



# 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
  - Two (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 # \_\_\_\_\_

Job site address \_\_\_\_\_

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](http://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, For Hours Call 503-823-7310  
**DEFERRED SUBMITTAL REQUIREMENTS AND APPLICATION**

### 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

*Information is subject to change.*