



Facilities Permit Program Registration Application

FOR INTAKE, STAFF USE ONLY

Date Received _____

Facility ID Number _____

SAP Number _____

A completed registration includes the following :

- 1. **FPP Responsibility and Contact Information** - Identifies the Customer name, Responsible party, the Owner representative and provides phone numbers and mailing addresses.
- 2. **Facility Building List** - Identifies the buildings covered by the program for a given facility and if applicable, gives a designator for each. (Example - Foundry Bldg. F1, Clean Room C4, etc.). Submit a vicinity plan showing each building to be registered in relation to adjacent public streets and buildings.
- 3. **Control Agreement Notification** - Notifies owner that they must have an agreement in place (usually a lease agreement) requiring the tenant to obtain the owners approval for all construction work.
- 4. **Permit and Inspection Fee Schedule** - Outlines applicable fees for all Facility Permit Program services.

If we can help you complete these forms, or if you have any questions, please contact us at 503-823-5996.

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

1. FPP Responsibility and Contact Information

Customer name _____

Mailing address _____

City _____ State _____ Zip Code _____

Day phone _____ FAX _____ email _____

Owners / agents representative _____

Mailing address _____

City _____ State _____ Zip Code _____

Day phone _____ FAX _____ email _____

Accounts payable representative _____

Mailing address _____

City _____ State _____ Zip Code _____

Day phone _____ FAX _____ email _____

Responsible party _____

Mailing address _____

City _____ State _____ Zip Code _____

Day phone _____ FAX _____ email _____

Responsible party signature _____ Date _____

I attest by my signature above that I have read and agree to the provisions of the program as outlined in the **Facility Permit Program Guide**.

2. Facility Building List

Site or building name _____

Address or Location _____

Site or building name _____

Address or Location _____

Site or building name _____

Address or Location _____

Site or building name _____

Address or Location _____

Site or building name _____

Address or Location _____

Site or building name _____

Address or Location _____

Site or building name _____

Address or Location _____

3. FPP Control Agreement Notification

The Facility Permit Program provides that where the owner of a building does not occupy the structure enrolled in the program, they must have a control agreement in place. A control agreement is commonly in the form of a lease agreement. The lease may state that the tenant may not remodel, alter, repair or perform routine maintenance on or within the structure without express written approval of the owner, or it may allow the tenant complete authorization to perform routine maintenance and repair work, alterations or any other interior tenant improvements.

- The owner or his designated agent is responsible for all such work and shall follow the contractor registration and licensing laws established by the State of Oregon.
- The City of Portland, Facility Permit Program shall be notified immediately upon any change in status of the control agreement.

Owner Responsibility

- The owner or his designated agent shall comply with all requirements of the Facility Permit Program, and the Electrical, Fire, Plumbing, Mechanical and Structural Codes of the State of Oregon and the City of Portland.
- The responsible party shall contact the Facility Permit Program Inspector in order to schedule required inspections.
- Work performed in violation of applicable code in one building or structure may subject the entire registration of multiple buildings to be revoked.

Statement of Responsibility

My signature below attests that I have a control agreement in place with all tenants for whom work will be conducted under the Facility Permit Program.

Print name of owner _____

Owner's signature _____ Date _____

Permit and Inspection Fee Schedule

Annual Registration Fee – billed to building owner on 1st bill and at re-registration date

An annual fee is required to register in the program. Fees are charged per the following fee table.

Registration fees will be billed to the applicant as a portion of their first project billing.

Level 1 sites	Sites with 1 building	\$175.00
Level 2 sites	Sites with 2 buildings	\$292.00
Level 3 sites	Sites with 3 buildings	\$408.00
Level 4 sites	Sites with 4 buildings	\$496.00
Level 5 sites	Sites with 5 or more buildings	\$583.00

Building orientation fee -billed to building owner on 1st bill following orientation

The building orientation is designed to familiarize the Inspection Team with your facility. The Inspection Team, the Building/Mechanical, Electrical, Fire and Plumbing inspectors, will research all information of record on each registered building and may arrange to visit the site. The charge is the hourly rate per hour, per inspector and is a one time only fee.

FPP hourly fees - billed to building owner monthly

For building projects valued at less than \$600,000 an hourly fee of \$201.00 is charged. The hourly rate is applied to all basic program services, such as plan review, inspection and process management, as well as additional services such as pre-application consultation, and after-hours inspections. A minimum one-hour fee will be charged for all inspections.

FPP Standard Fees - billed to building owner monthly

Building projects valued at \$600,000 or greater are charged standard building permit fees as per the **BDS fee schedule**. No hourly charges are made for *building* permit activities during the life of the project. Mechanical, electrical, plumbing, and fire permits and their associated activities are charged the FPP hourly rate.

FPP Estimated Fees - billed at application/issuance

For certain pre-approved, multi tenant retail customers, FPP fees will be estimated in advance and billed at the time of permit application and/or permit issuance. Such fees shall be based on the established hourly rates and fee schedules described herein.

Fees other than FPP - billed monthly or to applicant at issuance

Fees generated by groups outside FPP will be billed either to the building owner for monthly billing, or for Bid work projects, to the applicant at time of permit issuance. These fees may include, but are not limited to; review fees, inspection fees, and/or system development charges, generated by the Portland Department of Transportation, Bureau of Environmental Services, Water Bureau etc. In addition, the Oregon Revised Statute (ORS) requires that a 12% surcharge be collected on all permit fees.

FPP late fees - billed monthly to building owner

Payment is due 30 days after receipt of the monthly invoice. A late fee will be assessed and charged on outstanding balances older than 60 days. The late fee is calculated at the rate of .95% on the accumulated late balance and will be added to the monthly bill.