



# Applying for a New Single Family Residential Project and Sample Fees

The Bureau of Development Services (BDS) accepts New Single Family Residential (NSFR) and new construction Accessory Dwelling Unit (ADU) projects for review through three different intake processes:

- For one or two dwelling unit projects, you will either:
  - Submit your plans through the NSFR Submittal and Review Process via the Development Services Center (DSC), or
  - Submit your plans through the Drop Off Process for NSFR Submittals.
- For three or more dwelling units (designed to the Oregon Residential Specialty Code) on a single lot or attached to each other, you will submit your plans through the Batch Submittal and Review Process.

If you wish to include the mechanical, electrical, and plumbing trade work permits on NSFR projects, please complete and have signed, each of the trade permit applications at the time of NSFR application.

If you are unsure how your project should be processed, or if you have questions about the information necessary to submit, please call Permitting Services at 503-823-7357.

## NSFR Submittal and Review Process – for projects of one or two units

1. **Prepare and** bring the items noted below to the DSC. Hours of operation are available on our website ([www.portlandoregon.gov/bds/dsc](http://www.portlandoregon.gov/bds/dsc)) or by calling 503-823-7310. We will assist NSFR customers up to one hour before the conclusion of business for the day.
  - Completed NSFR Application Packet
  - Four sets of complete plans with an additional 11X17 Site Plan.\*
  - Complete submittal materials per NSFR Minimum Submittal Checklist included in application packet.
2. Meet with a Technician in the DSC to check the completeness of your NSFR application packet and plans. Application packets and plans must be deemed complete to be Approved for Intake.
3. Plans and application materials which are Approved for Intake will have intake fees generated and billed. Following intake fee payment, the NSFR will be Under Review.

## Drop Off Process for NSFR Submittals

NSFR drop off submittals will be accepted by Permitting Services located on the 2nd floor of the 1900 SW Fourth Avenue building. Hours of operation are available on our website ([www.portlandoregon.gov/bds/dsc](http://www.portlandoregon.gov/bds/dsc)) or by calling 503-823-7310.

Within one week Applicants will be notified, by email, about the status of their submittal. If deemed complete, intake fees will be identified. Following intake fee payment the NSFR will be Under Review. If deficient, information on how to proceed will be identified.

## Batch Submittal and Review Process – for projects of three or more units

Projects which include three or more structures built to the Oregon Residential Specialty Code, or International Residential Code, and are located on a single tax lot or attached to each other, are submitted through the Batch Submittal Process. Examples of Batch Submittal projects could include three townhouse units, or three or more single-family homes on one tax lot.

These projects necessitate Batch Submittal processing due to their unique Planning and Zoning requirements, which differ from those for standard single-family development. In addition, projects involving multiple structures on one tax lot require a separate Site Development permit for the common infrastructure elements such as driveways, utilities, and landscaping.

1. Prepare and bring the following items to Permitting Services located on the 2nd floor of the 1900 SW Fourth Avenue building. Hours of operation are available on our website ([www.portlandoregon.gov/bds/dsc](http://www.portlandoregon.gov/bds/dsc)) or by calling 503-823-7310.
  - Completed Batch Intake Worksheet and NSFR Application packet (including information for each building type)
  - 4 sets of complete plans
  - Any additional submittal materials\*  
\* (see NSFR Minimum Submittal Checklist)
2. A Process Manager will be assigned to your project. Within one week, Applicants will be notified, by email, about the status of their submittal. If deemed complete, intake fees will be identified. Following intake fee payment the NSFR will be Under Review. If deficient, information on how to proceed will be identified.

# Sample Fees for building a new single family home

Each project is unique, some fees may vary, even for homes with identical square footage.

<b>FEES</b>	<b>Square Footage</b>	<b>1,250</b>	<b>2,450</b>	<b>3,650</b>
<i>*Valuation includes a 500 sq. ft. attached garage in addition to square footage</i>	<b>\$ Valuation</b>	<b>177,440</b>	<b>324,392</b>	<b>471,344</b>
<b>Plan Check Fees</b>				
Building Plan Review/Processing Fee		678.74	1,034.18	1,389.63
Land Use Plan Review Res		376.17	687.71	999.25
Residential Site Inspection Fee - New Construction		497.00	497.00	497.00
<b>Fees due at intake</b>		<b>1,551.91</b>	<b>2,218.89</b>	<b>2,885.88</b>
Development Services Fee - RS		279.59	436.88	594.17
Transportation Plan Review		393.00	393.00	393.00
Environmental Services Plan Review		639.00	639.00	639.00
Water Plan Review		120.00	120.00	120.00
<b>Systems Development Charges</b>				
Environmental Services		8,076.00	8,076.00	8,076.00
Additional line and branch charges may apply. Contact BES at 503-823-7761 for more information				
Parks	Within the Central City Parks SDC Area, or Outside the Central City Parks SDC Area <sup>1</sup>	9,204.00 11,641.00	11,570.00 14,633.00	11,570.00 14,633.00
Transportation <sup>2</sup>	Single Family Residence	5,393.00	5,393.00	5,393.00
	(plus additional amount if located within North Macadam overlay area) <sup>1</sup>	3,450.00	3,450.00	3,450.00
	(plus additional amount if located within Innovation Quadrant overlay area) <sup>1</sup>	2,778.00	2,778.00	2,778.00
Water SDC, by meter size 5/8", 3/4" or 1"		3,062.00	4,593.00	7,655.00
<b>Other Fees</b>				
Water service installation estimated by number of bathrooms, meter size 5/8", 3/4" or 1". Typically 1.5 or fewer baths use 5/8" meter, 2 - 3 baths require a 3/4" meter and 3.5" baths require a 1" meter. Actual meter size will be based on total fixture unit count of the entire home. Where an adequately sized service branch is already installed to your lot a \$465 activation fee will be charged.		7,435.00	7,435.00	7,435.00
<b>Miscellaneous Fees, street addressing and zoning inspection fees</b>		202.00	202.00	202.00
<b>Permits for Construction, includes state surcharge where applicable</b>				
Building Permit		1,169.52	1,781.98	2,394.44
Plumbing Packages, up to 100 feet of exterior pipe for connections to water, sewer, storm or rain drain included				
	(1 bathroom) (2 bathroom) (3 bathroom) (4 bathroom)	611.52	917.28	1,070.72
			1,327.20	
Mechanical Permit, typical fixtures		253.12	298.86	315.66
Electrical Permit, wiring and temporary service		592.48	729.12	934.08
Forestry Permit		492.00	492.00	492.00
Sewer/Storm Connection Permits		241.00	241.00	241.00
Residential Stormwater Facility Inspection		586.00	586.00	586.00
<b>Street Improvements - Type dependent on current street infrastructure</b>				
Sidewalk/Driveway				
Type 1 - \$0.89 per sq. ft., minimum \$60				
129 sq.ft. driveway in right-of-way		127.71		
225 sq.ft. driveway in right-of-way			222.75	222.75
Type 2 - Public Works Permit Review <sup>1</sup>		4,455.00	4,455.00	4,455.00
Type 3 - Local Transportation Infrastructure Charge (LTIC) <sup>1</sup>				
\$600 per lineal foot of frontage				
Metro Construction Excise Tax		212.93	389.27	565.61
School Construction Excise Tax		1,687.50	3,307.50	4,927.50
<b>Total Estimated Fees</b>		<b>42,635.03</b>	<b>50,195.97</b>	<b>56,969.29</b>
<b>Due at Intake</b>		<b>1,551.91</b>	<b>2,218.89</b>	<b>2,885.88</b>
<b>Due at Issuance</b>		<b>41,083.12</b>	<b>47,977.08</b>	<b>54,083.41</b>

Sample fees are based on rates and valuation effective July 1, 2019, and assume that construction will occur on an existing legal, buildable lot. Information is subject to change.

<sup>1</sup> Not included in the total