



Residential Batch Intake Worksheet

Permit Number(s) (Staff Use):

Instructions

- Complete **one** Batch Intake Worksheet for **each** structure type.
- Provide four (4) sets of plans. Each set of plans will include a site plan (incorporating landscaping, civil, storm water management, and erosion control) architectural drawings and structural drawings for each structure type.
- Bring the completed Batch Intake Worksheet(s) and the four (4) sets of plans to Permitting Services, attention Permitting Services Team Leader, 2nd floor of the Bureau of Development Services. For further questions please contact Permitting Services at 503-823-7357

Contact Information

Applicant Name _____

Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ e-mail _____

Contractor Name _____ CCB# _____

Project Information

Address
Applicable Land Use Review (LU) Numbers
Existing Tax Account Numbers
New Tax Account Numbers, if applicable (attach County printout)
Will there be any demolition of existing structures on the lot? <input type="checkbox"/> yes <input type="checkbox"/> no
If yes, what will be demolished? <input type="checkbox"/> Single family residence with basement <input type="checkbox"/> Garage
Valuation for demo: \$ _____ <input type="checkbox"/> Single family residence without basement <input type="checkbox"/> Accessory structure
What is the site development valuation? (valuation includes grading, shared driveway, landscaping and shared infrastructure) \$ _____

Due Diligence

Has the Planning and Zoning Neighborhood Contact form been completed? <input type="checkbox"/> yes <input type="checkbox"/> no Contact Planning and Zoning at 503-823-7526 for further information.
Are you designing to townhouse standards with the intent to convert to rowhouses? <input type="checkbox"/> yes <input type="checkbox"/> no
Have you consulted with: PDOT? <input type="checkbox"/> yes <input type="checkbox"/> no BES? <input type="checkbox"/> yes <input type="checkbox"/> no Water? <input type="checkbox"/> yes <input type="checkbox"/> no

Unit Information

Total number of units for this structure type:	Square footage for this structure type
Number of bathrooms, typical for this unit type only:	Living area: _____ Basement _____
Valuation typical for this unit type only:	Garage/carport _____ <input type="checkbox"/> attached <input type="checkbox"/> detached

To what code is the structure designed?

- Townhouse:** single family dwelling unit, in a row of attached units on a single tax lot designed to ORSC, Section 317.2.
- Rowhouse:** single family dwelling unit, in a row of attached units separated by property lines designed to ORSC, Appendix O
- Duplex:** two unit single family dwelling, on a single tax lot designed to ORSC, Section 317
- Single Family Residence:** single family dwelling designed to IRC