

# Submittal Requirements - 1 & 2 Family Residential



City of Portland Oregon  
Development Services Center  
1900 SW Fourth Avenue  
Portland, Oregon 97201  
503-823-7300  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

Bureau of Development Services  
Bureau of Environmental Services  
Portland Fire & Rescue  
Bureau of Parks & Recreation  
Portland Water Bureau  
Portland Bureau of Transportation

## **Dormer & Second Floor Additions to the envelope of a structure, not adding an additional dwelling unit**

This handout describes the information that must be submitted when applying for a permit to increase the floor area ("envelope") of an existing one or two family dwelling. It does NOT apply where the project will result in an additional dwelling unit. See the Adding a Dwelling Unit submittal requirements (<http://www.portlandoregon.gov/bds/article/92698>).

**Submittal Materials** must clearly distinguish between existing conditions and proposed work. Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information. Drawings must be black and white (color cannot be accepted) and clearly legible, with dimensions and notes printed to match 12 point font minimum; i.e. the underlined font is Times New Roman 12. Additional information on drawing standards can be found in Brochure #6 What Plans do I need for a Building Permit (<http://www.portlandoregon.gov/bds/article/93021>).

- Completed Building Permit Application (<http://www.portlandoregon.gov/bds/article/71706>)
- Four (4) copies of Site, Architectural, and Structural Drawings for the area of proposed work and areas affected by such work. Please refer to page 2 for details on plan requirements specific to this project type
- Residential Water Service Application (<http://www.portlandoregon.gov/bds/article/184903>)
- If your project includes Electrical, Mechanical and/or Plumbing work you must submit a Residential Fixtures Worksheet at the time your permit is processed. Useful links to the Trade Applications and Fixtures Worksheet:
  - Mechanical: <http://www.portlandoregon.gov/bds/article/71708>
  - Electrical: <http://www.portlandoregon.gov/bds/article/71707>
  - Plumbing: <http://www.portlandoregon.gov/bds/article/71709>
  - Fixtures: <http://www.portlandoregon.gov/bds/article/458940>

**Site Plans** (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1'. Minimum printed text size is 3/32")

- Property lines, with dimensions
- Total area (in square feet) of the lot
- Adjacent streets and any easements
- Property address and R number
- North arrow
- Grade elevations at property corners and corners of structure(s) with reference elevation datum
- Distance between buildings and between buildings and property lines
- Location of sewer and water lines and method of stormwater disposal (if your project will add more than 500 square feet of impervious area, you will need to provide a Mitigation Form or Stormwater Plan, including Operations and Maintenance agreement)

**Architectural Plans** (Scale of plans to be 1/4"=1' and details scaled to 1/2"=1'. Minimum printed text size is 3/32". Single line drawings are not acceptable – plans must be drawn to show wall thickness)

- Fully dimensioned floor plans, showing:
  - Demolished walls, existing walls to remain, and proposed walls (with wall legend)
  - Windows (noting size, sill height, method of operation, safety glazing and window wells where required) and doors (showing size and swing direction) for each floor affected
  - Label for use of each room
  - Plumbing fixture layout
  - Gas/oil furnace and water heater location
  - Electrical light fixtures, exhaust fans, and smoke and carbon monoxide detectors
- Exterior building elevations (side view of each side), with labels for new and existing areas
- Dimensioned building section(s), showing:
  - Typical wall, floor, ceiling, roof, and foundation construction
  - Overall ceiling height and any dropped ceilings or soffits in converted area
- Stair details with dimensions for risers, treads, headroom clearance, guardrail and handrails
- Energy Conservation information:
  - Insulation R-value for ceiling, walls floors, U-values for windows and doors
  - Energy "Additional Measures" as required per ORSC N1101.3. Useful link to the 2014 Energy Efficiency Additional Measures Requirements: <http://www.portlandoregon.gov/bds/article/184903>
- Details of all non-typical construction

**Structural Plans** (Scale of plans to be 1/4"=1' and details scaled to 1/2"=1'. Minimum printed text size is 3/32")

- Gravity load analysis showing load transfer through added or altered areas, including:
  - Roof framing plan to show existing and new members. Include beams and rafters (with lumber size, spacing and span) and supporting walls and posts.
  - Floor framing plan(s). Include beams and joists (with lumber size, spacing and span) and supporting walls and posts.
  - Foundation plan to show how new loads are supported. Include ventilation, underfloor access and hold-owns.
  - Calculations for new or existing structural elements that are impacted by the dormer or addition.
- Lateral load analysis for resistance to wind and seismic forces, showing either prescriptive or engineered method, including:
  - For Prescriptive method (per ORSC R602.10): Locate, dimension and identify type of braced panels and braced wall lines. Coordinate with wall bracing work sheets. Useful links to the Residential Wall Bracing Guide: <http://www.portlandoregon.gov/BDS/article/366279> and State of Oregon Alternative Method: [http://www.cbs.state.or.us/external/bcd/programs/residential/alternate\\_methods/13-01\\_ORSC\\_Bracing.pdf](http://www.cbs.state.or.us/external/bcd/programs/residential/alternate_methods/13-01_ORSC_Bracing.pdf)
  - For Engineered method: drawings, details and calculations prepared and stamped by a licensed design professional showing shear walls, nailing pattern, type of sheathing, and hold downs where required. Engineering calculation packets may be separate from the plans, but engineering details are to be incorporated into the construction documents and cross-referenced on the plans
  - Where the addition is considered minor in nature and you will be utilizing "Lateral Bracing Requirements for Minor Additions and Dormers in Existing 1&2 Family Construction", provide documentation that justifies the use of the referenced document. See <http://www.portlandoregon.gov/bds/article/365961>
- Details for connections to existing construction
- Limited Structural Engineering Plan Review For Single Family Dwellings  
<http://www.portlandoregon.gov/bds/article/184903>

Is your site in a flood hazard area? Please direct floodplain development questions to Site Development at (503) 823-6892.

## Helpful Information

City of Portland, Oregon  
1900 SW 4th Avenue, Portland, OR 97201  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

### General Office Hours:

Monday through Friday, 8:00 am to 5:00 pm  
BDS main number: 503-823-7300

### Permit Information is available at the following location:

Development Services Center (First Floor)  
For Hours Call 503-823-7310 | Select option 1

Permitting Services (Second Floor)  
For Hours Call 503-823-7310 | Select option 4

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

Visit our website  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

*All information is subject to change.*

## Important telephone numbers

BDS main number ..... 503-823-7300  
DSC automated information line ..... 503-823-7310  
Building code information ..... 503-823-1456  
Zoning information..... 503-823-7526  
Permit information for electrical,  
mechanical, plumbing, sewer  
and sign ..... 503-823-7363  
Development review process ..... 503-823-7357  
Permit resources and records..... 503-823-7660

### System development charges information

Bureau of Environmental Services ..... 503-823-7761  
Bureau of Parks & Recreation ..... 503-823-5105  
Portland Water Bureau ..... 503-823-7368  
Portland Bureau of Transportation ..... 503-823-7002  
BDS 24 hour inspection request line  
requires IVR number and three digit  
type of inspection code ..... 503-823-7000  
Portland License Bureau ..... 503-823-5157  
City of Portland TTY ..... 503-823-6868  
Tree Hotline ..... 503-823-8733