CITY OF PORTLAND, OREGON - BUREAU OF DEVELOPMENT SERVICES

1900 SW Fourth Avenue, Suite 5000 • Portland, Oregon 97201 • www.portlandonline.com/bds • Fax 503-823-7425

Facility Permit Plan Intake Form

FOR INTAKE, STAFF USE ONLY

Date Received _____

Building Registration # _____

Fixed Bid _____

Bin # _____

Building Permit # _____

Mechanical # _____

Plumbing Permit # _____

Electrical Permit # _____

Building/Mechanical _____

Electrical _____

Plumbing _____

Fire _____

Planning _____

BES _____

PDOT _____

Structural _____

Other _____

APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Print Name _____ Sign Name _____

Street Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ email _____

Plans / permits available for pick up at 1900 SW 4th Avenue, 2nd floor between 8:00 am to 5:00 pm

Contact Name for plan/permit pick up _____

Day Phone _____ email _____

Project Building Name / # _____

Project Address or Location _____

Project Name and Description _____

_____

Total Project Value _____ Project Reference #/Billing ID # _____

Building Contractor _____ CCB # _____

MechanicalContractor _____ CCB # _____

Electrical Contractor _____ CCB# _____ License # _____

Plumbing Contractor _____ CCB# _____ License # _____

❑ Building Permit

No. of Stories _____

Const. Type _____

[Y] [N] Alarms Required

[Y] [N] Smoke Det. Req'd

[Y] [N] Sprinklers Req'd

[Y] [N] Struct. Eng / Calcs Submitted

❑ Mechanical Permit

Mechanical Valuation _____

Description _____

_____

❑ Electrical Permit

Please provide a completed standard electrical permit application form. You may mail or deliver it to 1900 SW 4th Avenue, Portland, Oregon 97201 or FAX to 503-823-7425.

❑ Plumbing Permit

Number of Fixtures _____

Back Flow Devices _____

Water Service (# of Feet) _____

Medical Gas _____

Other _____