Deferred Submittal Requirements and Application

Applicants will provide:

- ❑ A copy of this application
- ❑ Three (3) sets of plans
- ❑ One (1) set of calculations
- ❑ Two (2) sets of product information
- ❑ Drawings and calculations must be stamped and signed by an Engineer registered in Oregon and approved by the Architect/Engineer of record for the building.
- ❑ Permit fee (paid at time of submittal)
- ❑ If the DFS includes exterior elements, plan views and elevations identifying the location(s) as approved by the Architect and Engineer of Record must be submitted.
- ❑ One (1) copy of your main building permit approved plans (NOTE: Approved plans do not need to be submitted if your project has a development liaison assigned)

Contractor submittal information:

Contact name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

Value of deferred submittal _____ Issued main building permit # _____

Description/Scope of work _____

Fees

Deferred submittal (DFS) fees are collected in addition to the standard building review fee paid on the main building permit. DFS fees cover the cost of the additional processing and review time associated with the design build element.

The DFS fee for processing and reviewing deferred plan submittals is 10 percent of the building permit fee calculated using the value of the particular deferred portion of the project.,

Minimum fee: Residential, one and two family dwelling ...$123 for DFS with valuation of less than or equal to $222,000

Commercial and all other projects .....$307 for DFS with valuation of less than or equal to $680,000

The Bureau of Development Services (BDS) fee schedule is also available on the BDS web site at ***www.portlandoregon.gov/bds*** | select the Fees tab.

Helpful Information

Bureau of Development Services
1900 SW 4th Avenue, Portland, OR 97201

Submit your plans to:
Development Services Center (DSC), First Floor,
Tuesday - Friday:
8:00 am - 12:00 pm
Closed Mondays

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 dwellings	503-823-7388
City of Portland TTY	503-823-6868