Bureau of Development Services FROM CONCEPT TO CONSTRUCTION

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devTeam PORTLAND

Complete Submittal Intake Process

The Complete Submittal Intake Process is an effort to increase efficiency and communication with our customers who have an assigned a Development Liaison. Oftentimes customers receive notification several weeks after plan intake that the plans are not complete enough for plan review. The Complete Submittal Intake Process is intended to prevent this delay and will provide early notification to the customer that items necessary for review are missing from the submittal. It is our hope that this additional step will increase communication with our customers and improve our review and approval processing of your project. This intake process is not a code review rather it is only an effort to ensure that the plans include all of the minimum submittal requirements needed to review the plans.

Intake Process Outline:

1. The Development Liaison will schedule an intake appointment for your plan submittal.
2. At the intake appointment uou should bring **one** set of plans instead of the usual four.
3. This plan set should include all of your supporting documentation outlined on the attached Development Liaison Checklist for Intake.
4. In addition to the intake screening by the process manager the plans will be seen by the structural and life safety reviewers within 2 working days of receiving the plan to make sure all the minimum information necessary for review is included.

A. If the minimum information necessary for review has been submitted:

- the reviewers will notify the development liaison
- the development liaison will contact you to set up a time to finish the intake process
- the remaining three plan sets and the intake fees will be due at that time
- the plan review process will then begin once the intake fees have been paid

B. If the plans do not have the minimum information necessary for review:

- the reviewer will prepare a checklist of the items missing
- this checklist will be faxed/emailed to you
- the plans will not be taken in for review
- you will need to provide the requested information
- when you have updated the plans you will again submit a single copy to the development liaison for the intake screening process.

Attached are several links to the BDS website for information to assist you in putting together a complete submittal. The links are to the "Intake Checklist"that the development liaisons use when screening your plans, the Building Permit Application and the "Minimum Submittal Guidelines".

http://www.portlandonline.comishared/cfm/image.cfm?id=71706 (Building Permit Application)
http://www.porttandonline.corn/shared/cfm/image.cfcmcid=92699 (Minimum Submmittal Guidelines)