



## Complete Submittal Intake Process

The Complete Submittal Intake Process is an effort to increase efficiency and communication with our customers who have an assigned Process Manager. Oftentimes customers receive notification several weeks after plan intake that the plans are not sufficiently complete for plan review. The Complete Submittal Intake Process is intended to prevent this delay and will provide early notification to the customer that items necessary for review are missing from the submittal. It is our hope that this additional step will increase communication with our customers and improve our review and approval processing. This intake process is not a code review rather it is only an effort to ensure that the plans include all the minimum submittal requirements needed to review the plans.

### **Intake Process Outline:**

1. The Process Manager will schedule an intake appointment for your plan submittal.
2. At the intake appointment you should bring one set of plans instead of the usual four (Paper Plans only). Electronic Plans will be submitted Via Project Dox website.  
<https://eplans.portlandoregon.gov/ProjectDox/>,  
<https://www.portlandoregon.gov/bds/72523>
3. This plan set should include all of your supporting documentation outlined on the Process Management intake checklist. <https://www.portlandoregon.gov/bds/article/696676>,  
<https://www.portlandoregon.gov/bds/article/233533>
4. In addition to the intake screening by the Process Manager the plans will be seen by the Structural and Life Safety reviewers within 5 working days to make sure all the minimum information necessary for review is included.
5. If the minimum information necessary for review has been submitted:
  - The Process Manager will contact you to set up a time to finish the intake process and collect the remaining three plan sets and submittal documents. The intake fees will be due at that time. (paper plans) **or**
  - The Process Manager will inform you that the plans are acceptable for intake and the intake fees will be due at that time (electronic plan review).
  - When all Intake fees have been paid the plans will be routed for official plan review.

If the plans do not have the minimum information necessary for review:

- the reviewer will prepare a checklist of the items missing, this checklist will be emailed to you via your Process Manager.
- you will need to provide the requested information and when the plans are updated you will again submit a single copy to the Process Manager to begin the intake screening process again.

Attached are several links to the BDS website for information to assist you in putting together a complete submittal.

<https://www.portlandoregon.gov/bds/article/696676> (Paper Intake Checklist)

<https://www.portlandoregon.gov/bds/article/233533> (Electronic Intake Checklist)