Service Level Update Document: Plan Review Checksheet Limitation & Fee

June 28, 2010. In order to maintain the highest level of service possible with limited resources and to ensure that the valuable services we provide our customers and community are financially sustainable, a plan review checksheet limitation and fee is being established.

For all building permits submitted on or after July 1, 2010, the plan review fees paid at the time of permit intake for Life Safety, Structural, Site Development and Planning and Zoning review will cover only the initial review and up to two (2) check sheets and the reviews of the applicant's response to those checksheets.

All additional check sheets and reviews of applicant response will be subject to a charge of \$155 per checksheet, per review type.

- For example, if a plan review requires a third (3rd) Life Safety checksheet and a third (3rd) Site Development checksheet, an additional charge of (\$155 X 2) \$310 is added.
- The checksheet fee will be added automatically to the Permit Issuance Fees required to be paid prior to a building permit being issued.

We understand that these changes will have impacts on our customers and appreciate your understanding and cooperation while we work through these financial and operation challenges. If you have questions or concerns about this Service Level Update, please contact Ross Caron at (503) 823-4268 or ross.caron@portlandoregon.gov. Thank you.

A complete list of the Bureau's Service Level Update is available at www.portlandoregon.gov/bds by clicking on "Services Level Updates".