



City of Portland, Oregon
Bureau of Development Services
Plan Review Services
FROM CONCEPT TO CONSTRUCTION

Ted Wheeler, Mayor
Rebecca Esau, Director
Phone: (503) 823-7310
Fax: (503) 823-4172
TTY: (503) 823-6868
www.portlandoregon.gov/bds

Shell Permit Acknowledgement Statement

Address: _____

Shell permit number: _____

This letter is a formal acknowledgement by the owner of the property described above of the limitations on the scope of the Shell Permit and the potential building improvements that may be required as tenant improvements are permitted.

This statement acknowledges that you, the building owner or authorized agent of the owner, are aware of the requirements to comply fully with the Oregon Energy Specialty Code, the Oregon Structural Specialty Code, City of Portland Codes and all other applicable regulations and laws.

As part of the permit submittal for the shell space, the drawings must include a list of known items that are not included and are deferred to the Tenant Improvement Permit, for example, installation of wall insulation, lighting, exit signs, door hardware, or finishes.

Please note that all first time Tenant Improvement (TI) Permits will be taken in for review, regardless of change of use or occupancy.

- The scope of the Shell Permit may not be changed to include occupancy, either during review or subsequent revision after issuance.
- TI Permits will not be **accepted for review** until the Shell Permit has been issued.
- TI Permits will not be **issued for construction** until the Shell permit has received approval of the Final Inspection or the shell has reached a stage of substantial completion as determined by the inspector.

In permitting the shell building described above as "No Occupancy This Permit", I acknowledge that, when permitting any future tenant spaces as uses or occupancies, changes may be required under future permits, which include, but are not limited to:

- Structural seismic upgrade and retrofit work for the entire building as required by Title 24.85.
- Energy Code compliance work that may require work to the exterior walls, glazing, ceilings, roof, lighting, mechanical units and other aspects of the shell building.
- Plumbing fixtures and/or rest rooms may be required in addition to what is shown in the shell permit.
- Shell building work may need to be removed or redone to comply with all of the applicable codes.

By signing below, I hereby acknowledge that I understand the statements above and that I am the owner of the property or the owner's authorized agent.

Date _____

Signature _____

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ email _____

11/19/2018

1900 SW 4th Avenue, Suite # 5000, Portland, OR 97201