City of Portland
Development Services Center

1900 SW 4th Avenue, First Floor Portland, Oregon 97201 Open M-F 7:30-3:00

Bureau of Parks and Recreation
Bureau of Development Services
Portland Office of Transportation
Bureau of Fire, Rescue and Emergency Services
Bureau of Water Works
Bureau of Environmental Services

SUBMITTAL GUIDELINES
1 & 2 FAMILY RESIDENTIAL

ADDITIONS --to the footprint of a structure, not adding an additional dwelling unit

This handout describes the information that must be submitted when applying for a permit to increase the floor area ("footprint") of an existing one or two family dwelling. It does NOT apply where the project will result in an additional dwelling unit.

If your project will also involve the addition of a garage, please see our Minimum Submittal Standards for Garages and Sheds.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

NOTE: Please clearly distinguish between existing conditions and proposed work.

- ❑ Completed Application Form
- ❑ Erosion Control plan (may be a part of the Site Plan) if the project will result in disturbing the ground with mechanical equipment
- ❑ Mitigation Form and/or a Stormwater Plan if your project will add more than 500 square feet of impervious area
- ❑ Four (4) copies of Site, Architectural, and Structural Plans for the area of proposed work and areas affected by such work. Please refer to page 2 for details on plan requirements specific to Additions (footprint only).

SITE PLAN (Scale site plans to most appropriate scale, e.g. 1”=10’ or 1/4”=1’)

- ❑ Property lines, with dimensions.
- ❑ Total area (in square feet) of the lot
- ❑ Adjacent streets and any easements
- ❑ Property address and R number
- ❑ North arrow
- ❑ Grade elevations at property corners and corners of structure(s)
- ❑ Distance between buildings and between buildings and property lines
- ❑ Area (in square feet) of any existing or proposed buildings
- ❑ Area (in square feet) of any proposed paving
- ❑ Location of sewer and water lines and method of stormwater disposal (if your project will add more than 500 square feet of impervious area, you will need to provide a Mitigation Form or Stormwater Plan, including O and M)
- ❑ Major geographical features (e.g. flood plain, natural drainage courses with elevation and centerline)
- ❑ Location of existing septic tanks, cesspools and drainfields

ARCHITECTURAL PLANS (Scale of plans to be ¼”=1’ and details scaled to ½”=1’. Single line drawings are not acceptable – plans must be drawn to show wall thickness)

- ❑ Fully dimensioned floor plans (including existing and proposed walls, window/door sizes and locations) of each floor affected
- ❑ Use of each room
- ❑ Plumbing fixture layout
- ❑ All exterior building elevations (3 side views)
- ❑ Building section with typical wall, floor, ceiling, roof, and foundation shown
- ❑ Stair details with dimensions for risers, treads and handrail
- ❑ Insulation R value for ceiling, walls and floors
- ❑ Gas/oil furnace and water heater location
- ❑ Electrical light fixtures, smoke detectors and fans
- ❑ Details of all non-typical construction

STRUCTURAL PLANS (Scale of plans to be ¼”=1’)

- ❑ Foundation plan including ventilation, underfloor access and holdowns
- ❑ Cross sections showing framing members, insulation, blocking, materials, floor to floor dimensions,
- ❑ Floor framing including lumber size, spacing and span
- ❑ Roof framing including lumber size, spacing and span.
- ❑ Braced wall panel locations shown on appropriate plans (BP/ABP per One and Two Family Dwelling Code or engineered calculations)
- ❑ Any engineering calculations may be attached to the plans and engineering details incorporated into the plans or cross-referenced on the plans.
- ❑ Connections to existing construction