Submittal Guidelines





City of Portland Oregon
Development Services Center
1900 SW Fourth Avenue
Portland, Oregon 97201
503-823-3018
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
Portland Office of Transportation

Commercial - New Construction, Additions, Alterations with Exterior Work, or Structural Changes

This handout describes information that is usually required when applying for a permit for the construction of:

- A **new structure** covered under the Commercial Code. This would apply to new commercial structures and multi-family residential projects with 3 or more units. Or,
- A commercial alteration project which includes additional exterior work, structural changes, or increase in building footprint.
- If your project includes work that would change the occupancy or use of an existing building, please see us first before you prepare your submittal materials and plans. We will help you with information tailored to your project.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information, or your new commercial project may not require all the items on this list. We encourage you to visit the Development Services Center to discuss your individual project needs.

Application Materials

Completed Building Permit Application
Completed Systems Development Charge (SDC) Information Form for use with Commercial Projects
Erosion control plan (may be part of the Site Plan or the Grading Plan)
Mitigation Form and/or a Stormwater Plan if your project will add more than 500 square feet of new and/or re developed impervious area, or if your project involves an existing property that is proposing new stormwater discharges off-site
Four (4) copies each of Site, Architectural, Civil, Structural, Mechanical, Electrical, Plumbing and Stormwater Plans for the area of proposed work and areas affected by such work

Things to know before you start

If your commercial project is an alteration/tenant improvement with no increase in floor area (out or up), no structural changes, and only minor changes to the exterior, please see the Submittal Guidelines for **Commercial Major Interior Alterations**.

- Major Alterations have a total project valuation equal to or greater than \$148,700
- Minor Alterations have a total project valuation less than \$148,700

We encourage you to visit the Development Services Center and consult with review staff before you prepare submittal materials and plans. Every project we see is unique, and your commercial construction project may not require all the items on the Submittal Guidelines.

Systems Development Charges (SDCs) are collected by the bureaus of Environmental Services, Parks and Recreation, and Water, and the Office of Transportation to help offset the impact your project will have on the City's infrastructure of storm and sanitary sewer systems, parks and recreation facilities, water and street systems. SDCs may be charged when:

- · There is a change of use or occupancy
- The project increases the number of plumbing fixture units
- · Additional dwelling units are added
- The project includes additional or redeveloped impervious surfaces of over 500 square feet or more, or if new stormwater and/or sanitary sewer connections are proposed

The Commercial SDC Form has contact numbers for each bureau charging SDCs.

What permits will you need?

The Application Materials outlined on this sheet will help us to issue your building permit. For commercial alteration projects, you may also need separate plumbing, mechanical, and/or electrical permits for work done by contractors in each specialty, depending on your individual project.

Need Help?

We encourage you to visit the Development Services Center (DSC) to discuss your individual project needs. Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information, or your alteration project may not require all the items on this list. If you are unsure, please contact us.

Plan Document Checklist

- Please clearly distinguish between existing conditions and proposed work.
- The plans may need to be stamped by an architect or engineer, registered in the State of Oregon.
- The plans must be legible, reproducible, black and white, with appropriate line weights and line types. Use a paper size, and a recognizable scale that will provide room to clearly show all details and allow for the addition of City review notes and stamps.

Site Plans

Property lines with dimensions, adjacent street names, easement locations and types, vicinity map, north arrow, drawing scale, and lot area in square feet
Property address, R number and legal description
All site related improvements including grading and erosion control
Existing and proposed grade elevations at property corners and corners of structure(s). Where a structure has a door, person gate or garage entry within 5' of a public street right-of-way, also include:
Proposed finish floor elevations of doors, person gates, and garage entries, and
☐ Elevations at top of existing curb and back of existing sidewalk and property line (perpendicular along the right-of-way)
All existing and proposed structures on site with distances from property lines and other structures. Include area (in square feet) of any existing buildings. Show basements that extend under public right-of-way.
Utilities including gas lines, power poles, street lights, and all new and existing water meters and water piping (fire, domestic and irrigation) with points of connection to the City water system and related sizes
All existing and proposed backflow assembly locations, including size and type of water service
All existing and proposed public and private sanitary and storm sewers and easements with points of connections and discharge
Locations of all existing and proposed fire hydrants (if none on-site, note the distance to nearest)
Parking layout plan with dimensions, including bike racks, accessible parking spaces/aisles, and accessible route to building entry
Driveways, width of adjacent right-of-way, public sidewalk, planting strip and/or tree wells, curb or edge of pavement, locations of all public and private easements, and zoning overlays
Location, dimensions, and area (in square feet) of all existing and proposed paving
Landscaping, proposed and existing, to include both on-site information, street trees and erosion control plan

Ar	chitectural Plans				
	General Building Code Information including scope of work proposed, building location, tenant space location, suite number and/or business name, Building Code edition, Building ConstructionType, Uses of building, Occupancy Classification(s), Separated or Nonseparated Uses, number of stories, overall building area (square feet), floor area of alteration or addition, fire sprinkler type and extent of coverage, fire alarms, number of plumbing fixtures required and provided, and any other applicable building code information				
Code Summary Floor Plans (may be on main plan or a separate full floor diagram plan) clearly showin wall types and fire-rating (i.e., area separation, occupancy separations, corridors, exits enclosures, sha etc.), uses of rooms/areas and occupancy classifications, occupant loads, smoke detectors, egress path the exterior of the building with exit signs and egress lighting.					
	Floor Plans, fully dimensioned and labeled, including existing and proposed walls, walls to be removed, doors with swing direction, windows, stairs, plumbing fixtures, accessibility clearances, corridors, uses of rooms/areas, fire wall types and fire-rating, exit signs.				
	Building exterior elevations showing each side of the building, with exterior finish materials and height of the building above grade, and below grade structure, ie. basement/foundation				
	Roof Plan including roof materials, slopes, drains, vents, access hatch and roof-mounted equipment				
	Door and window sizes, fire-rating, and hardware for all doors				
	Building Sections and details as necessary to clearly indicate all required construction information				
St	ructural Plans				
	General notes which include design loads, geotechnical report references (if applicable), materials grades and specifications, list of special inspection items, list of deferred submittal items				
	Foundation Plans and details, including piles, if any				
	Floor and roof framing plans showing all member sizes, connection details				
	Concrete design including sufficient details for the lateral load resisting system Structural steel design details				
	Structural Calculations—One (1) set prepared 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.				
lf ı	mechanical work is part of the submittal include				
	HVAC Floor Plans indicating locations of shafts, corridors, occupancy separations and all other fire rated construction as shown on the most current Architectural Floor Plans, sizes and locations of duct work, fire and smoke dampers at penetrations through fire rated construction, and design criteria for outside air.				
	HVAC Roof Plan is required when there are new or replacement units. Identify the types, sizes, locations and weights of mechanical equipment, and dimensions from equipment to the edge of roof.				
Plu	umbing Plans				
	For exterior site utility piping provide the location, size, and type of all material for water service, rain drains, sanitary sewer, storm water sewer lines, and new/existing connections.				
	Projects with the installation and/or alteration of any of the following must include complete plumbing piping plans showing waste, vent, and water piping, with existing and proposed fixture unit counts calculated in accordance with the Oregon State Plumbing Specialty Code, Table 6-4 and Table 7-3. Riser diagrams may be required for projects three or more stories in height.				
	 Chemical drainage waste and vent systems containing chemical agents potentially detrimental to the integrity of a plumbing system 				
	Wastewater pretreatment systems for building sewers or pollution controls (source controls) Vacuum drainage waste and yent systems.				
	 Vacuum drainage waste and vent systems Reclaimed wastewater or harvested rainwater systems 				
	 Commercial booster pump system needed to maintain a minimum residual water pressure in a structure supplied by a municipal source 				
	 Plumbing system requiring a building water service line with an interior diameter or nominal pipe size of two inches or greater except those two inch systems which have been designed and stamped by a li- 				

SUBMITTAL GUIDELINES COMMERCIAL NEW CONSTRUCTION

censed engineer

	Medical gas and vacuum system for health care	Additional Information			
_	facilities		Specifications—Two (2) sets of cons	truction specifi-	
_	Installation of any multi-purpose fire sprinkler system under standards adopted by the department		cations if used for the project Soils Report—Two (2) sets of soils re	eports, where	
	Grease processing /interception equipment systems for food service establishments and food processing facilities		required, prepared by a registered d sional that details all needed site rel mation.	esign profes-	
_	A separate plumbing permit must be obtained by the plumbing contractor.		Energy code compliance documents copies including State-approved For sheets for the Summary, Building En	ms and Work-	
u	Food Service Establishments are required to have outside agency approval. Contact Multnomah County Health Department 503-988-3400 and Oregon Agriculture Department, Food Safety 503-986-4720.		ing, and HVAC.		
Ele	ectrical Plans		show accessibility improvement cos	ts of 25% of the	
	Indicate location for lights, fans, smoke detectors, exit signs, and egress lighting, and show compliance with Building Code electrical requirements. A separate electrical permit must be obtained by the electrical contractor.		one (1) copy of a Fire and Life Safet large and/or complicated buildings spitals, malls, large assembly building buildings and buildings with smoke tems (see Fire and Life Safety Sumn	such as hos- gs, high-rise control sys-	
			for material required)		
For simple projects, this information can be incorporated into the site plan where details are clearly shown		Helpful Information			
	Erosion Prevention and Control Plan Utility Plan Grading Plan	City of Portland, Oregon Development Services Center (DSC), First Floor, 1900 SW 4th Avenue, Portland, OR 97201			
	_		For Hours Call 503-813-7310 Select Option #1		
_	Excavation/Shoring Plan (shoring design by engineer)				
	Stormwater Drainage Plan		portant telephone num		
_	Stofffiwater Drainage Flair		S main number		
Sto	ormwater Plan		C automated information line		
	Lot or project area with setbacks (if not on site plan)		Iding code information ning information		
	Grading information (contours and elevations)		mit information for electrical, mechar		
	showing runoff pattern		mbing, sewer and sign		
	Delineate all new and/or redeveloped		mitting process		
	impervious areas		mit resources and records		
	Existing paved areas and roofs, including size in		(requests for records stem development charges inforr)		
	square feet	_	Bureau of Environmental Services		
	Stormwater facility designs (if not on Plumbing Plans) showing inlet/outlet elevations, storm sizing calculations, locations of all stormwater discharge connections to public sewer, point of on-site in-		Bureau of Parks & Recreation		
			Bureau of Water Works		
		(Office of Transportation (PDOT)	503-823-7002	
	filtration or natural drainage ways, and complete		S 24 hour inspection request line		
	plumbing information including piping material,	req	uires IVR number and three digit		
	piping sizing and fittings.		e of inspection code		
	Sanitary service connections		all Business Liaison		
			tland License Bureau		
	Visit our website www.portlandoregon.gov/bds	City	of PortlandTTY	503-823-6868	

All information is subject to change.