

## City of Portland, Oregon - Bureau of Development Services



1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds

## **Subcontractor Permit Information Process**

Subcontractor labels are not required on Residential Combination permits.

 Installers do not have to post labels and inspections won't be cancelled due to missing labels.

**NOTE:** Work that is not part of an RS combination permit will continue to be done with separate trade permits.

## For homeowners and subcontractors the process works as follows:

**1.** Complete the trade permit application.

## Include:

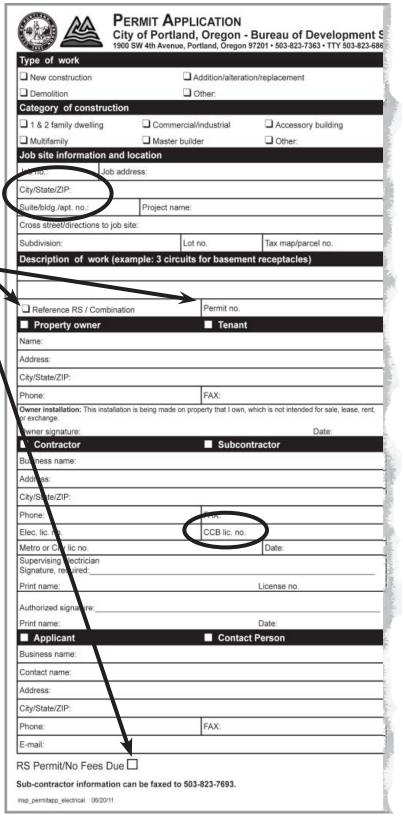
- Under Description of Work, check the box for Reference RS / Combination and provide the Permit number.
- 2. Completed trade permit applications may be FAXed to 503-823-7693 or submitted to the Development Services Center (DSC) at 1900 SW 4th Avenue, First Floor.

**NOTE:** The most common reasons that delay an inspection are a missing or illegible property address or CCB number (if applicable).

**Complete applications received by noon** will be eligible for phone-in inspection requests after 5:00 pm the same business day. Inspectors will verify the information in TRACS each morning and will contact contractors to decline the inspection if the application is incomplete.

If you need more information about the subcontractor permit application process, please contact Residential Inspections at 503-823-7388.

Permit applications are available online at www.portlandoregon.gov/bds and in the DSC.



Information is subject to change