

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

DORMER & SECOND FLOOR ADDITIONS

This handout describes the information that must be submitted when applying for a permit to add living space to an existing one or two family dwelling <u>without any enlargement of the building "footprint"</u>. 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 work
☐ Completed Application Form
Four (4) copies of Site, Architectural, and Structural Plans for the area of proposed work and areas affected by such work. Please refer to page 2 for details on plan requirements specific to Dormer and Second Floor Additions

<u>SITE P</u>	<u>LAN</u> (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1')
☐ To ☐ Ad ☐ Po ☐ N ☐ D th	roperty lines, with dimensions. Intal area (in square feet) of the lot edjacent streets and any easements experty address and R number east orth arrow estance between buildings and between buildings and property lines estance imensions and area (in square feet) of any proposed paving. (If your project will add more an 500 square feet of impervious area you will need to provide a Mitigation Form and/or a cormwater Plan)
	TECTURAL PLANS (Scale of plans to be ½"=1' and details scaled to ½"=1'. e drawings are not acceptable – plans must be drawn to show wall thickness)
IOU UI PI AI BI II G	ully dimensioned floor plan including existing and proposed walls, window/door sizes and cations for each floor affected se of each room umbing fixture layout I exterior building elevations (3 side views) uilding section with typical wall, floor, ceiling, roof, and foundation shown rair details with dimensions for risers, treads and handrail sulation R value for ceiling, walls and floors as/oil furnace and water heater location ectrical light fixtures, smoke detectors and fans etails of all non-typical construction
STRUC	CTURAL PLANS (Scale of plans to be 1/2"=1', details to be 1/2"=1')
☐ C di ☐ FI ☐ R ☐ Pi in	oundation detail showing existing foundation wall thickness and footing size ross sections showing framing members, insulation, blocking, materials, floor to floor mensions oor framing including lumber size, spacing and span oof framing including lumber size, spacing and span rescriptive wall bracing floor plans (not required if structure is engineered) by engineering calculations may be attached to the plans and engineering details corporated into the plans or cross-referenced on the plans rescriptive wall bracing worksheets (not required if structure is engineered) connections to existing construction