



# City of Portland Development Services Center

1900 SW 4<sup>th</sup> Avenue, First Floor Portland, Oregon 97201 Open M-F 7:30-3:00

Bureau of Parks and Recreation  
Bureau of Development Services

Portland Office of Transportation  
Bureau of Fire, Rescue and Emergency Services

Bureau of Water Works  
Bureau of Environmental Services

## **SUBMITTAL GUIDELINES 1 & 2 FAMILY RESIDENTIAL**

### **INTERIOR REMODEL**

This handout describes the information that must be submitted when applying for a permit to remodel the interior of an existing one or two family dwelling. It does NOT apply to projects that will result in the enlargement of the building “footprint”, or to dormer or other additions, or where the project will result in an additional dwelling unit.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

**NOTE:** Please clearly distinguish between existing conditions and proposed work.

- Completed Application Form
- Four (4) copies of Site, Architectural, and Structural Plans for the areas of proposed work and areas affected by such work. Please refer to page 2 for details on plan requirements specific to Interior Remodel.

**SITE PLAN** (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1')

- Property lines, with dimensions.
- Adjacent streets and any easements
- Property address and R number
- North arrow
- Distance between buildings and between buildings and property lines
- Area (in square feet) of any proposed paving (if your project will add more than 500 square feet of impervious area you will need to provide a Mitigation Form and/or a Stormwater Plan)

**ARCHITECTURAL PLANS** (Scale of plans to be 1/4"=1' and details scaled to 1/2"=1'.  
Single line drawings are not acceptable – plans must be drawn to show wall thickness)

- Fully dimensioned floor plans (including existing and proposed walls, window/door sizes and locations) for each floor affected
- Use of each room
- Building section with typical wall, floor, ceiling, roof, and foundation shown
- Stair details with dimensions for risers, treads and handrail
- Insulation R value for ceiling, walls and floors in area of work
- Plumbing fixture layout
- Gas/oil furnace and water heater location
- Electrical light fixtures, smoke detectors and fans

**STRUCTURAL PLANS** (Scale of plans to be 1/4"=1', details to be 1/2"=1')

- Roof and Floor framing plans may be required if walls, beams or other structural supports are removed or moved
- Any engineering calculations may be attached to the plans but engineering details are to be incorporated into the plans or cross-referenced on the plans