Submittal Guidelines

City of Portland Oregon
Development Services Center
1900 SW Fourth Avenue
Portland, Oregon 97201
503-823-3018
www.portlandoregon.gov/bds

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

Commercial - New Construction, Additions, Alterations with Exterior Work, or Structural Changes

This handout describes information that is usually required when applying for a permit for the construction of:

- A **new structure** covered under the Commercial Code. This would apply to new commercial structures and multi-family residential projects with 3 or more units. Or,
- A commercial alteration project which includes additional exterior work, structural changes, or increase in building footprint.
- If your project includes work that would change the occupancy or use of an existing building, please see us first before you prepare your submittal materials and plans. We will help you with information tailored to your project.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information, or your new commercial project may not require all the items on this list. We encourage you to visit the Development Services Center to discuss your individual project needs.

Application Materials

- ❑ Completed Building Permit Application
- ❑ Completed Systems Development Charge (SDC) Information Form for use with Commercial Projects
- ❑ Erosion control plan (may be part of the Site Plan or the Grading Plan)
- ❑ Mitigation Form and/or a Stormwater Plan if your project will add more than 500 square feet of new and/or redeveloped impervious area, or if your project involves an existing property that is proposing new stormwater discharges off-site
- ❑ Four (4) copies each of Site, Architectural, Civil, Structural, Mechanical, Electrical, Plumbing and Stormwater Plans for the area of proposed work and areas affected by such work

Things to know before you start

If your commercial project is an alteration/tenant improvement with no increase in floor area (out or up), no structural changes, and only minor changes to the exterior, please see the Submittal Guidelines for **Commercial Major Interior Alterations** or **Commercial Minor Interior Alterations**.

- Major Alterations have a total project valuation equal to or greater than $131,150
- Minor Alterations have a total project valuation less than $131,150

We encourage you to visit the Development Services Center and consult with review staff before you prepare submittal materials and plans. Every project we see is unique, and your commercial construction project may not require all the items on the Submittal Guidelines.

Systems Development Charges (SDCs) are collected by the bureaus of Environmental Services, Parks and Recreation, and Water, and the Office of Transportation to help offset the impact your project will have on the City's infrastructure of storm and sanitary sewer systems, parks and recreation facilities, water and street systems. SDCs may be charged when:

- There is a change of use or occupancy
- The project increases the number of plumbing fixture units
- Additional dwelling units are added
- The project includes additional or redeveloped impervious surfaces of over 500 square feet or more, or if new stormwater and/or sanitary sewer connections are proposed

The Commercial SDC Form has contact numbers for each bureau charging SDCs.

What permits will you need?

The Application Materials outlined on this sheet will help us to issue your building permit. For commercial alteration projects, you may also need separate plumbing, mechanical, and/or electrical permits for work done by contractors in each specialty, depending on your individual project.

Need Help?

We encourage you to visit the Development Services Center (DSC) to discuss your individual project needs. Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information, or your alteration project may not require all the items on this list. If you are unsure, please contact us.

Plan Document Checklist

- Please clearly distinguish between existing conditions and proposed work.
- The plans may need to be stamped by an architect or engineer, registered in the State of Oregon.
- The plans must be legible, reproducible, black and white, with appropriate line weights and line types. Use a paper size, and a recognizable scale that will provide room to clearly show all details and allow for the addition of City review notes and stamps.

Site Plans

- ❑ Property lines with dimensions, adjacent street names, easement locations and types, vicinity map, north arrow, drawing scale, and lot area in square feet
- ❑ Property address, R number and legal description
- ❑ All site related improvements including grading and erosion control
- ❑ Existing and proposed grade elevations at property corners and corners of structure(s). Where a structure has a door, person gate or garage entry within 5' of a public street right-of-way, also include:
  - ❑ Proposed finish floor elevations of doors, person gates, and garage entries, and
  - ❑ Elevations at top of existing curb and back of existing sidewalk and property line (perpendicular along the right-of-way)
- ❑ All existing and proposed structures on site with distances from property lines and other structures. Include area (in square feet) of any existing buildings. Show basements that extend under public right-of-way.
- ❑ Utilities including gas lines, power poles, street lights, and all new and existing water meters and water piping (fire, domestic and irrigation) with points of connection to the City water system and related sizes
- ❑ All existing and proposed backflow assembly locations, including size and type of water service
- ❑ All existing and proposed public and private sanitary and storm sewers and easements with points of connections and discharge
- ❑ Locations of all existing and proposed fire hydrants (if none on-site, note the distance to nearest)
- ❑ Parking layout plan with dimensions, including bike racks, accessible parking spaces/aisles, and accessible route to building entry
- ❑ Driveways, width of adjacent right-of-way, public sidewalk, planting strip and/or tree wells, curb or edge of pavement, locations of all public and private easements, and zoning overlays
- ❑ Location, dimensions, and area (in square feet) of all existing and proposed paving
- ❑ Landscaping, proposed and existing, to include both on-site information, street trees and erosion control plan

Architectural Plans

- ❑ General Building Code Information including scope of work proposed, building location, tenant space location, suite number and/or business name, Building Code edition, Building Construction Type, Uses of building, Occupancy Classification(s), Separated or Nonseparated Uses, number of stories, overall building area (square feet), floor area of alteration or addition, fire sprinkler type and extent of coverage, fire alarms, number of plumbing fixtures required and provided, and any other applicable building code information
- ❑ Code Summary Floor Plans (may be on main plan or a separate full floor diagram plan) clearly showing fire wall types and fire-rating (i.e., area separation, occupancy separations, corridors, exits enclosures, shafts, etc.), uses of rooms/areas and occupancy classifications, occupant loads, smoke detectors, egress paths to the exterior of the building with exit signs and egress lighting.
- ❑ Floor Plans, fully dimensioned and labeled, including existing and proposed walls, walls to be removed, doors with swing direction, windows, stairs, plumbing fixtures, accessibility clearances, corridors, uses of rooms/areas, fire wall types and fire-rating, exit signs.
- ❑ Building exterior elevations showing each side of the building, with exterior finish materials and height of the building above grade, and below grade structure, ie. basement/foundation
- ❑ Roof Plan including roof materials, slopes, drains, vents, access hatch and roof-mounted equipment
- ❑ Door and window sizes, fire-rating, and hardware for all doors
- ❑ Building Sections and details as necessary to clearly indicate all required construction information

Structural Plans

- ❑ General notes which include design loads, geotechnical report references (if applicable), materials grades and specifications, list of special inspection items, list of deferred submittal items
- ❑ Foundation Plans and details, including piles, if any
- ❑ Floor and roof framing plans showing all member sizes, connection details
- ❑ Concrete design including sufficient details for the lateral load resisting system
- ❑ Structural steel design details
- ❑ Structural Calculations—One (1) set prepared by the architect or engineer of record for the work covered. Calculations shall include a design summary and be sufficiently complete to demonstrate that the structural system is capable of supporting all imposed vertical and lateral loads and to demonstrate how loads are carried to the foundation.

If mechanical work is part of the submittal include

- ❑ HVAC Floor Plans indicating locations of shafts, corridors, occupancy separations and all other fire rated construction as shown on the most current Architectural Floor Plans, sizes and locations of duct work, fire and smoke dampers at penetrations through fire rated construction, and design criteria for outside air.
- ❑ HVAC Roof Plan is required when there are new or replacement units. Identify the types, sizes, locations and weights of mechanical equipment, and dimensions from equipment to the edge of roof.

Plumbing Plans

- ❑ For exterior site utility piping provide the location, size, and type of all material for water service, rain drains, sanitary sewer, storm water sewer lines, and new/existing connections.
- ❑ Projects with the installation and/or alteration of any of the following must include complete plumbing piping plans showing waste, vent, and water piping, with existing and proposed fixture unit counts calculated in accordance with the Oregon State Plumbing Specialty Code, Table 6-4 and Table 7-3. Riser diagrams may be required for projects three or more stories in height.
  - Chemical drainage waste and vent systems containing chemical agents potentially detrimental to the integrity of a plumbing system
  - Wastewater pretreatment systems for building sewers or pollution controls (source controls)
  - Vacuum drainage waste and vent systems
  - Reclaimed wastewater or harvested rainwater systems
  - Commercial booster pump system needed to maintain a minimum residual water pressure in a structure supplied by a municipal source
  - Plumbing system requiring a building water service line with an interior diameter or nominal pipe size of two inches or greater except those two inch systems which have been designed and stamped by a licensed engineer

- ❑ Medical gas and vacuum system for health care facilities
- ❑ Installation of any multi-purpose fire sprinkler system under standards adopted by the department
- ❑ Grease processing /interception equipment systems for food service establishments and food processing facilities
- ❑ A separate plumbing permit must be obtained by the plumbing contractor.
- ❑ Food Service Establishments are required to have outside agency approval. Contact Multnomah County Health Department 503-988-3400 and Oregon Agriculture Department, Food Safety 503-986-4720.

Electrical Plans

- ❑ Indicate location for lights, fans, smoke detectors, exit signs, and egress lighting, and show compliance with Building Code electrical requirements. A separate electrical permit must be obtained by the electrical contractor.

Civil Plans

For simple projects, this information can be incorporated into the site plan where details are clearly shown

- ❑ Erosion Prevention and Control Plan
- ❑ Utility Plan
- ❑ Grading Plan
- ❑ Excavation/Shoring Plan (shoring design by engineer)
- ❑ Stormwater Drainage Plan

Stormwater Plan

- ❑ Lot or project area with setbacks (if not on site plan)
- ❑ Grading information (contours and elevations) showing runoff pattern
- ❑ Delineate all new and/or redeveloped impervious areas
- ❑ Existing paved areas and roofs, including size in square feet
- ❑ Stormwater facility designs (if not on Plumbing Plans) showing inlet/outlet elevations, storm sizing calculations, locations of all stormwater discharge connections to public sewer, point of on-site infiltration or natural drainage ways, and complete plumbing information including piping material, piping sizing and fittings.
- ❑ Sanitary service connections

Visit our website
www.portlandoregon.gov/bds

Additional Information

- ❑ Specifications—Two (2) sets of construction specifications if used for the project
- ❑ Soils Report—Two (2) sets of soils reports, where required, prepared by a registered design professional that details all needed site related soils information.
- ❑ Energy code compliance documentation—Two (2) copies including State-approved Forms and Worksheets for the Summary, Building Envelope, Lighting, and HVAC.
- ❑ For alterations and additions to existing buildings, two (2) copies of an Accessibility Upgrade Schedule consisting of a list of proposed accessibility improvements, and their corresponding value. (To show accessibility improvement costs of 25% of the project value)
- ❑ One (1) copy of a Fire and Life Safety Summary for large and/or complicated buildings such as hospitals, malls, large assembly buildings, high-rise buildings and buildings with smoke control systems (see Fire and Life Safety Summary checklist for material required)

Helpful Information

City of Portland, Oregon
Development Services Center (DSC), First Floor, 1900 SW 4th Avenue, Portland, OR 97201
DSC Hours are:
Monday through Friday, 7:30 am - 3:00 pm and

Important telephone numbers

BDS main number 503-823-7300
DSC automated information line 503-823-7310
Building code information 503-823-1456
Zoning information..... 503-823-7526
Permit information for electrical, mechanical, plumbing, sewer and sign 503-823-7363
Permitting process..... 503-823-7357
Permit resources and records..... 503-823-7660
FAX requests for records 503-823-7765
System development charges information
Bureau of Environmental Services 503-823-7761
Bureau of Parks & Recreation 503-823-5105
Bureau of Water Works..... 503-823-7364
Office of Transportation (PDOT)..... 503-823-7002
BDS 24 hour inspection request line requires IVR number and three digit type of inspection code..... 503-823-7000
Small Business Liaison 503-823-7542
Portland License Bureau 503-823-5157
City of Portland TTY 503-823-6868

All information is subject to change.