Subcontractor Permit Information Process

For homeowners and subcontractors, the process works as follows:

1. Complete all required trade permit applications. (Electrical, Plumbing, Mechanical)

2. Under Description of Work, check the box for Reference RS/Combination and provide Permit Number.
   - If no fees are due, check the RS Permit/No Fees Due Box at the bottom of the permit application.
   - Sign application in an appropriate place.

3. Complete trade permit applications may be emailed to BDSSublabels@portlandoregon.gov or faxed to 503-823-7693 or submitted to the Development Services Center (DSC) at 1900 SW 4th Avenue, First Floor.

   NOTE: The most common reasons that delay an inspection are a missing or illegible property address or CCB Number (if applicable).

Complete applications will be processed in 24-48 hours. Inspectors will verify the information in TRACS each morning and will contact contractors to decline the inspection if the application is incomplete.

If you need more information about the subcontractor permit application process, please contact Residential Inspections at 503-823-7388.

Permit applications are available online at www.portlandoregon.gov/bds and in the DSC.

Information is subject to change