Submittal Requirements - 1 & 2 Family Residential





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
Bureau of Fire, Rescue, & Emergency Services
Bureau of Parks & Recreation
Bureau of Water Works
Bureau of Transportation

Adding a Dwelling Unit

This handout describes the information that must be submitted when applying for a permit to convert a house to a duplex or to add an Accessory Dwelling Unit to an existing house.

Adding a dwelling unit can occur in several types of projects. If your project will include any of the following types of work, please see the referenced handouts for additional submittal requirements:

- Additions Submittal Requirements for any expansion of the footprint of the structure
- Dormer and Second Floor Additions Submittal Requirements for conversion of attics to living space or increase to the height of the structure.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

NOTE: Please clearly distinguish between existing conditions and proposed work. ☐ Completed Application Form ☐ Completed SDC form ☐ Erosion Control plan (may be a part of the Site Plan) if the project will result in disturbing the ground with mechanical equipment ☐ Stormwater Plan and/or a Mitigation Form if your project will add more than 500 square feet of impervious area ☐ Four (4) copies of Site, Architectural, and Structural Plans for the area of proposed work and the areas affected by such work. Please refer to page 2 for details on plan requirements specific to Adding a Dwelling Unit. **Site Plans** (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1') ☐ Property lines, with dimensions ☐ Total area (in square feet) of the lot ☐ Adjacent streets and any easements ☐ Property address and R number ☐ North arrow ☐ Grade elevations at property corners and corners of structure(s) ☐ Distance between buildings and between buildings and property lines ☐ Area (in square feet) of any existing or proposed buildings ☐ Dimensions and area (in square feet) of any existing or proposed paving ☐ Location of sewer and water lines and method of stormwater disposal

☐ Major geographical features (e.g. flood plain, natural drainage courses with elevation and centerline)

☐ Location of existing septic tanks, cesspools and drainfields

Architectural Plans (Scale of plans to be ¼"=1' and details scaled to ½"=1'.

Single line drawings are not acceptable – plans must be drawn to show wall thickness)

| Fully dimensioned floor plans (including existing and proposed walls, window/door sizes and locations) for each floor
| Use of each room identified on floor plan
| Plumbing fixture layout for each floor
| All exterior building elevations (normally 3 sides required)
| Building sections showing typical wall, floor, ceiling, roof, and foundation
| Details for fire rated separation assemblies, such as walls, floors, and ceilings
| Stair information, including dimensions for width, headroom, risers, treads and handrails
| Insulation R value for ceiling, walls and floors
| Gas/oil furnace and water heater location
| Information on functioning and separation of utilities (plumbing, mechanical and electrical systems) between units
| Electrical light fixtures, smoke detectors and fans
| Details of all non-typical construction
| If you are proposing a detached Accessory Dwelling Unit on a lot with an existing house, a front elevation drawing of

Structural Plans (scale plans to ¼"=1")

the existing house is required.

☐ Required if load-bearing elements (posts, walls, beams, floors, roofs, etc.) are altered or added

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

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 |
|---|
| DSC automated information line503-823-7310 |
| Building code information503-823-1456 |
| Zoning information503-823-7526 |
| Permit information for electrical, mechanical, plumbing, sewer |
| and sign |
| Development review process503-823-7357 |
| Permit resources and records503-823-7660 |
| System development charges information |
| Bureau of Environmental Services503-823-7761 |
| Bureau of Parks & Recreation503-823-5105 |
| Bureau of Water Works503-823-7368 |
| Bureau of TransportationSelect option 2503-823-7002 |
| BDS 24 hour inspection request line requires IVR number and three digit |
| type of inspection code503-823-7000 |
| Portland License Bureau503-823-5157 |
| City of Portland TTY503-823-6868 |