



# City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue · Portland, Oregon 97201 | 503-823-7300 | [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)



## Permit Revision Submittal Requirements and Application

A Permit Revision is required when there are proposed changes to the project after the permit has been issued. This may arise due to discrepancies between the city-approved permit drawings and actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved.

### Applicants will provide:

- A copy of this application
- Three (3) sets of plans that clearly reflect the proposed change(s).  
Drawings and calculations must be stamped and signed by the Architect and/or the Engineer of Record, if applicable.
- One (1) copy of the original city approved permit drawings. (NOTE: If your project has an assigned process manager please contact them regarding submittal of the revision).
- Two (2) sets of calculations, if applicable
- Inspector's correction notice, if revision is due to an inspection correction
- Revision fee (paid at time of submittal)

### Contact Information:

Contact name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Value of proposed revision \_\_\_\_\_ Issued permit # \_\_\_\_\_

Job site address \_\_\_\_\_

Description of revision \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Fees:

The Permit Revisions are subject to fees associated with plan review, processing and any increase in project value. Additional fees may apply if adding plumbing fixtures.

The Bureau of Development Services fee schedule is available under the fees tab on the BDS web site at: [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds). Fees are updated annually on July 1st.

### Helpful Information:

**Bureau of Development Services**  
 City of Portland, Oregon  
 1900 SW 4th Avenue, Portland, OR 97201  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

### Submit your plans in person to:

Development Services Center (DSC), First Floor,  
 For Hours Call 503-823-7310

### Important Telephone Numbers:

- BDS main number .....503-823-7300
- DSC automated information line .....503-823-7310
- Building code information .....503-823-1456
- BDS 24 hour inspection request line .....503-823-7000
- Residential information for  
 one and two family dwelling .....503-823-7388
- General Permit Processing and  
 Fee Estimate info .....503-823-7357
- City of Portland TTY .....503-823-6868