



Deferred Submittal Requirements and Application

Applicants will provide:

- A copy of this application
- Three (3) sets of plans
- Two (2) set of calculations
- Two (2) sets of product information
- Drawings and calculations must be stamped and signed by an Engineer registered in Oregon and approved by the Architect/Engineer of record for the building.
- Permit fee (paid at time of submittal)
- If the DFS includes exterior elements, plan views and elevations identifying the location(s) as approved by the Architect and Engineer of Record must be submitted.
- One (1) copy of your main building permit approved plans (NOTE: Approved plans do not need to be submitted if your project has a development liaison assigned.)

Contractor submittal information:

Contact name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

Value of deferred submittal _____ Issued main building permit # _____

Job Site Address _____

Description/Scope of work _____

Fees

Deferred submittal (DFS) fees are collected in addition to the standard building review fee paid on the main building permit. DFS fees cover the cost of the additional processing and review time associated with the design build element.

The DFS fee for processing and reviewing deferred plan submittals is 10 percent of the building permit fee calculated using the value of the particular deferred portion of the project.,

- Minimum fee: Residential, one and two family dwelling ...\$195 for DFS with valuation of less than or equal to \$222,000
- Commercial and all other projects\$510 for DFS with valuation of less than or equal to \$680,000

The Bureau of Development Services (BDS) fee schedule is also available on the BDS web site at www.portlandoregon.gov/bds | select the Fees tab.

Helpful Information

Bureau of Development Services
1900 SW 4th Avenue, Portland, OR 97201

Submit your plans to:

Development Services Center (DSC), First Floor,
For Hours Call 503-823-7310 | Select option 1
or visit www.portlandoregon.gov/bds

Important Telephone Numbers

- BDS main number 503-823-7300
- DSC automated information line 503-823-7310
- Building code information 503-823-1456
- BDS 24 hour inspection request line 503-823-7000
- Residential information for one and two family dwellings 503-823-7388
- City of Portland TTY 503-823-6868

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Information is subject to change.