



Facility Permit Plan Intake Form

FOR INTAKE, STAFF USE ONLY	Building/Mechanical _____
Date Received _____	Electrical _____
Building Registration # _____	Plumbing _____
Fixed Bid _____	Fire _____
Bin # _____	Planning _____
Building Permit # _____	BES _____
Mechanical # _____	PDOT _____
Plumbing Permit # _____	Structural _____
Electrical Permit # _____	Other _____

APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Print Name _____ Sign Name _____

Street Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ email _____

Plans / permits available for pick up at 1900 SW 4th Avenue, 2nd floor between 8:00 am to 5:00 pm

Contact Name for plan/permit pick up _____

Day Phone _____ email _____

Project Building Name / # _____

Project Address or Location _____

Project Name and Description _____

Total Project Value _____ Project Reference #/Billing ID # _____

Building Contractor _____ CCB # _____

Mechanical Contractor _____ CCB # _____

Electrical Contractor _____ CCB# _____ License # _____

Plumbing Contractor _____ CCB# _____ License # _____

Building Permit

No. of Stories _____ [Y] [N] Alarms Required

Const. Type _____ [Y] [N] Smoke Det. Req'd

[Y] [N] Sprinklers Req'd

[Y] [N] Struct. Eng / Calcs Submitted

Mechanical Permit

Mechanical Valuation _____

Description _____

Electrical Permit

Please provide a completed standard electrical permit application form. You may mail or deliver it to 1900 SW 4th Avenue, Portland, Oregon 97201 or FAX to 503-823-7425.

Plumbing Permit

Number of Fixtures _____

Back Flow Devices _____

Water Service (# of Feet) _____

Medical Gas _____

Other _____ 1