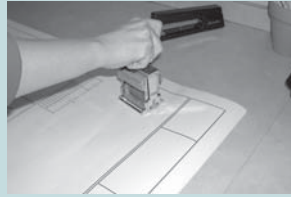


# How to Update Your Plans in Response to a Checksheet



City of Portland Oregon  
Bureau of Development Services  
1900 SW Fourth Avenue  
Portland, Oregon 97201  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)



## Make changes in RED

Use RED pen or marker only to indicate changes to your plan. Marks made in RED indicate updated information and/or changes.

## No Tape, Glue or Staples Please

Please do not tape, glue or staple changes to plans. Either replace the entire sheet you are adding information to OR red line changes on to plans.

## Date stamp

Date stamp the cover sheet, each time you make corrections and each new page you insert or update.

## Replacing pages with redlines and City stamps

When you replace a page that has City redlines or stamps on it, mark it “VOID – save for reference only” in RED on the old sheet and staple it behind the corresponding plan set. For example, if it came from the #2 set place it behind the complete/updated #2 plan set.

## Keep a complete #1 Set that includes all changes

Always keep all pages including the pages that have been changed/replaced from the #1 set and mark them “VOID – Save for Reference Only”. Staple the old pages with the complete #1 set.

## IF you replace the entire set of plans:

- No change to the project scope of work.
- Write the complete permit number (year-6 digit #-REV, etc.-permit type) along the right hand edge of the cover sheet in RED.
- Write the plan set number (1, 2, 3 or 4) in the upper right hand corner of the cover sheet in RED.
- Reattach materials stapled to the original plans to the new plans.

## You must include a completed Checksheet Response Form

Always provide a *Checksheet Response Form* each time you update your plans and for each checksheet answered. Staff will not accept your corrections without a corresponding checksheet response form.

## Redlines

Transfer all redlines unless they are incorporated into the new sheets.

## Include all revision information

Make sure complete revision information (date, number, what was changed) is on the corrected pages.

## Site Plan or previously reviewed sheets changed? Let us know

Always advise Permitting Services staff if you have replaced the site plan or any pages with city approval stamps on them.

## Return all materials to Permitting Services Staff

Please request a new status sheet for your records. Reviewers are notified via computer that you have updated your plans.

## Review process for updated plans

1.

Once your plans have been reviewed; they will either be approved or you will be issued a checksheet.

2.

In response to a checksheet: The applicant updates the plans, and completes and submits a Checksheet Response Form for each checksheet being answered.

3.

Reviewers are notified that plans have been updated. Corrections are generally reviewed within 5 to 10 business days.

4.

Plan reviewers may approve the changes to the plans, or require further changes. If additional changes are required, you will receive a new checksheet.

## Frequently Asked Questions

### Q How long will it take for corrections to be reviewed?

A Corrections are generally reviewed prior to beginning new review work. Corrections are typically reviewed within one to two weeks after submittal.

Each reviewer maintains his or her own review schedule. Permitting Services cannot access reviewer schedules. Please contact your reviewer for additional information.

### Q What is a checksheet?

A If there are any deficiencies in your plans, or a reviewer needs additional information about your project, they will send you a specific list of their questions called a checksheet. This document provides the name of the reviewer and contact information, a blank Checksheet Response Form (to itemize your responses), references to the code in question and other necessary attachments.

### Q Can I get a receipt for the corrections?

A A new status sheet can be obtained from staff or using the IVR system. Your corrections will be shown as "Corrections Received" in the folder process for the reviewer. This is your receipt for the corrections you have made.

### Q What is preissuance?

A Preissuance is the last mandatory review process and is triggered when all technical reviews are completed. Permitting Services staff gather all plan sets to create your job site set. Fees, review processes and the plans are reviewed at this time.

### Q When can I pick up my permit?

A After the last mandatory review is completed. That review is preissuance and is triggered when all mandatory technical reviews are completed. Permitting Services staff will call you when the permit is approved to issue.

## Helpful Information

### Bureau of Development Services

City of Portland, Oregon

1900 SW 4th Avenue, Portland, OR 97201 | [www.portlandoregon.gov/bds](http://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

### Important Telephone Numbers

BDS Main Number ..... 503-823-7300

DSC Automated Information Line..... 503-823-7310

Permitting Services ..... 503-823-7357

Resource and Records ..... 503-823-7660

City of Portland TTY ..... 503-823-6868

All information is subject to change