



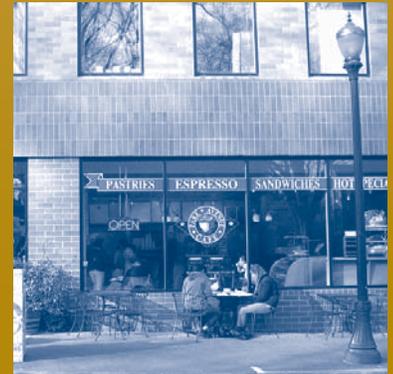
Food Establishments

Businesses that prepare, package, serve, store, vend or otherwise provide food or beverages for public consumption are food establishments.

- Food establishments that make over half their sales from the sale of food for on-site consumption are licensed by the Multnomah County Health Department, located at the SE Health Center, 3653 SE 34th Avenue in Portland, 503-988-3400.
- Food establishments that make more than half of their sales from the manufacture or sale of food products for off-site consumption require approval from the Oregon Department of Agriculture. You may reach the Oregon Department of Agriculture Food Safety Division at 503-986-4720.
- The Portland Office of Transportation regulates vending carts located in the public right-of-way. Vending carts and associated development on private property may be subject to building code and/or zoning code requirements. For more information on vending carts, visit the Development Services Center or call 503-823-7002.
- Conducting business in the right-of-way requires Portland Office of Transportation (PDOT) approval. Sidewalk cafes and vending carts require a permit from PDOT.
- Temporary food establishments located on private property that serve food to customers (Saturday Market, Rose Festival, Cinco de Mayo, street fairs) are subject to Multnomah County Health Department and Portland Fire and Rescue's regulations. The Bureau of Development Services considers them temporary, exempt structures and therefore does not require a building permit.
- Outside cooking apparatus, such as grills, barbecues, smokers, open pit roasters, etc., associated with any temporary food establishment or a permanent food establishment, are regulated by Portland Fire and Rescue 503-823-3700.



Sales of food for on-site consumption requires a plan review and county health inspection.



Sidewalk cafes and vending carts must get a permit from PDOT.

Food Establishment	Requirement or Regulation
New or remodeled food establishment	Building permit, plan review and inspection. May be subject to System Development Charges.
Business with over 50% of sales in food for on-site consumption	Licensed by the Multnomah County Health Department
Business with over 50% of sales from the manufacture or sale of food for off-site consumption	Oregon Department of Agriculture approval
Vending carts selling food	May have building and/or zoning code requirements. Sidewalk vending carts are regulated by Portland Office of Transportation (PDOT).
Temporary food establishments on private property	Multnomah County Health Department and Portland Fire and Rescue regulations
Outside cooking apparatus	Portland Fire and Rescue regulations



Tenant improvements to a space intended to become a restaurant requires a building permit, may be a change of occupancy, and may trigger SDCs.

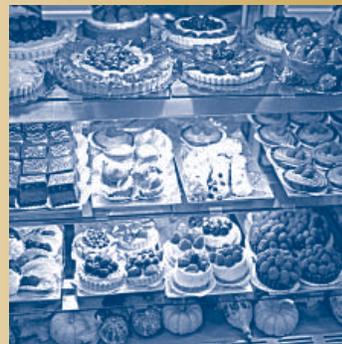
Building Permits and Submittal Guidelines

- A building permit is required for new or remodeled food establishments.
- Separate plumbing, electrical and mechanical permits are required in addition to the building permit.
- Vending carts that are on wheels, less than 16 feet in overall length, located on private property and that serve food to customers are considered temporary, exempt structures by the Bureau of Development Services and do not require a building permit. However, such establishments are regulated by the Multnomah County Health Department at 503-988-3400 and Portland Fire and Rescue at 503-823-3700.
- Development associated with a vending cart (drive-through facilities, parking areas, landscaping) is subject to the development standards of the City of Portland Zoning Code.
- Approval by the Multnomah County Health Department or the Oregon Department of Agriculture may be required for an alteration involving the kitchen or restroom areas in an existing food establishment, even if no plumbing alterations are proposed.
- Plans and notes are required for new/remodeled food establishments with the following minimum information:

- Project address, contact name and phone number, description of proposed use, and description of construction work.
 - Construction type of the building, occupancy classifications and occupant loads of this tenant space, and adjacent tenant space in the same building.
 - Total overall building area (in square feet), number of stories, total area of the tenant space and size of the dining/drinking area.
 - A floor plan, drawn to scale, showing walls with double lines, doors with swing direction, windows, counters, plumbing fixtures, uses of rooms or spaces labeled, seating layout, exit path to the exterior, dimensions to all walls and aisles, and all food service equipment identified.
 - Plumbing piping plans are required for any proposal with a grease interceptor. Contact the Bureau of Environmental Services at 503-823-7122 to find out if a grease interceptor is required for your project.
- The plans may need to be prepared by a registered professional architect or engineer if the building is more than 4,000 square feet in area or more than 20 feet in height from the lowest finished floor to the highest finished ceiling.
 - Prior to plans being taken in for City of Portland building permit review or plumbing plan review, the plans must be approved by the Multnomah County Health Department or the Oregon Department of Agriculture, as documented by a Multnomah County Health Department stamp on the fixture layout plan and/or a letter from the Oregon Department of Agriculture.

Plan Review

- A drinking and dining area larger than 750 square feet is considered by the Building Code to accommodate 50 or more occupants and is classified as an assembly occupancy. If the building or space which the food establishment is to occupy was not previously an assembly occupancy, a change of occupancy may be required. A change of occupancy to an assembly use can be an involved process that will need to be taken in for plan review.
- All new construction, including parking, entries, restrooms, bars, serving counters and customer seating must comply with current accessibility requirements. In existing buildings, up to 25% of the



Oregon Department of Agriculture Food Safety Division approval is required when more than 50% of sales result from manufacture or sales of food for off-site consumption.

project costs must be spent removing existing architectural barriers for access by disabled people. The code prioritizes access, starting with accessible parking if parking is provided on site. After parking, the priority is access into the building, then access within the space itself to features such as restrooms, self-service areas and cashier stations.

- A food establishment with a seating area of 450 square feet or greater requires separate restrooms for each gender, or unisex restrooms may be installed to provide the minimum number of toilet fixtures.

Plumbing Plan Review

- Plumbing plan review is required when any plumbing work is proposed as part of the project.
- Approval by the Multnomah County Health Department or the Oregon Department of Agriculture may be required for an alteration involving the kitchen or restroom areas in an existing food establishment, where no plumbing alterations are proposed.
- The installation of a Type I exhaust hood in the mechanical system will require a grease trap/interceptor to be installed in the plumbing drainage system.
- A walk through with a plumbing inspector may be arranged by contacting Plumbing Inspection Services at 503-823-7302.

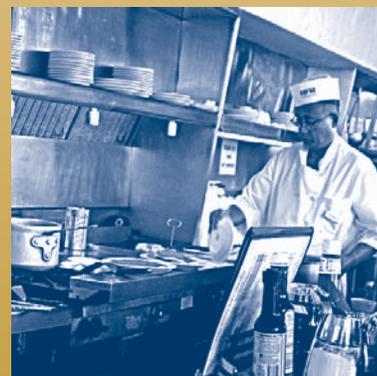
Hoods and Mechanical Review

- Kitchen exhaust hoods are required for food heat-producing equipment.
 - Type I hoods must be installed over appliances that produce grease-laden vapors or smoke.
 - Type II hoods are used for appliances that produce only steam or heat, such as dishwashers. A Type II hood may also be used with gas convection ovens and pizza ovens, where the pizza oven is not used to pre-cook meat.
 - Microwaves, electrical convection ovens, counter-top and under-counter dishwashers will not require either a Type I or Type II hood.
- Most applications for a building permit that involve a food establishment will require a mechanical permit. Mechanical plans should be included with building plans, and must indicate all existing and proposed mechanical installations and alterations for the food establishment, including the location of makeup air, exhaust shafts and terminations at the roof.
- The exhaust outlet location must meet the requirements of both the mechanical and zoning codes.

Systems Development Charges (SDCs)

SDCs are collected by the Bureau of Environmental Services, Bureau of Parks and Recreation, Portland Water Bureau, and the Portland Office of Transportation. SDCs help offset the impact your project will have on the City's infrastructure of storm and sanitary sewer systems, water and street systems. SDCs may be charged when:

- There is a change of use or occupancy
- The project increases the amount of dining area
- The project increases the number of plumbing fixture units
- 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



Heat producing appliances require kitchen exhaust systems which must pass a mechanical review

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

Important Telephone Numbers

BDS main number	503-823-7300
DSC automated information line	503-823-7310
Building code information	503-823-1456
Zoning information.....	503-823-7526
Plumbing walk-through.....	503-823-7302
Permit information for electrical, mechanical, plumbing, sewer and sign	503-823-7363
Permitting process.....	503-823-7357
Permit resources and records.....	503-823-7660

System development charges information

Bureau of Environmental Services	503-823-7761
Bureau of Parks & Recreation	503-823-5105
Bureau of Water Works.....	503-823-7364
Office of Transportation (PDOT).....	503-823-7002
BDS 24 hour inspection request line requires IVR number and three digit type of inspection code	503-823-7000
Small Business Liaison.....	503-823-7542
Portland Fire and Rescue.....	503-823-7300
Portland License Bureau.....	503-823-5157
Multnomah County Health Department.....	503-988-3400
City of Portland TTY	503-823-6868

Publications available in the DSC and online:

- Change of Occupancy
- Home Occupations
- Vending Carts

Online sources:

- Business in Portland Web link
www.businessinportland.org
- Portland License Bureau
www.portlandonline.com/licenses
- Portland Development Commission
www.pdc.us
- Bureau of Planning and Sustainability
www.portlandonline.com/bps

Scheduling an inspection

- Call 503-823-7000, the BDS 24 hour inspection request line
- Enter the three-digit inspection code for the type of inspection you are requesting
- Enter a phone number where you can be reached during weekdays and if you want the inspection in the morning or afternoon
- There must be an adult over age 18 to allow the inspector entry

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

Visit our Web site
www.portlandoregon.gov/bds

All information in this publication is subject to change.