

Field Issuance Remodel (FIR) is designed to serve licensed contractors, architects and engineers in the State of Oregon that perform alteration or addition work to one and two family dwellings. Projects included in this work are:

1. Alterations of habitable space;
2. Conversion of an existing non-habitable space into habitable space;
3. Construction of new habitable or non-habitable space attached to an existing structure;
4. The building of a new detached accessory structure.

Key elements include:

- Streamlined plan intake and permit issuance.
- Continuous working relationships between participants and City inspectors leading to faster and more efficient service to our customers.
- Designation of a single inspector to provide all FIR services for a given customer, regardless of location.
- Services delivered at the customer's desired level, including consultations, job meetings and process management assistance. These services are charged at an hourly rate with cost accountability through itemized billings.

The FIR program does not relax code requirements or provide lower plan review or inspections standards than those required by the State of Oregon Statutes, Administrative Rules, and/or the City of Portland Municipal Titles. The goal is to provide inspections and plan review services as efficiently and effectively as possible to FIR participants.

Advantages of the Field Issuance Remodel Program

advantage 1. _____

Simplifies the permitting process

Simplification of the permitting processes expedites the plan review and permitting. The FIR program is designed to assign only the required reviews for the particular project, thus allowing staff to customize the review to fit the needs of each project and avoid delays.

advantage 2. _____

Pre-application consulting services

This service will provide pre-design consultations, site meetings and process management assistance. This service is an asset because many projects involve designers, contractors and others from outside the area that may not be familiar with the local codes and regulations. FIR staff are available for consultation which begins before the preliminary documents are prepared. This service saves customer time and labor on the front end of projects. Most FIR projects move rapidly through the permitting process, eliminating repeated check sheets and resubmittals of permit documents.



advantage 3. _____

Authorize immediate start up

FIR inspectors can evaluate proposed projects on-site. In some cases, depending on the complexity of the project, inspectors can approve immediate start up of the project by providing job site consultation, approve work to begin and also issue approved plans and inspection record cards the next day.

advantage 4. _____

Continuity and consistency between review and inspection services

The functions of plan review and inspections are assigned to the same inspector. This means the customer works with the same person from the initial contact to the final inspection. This is true of the Building, Mechanical, Plumbing and Electrical trade permits.



advantage 5. _____

Hourly rate structure

The hourly rate structure allows FIR to offer additional services such as pre-application consultations and after hour inspections to be billed at an hourly rate. The current rate per hour is charged for all services. This hourly rate replaces all other permit fees with the exception of any additional State or local taxes or surcharges. A monthly bill is issued to the customer identifying all charges by date, project number or name and type of service rendered. This process ensures fiscal accountability for the client and the City.

advantage 6. _____

More control = more savings

A well managed project will lower overall costs of the project by limiting unnecessary inspector visits and minimizing the number of corrections and re-inspections. Customers are also encouraged to consider the additional advantages, which include reduced design and consultation costs, limited time, if any, spent in the Development Services Center and most importantly keeping their projects on schedule.

Participating in the Field Issuance Remodel Program (FIR)

- Work directly with your inspector concerning all details of your project. Your inspector will assist you in determining the required information needed to authorize your construction project.
 - Get forms and information about FIR at www.portlandoregon.gov/bds.
 - Contact your inspector to inquire about project submittals and applications for residential permits.
 - Your inspector can determine by phone or site visit if minor projects will be granted an immediate permit.
 - Permit applications must include the owner's Project Reference Number. Permit fees will be billed directly to the contractor.



Register for the FIR Program:

- Complete the registration form available at www.portlandoregon.gov/bds
- or
- Contact FIR inspectors
 - Karl Harn, 503-823-7349
 - David Rolfe, 503-823-7784
 - Dave Tebeau, 503-823-6802

Helpful tips & information

Bureau of Development Services
1900 SW 4th Avenue
Suite 5000, Fifth Floor
Portland, Oregon 97201

Hours

Monday - Friday 7:30 am to 3:30 pm

Contact information

Email: BDSFirPermits@portlandoregon.gov

Your Inspector is your main BDS contact:

FAX503-823-7425
Karl Harn, FIR Sr Inspector503-823-7349
David Rolfe, FIR Sr Inspector.....503-823-7784
Dave Tebeau, FIR Sr Inspector.....503-823-6802
BDS Main Number.....503-823-7300
TTY503-823-6868

Additional information

- Submit three sets of plans when your project requires them for the review process.
- The FIR Registration Form and instructions are available online at www.portlandoregon.gov/bds
- Work directly with your inspector.
- FIR assistance is not available through the Development Services Center.

Visit our Web site
www.portlandoregon.gov/bds

Field Issuance Remodel Program



City of Portland, Oregon
Bureau of Development Services