Submittal Guidelines



City of Portland Oregon Development Services Center 1900 SW Fourth Avenue Portland, Oregon 97201 503-823-3018 www.portlandonline.com/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 - Minor Interior Alterations

with only minor changes to exterior

For projects with valuations less than \$148,700

This handout describes the information that is usually required when applying for a Commercial Alteration/Tenant Improvement Permit with a total project valuation less than \$148,700—with no increase in floor area (out or up), no structural changes, and only minor changes to the exterior.

It does NOT apply to permits that would change the occupancy or use* of a building, increase the footprint of a structure, or alter any exterior feature beyond a same size replacement of doors or windows.

*If your project includes work that would change the occupancy or use of an existing building, please visit staff in the Development Services Center before you prepare your submittal materials and plans. We will help you with information tailored to your individual project requirements.

Application Materials

Completed Building Permit Application
Completed Systems Development Charge (SDC) Information Form for use with Commercial Projects
Four (4) copies of Architectural Plans for the area of proposed work and areas affected by such work

Things to know before you start

If your alteration project exceeds \$148,700 in value,

Please refer to the Submittal Guidelines for Commercial Major Interior Alterations.

If your minor alteration project (less than \$148,700 in valuation) includes additional exterior work, structural changes, or increase in building footprint,

 Please refer to the Submittal Guidelines for Commercial New Construction, Additions, Alterations with Exterior Work, Structural Changes

But please see us first before you prepare your submittal materials and plans. Every project we see is unique, and your commercial alteration 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.

Architectural Plans

	General Notes 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, fire sprinkler type and extent of coverage, fire alarms, number of plumbing fixtures required and provided, any other applicable building code information			
	Code Summary Floor Plans (may be on main plan or a separate full floor diagram plan) clearly showing fire wall types and fire-rating (i.e., area separations, occupancy separations, corridors, exits enclosures, shafts, etc.), uses of rooms/areas and occupancy classifications, occupant loads, smoke detectors, egress paths from the altered area to the exterior of the building with exit signs and egress lighting			
	Floor Plans of the proposed alterations, fully dimensioned and labeled, including existing and proposed walls, walls to be removed, doors with swing direction, windows, stairs, plumbing fixtures, accessibility clear ances, uses of rooms/areas, fire-rating of walls			
	For buildings with existing on-site parking, a Site Plan showing accessible parking space(s) with dimensions, and an accessible route from the parking space(s) to the building entry			
	Enlarged details of new walls, floor and ceiling construction and attachment details			
	Door and window sizes, fire-rating, and hardware for all doors affected			
Plumbing 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 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 2 inches or greater except those 2 inch systems which have been designed and stamped by a licensed engineer

	Medical gas and vacuum system for healthcare facility Installation of any multi-purpose fire sprinkler system under standards adopted by the department
	Grease processing /interception equipment systems for food service establishments and food processing facilities
	A separate plumbing permit must be obtained by the plumbing contractor
	Food Service Establishments are required to have outside agency reviews, contact Multnomah County Health Department 503-988-3400 and Oregon Agriculture Department 503-986-4720
Ad	Iditional Information for Minor Interior Alterations
	Two (2) copies of an Accessibility Upgrade Schedule consisting of a list of proposed accessibility improvements, and their corresponding value. (To show accessibility improvements to a cost of up to 25 percent of the project value)
	Two (2) copies of all Appeals, FM 41 Agreements, Accessibility Agreements, etc. for the building that could affect the space in question
	Two (2) copies of Energy Code Lighting Budget, as needed
lf	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.

Helpful Information

Bureau of Development Services

City of Portland, Oregon 1900 SW 4th Avenue, Portland, OR 97201 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

For more detailed information regarding the bureau's hours of operation and available services;

Visit our Website www.portlandoregon.gov/bds

All information in this publication is subject to change.

Important telephone numbers

BDS main number5	03-823-7300			
DSC automated information line 5	03-823-7310			
Building code information 5	03-823-1456			
Zoning information5	03-823-7526			
Permit information for electrical, mechanical,				
plumbing, sewer and sign5	03-823-7363			
Development review process 5	03-823-7357			
Permit resources and records 5	03-823-7660			
System development charges information				
System development charges informa	tion			
System development charges informa Bureau of Environmental Services 5				
	03-823-7761			
Bureau of Environmental Services 5	03-823-7761 03-823-5105			
Bureau of Environmental Services 5 Bureau of Parks & Recreation 5	03-823-7761 03-823-5105 03-823-7364			
Bureau of Environmental Services 5 Bureau of Parks & Recreation 5 Bureau of Water Works 5	03-823-7761 03-823-5105 03-823-7364 03-823-7002			

Portland License Bureau 503-823-5157 City of Portland TTY 503-823-6868