

City of Portland Development Services Center

1900 SW 4th Avenue, First Floor Portland, Oregon 97201 Open M-F 7:30-3:00

Bureau of Parks and Recreation Bureau of Development Services

Portland Office of Transportation
Bureau of Fire, Rescue and Emergency Services

Bureau of Water Works
Bureau of Environmental Services

SUBMITTAL GUIDELINES 1 & 2 FAMILY RESIDENTIAL

CONVERSION TO LIVING SPACE

This handout describes the information that must be submitted when applying for a permit to convert a garage or the attic or basement of an existing one or two family dwelling to living space. It does not apply to projects that will result in the enlargement of the building "footprint", or to dormer or other additions. It does NOT apply where the project will result in an additional dwelling unit.

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 wor
Completed Application Form
☐ Four (4) copies of Site, Architectural, and Structural Plans for the area of proposed work an areas affected by such work. Please refer to page 2 for details on plan requirements specifi to Conversion to Living Space.

SITE PLAN (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1')
 □ Property lines, with dimensions. □ Adjacent streets and any easements □ Property address and R number □ North arrow □ Distance between buildings and between buildings and property lines □ Dimensions and area (in square feet) of any proposed paving. (If your project will add more than 500 square feet of impervious area you will need to provide a Mitigation Form and/or a Stormwater Plan)
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 affected □ Use of each room □ Building section with typical wall, floor, ceiling, roof, and foundation shown □ Section with ceiling height for area of conversion □ Stair details with dimensions for risers, treads and handrail □ Insulation R value for ceiling, walls and floors in area of work □ Plumbing fixture layout □ Gas/oil furnace and water heater location □ Electrical light fixtures, smoke detectors and fans
STRUCTURAL PLANS (Scale of plans to be ½"=1', details to be ½"=1')
 ☐ Floor framing for each floor, including lumber size, spacing and span, for attic conversions ☐ Roof and Floor framing plans may be required if walls, beams or other structural supports are removed or moved ☐ Any engineering calculations may be attached to the plans but engineering details are to be
incorporated into the plans or cross-referenced on the plans