



# Non-Residential Stormwater Permit Requirements

## Onsite Stormwater Management and Pollution Controls are Required

The intent of installing stormwater management facilities in response to new development and redevelopment is to manage the increase in stormwater runoff volume and to control the potential pollutant sources exposed to stormwater. Stormwater mitigation is required when any of the following activities occur:

- more than five hundred square feet (500 SF) of new impervious area is created,
- five hundred square feet (500 SF) or more of existing impervious surface is redeveloped,
- new industrial or commercial activities are initiated or existing industrial or commercial activity areas are disturbed,
- a new connection is made to either the City storm system, or surface waters of the state, or a private Underground Injection Control (UIC) stormwater system. A UIC is any man-made design, structure or activity which discharges below the ground or subsurface.

## Work requiring a Commercial building permit

Most development and redevelopment work on non-residential property requires City review and approval. The intent of City review is to ensure that proposed alterations to site drainage are appropriately incorporated in a new or existing stormwater management system. This includes installing a new stormwater management system, substantially modifying an existing stormwater management facility, or retrofitting an existing stormwater management system. Routine stormwater management system maintenance activities generally do not require a commercial building permit. The most common types of development permits that are required for stormwater related work are:

Permit Requirements	
<b>A plumbing permit</b>	Required for any interior or exterior plumbing work (i.e. adding a catch basin or outfall)
<b>A sanitation evaluation</b>	Required for decommissioning a UIC (i.e. filling in a drywell or catch basin to a drain field)
<b>A site development permit</b>	Required for significant excavation, fill or grading work (i.e. parking lot improvements)
<b>A commercial building permit</b>	Required for most building improvements (i.e. building additions)

**Consult with the Development Services Center to see if a permit or city review is required before you begin the following projects:**

- Install a catch basin
- Pave a (parking) lot
- Add outdoor fueling, washing, or materials storage
- Modify an existing surface stormwater system
- Install a treatment or infiltration stormwater system
- Install a subsurface stormwater system (UIC)
- Reroute an interior drain
- Abandon a private outfall

## Site Development Permit Thresholds

A site development permit is required for significant excavation, fill or grading work. If the proposed work meets or exceeds any one of the following thresholds, a site development permit is required:

- excavating more than ten cubic yards (10 CY)
- creating a cut slope greater than five feet (5 FT) high
- adding one foot (1 FT) of fill that changes the elevation or topography
- any soil disturbance greater than five hundred square feet (500 SF)
- creating a slope greater than ten percent (10%)
- all work within fifty feet (50 FT) of a wetland or a waterbody
- working within all flood zones

## Commercial Building Permit Thresholds

A building permit is required for most building improvements. If the proposed work meets or exceeds any one of the following thresholds, a building permit is required:

- New construction of structures with a floor area that exceeds 120 square feet
- Fences over 6 feet high, and retaining walls over 4 feet in height measured from the bottom of the footing to the top of the wall
- Water tanks that exceed 5,000 gallons
- Platforms, sidewalks, and driveways more than 30 inches above adjacent grade and
- Nonfixed and moveable fixtures, cases, racks, counters and partitions over 5 feet and 9 inches in height

**BES can require a site development or commercial building or plumbing permit even if the above thresholds are not met.**

## Stormwater Retrofits

Retrofits are stormwater systems installed to manage existing runoff. Mandatory retrofits are those required as a condition of development. Voluntary retrofits are not required as a condition of development, but are subject to SWMM requirements. The type of permit needed for a voluntary retrofit depends on the type of stormwater management system installed as well as site conditions. All retrofits require an Operations and Maintenance Plan. Appendix A of the 2008 Stormwater Management Manual (SWMM) describes stormwater retrofits in further detail.

## Where do I get a permit?

You can apply for permits in the Development Services Center (DSC) located at 1900 SW 4th Avenue, First Floor, Suite 1500. Be sure to bring with you a scaled schematic of your proposed work, and if applicable provide information about surface depth to groundwater, soil contamination, and Overlay Zones. Please visit our Web site at [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds) to check the current business hours for the DSC. Customers are welcome to come in to the DSC and ask questions before applying for permits.

## Enforcement on Work without a Permit

Work without a permit may result in fines. If unpermitted work is discovered, the City may require the property owner to take out the required permits and pay double the amount of the regular permit fees. Permit fees may be applied as a lien on the property. BDS code is available online at [www.portlandoregon.gov/bds/index.cfm?c=36809](http://www.portlandoregon.gov/bds/index.cfm?c=36809).

## Important Telephone Numbers

BDS main number .....	503-823-7300
DSC automated information line .....	503-823-7310
Permit Information (electrical, mechanical, plumbing, sewer, and sign) .....	503-823-7363
Building code information .....	503-823-7310
Site Services and Sanitation .....	503-823-6892
Planning and Zoning information .....	503-823-7526
Permitting process and fee information .....	503-823-7357
Permit resources and records.....	503-823-7660
BES Hotline .....	503-823-7761
BES Clean River Rewards.....	503-823-1371
Multnomah County Vector Control.....	503-988-3464
Call before you dig .....	503-246-6699
BDS 24-hour inspection request line (requires IVR number and three-digit inspection code).....	503-823-7000
PDOT Sewer Repair/ROW Inspection .....	503-823-7002
City of Portland TTY .....	503-823-6868