

# 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

## Manufactured Dwellings on Individual Lots

This handout describes the information that must be submitted when applying for a manufactured dwelling placement permit. It does NOT apply to permits that would alter the structure or change the occupancy/use of the building.

If your project will also involve the addition of an accessory building or deck please see our "Minimum Submittal Standards" for those project types. See "Gargages and Sheds" (<http://www.portlandoregon.gov/bds/article/92710>) and "Decks" (<http://www.portlandoregon.gov/bds/article/92706>).

**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 Packet for New Single Family Residential Construction  
<http://www.portlandoregon.gov/bds/article/184903>
- Completed Stormwater Management Simplified Approach Form  
<http://www.portlandoregon.gov/bds/article/184903>
- Tree preservation and/or planting plan (may be a part of the Site Plan) for new development on sites that are 5,000 square feet or larger and for additions or exterior alterations where there will be ground-disturbing activities. <http://www.portlandoregon.gov/trees/66676>
- Erosion Control plan (may be a part of the Site Plan) if the project will result in disturbing the ground  
<http://www.portlandoregon.gov/bds/article/184903>
- Soils Report if lot slope exceeds 20%
- Stormwater Plan and/or a Mitigation Form if your project will add more than 500 square feet of impervious area
- 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 Manufactured Dwellings on Individual lots
- Residential Water Service Application (<http://www.portlandoregon.gov/bds/article/184903>)

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

- North arrow
- Property and building corner elevations with reference elevation datum
- If there is more than a 4 foot elevation differential, the site plan must show existing and proposed elevation contours at 2' intervals
- Footprint of new & existing structures, including decks and retaining walls
- Lot & building dimensions
- Setback dimensions for the following - building(s) to property line, building to building, front door to property line, garage door to property line

- Lot area
- Building area (not including eaves)
- Building coverage % (building area/lot area = % coverage)
- Impervious area (include structures, paving, and roof overhangs)
- Stormwater facility - location, type, size, and setbacks from buildings and property lines
- Location of existing septic tanks, cesspools and drainfields
- Stormwater discharge point - location and type of discharge point (e.g. drywell, trench, storm or combo sewer, drainageway, ditch etc) - a separate discharge point is not needed if the primary stormwater facility is a drywell or soakage trench
- Utilities - location, size, and type of pipe for water, sewer, storm, and gas
- Septic system and/or well locations, types, and sizes (if applicable)
- Driveway location, size, and material
- Street & right-of-way configuration, including curb, planting strip, sidewalk, and buffer
- Location and dimensions of all easements on property
- Landscaping - show the location, size, and species of proposed trees AND/OR root protection for existing trees to be preserved on lot
- Street trees - show existing street trees to be removed or preserved AND/OR provide room for new street trees in public right-of-way

## **Floor Plan** from manufacturer

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

- Exterior building elevations, including foundation (4 side views)
- Finished grade for specific site
- Exterior siding material
- Roof pitch (3/12 minimum) and eave overhang (12" minimum)

**Foundation Plans** (Scale of plans to be 1/4"=1'. Minimum printed text size is 3/32")

- Concrete runners, slab, pads
- Spacing for supports (piers, blocks, etc.)
- Size of all components
- Section detail
- Tie down locations with manufacturer's listing information or structural engineer stamp

NOTE: DAYLIGHT BASEMENTS REQUIRE PLANS AND CALCULATIONS STAMPED BY AN OREGON REGISTERED ENGINEER

## **Perimeter Wall Section Detail (Skirting)**

- Framing details
- Footing details
- Attachment details

***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

### Information on choosing a contractor

(<http://www.portlandoregon.gov/bds/article/525047>)

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