



# Applicant Overview



The **Single PDF Process** refers to the fact that **all drawings must be together in a single PDF file**, named appropriately (see **File Naming Standards**). **Calcs, application, and other documents** required for your permit application must still be uploaded as **their own PDFs separate** from the drawings PDF.

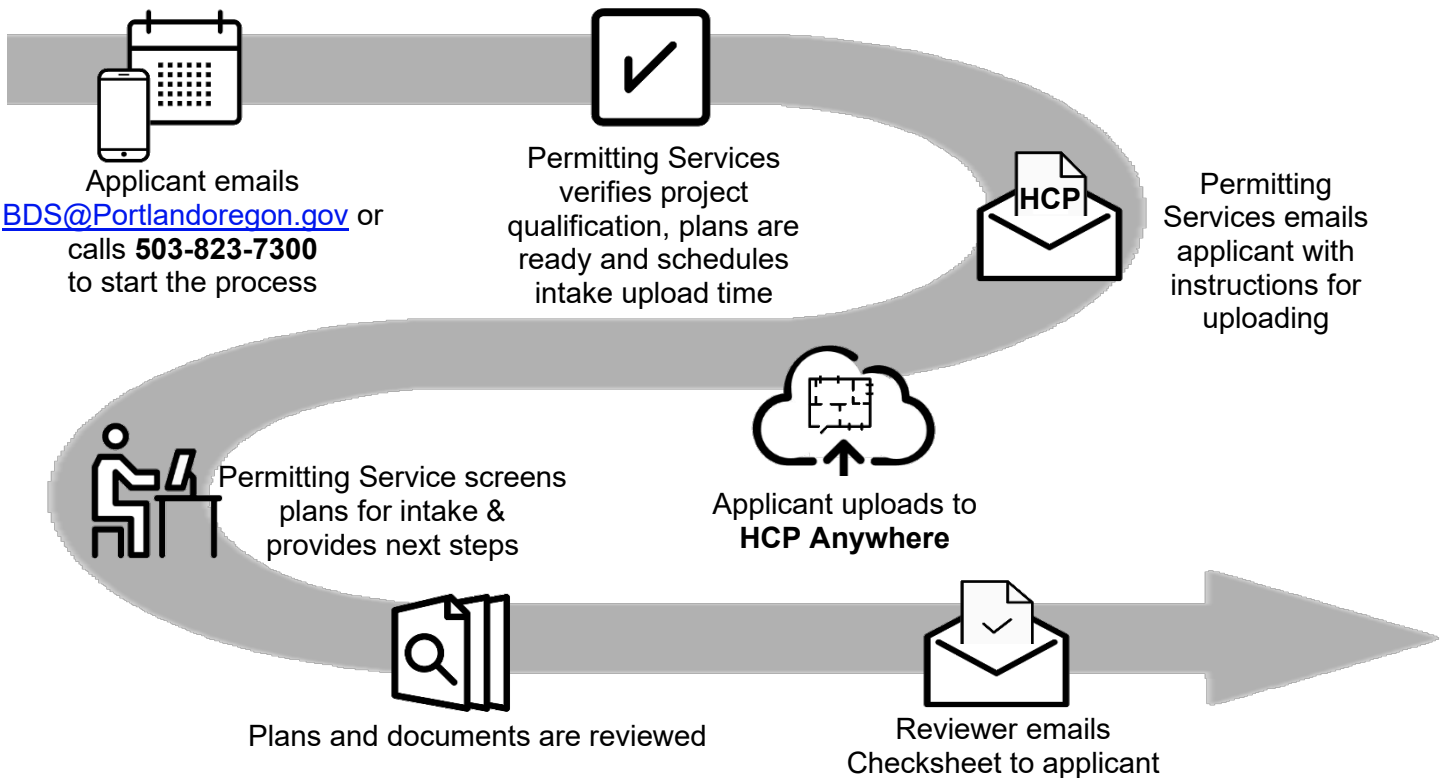
The goal of Single PDF Process is to provide applicants a quick and easy way to access plans and keep processes moving during the [Coronavirus \(COVID-19\)](#) crisis.

## QUALIFYING PROJECTS

The City of Portland is prioritizing essential services such as hospitals and clinics as they prepare for an expected surge of demand in the coming days and weeks. Also, as City staffing levels may be impacted by illness during this crisis, it is important to clear the pipeline of permits associated with projects already under construction.

For information about the Bureau's Intake Priority, please [read our latest Service Level Update](#).

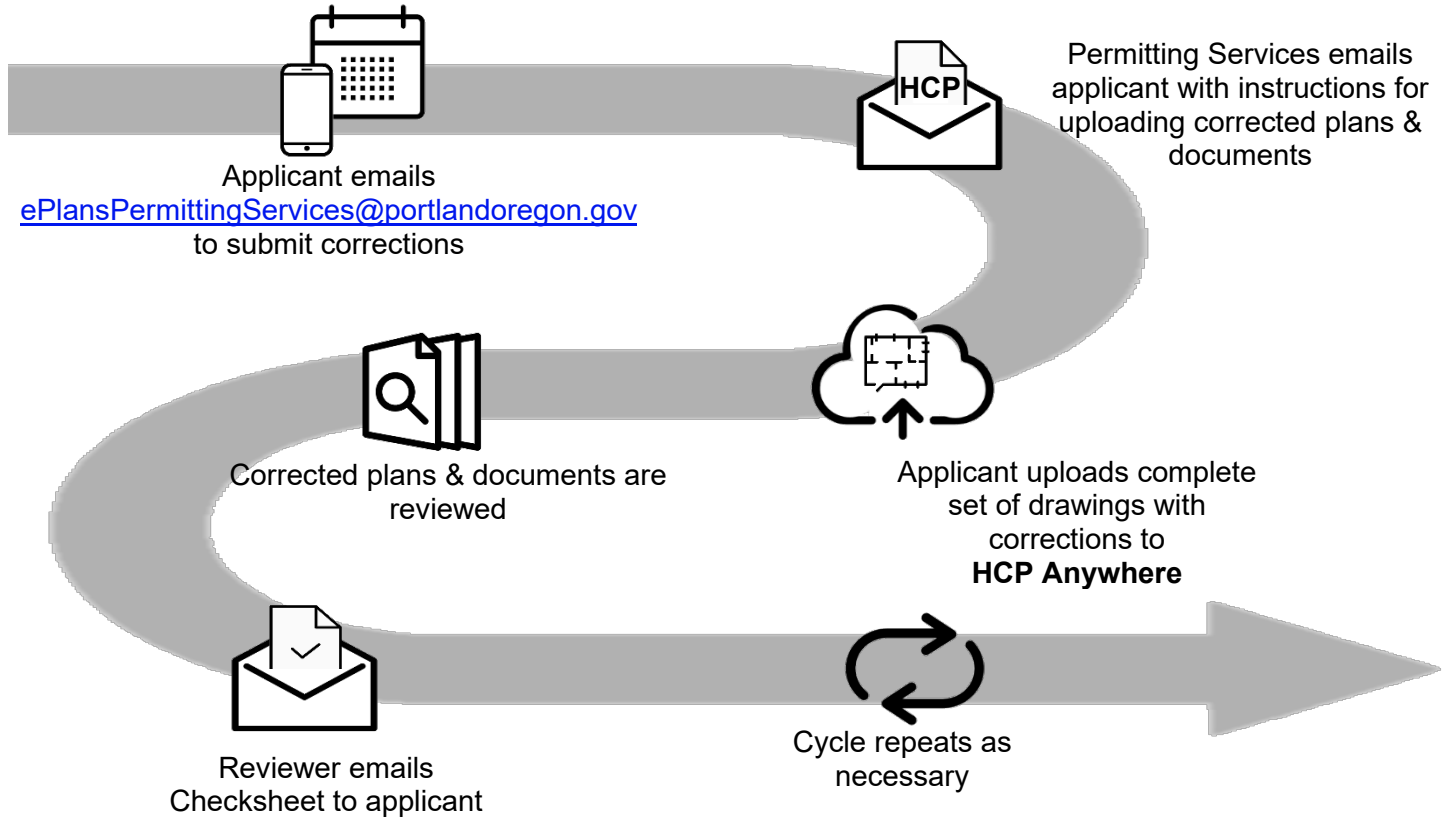
## INTAKE PROCESS OVERVIEW



**SUBMITTING CORRECTIONS OVERVIEW**



**Always verify that there are no open reviews before submitting corrections**



**ISSUANCE**

