



Residential Permit Night

1st and 3rd THURSDAYS
5 - 7:30 P.M.

One and Two Family Residential Dwellings

Residential Permit Night is dedicated to homeowners and tenants and is reserved for residential permits only. Residential is defined as projects subject to the 1 & 2 family dwellings code.



We are located at: 1900 SW 4th Avenue, Portland, OR 97201

What is a Residential Permit Night?

Residential Permit Night offers evening hours to help inform homeowners and tenants about permit and land use requirements, and start the required processes for their projects.

If this is the first time you have applied for a permit or you are unfamiliar with the process, you may need some extra help. On Residential Permit Night we encourage you to ask questions as you move through the process of getting prepared for and submitting your building, plumbing, electrical or mechanical permits. Once your plans and documents are ready to submit, you can get the process started and work towards the goal of getting your permit issued.

Due to the additional submittal information and more detailed review than can be provided during Residential Permit Night, we will not be able to accept New Single Family Residence (NSFR) permit applications during this time. For submittal of these types of projects, please visit the Development Services Center (DSC) during daytime hours.

Residential is defined as 1 & 2 family dwellings. Other dwellings such as triplexes, apartments, and condominiums are considered commercial. Assistance with commercial projects will not be available. Permits can only be issued to the homeowner or tenant with the homeowner's permission.

When is Residential Permit Night?

Assistance is available in the Development Service Center/Permit Center on the 1st and 3rd Thursday of each month from 5 to 7:30 p.m. (except holidays).

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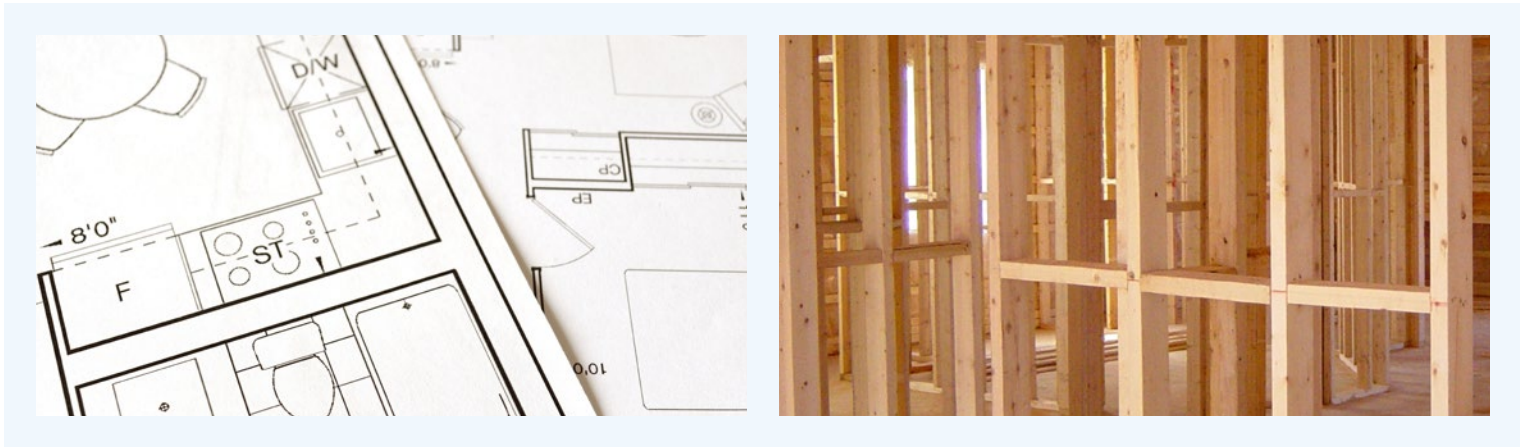
What services are available?

Permit technicians, plans examiners, structural engineers, city planners, and residential inspectors will be available to meet with you to discuss and review your project documents on a first come, first served basis.

On the first and third Thursdays of each month, staff will be available to assist with transportation, sewer/stormwater, and water requirements related to residential permits.

Examples of what you can do during Residential Permit Night:

- Get an overview of the permit process and start your permit.
- Have your plans reviewed and receive feedback.
- Learn what and where you can build on your property according to your zoning and land use requirements.
- Ask questions about the inspection process.
- Research residential permit records and plans.
- Obtain residential electrical, plumbing and mechanical permits.



When do I need a permit?

Permits are required for many types of work. If you have questions about whether your project needs a permit, this is an opportunity to ask the experts in the DSC. Here are just a few examples of when you'll need a permit:

- Adding a room or converting an attic, basement or garage to living space (building permit).
- Building a deck more than 30" above grade (building permit).
- Rebuilding the roof (building permit).
- Cutting a new window or door opening, changing the size of existing opening (building permit).
- Creating a new driveway, or paving a gravel one (zoning permit for driveway, transportation permit for curb cut).
- Replacing a water heater (electrical, mechanical, and/or plumbing trade permit).
- Installing or alter low voltage systems such as security alarms (electrical, mechanical, or plumbing trade permit).

More detailed information can be found in Brochure #2: www.portlandoregon.gov/bds/article/92685. Some minor repairs and maintenance may not require a building permit, but may still need to meet the Zoning Code requirements. City Planners will be available during Residential Permit Night to provide assistance understanding these requirements.

What should I bring to Residential Permit Night?

- **BRING A DETAILED DESCRIPTION OF YOUR PROJECT**
- **BRING YOUR DRAWINGS IF YOU HAVE THEM - PRELIMINARY OR FINAL**
- **BRING YOUR QUESTIONS**

Prior to visiting the DSC, check the brochures on our website to get started:

www.PortlandOregon.gov/BDS/45053.

You can also research your home's permit history and zoning designation on Portland Maps:

www.PortlandMaps.com.



Where can I get plans for my project?

Engineers and architects often prepare plans, and many specialize in residential projects. For simple projects you may be able to prepare your own. It is required that plans be legible, accurate and drawn to scale. You can visit with staff in the DSC to understand what plans your project will require. See Brochure 6 for more information:

www.PortlandOregon.gov/BDS/article/93021.

Can I get my permit?

Smaller projects and simple building permits with complete submittal documents, and simple trade permits may be reviewed and issued “over-the-counter” during Residential Permit Night. More complex projects can be submitted by homeowners but will be subject to intake and the regular review process. Review periods vary per group, but first reviews of complete residential submittals should be complete within 20 working days.

Helpful Information

Bureau of Development Services
City of Portland, Oregon
1900 SW 4th Avenue, Portland, OR 97201
www.PortlandOregon.gov/BDS

Permit Information is available at the following location:

Development Services Center/Permit Center (First Floor)
For Hours Call 503-823-7310
or visit www.PortlandOregon.gov/BDS

Permitting Services (Second Floor)
For Hours Call 503-823-7310
or visit www.PortlandOregon.gov/BDS

General Office Hours:

Monday through Friday, 8 a.m. to 5 p.m.
BDS main number: 503-823-7300

Important Telephone Numbers

General Bureau Information	503-823-7300
DSC automated information line	503-823-7310
Building Code information	503-823-1456
Parking, sidewalk, lane, and street closure permits	503-823-7365
Driveway curb cuts	503-823-7002
Planning and Zoning information	503-823-7526
Permit information for electrical, mechanical, plumbing, sewer, and signs	503-823-7363
Permitting process and fee information	503-823-7357
Resources and records	503-823-7660
BDS 24-hour inspection request line (requires IVR number & 3 digit inspection code)	503-823-7000
Residential information for one and two family dwellings	503-823-7388
City of Portland TTY	503-823-6868
Multnomah County Taxation & Assessment	503-988-3326
Multnomah County Planning Department	503-988-3043
Tree Hotline	503-823-8733

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



All information in this publication is subject to change.

Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译
Turjumida ama Fasiraadda | 翻訳または通訳 | Письменный или устный перевод
Traducere sau Interpretare | 번역 및 통역 | الترجمة التحريرية أو الشفوية
ການແປພາສາ ຫຼື ການອະທິບາຍ | Письмовий або усний переклад

 503-823-7300  BDS@PortlandOregon.gov  www.PortlandOregon.gov/bds/translated

The City of Portland is committed to providing meaningful access.
For accommodations, modifications, translation, interpretation or other services, please call **503-823-7300**,
the TTY at **503-823-6868** or the **Oregon Relay Service** at **711**.

City of Portland, Oregon | Bureau of Development Services | 1900 SW Fourth Avenue, Portland, Oregon 97201 | www.portlandoregon.gov/bds