

City of Portland, Oregon - Bureau of Development Services



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

Deferred Submittal Requirements and Application

Applicants will provide:		
 A copy of this application Three (3) sets of plans One (2) 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 building permit. DFS fees cover the cost of the additional design build element.	I processing and review time associated with the	
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 schedul www.portlandoregon.gov/bds select the Fees tab.	le is also available on the BDS web site at	

Helpful Information

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

Submit your plans to:

Development Services Center (DSC), First Floor, For Hours Call 503-823-7310 | Select option 1

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 PortlandTTY	503-823-6868

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