

# Submittal Guidelines



City of Portland Oregon  
Development Services Center  
1900 SW Fourth Avenue  
Portland, Oregon 97201  
503-823-7300  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

Bureau of Development Services  
Bureau of Environmental Services  
Bureau of Parks & Recreation  
Portland Fire & Rescue  
Portland Bureau of Transportation  
Portland Water Bureau

## Commercial - Major Interior Alterations with only minor changes to exterior

### For projects with valuations equal to or greater than \$168,550

This handout describes the information that is usually required when applying for a Commercial Alteration/Tenant Improvement Permit with a total project valuation equal to or greater than \$168,550, the current value threshold for site upgrades per the Portland Zoning Code, with no increase in floor area (out or up), no structural changes, and only minor exterior

It does NOT apply to permits that would change the occupancy or use\* of a building, increase the footprint of a structure, or alter any exterior feature beyond a same size replacement of doors or windows.

*\*If your project includes work that would change the occupancy or use of an existing building, please visit staff in the Development Services Center before you prepare your submittal materials and plans. We will help you with information tailored to your individual project requirements.*

### Submittal Materials

- Completed Building Permit Application
- Completed Systems Development Charge (SDC) Information Form for use with Commercial Projects
- Four (4) copies of Architectural Plans for the area of proposed work and areas affected by such work
- Four (4) copies of a detailed Site Plan for the entire site as defined by the Zoning Code, for the purpose of evaluating any Nonconforming Upgrade requirements as discussed below.

### Things to know before you start

If your alteration project is less than \$168,550 in value,

- Please refer to the Submittal Guidelines for **Commercial Minor Interior Alterations**.

If your major alteration project (greater than \$168,550 in valuation) includes additional exterior work, structural changes, or increase in building footprint,

- Please refer to the Submittal Guidelines for **Commercial New Construction, Additions, Alterations with Exterior Work, or Structural Changes**

But please see us first before you prepare your submittal materials and plans. Every project we see is unique, and your commercial alteration project may not require all the items on the Submittal Guidelines.

**Zoning Nonconforming Upgrades (NCUs)** are triggered by permits for additions and alterations to existing development with a project valuation as specified in Section 33.258.070, currently \$163,650. The requirements are intended to bring sites into conformance over time with zoning standards that may have changed since the original approval of the development. A full information guide explaining the options for addressing NCUs can be found here: [www.portlandoregon.gov/bds/article/693819](http://www.portlandoregon.gov/bds/article/693819).

**Systems Development Charges (SDCs)** are collected by the Bureaus of Environmental Services, Parks and Recreation, Water, and the Portland Bureau of Transportation to help offset the impact your project will have on the City's infrastructure of storm and sanitary sewer systems, parks and recreation facilities, water and street systems. ([www.portlandoregon.gov/bds/34186](http://www.portlandoregon.gov/bds/34186)) SDCs may be charged when:

- There is a change of use or occupancy
- The project increases the number of plumbing fixture units
- Additional dwelling units are added
- The project includes additional or redeveloped impervious surfaces of over 500 square feet or more, or if new stormwater and/or sanitary sewer connections are proposed

The Commercial SDC Form has contact numbers for each bureau charging SDCs.

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## What permits will you need?

The Application Materials outlined on this sheet will help us to issue your building permit. You may also need separate plumbing, mechanical, and/or electrical permits for work done by contractors in each specialty, depending on your individual project.

## Need Help?

We encourage you to visit the Development Services Center (DSC) to discuss your individual project needs. Call 503-823-7310, select option #1 for DSC hours.

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## Plan Document Checklist

- Please clearly distinguish between existing conditions and proposed work.
- The plans may need to be stamped by an architect or engineer, registered in the State of Oregon.
- The plans must be legible, reproducible, black and white, with appropriate line weights and line types. Use a paper size, and a recognizable scale that will provide room to clearly show all details and allow for the addition of City review notes and stamps.
- Minimum printed text size for dimensions and notes is 3/32", or the equivalent of 12 font; i.e. the underlined font is Times New Roman 12.

### Site Plans

- Property lines with dimensions, adjacent street names, vicinity map, north arrow, drawing scale, lot area in square feet
- Property address, R number and legal description
- All existing structures on site
- All existing and proposed backflow assembly locations, including size and type of water service
- Parking layout plan, including accessible parking spaces/aisles, and accessible route to building entry
- Location and number of exterior bicycle parking spaces
- Location and screening of exterior trash and recycling areas, as well as ground-located mechanical equipment
- Existing and proposed paved pedestrian connections on the site (width and material)
- Driveways, public sidewalk, planting strip and/or tree wells, curb or edge of pavement
- Landscaping and Tree Plan - to include existing improvements and proposed plantings, construction staging, trees on-site, trees in the right-of-way (street trees), proposed tree activity and impacts (including protection, pruning and removal), and erosion control plan. Landscape plans must include the species and common name, tree trunk diameter, and planting size and spacing.

### Architectural Plans

- General Building Code Information including scope of work proposed, building location, tenant space location, suite number and/or business name, Building Code edition, Building Construction Type, Uses of building, Occupancy Classification(s), Separated or Nonseparated Uses, number of stories, overall building area (square feet), interior bicycle parking, floor area of alteration, fire sprinkler type and extent of coverage, fire alarms, number of plumbing fixtures required and provided, and any other applicable Building Code information.
- Code Summary Floor Plans (may be on main plan or a separate floor plan diagram showing full extent of building area) clearly showing fire wall types and fire-rating (i.e., area separation, occupancy separations, corridors, exits enclosures, shafts, etc.), uses of rooms/areas and occupancy classifications, occupant loads, smoke detectors, egress paths from the altered area to the exterior of the building with exit signs and egress lighting.
- Floor Plans of the proposed alterations, fully dimensioned and labeled, including existing and proposed walls, walls to be removed, doors with swing direction, windows, stairs, plumbing fixtures, accessibility clearances, uses of rooms/areas, fire wall types and fire-rating, exit signs.
- Enlarged details of new walls, floor and ceiling construction and attachment details.
- Door and window sizes, fire-rating, and hardware for all doors affected.

### If mechanical work is part of the submittal include

- HVAC Floor Plans indicating locations of shafts, corridors, occupancy separations and all other fire rated construction as shown on the most current Architectural Floor Plans, sizes and locations of duct work, fire and smoke dampers at penetrations through fire rated construction and design criteria for outside air.
- HVAC Roof Plan is required when there are new or replacement units. Identify the types, sizes, locations and weights of mechanical equipment, and dimensions from equipment to the edge of roof.

## Plumbing Plans

- For exterior site utility piping provide the location, size, and type of all material for water service, rain drains, sanitary sewer, storm water sewer lines, and new/existing connections.
- Projects with the installation and/or alteration of any of the following must include complete plumbing piping plans showing waste, vent, and water piping, with existing and proposed fixture unit counts calculated in accordance with the Oregon State Plumbing Specialty Code, Table 6-4 and Table 7-3. Riser diagrams may be required for projects three or more stories in height.
  - Chemical drainage waste and vent systems containing chemical agents potentially detrimental to the integrity of a plumbing system
  - Wastewater pretreatment systems for building sewers or pollution controls (source controls)
  - Vacuum drainage waste and vent systems
  - Reclaimed wastewater or harvested rainwater systems
  - Commercial booster pump system needed to maintain a minimum residual water pressure in a structure supplied by a municipal source
  - Plumbing system requiring a building water service line with an interior diameter or nominal pipe size of two inches or greater except those two inch systems which have been designed and stamped by a licensed engineer
  - Medical gas and vacuum system for health care facilities
  - Installation of any multi-purpose fire sprinkler system under standards adopted by the department
- A separate plumbing permit must be obtained by the plumbing contractor.
- Grease processing/interception equipment systems for food service establishments and food processing facilities
- Food Service Establishments are required to have outside agency reviews. Contact Multnomah County Health, Food Safety Department 503-988-3400 and Oregon Agriculture Department 503-986-4720.

## Electrical Plans

- Indicate location for lights, fans, smoke detectors, exit signs, and egress lighting, and show compliance with Building Code electrical requirements. A separate electrical permit must be obtained by the electrical contractor.

## Additional Information

- Two (2) copies of an Accessibility Upgrade Schedule consisting of a list of proposed accessibility improvements, and their corresponding value. (To show accessibility improvements to a cost of up to 25 percent of the project value)
- Two (2) copies of all Appeals, FM 41 Agreements, Accessibility Agreements, etc. for the building that could affect the space in question
- Two (2) copies of the energy code compliance documentation, including the State-approved Forms and Worksheets for the Summary, Building Envelope, Lighting and HVAC, as needed depending on scope of work

## Valuation Information for Major Interior Alterations

- Project value for determination of nonconforming upgrade. Total project value minus:
  - Alterations required by approved fire/life safety agreements;
  - Alterations related to the removal of existing architectural barriers, as required by the Americans with Disabilities Act, or as specified on Section 3411 of the Oregon Structural Specialty Code;
  - Alterations required by Chapter 24.85, Interim Seismic Design Requirements for Existing Buildings;
  - Improvements to on-site stormwater management facilities in conformance with Chapter 17.38, Drainage and Water Quality and the Stormwater Management Manual.
- Projects in excess of \$168,550 value may have additional requirements, including structural improvements. Please contact Development Services Center staff for submittal requirements specific to your project.

*Is your site in a flood hazard area? Please direct floodplain development questions to Site Development at (503) 823-6892.*

## Helpful Information

### Bureau of Development Services

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

### General Office Hours:

Monday through Friday, 8:00 am to 5:00 pm  
BDS main number: 503-823-7300

### Permit Information is available at the following location:

Development Services Center (First Floor)  
For Hours Call 503-823-7310 | Select option 1

Permitting Services (Second Floor)  
For Hours Call 503-823-7310 | Select option 4

**For more detailed information regarding the bureau's hours of operation and available services;**

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

*All information in this publication is subject to change.*

## Important telephone numbers

BDS main number .....	503-823-7300
DSC automated information line .....	503-823-7310
Building code information .....	503-823-1456
Zoning information .....	503-823-7526
Permit information for electrical, mechanical, plumbing, sewer and sign .....	503-823-7363
Development review process .....	503-823-7357
Permit resources and records .....	503-823-7660

### System development charges information

Bureau of Environmental Services .....	503-823-7761
Bureau of Parks & Recreation .....	503-823-5105
Portland Water Bureau .....	503-823-7364
Portland Bureau of Transportation .....	503-823-7002
BDS 24 hour inspection request line requires IVR number and three digit type of inspection code .....	503-823-7000
Portland License Bureau .....	503-823-5157
City of Portland TTY .....	503-823-6868