

**The Facility Permit Program (FPP)** is available to owners of buildings, building management companies, and their tenants. The program is designed to serve customers with ongoing interior tenant improvement work where facility maintenance, upgrade and renovation is frequent. This includes:

1. Maintenance and repair, and minor tenant alterations
2. Major interior tenant improvements and remodels.

**Key elements include:**

- Development of an ongoing working relationship between building owners and assigned inspection teams.
- Streamlined plan intake and permitting.
- Participants may register one or more buildings or facilities and each building will be reregistered annually.
- One Inspection Team is assigned for a customer's facilities. This same team will complete plan reviews and will service all customer sites regardless of geographic location.
- Services will be delivered at the customer's desired level, including consultations, job meetings, and process management assistance.
- Services delivered will be charged at an hourly rate with full cost accountability through itemized billing.

The program is not intended to relax code requirements, or to provide lower inspection or licensing standards than that required under State of Oregon Statutes, Administrative Rules, or City of Portland Municipal Titles. The goal is to provide inspection and plan review services as efficiently and effectively as possible to FPP participants.

## Advantages of the Facility Permit Program (FPP)

### *advantage 1.*

**Simplifies the permitting process**

The program is designed to expedite the plan review and permitting process. The concept utilized within FPP is to assign only those reviews that are required for a particular project, thus allowing staff to customize the review to fit the needs of the project and avoid needless delays.

### *advantage 2.*

**Pre-application consulting services**

Many projects involve designers, contractors and others from outside the area who are not familiar with local codes and regulations. FPP staff are available for consultation which can begin even before preliminary documents are prepared. This can be an invaluable service in time and labor savings on the front end of a project. After such consultations most FPP projects speed through the process, eliminating repeated check-sheets and re-submittal of permit documents.

### *advantage 3.*

**Authorize immediate start up**

FPP Inspectors are authorized to evaluate proposed projects on the spot. Depending on the complexity of the project, they can approve immediate start up of the project. FPP Inspectors can provide job site consultation, approve work to begin, and then promptly issue the approved plans and permit cards.

### *advantage 4.*

**Continuity and consistency between review and inspection services**

A unique feature of the program is that the combined functions of plan review and inspections are assigned to the same team member. This means the customer will be working with the same person from the initial contact to the final inspection. This is true of all trades; Building, Mechanical, Plumbing, Electrical and Fire.

### *advantage 5.*

**Team approach**

The program is based on an annual registration system. Once a facility is registered, an FPP team is assigned to that customer for all projects processed under the program. This approach builds long-term relationships, with the FPP team achieving a high level of familiarity with the facility. This in turn leads to faster and more efficient service to our customers.

### *advantage 6.*

**After-hours services**

In many cases project schedules and the policies of the facility dictate that certain inspections be done at off-peak hours. FPP staff are available on an individual basis to schedule such services on a 24-7 basis.

### *advantage 7.*

**Fiscal accountability**

Monthly billing statements are issued which identify all charges by date, discipline, project number or name, and type of service rendered. Generally, FPP will be somewhat more expensive on projects with a permit value of less than \$50,000 and very comparable to those with a valuation of \$100,000. Projects with valuations over \$200,000 will typically achieve some cost savings through the FPP process as compared to standard permit fees.

### *advantage 8.*

**Hourly rate structure**

FPP services are billed at an hourly rate. This allows FPP to offer additional services such as preapplication consultations and after hours inspections. The current rate of \$201 per hour is charged for all services on projects with a value of less than \$600,000. Projects valued at \$600,000 or more are assessed standard fees for all building plan review and building permit portions of the project. Trade permits associated with standard permit fee projects will be billed at the hourly rate.

### *advantage 9.*

**More control = more savings**

A well-managed project will incur lower overall costs by limiting unnecessary inspector trips, and keeping corrections and re-inspections to a minimum. We encourage customers to consider the other savings, such as reduced design and consultation costs, no lost time at the Development Services Center, and ultimately keeping your project on schedule.

## Working within the Facility Permit Program

- Work directly with your Inspection Team contact concerning all details of your project. Your contact will assist you in determining the required information needed to authorize your construction project.
  - Get forms and information about FPP at [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds) | *Permits tab | Facility Permit Program.*
  - Inquiries about project submittals and applications for Trade Permits may be made directly to the inspector by phone or our permit technicians.
    - Note: If the building permit is issued through FPP the trade permits associated with that permit must be issued through FPP. However, if the building permit is issued through the regular permit process in Development Services Center (DSC) then the trade permits associated with that permit must be issued through the DSC.
  - Minor projects may be granted permits immediately via phone or via a site visit. Your inspector will determine whether a site visit is necessary.
  - For projects requiring further review, three sets of plans, together with the Facility Permit Plan Intake form (available on the BDS Web Site) can be dropped off and picked up on the 2nd floor of 1900 SW Fourth Avenue, Suite 2100 - Permitting Services between 8:00 am and 3:00 pm Tuesday through Friday.
  - Permit applications must include the owner's Project Reference Number/Billing Identification Number. The owner will be billed directly for permit fees.
- The Facility Permit Program is limited to properties that are registered.
  - You will find a list of registered properties along with their inspection team contacts on our Web site at [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)
  - **To register for the FPP** complete the FPP registration form which is available online at [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds) or contact the FPP Manager at 503-823-7543 to arrange for a preregistration meeting at your site.

*Contributing to the health,  
safety, and livability  
of our community  
through the streamlined delivery  
of permit services.*



## Helpful tips & information

### Bureau of Development Services

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

### Hours

Monday - Friday 7:30 am to 4:00 pm

### Contact information

**Your Inspector is your main BDS contact.** If you do not know who your inspector is, call one of our staff members listed below.

### Additional information

Fred Deis, FPP Manager ..... 503-823-7543  
Lisa Gill ..... 503-823-5521  
Jeff Gray ..... 503-823-4020  
Keith Hansen ..... 503-823-0652  
Permitting Assistance ..... 503-823-5996

- Work directly with your inspection team contact concerning all details of your project.
- When required, plans may be dropped off in Permitting Services on the 2nd floor is the location for plan submittal as well as obtaining construction permit cards and approved plans. Additional assistance, is through your inspector.
- Submit three sets of plans when your project requires them for the review process.
- The Facility Plan Intake Form and instructions are available online at [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)
- FPP assistance is not available through the Development Services Center.
- Only registered properties are eligible for the FPP program.

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

## Facility Permit Program



City of Portland, Oregon  
Bureau of Development Services