



Permit and Property Research

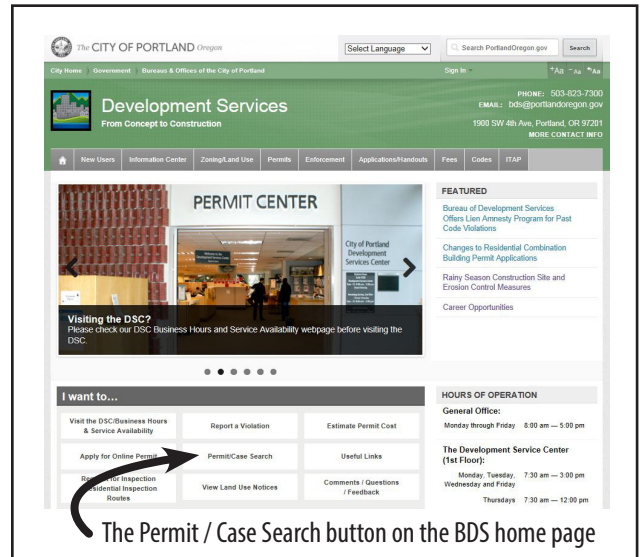
This handout is designed to make researching the permit history on your property an easy task.

Research online:

Permit records from January 1, 2000 to current are available online. In addition, some historical permit information is also available.

1. Go to www.portlandoregon.gov/bds
2. Click on the Permit/Case search button located in the middle of the "I want to..." section. A new window will take you to www.portlandmaps.com
3. Type in the address to view a list of permit activity associated with that address.
 - Click on the IVR or Permit number to see details
 - For information on a specific permit, you may search by IVR Number or Application Number.

The same property and permit information is available at www.portlandmaps.com.



Enter the property address into the search bar. In some cases, your search will bring up a number of properties. Make sure to click on the correct one. Hint: You can also select the property on the map to the left.

Permits: To look at the permit history, click on the Permits button under the Permits & Zoning link (see above). At the bottom of the permits list you will see how many rows of permits are listed. Next to that is a square icon with an arrow. By clicking that icon, you can expand the information. You can also click on the Application number to get detailed information on any permit listed.

Aerial Photo: Another useful research tool in Portland Maps is the aerial photo option.

Click on the airplane icon to view the most current aerial photo, select "Advanced" then "Aerial Photos" and enter the property address to view aerial photos back to 1996. This combined with the permit history can help research possible unpermitted additions and or structures.

Zoning: Zoning information is listed in the summary of the property at the top.

The zoning description is a clickable link to the definition of that zone. This is helpful for general information. We recommend calling the Planning & Zoning Hotline at 503-823-7526 to interpret the possibilities and restrictions for a certain property.

Assessor: While this is a popular source of information, the information contained on the site under the "Assessor" tab in the "Improvements" section which lists the number of bedrooms, bathrooms, etc., may not accurately reflect what has or has not been legally built or installed under permit.

For questions about PortlandMaps.com, email Maps@PortlandOregon.gov

Research at the Development Services Center (DSC):

The DSC is located at 1900 SW 4th Avenue, 1st floor.

In the DSC are public access terminals where you can view BDS's permit database. You can also speak to staff at the Resource/Records Counter asking what permit information they can provide. There may be drawings on file for work done after 1976 (drawings after Jan. 1, 2000 are available online – see the front of this handout).

- If you are not familiar with the DSC, ask for directions to the Resource/Records Counter at the front desk.
- When asking Resource/Records to search for permits on your property, be specific about what you need (this is defining your scope of work). For example, you want to know if a bathroom in the basement was installed under permit.

Now that you have the permit history:

1. **Meet with BDS plan review staff.** They will interpret the permit history and help you decide what direction you can go with your project.

Plan Review staff will usually open an **inquiry folder** to help document the permit history, information, and options that were discussed in your meeting. This is helpful if you come back to the DSC at a later date and are unable to speak with the same Plan Reviewer.

2. To legalize work done without permits, you must define your **scope of work**, list what was done, and include all details even if you think what was done did not require a permit. (i.e. converted basement room into bathroom, 1 toilet, 1 sink, 1 shower, re-framed room, added overhead light, etc).
 - If you purchased the property and want to legalize work done under prior ownership, you will need to go through the same permitting process as if it is a new project.
 - All work being legalized will have to meet the minimum code standards from the current code. Each case may be evaluated on a case by case basis.
 - Although you may not have been the homeowner when work was done on your home, as the current homeowner, it is your responsibility to remedy the situation.
3. You may need to draw/provide plans detailing the work that you need to legalize (see BDS brochure #6, What Plans Do I Need for a Building Permit?) This is available online at www.portlandoregon.gov/bds | select the Applications/Handouts tab > Permits and Inspections > Plans - What Plans Do I Need For a Building Permit.

Remember, once the permit is issued, your project won't be considered legal until the permit receives final inspection approval.

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

Development Services Center Hours, and Permitting Services call 503-823-7310 or visit PortlandOregon.gov/bds/37988

Important Telephone Numbers

BDS main number	503-823-7300
Permit Information (electrical, mechanical, plumbing, sewer, and sign).....	503-823-7363
Building code information	503-823-1456
Site Development Services & Sanitation	503-823-6892
Zoning Information	503-823-7526
Permitting process.....	503-823-7357
Permit resources and records	503-823-7660
Residential (1 & 2 family)	503-823-7388
Enforcement Program	503-823-2633
BDS 24-Hour Inspection Request Line ..	503-823-7000
City of Portland TTY	503-823-6868
Commercial Inspections	503-823-7303

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

Visit our Web site
www.portlandoregon.gov/bds

Note: All information in this brochure is subject to change.