Applying for a New Single Family Residential Project and Sample Fees

The Bureau of Development Services (BDS) accepts New Single Family Residential (NSFR) and New Construction Accessory Dwelling Unit (ADU) Projects for review through two different intake processes:

- For one or two dwelling unit projects, you will submit your plans through the NSFR Submittal and Review Process. To submit your NSFR Plans you may come to the DSC between Monday, Tuesday, Wednesday, and Friday from 8:00 AM - 2:00 PM, and Thursday from 8:00 AM - 1:00 PM.
- For three or more dwelling units (designed to the residential code) on a single lot or attached to each other, you will submit your plans through the Batch Submittal and Review Process.

NSFR Submittal and Review Process – for projects of one or two units

1. **Prepare and** bring the items noted below to the Development Services Center, Monday, Tuesday, Wednesday, and Friday from 8:00 AM - 2:00 PM, and Thursday from 8:00 AM - 1:00 PM. We will assist customers until 3:00 p.m. at which time we stop processing NSFR/ADU intakes.
   - A) Completed NSFR Application
   - B) Four sets of complete plans with an additional 11X17 Site Plan.*
   - C) Complete submittal materials per NSFR Minimum Submittal Checklist
2. Meet with a Technician in the DSC to check the completeness of your NSFR application packet and plans. Application packets and plans must be deemed complete to be Approved for Intake.
3. Plans and application materials that are Approved for Intake will have intake fees generate and billed. Following the bill payment, the NSFR will be Under Review. An initial Plan Review Report will be provided to the applicant in one week following the payment of the intake fees.

A Limited Preliminary Review meeting with Life Safety and Planning for the Design Professional may be requested following payment of intake fees. A $75 Missed Appointment fee will be charged for not attending a requested meeting. The Meeting will not be rescheduled.

Drop Off Process for NSFR Submittals

NSFR drop off submittals will be accepted in Permitting Services located on the 2nd floor of the 1900 SW Fourth Building. Hours are Monday, Tuesday, Wednesday, and Friday from 8:00 AM - 2:00 PM, and Thursday from 8:00 AM - 1:00 PM.

Within one week Applicants will be notified, by email, about the status of their submittal. If deemed complete, intake fees will be identified. If deficient, information on how to proceed will be identified.

Batch Submittal and Review Process - for projects of three or more units

Projects that include three or more structures built to the Oregon Residential Specialty Code or International Residential Code and are located on a single tax lot or attached to each other are submitted through the Batch Track. Examples of Batch Track Projects could include three townhouse units, or three or more single-family homes on one tax lot.

These projects necessitate Batch Track processing due to the unique Planning and Zoning requirements, which differ from those for standard single-family development. In addition, projects involving multiple structures on one tax lot require a separate Site Development permit for the common infrastructure elements such as driveways, utilities, and landscaping.

1. Prepare and bring the following items to the to Permitting Services located on the 2nd floor of the 1900 SW Fourth Avenue Building. Hours are Monday, Tuesday, Wednesday, and Friday from 8:00 AM - 2:00 PM, and Thursday from 8:00 AM - 1:00 PM.
   - Completed Batch Intake Worksheet and NSFR Application packet (including information for each building type)
   - 4 sets of complete plans
   - Any additional submittal materials*

     * (see NSFR Minimum Submittal Checklist)
2. A Process Manager will be assigned to your project. Within one week Applicants will be notified, by email, about the status of their submittal. If deemed complete, intake fees will be identified. If deficient, information on how to proceed will be identified.

If you are unsure how your project should be processed, or if you have questions about the information necessary to submit, please call Permitting Services at 503-823-7357.

Visit our Web site
www.portlandoregon.gov/bds

Information is subject to change

Sample Fees for building a new single family home

Each project is unique, some fees may vary, even for homes with identical square footage.

FEES	Square Footage	1,250	2,450	3,650
*Valuation includes a 500 sq. ft. attached garage in addition to square footage	$ Valuation	149,620	274,324	399,028
Plan Check Fees				
Building Plan Review/Processing Fee		642.73	971.35	1,299.96
Land Use Plan Review Res		337.30	617.88	898.45
Residential Site Inspection Fee - New Construction		473.00	473.00	473.00
Fees due at intake		1,453.03	2,062.23	2,671.41
Development Services Fee - RS		260.33	401.57	542.81
Transportation Plan Review		272.00	272.00	272.00
Environmental Services Plan Review		236.00	236.00	236.00
Water Plan Review		55.00	55.00	55.00
Systems Development Charges				
Environmental Services		5,633.00	5,633.00	5,633.00
**Additional line and branch charges may apply. Contact BES at 503-823-7761 for more information				
Parks		8,582.00	8,582.00	8,582.00
Transportation	single family residence	2,814.00	2,814.00	2,814.00
(plus additional amount if located within North Macadam overlay area)		2,554.00	2,554.00	2,554.00
(plus additional amount if located within Innovation Quadrant overlay area)		2,236.00	2,236.00	2,236.00
Water SDC, by meter size 5/8", 3/4" or 1"		2,185.00	3,277.00	5,462.00
Other Fees				
Water service installation estimated by number of bathrooms, meter size 5/8", 3/4" or 1". Typically 1.5 or fewer baths use 5/8" meter, 2 - 3 baths require a 3/4" meter and 3.5" baths require a 1" meter. Actual meter size will be based on total fixture unit count of the entire home. Where an adequately sized service branch is already installed to your lot a $460 activation fee will be charged.		5,600.00	5,600.00	5,600.00
Miscellaneous Fees, street addressing and zoning inspection fees		170.00	170.00	170.00
Permits for Construction, includes state surcharge where applicable				
Building Permit		1,107.48	1,673.71	2,239.93
Plumbing Packages, up to 100 feet of exterior pipe for connections to water, sewer, storm or rain drain included				
	(1 bathroom)	(2 bathroom)	(3 bathroom)	(4 bathroom)
	582.40	873.60	1,019.20	1,263.36
Mechanical Permit, typical fixtures		224.00	267.34	283.02
Electrical Permit, wiring and temporary service		564.48	694.40	889.28
Forestry Permit		154.15	154.15	154.15
Sewer/Storm Connection Permits		198.00	198.00	198.00
Sidewalk/Driveway, $0.80 per sq.ft., minimum $60				
129 sq.ft. driveway in right-of-way		103.20		
225 sq.ft. driveway in right-of-way			180.00	180.00
Metro Construction Excise Tax		190.92	349.74	508.56
School Construction Excise Tax		1,250.00	2,450.00	3,650.00
Total Estimated Fees		**31,926.18**	**36,089.34**	**41,404.53**
Due at Intake		**1,453.03**	**2,062.23**	**2,671.41**
Due at Issuance		**30,473.15**	**34,027.11**	**38,733.12**

Sample fees are based on rates and valuation effective July 1, 2014, and assume that construction will occur on an existing legal, buildable lot. Information is subject to change.

SAMPLE