



**City of  
Portland, Oregon**  
**Bureau of Development Services**  
FROM CONCEPT TO CONSTRUCTION

Chloe Eudaly, Commissioner  
Rebecca Esau, Director  
Phone: (503) 823-7300  
Fax: (503) 823-6983  
TTY: (503) 823-6868  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

**Beginning October 1, 2018**

**Consistent Expiration and Voiding of Permits  
(Commercial, Residential, Site Development, Development Review, Major  
Projects, Zoning, Sign, Plumbing, Electrical, Mechanical, Manufactured Home)**

State and City code require that issued permits that have not had a substantive response to a checksheet or an approved inspection within 180 days are deemed abandoned or expire. Code also states that expired permits may be reactivated within 180 days of abandonment or expiration. After 180 days in “Abandoned” or “Expired” status, permits must be voided. A voided permit may not be reactivated except in cases of administrative error or by an approved building code appeal. If not reactivated, a new permit is required in order for the customer to complete and the City to inspect the work.

Currently, the City’s permitting program does not *consistently* indicate when permits are abandoned, expired or void between permit types. This creates confusion for customers, the public and staff about the status of a permit, and therefore what has been legally permitted. **Beginning October 1, 2018, the City’s permitting program will begin showing abandoned expired and void statuses in accordance with state and local codes, and consistently among permit types.**

**Current Status’ By Permit Type**

	CO	RS	MG	SD	DR	ZP	SG	PT	ET	MT	MI/MP
<b>Application</b>											
<b>Under Review</b>											
<b>Abandoned</b>											
<b>Approved to Issue</b>											
<b>Issued</b>											
<b>Under Inspection</b>											
<b>Final</b>											
<b>Expired</b>											
<b>Void</b>											

**As a result of this project, all permit types will have all statuses.**

## Action Required to Keep A Permit Active

To ease into the change, permits will be changed to the appropriate “Abandoned”, “Expired” and “Void” status in phases, with **all permits caught up by April 1, 2019.**

Expiration Date	Required Action	Action By:
<b>Prior to January 1, 2010:</b>	<ul style="list-style-type: none"> <li>• Respond to all outstanding checksheets,</li> <li>• Obtain an approved inspection,</li> <li>• Obtain a permit extension, or</li> <li>• Obtain a reactivation of an expired permit.</li> </ul>	October 1, 2018
<b>January 1, 2010 – December 31, 2012</b>	<ul style="list-style-type: none"> <li>• Respond to all outstanding checksheets,</li> <li>• Obtain an approved inspection,</li> <li>• Obtain a permit extension, or</li> <li>• Obtain a reactivation of an expired permit.</li> </ul>	December 1, 2018
<b>January 1, 2013- December 31, 2015</b>	<ul style="list-style-type: none"> <li>• Respond to all outstanding checksheets,</li> <li>• Obtain an approved inspection,</li> <li>• Obtain a permit extension, or</li> <li>• Obtain a reactivation of an expired permit.</li> </ul>	February 1, 2018
<b>January 1, 2016 – March 30, 2019</b>	<ul style="list-style-type: none"> <li>• Respond to all outstanding checksheets,</li> <li>• Obtain an approved inspection,</li> <li>• Obtain a permit extension, or</li> <li>• Obtain a reactivation of an expired permit.</li> </ul>	April 1, 2018
<b>April 1, 2019 and After</b>	• Respond to checksheets,	Prior to expiration date
	• Obtain an approved inspection,	Prior to expiration date
	• Obtain a permit extension, or	Prior to expiration date
	• Obtain a reactivation of an expired permit.	Within 180 days of expiration date or via building code appeal

**A permit’s expiration date** may be found on TRACs or [Portlandmaps.com](http://Portlandmaps.com)

**Inspections** may be requested through the IVR system by calling **503-823-7000.**

**Permit extensions or permit reactivations** may be requested by contacting:

- Permitting Services (permits Under Review) [permittingservices@portlandoregon.gov](mailto:permittingservices@portlandoregon.gov)
- Commercial Building Inspections 503-823-7303
- Commercial Electrical Inspections 503-823-7304
- Commercial Mechanical Inspections 503-823-7303
- Commercial Plumbing Inspections 503-823-7302
- Residential Inspections- 503-823-7388
- Site Development or Development Review 503-823-7484
- Zoning Permits 503-823-2633

Note: Staff will require that an extension or reactivation request be submitted in writing.

## Other Components

- **Notice** on BDS Website, Direct e-mail to contractors and trade groups by September 1, 2018.
- **Commercial and Residential** permit holders and owners will **continue to get warning letters** prior to and after expiration explaining how to keep the permit active.
- New **online portal** to request extensions and reactivations by October 1, 2018.
- Expanded **program guide** detailing under what conditions permits may be extended or reactivated.
- **City code changes** for consistency with state code and city policy.