



# 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 two different intake processes:

- For one or two dwelling unit projects, you will submit your plans through the NSFR Submittal and Review Process. To submit your NSFR Plans please visit the DSC. Hours of operation are available on our website ([www.portlandoregon.gov/bds/dsc](http://www.portlandoregon.gov/bds/dsc)) or call 503-823-7310.
- For three or more dwelling units (designed to the residential 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 on NSFR projects, completed and signed trade applications must be provided at the time of submittal.

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

**1. Prepare and** bring the items noted below to the Development Services Center. Hours of operation are available on our website ([www.portlandoregon.gov/bds/dsc](http://www.portlandoregon.gov/bds/dsc)) or call 503-823-7310. We will assist NSFR customers up to one hour before conclusion of business for the day.

- A) Completed NSFR Application
- B) Four sets of complete plans with an additional 11X17 Site Plan.\*
- C) Complete submittal materials per NSFR Minimum Submittal Checklist

**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 that are Approved for Intake will have intake fees generate and billed. Following the bill payment, the NSFR will be Under Review. An initial Plan Review Report will be provided to the applicant in one week following the payment of the intake fees.

**A Limited Preliminary Review meeting with Life Safety and Planning for the Design Professional may be requested following payment of intake fees. A \$75 Missed Appointment fee will be charged for not attending a requested meeting. The Meeting will not be rescheduled.**

## Drop Off Process for NSFR Submittals

NSFR drop off submittals will be accepted in Permitting Services located on the 2nd floor of the 1900 SW Fourth Building. Hours of operation are available on our website ([www.portlandoregon.gov/bds/dsc](http://www.portlandoregon.gov/bds/dsc)) or call 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. If deficient, information on how to proceed will be identified.

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

Projects that 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 Track. Examples of Batch Track Projects could include three townhouse units, or three or more single-family homes on one tax lot.

These projects necessitate Batch Track processing due to the 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 the 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 call 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. If deficient, information on how to proceed will be identified.

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.

Information is subject to change

# 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>
*Valuation includes a 500 sq. ft. attached garage in addition to square footage	<b>\$ Valuation</b>	<b>164,858</b>	<b>301,478</b>	<b>438,098</b>
<b>Plan Check Fees</b>				
Building Plan Review/Processing Fee		637.55	968.82	1,300.08
Land Use Plan Review Res		349.50	639.13	928.77
Residential Site Inspection Fee - New Construction		473.00	473.00	473.00
<b>Fees due at intake</b>		<b>1,460.05</b>	<b>2,080.95</b>	<b>2,701.85</b>
Development Services Fee - RS		265.68	412.27	558.86
Transportation Plan Review		336.00	336.00	336.00
Environmental Services Plan Review		532.00	532.00	532.00
Water Plan Review		70.00	70.00	70.00
<b>Systems Development Charges<sup>2</sup></b>				
Environmental Services		7,135.00	7,135.00	7,135.00
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>	8,218.00 11,054.00	10,330.00 13,895.00	10,330.00 13,895.00
Transportation <sup>2</sup>	Single Family Residence	2,814.00	2,814.00	2,814.00
	(plus additional amount if located within North Macadam overlay area) <sup>1</sup>	2,554.00	2,554.00	2,554.00
	(plus additional amount if located within Innovation Quadrant overlay area) <sup>1</sup>	2,236.00	2,236.00	2,236.00
Water SDC, by meter size 5/8", 3/4" or 1"		2,577.00	3,865.00	6,442.00
<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.		6,210.00	6,210.00	6,210.00
<b>Miscellaneous Fees, street addressing and zoning inspection fees</b>		170.00	170.00	170.00
<b>Permits for Construction</b> , includes state surcharge where applicable				
Building Permit		1,098.55	1,669.35	2,240.15
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)
	582.40	873.60	1,019.20	1,263.36
Mechanical Permit, typical fixtures		239.68	283.02	298.70
Electrical Permit, wiring and temporary service		564.48	694.40	889.28
Forestry Permit		220.00	220.00	220.00
Sewer/Storm Connection Permits		223.00	223.00	223.00
Residential Stormwater Facility Inspection		487.00	487.00	487.00
<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		121.26		
225 sq.ft. driveway in right-of-way			211.50	211.50
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		197.83	361.77	525.72
School Construction Excise Tax		1,575.00	3,087.00	4,599.00
<b>Total Estimated Fees</b>		<b>35,388.13</b>	<b>42,211.47</b>	<b>48,257.42</b>
<b>Due at Intake</b>		<b>1,460.05</b>	<b>2,080.95</b>	<b>2,701.85</b>
<b>Due at Issuance</b>		<b>33,928.08</b>	<b>40,130.52</b>	<b>45,555.57</b>

Sample fees are based on rates and valuation effective July 1, 2017, 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

<sup>2</sup> PBOT SDC calculation methodology is proposed to change in January of 2018