inspector's correction notice, if the revision is due to an inspection correction. One PDF copy for electronic submittals and two copies for paper submittals.

## Applicant Information:

Applicant Name \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Value of Proposed Revision \_\_\_\_\_ Issued Permit # \_\_\_\_\_

Job Site Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Description of Revision \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Fees:

An invoice with permit fees will be sent to the applicant once minimum submittal requirements have been verified. Permit Revisions are subject to fees associated with plan review, processing and any increase in project value.

The Bureau of Development Services fee schedule is on the BDS web site: [www.portlandoregon.gov/bds/article/102792](http://www.portlandoregon.gov/bds/article/102792)

## Helpful Information:

Bureau of Development Services |City of Portland, Oregon

1900 SW 4th Avenue, Portland, OR 97201

For Hours Call 503-823-7310 or visit [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

## Important Telephone Numbers:

BDS main number	503-823-7300
DSC automated information line	503-823-7310
Building code information	503-823-1456
BDS 24-hour inspection request line	503-823-7000
Residential information for one- and two-family dwelling	503-823-7388
General Permit Processing and Fee Estimate info	503-823-7357
Zoning Information Line	503-823-7526
City of Portland TTY	503-823-6868