City of Portland Oregon
Development Services Center
1900 SW Fourth Avenue
Portland, Oregon 97201
503-823-7300
www.portlandoregon.gov/bds

Bureau of Development Services
Bureau of Environmental Services
Portland Fire & Rescue
Bureau of Parks & Recreation
Portland Water Bureau
Portland Bureau of Transportation

Conversion to Habitable Space

This handout describes the information that is required to be submitted when applying for a permit to convert a garage, attic or basement of an existing one or two family dwelling to habitable space.

- This handout does NOT apply where the project will result in an additional dwelling unit. See the "Adding a Dwelling Unit" submittal requirements (http://www.portlandoregon.gov/bds/article/92698).
- This handout should be used when adding a bathroom in a non-habitable area, such as basement or attic space.

If the project's total scope of work includes other categories, such as adding a dormer or expanding the footprint of the structure, follow those appropriate submittal requirement using the links below:

- Dormer and Second Floor Additions (http://www.portlandoregon.gov/bds/article/92708)
- Expanding the footprint of the structure (http://www.portlandoregon.gov/bds/article/92696)

Habitable space standards: existing construction must meet either current code standards or the alternative dimensions allowed per the City of Portland conversion standards found in Brochure #9 "Converting Attics, Basements and Garages to Living Space" (http://www.portlandoregon.gov/bds/article/93019). All new work, such as the construction of a new stair, must meet the requirements of current code.

Submittal Materials must clearly distinguish between existing conditions and proposed work. Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information. Drawings must be black and white (color cannot be accepted) and clearly legible, with dimensions and notes printed to match 12 point font minimum; i.e. the underlined font is Times New Roman 12. Additional information on drawing standards can be found in Brochure #6 "What Plans do I need for a Building Permit" (http://www.portlandoregon.gov/bds/article/93021).

- ❑ Completed "Building Permit Application" (http://www.portlandoregon.gov/bds/article/71706)
- ❑ Four (4) copies of Site, Architectural, and Structural Drawings for the area of proposed work and areas affected by such work. Please refer to page 2 for specific details on plan requirements for this project type.
- ❑ Structural Calculations—Two (2) set prepared and stamped 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..
- ❑ Residential Water Service Application if project will result in more than 3 bathrooms on site http://www.portlandoregon.gov/bds/article/184903
- ❑ If your project includes Electrical, Mechanical and/or Plumbing work you must submit a Residential Fixtures Worksheet at the time your permit is processed. Useful links to the Trade Applications and Fixtures Worksheet:
  - Mechanical: http://www.portlandoregon.gov/bds/article/71708
  - Electrical: http://www.portlandoregon.gov/bds/article/71707
  - Plumbing: http://www.portlandoregon.gov/bds/article/71709
  - Fixtures: http://www.portlandoregon.gov/bds/article/458940

Site Plans (Scale site plans to most appropriate scale, e.g. 1″=10′ or 1/4″=1′. Minimum printed text size is 3/32″)

- ❑ Property lines, with dimensions
- ❑ Adjacent streets and any easements
- ❑ Property address and R number
- ❑ North arrow
- ❑ Distance between buildings and between buildings and property lines
- ❑ Dimensions and area (in square feet) of any proposed paving. (If your project will add more than 500 square feet of impervious area you will need to provide a Mitigation Form and/or a Stormwater Plan)
- ❑ Driveways, curb cuts and onsite parking spaces (existing and proposed)

Architectural Plans (Scale of plans to be ¼″=1′ and details scaled to ½″=1′. Minimum printed text size is 3/32″. Single line drawings are not acceptable – plans must be drawn to show wall thickness)

- ❑ Fully dimensioned floor plans, showing:
  - Demolished walls, existing walls to remain, and proposed walls (with wall legend)
  - Windows (noting size, sill height, method of operation, safety glazing and window wells where required) and doors (showing size and swing direction) for each floor affected
  - Label for use of each room
  - Plumbing fixture layout
  - Gas/oil furnace and water heater location
  - Electrical light fixtures, exhaust fans, and smoke and carbon monoxide detectors
- ❑ Dimensioned building section(s), showing:
  - Typical wall, floor, ceiling, roof, and foundation construction
  - Overall ceiling height and any dropped ceilings or soffits in converted area
- ❑ Stair details with dimensions for risers, treads, headroom clearance, guardrail and handrails
- ❑ Energy Conservation information: Insulation R-value for ceiling, walls floors, U-values for windows and doors
- ❑ Details of all non-typical construction

Structural Plans (Scale of plans to be ¼″=1′ and details scaled to ½″=1′. Minimum printed text size is 3/32″)

- ❑ For attic conversions: Complete gravity load analysis/calculations showing load transfer from converted floor to floor(s) below and into foundation, including separate framing plan for each floor, showing lumber size, spacing and span
- ❑ For basement or garage conversions: Roof and Floor framing plans and calculations are required if walls, beams or other structural supports are removed or altered
- ❑ Engineering calculation packets may not be attached to the plans. Engineering details are to be incorporated into the construction documents and cross-referenced from the plan view

Is your site in a flood hazard area? Please direct floodplain development questions to Site Development at (503) 823-6892.

Helpful Information

City of Portland, Oregon
1900 SW 4th Avenue, Portland, OR 97201
www.portlandoregon.gov/bds

General Office Hours:
Monday through Friday, 8:00 am to 5:00 pm
BDS main number: 503-823-7300

Permit Information is available at the following location:

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

Permitting Services (Second Floor)
For Hours Call 503-823-7310 | Select option 4

Information on choosing a contractor
(http://www.portlandoregon.gov/bds/article/525047)

For more detailed information regarding the bureau's hours of operation and available services;

Visit our website
www.portlandoregon.gov/bds

All information is subject to change.

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
Development review process	503-823-7357
Permit resources and records	503-823-7660
System development charges information	
Bureau of Environmental Services	503-823-7761
Bureau of Parks & Recreation	503-823-5105
Portland Water Bureau	503-823-7368
Portland Bureau of Transportation	503-823-7002
BDS 24 hour inspection request line requires IVR number and three digit type of inspection code	503-823-7000
Portland License Bureau	503-823-5157
City of Portland TTY	503-823-6868
Tree Hotline	503-823-8733