



PRELIMINARY INTAKE CHECKLIST - ELECTRONIC PLAN REVIEW

DOCUMENTATION – Emailed to Process Manager

- Commercial Building Permit Application** <https://www.portlandoregon.gov/bds/article/71706>
- Commercial Mech. Permit Application** <https://www.portlandoregon.gov/bds/article/71708>

BUILDING PLANS – Uploaded into Project Dox **Drawings** file

- Legible 1/8 Scale**
- Approved naming convention** <https://www.portlandoregon.gov/bds/article/707274>
- Digital stamp by a registered architect and/or engineer.** (PDF or digital signature acceptable)
- 3”x 3” blank space.** 1” from the top right corner of each drawing for CITY OF PORTLAND approval stamp.
- Blank general drawing labeled CITY INFORMATION AND DIRECTIVES.** This sheet must be page #2 of the set and is where you will insert reviewer requested City of Portland information related to the review.
- Fire/Life-Safety Building Code Summary**
- Plan Set Index**
- Site Plan**
- Civil**
- Landscaping** (Trees 35” dia. larger must be identified on plans.)
- Architectural**
- Foundation**
- Floor Plans**
- Sections**
- Structural**
- Shoring** - Shoring cannot be a deferred submittal and must be included
- Mechanical** - Mechanical permit will be issued with Building Permit
- Electrical** - Trade permit will be required after issuance
- Plumbing** - Trade permit will be required after issuance

DOCUMENTATION – Uploaded into Project Dox **Documents** file

- Commercial SDC Form** <https://www.portlandoregon.gov/bds/article/92694>
- Structural Calculations** – Must be broken up into files no larger than 9MB
- Geotechnical report** – Must be an independent document
- Storm Drainage Report** (includes BES water quality management and sample O&M agreement)
- Energy Code Analysis**
- Life Safety Completeness Checklist** <https://www.portlandoregon.gov/bds/34532>
- P&Z Certificate of Compliance Form**
- Site specific seismic hazard study**

RESOURCES

Complete Applicant Guide <https://www.portlandoregon.gov/bds/article/707261>

Standards <https://www.portlandoregon.gov/bds/article/707274>

PDX ePlans Website <https://www.portlandoregon.gov/bds/article/707246>

Upload Process <https://www.portlandoregon.gov/bds/article/707256>