

Tracking Your Building Permit Application



City of Portland Oregon
Development Services Center
1900 SW Fourth Avenue
Portland, Oregon 97201
503-823-7300
www.portlandoregon.gov/bds

Bureau of Development Services
Bureau of Environmental Services
Bureau of Fire, Rescue, & Emergency Services
Bureau of Parks & Recreation
Bureau of Water Works
Portland Office of Transportation



Please note the review times listed below reflect working days only and are specific to the type of application submitted. They are provided as a guide to help your project planning.

What happens after the City accepts my plans?

- 1. Reviews Assigned** - Your building permit is considered submitted after plan review fees are paid in the Development Services Center. Plans are then sent to Permitting Services for assignment of the reviewers.
- 2. Review Priority** - Each reviewer works from a **hot list** which is organized by submittal date. City staff review plans in the order they are received. The first plans to be submitted are the first reviewed.
- 3. Status Reports** - Are available two working days after your project has been submitted. You will need your IVR or permit number to obtain a status report. These reports show all mandatory reviews and include the reviewers names and phone numbers. There are several ways to obtain a Status Report for your permit application:
 - Call 503-823-7000 and select option 4 to have a Status Report faxed to you via the automated IVR system.
 - Visit www.portlandoregon.gov/bds and click on **permit case search** and enter your IVR number.
 - Obtain a Status Report from our TRACS system on the self-help computers in the Development Services Center (DSC).

See **Understanding your status report** on the back of this handout.

- 4. First Reviews** - Our goal is to have a first review completed within the time frames listed below. This first review may result in approval or a checksheet. A checksheet is a document that identifies deficiencies or additional requirements needed on your plans for the completion of that specific review. The applicant must respond to the checksheet in order for the review and approval process to proceed.

Time Goal to First Review (Working Days)

	Commercial Projects	Residential Projects
Alterations	10 days	7 days
Additions	20 days	15 days
New Construction	20 days	15 days

- 5. Re-Reviews** - Once the response/corrections has been received and logged by staff in Permitting Services (second floor of 1900 SW 4th Avenue) your project will be placed back on your reviewers **hot list** to trigger re-review. Our goal is for re-reviews to occur within 5-7 days for all project types. The procedure for turning in corrections will be included with your checksheet. You can help speed up the process and avoid delays if you follow this procedure and respond to all checksheet items.
- 6. Getting Your Permit** - When all reviewers have signed off your permit, your plans will be collected and verified for consistency. This process is called "preissuance" and is scheduled in chronological order based upon when the last mandatory technical review is completely approved. The inspection card and a set of approved plans will be prepared for you and you will be called when your permit package is ready for issuance. You may then pick up your plans and make final payment for permits. The City also keeps a set of your approved plans as a permanent record on microfilm.

Understanding your status report

The status report contains important information on the progress of your permit application. As technical reviews proceed, additional reviews may be added to this listing. On your status report you will find:

Reviews/process steps - This is a list of all the mandatory technical reviews and administrative process steps associated with your project.

Mandatory - If there is an “X” in this column, that review/process step must be completed before your permit can be issued.

Status - This column shows what action has been taken on each of the review/process steps:

- **Open** = No action taken. This is the initial default status when your application is accepted.
- **Not Req’d** = It has been determined that this review or step is not required for your project.
- **Checksheet** = A checksheet has been sent to the applicant identifying deficiencies or additional requirements for the completion of a review. The City takes no further action on this review until an applicant responds to a checksheet and corrections are received in Permitting Services.
- **Corr. Rec’d** = Permitting Services has processed your response to a checksheet. Review staff is alerted that corrections have been received, and resumes their review in light of your changes.
- **Approved/Closed** = Indicates the review is approved or the process step is complete.
- **Hold** = A reviewer has placed a hold on their review. Contact the reviewer for information.

Action date - This shows the date that the current process status was entered. For example, it tells you when a checksheet was sent to you, or when a review was approved or closed.

Reviewer - Individual who has been assigned to each review process. Names in CAPITAL letters refer to review groups, meaning an individual reviewer has not yet been assigned.

Phone - Phone number of the reviewer or group responsible for the review/process step.

Your permit is complete when the status of all mandatory reviews and steps show Approved, Closed or Not Req’d. The mandatory pre-issuance check will then be scheduled and completed. This is the final step in the review process. The applicant will be notified when the permit is ready to be issued by Permitting Services staff.

Review Group Supervisor Phone Numbers

If you have already contacted your plan reviewer directly and are still experiencing a delay or are having problems with your permit process, please contact the supervisor for the section involved with that part of the review process.

Bureau of Development Services

Permitting Services,
Trade Permits / Resource & Records 503-823-3622
Planning & Zoning Review 503-823-7751
Life Safety Review 503-823-7639
Structural Review 503-823-7561
Site Development 503-823-5824

Bureau of Environmental Services

Development Services Group..... 503-823-2059
Pollution Prevention Group /
Source Control Supervisor 503-823-7585

Bureau of Fire, Rescue, & Emergency Services

Supervisor 503-823-3930

Bureau of Parks & Recreation

Urban Forestry / Tree Inspections 503-823-8733
System Development Charge (SDC) 503-823-6148

Bureau of Water Works

Supervisor 503-823-7364

Portland Office of Transportation (PBOT)

System Development Charge 503-823-6108
Development Review Group 503-823-6964

Visit our Web site
www.portlandoregon.gov/bds

All information in this publication is subject to change.