



# City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandonline.com/bds



## Simple Site Erosion Control Requirements Form

Project or Permit Number 12-215622PS  
 Project Address 4235 SE OGDEN ST.  
 Name of Responsible Party (print) Bill Wagner  
 Day Phone 503 352 5303 FAX 503 582-5974 email Bill@westwoodhomesllc.com

**Erosion control inspections are required and it is your responsibility to request these inspections.**

Erosion control measures are required on this site. Because of the size and slope, a drawn plan is not required. Erosion Control Measures and inspections are required prior to beginning foundation excavation. This form may only be used for simple sites:

1. Flat (less than 10% slope before development)
2. More than 50 feet from a wetland or waterbody
3. Outside an environmental or greenway zone
4. Less than 10,000 sq. ft. of ground disturbance
5. Not a land division of 10,000 sq. ft. or more

This is an agreement that the applicant and/or responsible parties will use erosion control during this project as required. The applicant and/or responsible party must sign this form to comply with Section 10.40.020 of the Code. Details for the measures outlined below are located in the City of Portland Erosion Control Manual, available at either the Development Services Center or on our Web site at [www.portlandonline.com/bds](http://www.portlandonline.com/bds)

	Minimum Erosion Control Requirements	Additional Requirements
1.	Temporary sediment control (silt fences, bio- lter bags or ber rolls, storm drain inlet protection).	Prevent the transport of sediment from the site (Manual Sections 2-2 and 4-2) Call for #200 inspection. These items must be provided even with undisturbed vegetative buffers as allowed by manual.
2.	Stabilize access points by installing a gravel construction entrance. Do not use rock or dirt ramps in the gutter, use a wood ramp if needed to get over curb.	Limit construction vehicle access, whenever possible, to one route. Stabilize access points. Provide street cleaning by sweeping or shoveling any sediment that may have been tracked out. Place sediment in a suitable disposal area where it will not erode again. (Manual Sections 2-2 and 4-1)
3.	Stabilize all soils, including stockpiles that are temporarily exposed. Use one or more of the temporary soil stabilization Best Management Practices (BMP's): temporary grasses, mulch applications, erosion blankets, plastic sheeting, plus dust control measures.	Soil Stabilization (Manual Sections 2-2 and 4-4)
4.	Maintain erosion controls identified in requirements 1 through 3 above according to specifications prescribed in manual.	Inspect and maintain required erosion and sediment controls to ensure continued performance of their intended function. (Manual Chapters 4 and 5)
5.	Comply with the necessary development activity controls, including controls for fuel spill control, waste removal, concrete waste management or painting preparation.	During construction, prevent the introduction of pollutants in addition to sediment into stormwater. (Manual Section 5)
6.	Use one or more of the following to permanently stabilize soils before final building inspection: Permanent vegetative cover, mulch applications or application of sod.	After construction but before project completion, permanently stabilize all exposed soils that have been disturbed during construction. (Manual Sections 4-4)
7.	Prevent sediment from entering all storm drains, including ditches, which receive runoff from the disturbed area	Remove temporary drain inlet protection measures after final site clean-up. Call for #210 inspection.
8.	Post signage on-site that identifies the City's Erosion Control complaint number	The sign will be provided upon approval of the pre-construction inspection. It must be maintained on-site until the final inspection.

**You must request a preconstruction erosion control inspection prior to construction. Call 503-823-7000 and request a #200 inspection using your IVR number.**

I agree to meet each requirement and use appropriate erosion control measures as outlined above to prevent erosion and sedimentation from leaving the site of project/permit number referenced. I understand that all inspections are still required, and that failure to install or maintain adequate measures may result in a re-inspection fees or additional fines. A permanent erosion control inspection #210 will be required prior to a final building inspection.

Signature of Responsible Party  
Property Owner or Owner's Agent

Bill Wagner

Date 12/15/12

Set up 12/14/12



CITY OF PORTLAND, OREGON - BUREAU OF DEVELOPMENT SERVICES



1900 SW Fourth Avenue, Suite 5000 • Portland, Oregon 97201 • www.portlandonline.com/bds

Application for New Single Family Residential Construction (One or Two Units) 12/27 @ 12:15

What type of home(s) are you building?

- Single family residence, Duplex, 2-unit rowhouse, 2-unit townhouse, Floating home, Manufactured home on its own lot, Detached accessory dwelling unit (ADU), Other:

If your project includes 3 or more structures built to the Oregon Residential Speciality Code or International Residential Code and are either located on a single tax lot or attached to each other, you will apply through the Batch Submittal and Review Process. Please contact Permitting Services at 503-823-7357 for more information.

Applicant Information

Company Name WESTWOOD HOMES LLC

Contact Person BILL WAGONER

Mailing Address 12118 NW Blackhawk Dr.

City Portland State OR Zip Code 97229

Office Phone 503 352 5363 Cell Phone 503 330 2215 FAX 503 352-5914

email Bill@westwoodhomesllc.com

Lot Owner Name WESTWOOD HOMES LLC

Mailing Address 12118 NW Blackhawk Dr.

City Portland State OR Zip Code 97229

Contractor Name WESTWOOD HOMES LLC CCB# 195597

Project Information

Form with fields for Tax account number (148349), Cross streets (OGDEN & 42ND), Plat name/number (DOVER 23/24), Block/lot (Block 14), Living area (2584 sq.ft.), Basement (387 sq.ft.), Garage/carport (4/57 sq.ft.), and various yes/no questions regarding detached garage, demolition, and Master House Plan.

12-215622RS



## 2011 Energy Efficiency Additional Measures Requirements

New dwellings shall meet the envelope requirements of ORSC Table N1101.1(1) and a minimum of 50% of permanently installed lighting fixtures shall have high efficacy lamps. Additionally, new heated buildings and additions of more than 600 SF or more than 40% of the original heated floor area shall have at least two of the Additional Measures from ORSC Table N1101.1(2), one from Envelope Enhancement and one from Conservation (see below). All Energy Efficiency components must be reflected on the plans.

### Envelope Enhancement Measure (Select One)

**1 High efficiency walls & windows:**

- Exterior walls – R-19+5 (insulation sheathing)/SIPS, and one of the following options:
- Windows – Max 15% of conditioned area, or
- Windows – U-0.30

**2 High efficiency envelope:**

- Exterior walls – R-21 Intermediate framing, and
- Vaulted ceilings – R-30 Advanced framing, and
- Flat ceilings – R-49, and
- Framed floors – R-38, and
- Windows – U-0.30; and one of the following:
  - Doors – All doors U-0.20, or
  - Additional 15% of permanently installed lighting fixtures as high-efficacy lamps or Conservation Measure D and E

**3 High efficiency ceiling, windows and duct sealing:**

(Cannot be used with Conservation Measure E)

- Vaulted ceilings – R-30 Advanced framing (not more than 50% of the heated floor area), and
- Flat ceilings – R-49, and
- Windows – U-0.30, and
- Performance tested duct systems (ODOE documentation to be submitted to building inspector prior to final inspection)

**4 High efficiency thermal envelope UA:**

- Proposed UA is 15% lower than the Code UA when calculated in Table N1104.1(1)

**5 Building tightness testing, ventilation and duct sealing:**

- Mechanical system providing whole-building ventilation per Table N1101.1(3), or ASHRAE 62.2, and
- Performance tested duct systems (ODOE documentation to be submitted to building inspector prior to final inspection), and
- Blower door test report submitted to building inspector prior to final inspection showing  $\leq 6.0$  air changes per hour, or  $\leq 5.0$  air changes per hour when used with Conservation Measure E

**6 Ducted HVAC systems within conditioned space:**

(Cannot be used with Conservation Measure B or C)

- All ducts and air handler are contained within heated building envelope

(Continued on back)

---

## Conservation Measure (Select One)

**A High efficiency HVAC system:**

- Gas-fired furnace or boiler with 90% minimum AFUE (sealed combustion air ducted directly from outdoors if furnace or boiler is within conditioned space), or
- Air-source heat pump 8.5 minimum HSPF, or
- Closed-loop ground source heat pump with 3.0 minimum COP

**B Ducted HVAC systems within conditioned space:**

- All ducts and air handlers are within heated building envelope

**C Ductless heat pump:**

- Replace electric resistance heating in at least the primary zone with at least one ductless mini-split heat pump with 8.5 minimum HSPF

**D High efficiency water heating and lighting:**

- Natural gas/propane, on-demand water heating with 0.80 minimum EF, and
- Minimum 75% of permanently installed lighting fixtures as CFL or linear fluorescent or minimum 40 lumens per watt

**E Energy management device & duct sealing:**

- Whole building energy management device capable of monitoring or controlling energy consumption, and
- Performance tested duct systems (ODOE documentation to be submitted to building inspector prior to final inspection), and
- 75% of permanently installed lighting fixtures as high-efficacy lamps

**F Solar voltaic:**

- Minimum 1 watt per square foot of conditioned floor space with Total Solar Resource Fraction  $\leq$  75%

**G Solar water heating:**

- 40 square feet minimum gross collector area with Total Solar Resource Fraction  $\leq$  75%



## **Radon Control Methods 2011 Oregon Residential Specialty Code, Appendix F**

New habitable residential structures shall have radon gas mitigation. Indicate the method(s) of radon gas mitigation to be installed in the structure:

**Crawl space construction:**

- Mechanically ventilated (detailed on plans); or
- Passive sub-membrane depressurization; or
- Permanently open foundation ventilation per R408.1 and a blower-door building tightness test.  
Test results to be provided to the building inspector prior to final inspection approval.

**Slab-on-grade or basement construction:**

- Passive depressurization system, with 4" thick layer of gas-permeable aggregate below slab.



# Residential Fixtures Worksheet

Please list the mechanical, electrical and plumbing fixtures you are planning to install for your new single family residential construction project.

Mechanical Fixture	Quantity
<b>Heating and Cooling</b>	
Air conditioner (site plan required)	
Furnace/burner including ductwork/vent/liner	1
Heat pump (site plan required)	
Air handling unit	
Hydronic hot water system	
Residential boiler (radiator or hydronic)	
Unit heaters (fuel type, not electric): in-wall, in-duct, suspended, etc.	
Vent for appliance other than furnace	
Gas replace	
Flue vent for water heater or gas replace	1
Wood/pellet stove	
Chimney/liner/ ue/vent	1
Range hood/other kitchen equipment	1
Clothes dryer exhaust	1
Single duct exhaust fans (bathrooms, toilet compartments, utility rooms)	5
Attic/crawl space fans	
Other: _____	
<b>Gas Fuel Piping: indicate number of outlets</b>	
Furnace	1
Wall/suspended/unit heater	
Water heater/boiler	1
Fireplace	1
Range	1
Barbecue	
Clothes dryer	
Other:	

Plumbing Fixture	Quantity
Bathrooms (full or partial)	3
Kitchens*	1
Laundry/utility sinks*	1
Bar sinks	1
Water heaters/boilers*	
Clothes washers*	1
Rain drain: # of feet around perimeter of house	114
Sanitary sewer: # of feet from house to property line	18
Storm sewer: # of feet from house to property line or disposal system	18
Water line: # of feet from house to property line	18
Fire sprinklers: # of sq. ft. of house to be sprinklered (include basement, exclude garage)	NA
Other:	
* The first kitchen, water heater, clothes washer and laundry/utility sink are included in the basic plumbing package	
Electrical Fixture	Quantity
Area of house in sq. ft. to be wired (including basement and attached garage)	3428
Additional circuits for detached garage	
Limited energy electrical wiring (check yes if you are installing any of the following: telephone, cable TV, security systems, doorbell, computer network cables, thermostat, vacuum system)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Temporary electrical service	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Other:	







LIFE SAFETY CHECKSHEET RESPONSE  
PERMIT # 12-215622-000-00-R5  
1-23-13

ITEM-1

SPECIFIED WINDOW VALUES AND PERFORMANCE TESTED DUCTING AS WELL AS CONTAINING HVAC IN BUILDING ENVELOPE.  
PAGE A1

ITEM -2

ADDED EGRESS WINDOW AND WELL IN REC ROOM. ALSO ADDED ATTIONAL WINDOW TO SATISFY ITEM 3.  
PAGE A4

ITEM-3

SEE ABOVE

ITEM-4

CALLED OUT WALLS ASSEMBLIES TO BE INSULATED AND REFERENCED DETAILS ON PAGE A6 .EXPANDED DETAIL ON A6 TO SHOW RIGID EXTERIOR AND FURR WALL INTERIOR INSULATYION ASSEMBLIES.  
PAGES A4 AND A6

ITEM-5

UPDATED BUILDING SECTION TO SHOE GRADE AT FRONT AND REAR OF DWELLING.  
PAGE A5

ITEM-6

CALLED OUT JOIST SIZE SERIES AND SPACING.  
PAGES A4 AND A5

ITEM-7

DIMENSIONED FROM BOTTOM OF FOOTING TO TOP OF GRADE AT LEFT AND RIGHT ELEVATIONS.  
PAGE A3

ITEM-8

REFERENCED DETAIL 8/52 ON THE BUILDIUNG SECTION .  
PAGES A5 AND S2

ROB LITTLETON  
541-280-1120





You may receive separate Checksheets from other City agencies that will require separate responses.

**DEVELOPMENT SERVICES CENTER HOURS:** The DSC (1<sup>st</sup> floor) and Permitting Services (2<sup>nd</sup> floor) are open Tuesday through Friday from 8:00 a.m. to 3:00 p.m. (closed on Mondays). In the DSC, Land Use, Site Development or Building Permit application review, submittal or intake of complete permits/applications will be limited to between 8:00 AM and 12:00 PM. Land Use applications and Building Permit review or intake will not be processed after 12:00 PM. Please visit the [BDS website](#) for more information regarding current listing of services available in the Development Services Center.

**RECHECK FEE:** Please note that plan review fees for Life Safety, Structural, Site Development and Planning and Zoning will cover the initial review and up to two checksheets and the reviews of the applicant's responses to those checksheets. All additional checksheets and reviews of applicant responses will be charged an additional fee per checksheet.





**3<sup>rd</sup> LIFE SAFETY CHECKSHEET**

Review Date: March 28, 2013

Application #: **12-215622-000-00-RS**

IVR #: **3254513**

To:	APPLICANT	<b>BILL WAGONER</b> <b>12118 NW BLACKHAWK DR</b> <b>PORTLAND, OR 97229</b>	Work: (503) 352-5363
			Cellular: (503) 330-2215
			Email: BILL@WESTWOODHOMESLLC.COM

From:	BDS COMMERCIAL PLANS EXAMINER	<b>RENAV RADTKE BUTTS</b>	Phone: (503) 823-7342
			Email: Renav.Radtke-Butts@portlandoregon.gov

cc:	OWNER	<b>RICHARD LOKAR</b> <b>P O BOX 1199</b> <b>DOVER, FL 33527</b>	
-----	-------	---	--

**PROJECT INFORMATION**

Street Address:	<b>4235 SE OGDEN ST</b>	
Description of Work:	<b>NEW SINGLE FAMILY RESIDENCE/2 STORY/TUCK UNDER GARAGE/FLAT LOT/COMPLEX</b>	
The following assumptions were made when reviewing your project:		
Building Area	Stories	Sprinklers
<b>3,428 SF</b>	<b>2</b>	

**PLAN REVIEW**

Based on the plans submitted, the items listed below appear to be missing or not in conformance with the Oregon Residential Specialty Code and/or other City requirements.

Item #	Location on plans	Code Section	Clarification / Correction Required
<b>NOTE: Comments from the 2<sup>nd</sup> Life Safety Checksheet dated March 4, 2013 that need further clarification/correction have been provided below for reference only. This recheck is based on a response submitted to BDS on March 21, 2013. For consistency, the same item numbers from the previous Life Safety checksheet are used in this checksheet. Item numbers from the previous checksheet that are crossed out in this checksheet appear to have been sufficiently addressed.</b>			
1	Sheet A-1	N1101.1	All conditioned spaces within residential buildings shall comply with Table N1101.1(1) and two ADDITIONAL MEASURE from Table N1101.1(2). You have noted that your additional measures will be 3 and B. #3 requires windows to be U-0.30 and Performance tested duct system. B requires All ducts and air handlers to be contained within the building envelope. Update plans to show this.
2	Sheet A-4	R310.1	Basements and every sleeping room shall have at least one operable emergency escape and rescue openings. Show the location of the egress window in the basement.
3	Sheet A-4	R303.1	How will the Rec room meet light and ventilation requirements? All habitable rooms shall be provided with aggregate glazing area of not less than 8 percent of the floor area of such rooms. Natural ventilation shall be through windows, doors, louvers or other approved openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum openable area to the outdoors shall be 4 percent of the floor area being ventilated.
4	Sheet A-6	Table N1101.1	Basement walls are required to be insulated to R-15. Clarify how the rigid insulation at the exterior of the basement wall will be protected. This insulation needs to run from the top of above grade subfloor to top of below grad finished floor. Details for the Oregon Energy code may used. These details may be found at the following link. <a href="http://www.bcd.oregon.gov/programs/energy/energy_publications/ResPub_9.pdf">http://www.bcd.oregon.gov/programs/energy/energy_publications/ResPub_9.pdf</a>
5	Sheet A-5	R106.1.1	Update Building Section to show grade at front and back of house that reflects the grade as shown on the site plan.  <i>You have added stairs to the front of the house. Update the plans to show a stair detail or reference the detail</i>

			RECHECK: satisfied, stair detail added, A-7
6	Sheet A-5	R106.1.1	Provide on plans the floor joist size, spacing, and series.  <i>Open web floor trusses require the floor truss specs to be submitted for review in addition to the layout. Please provide truss specs.</i>  <i>Truss layout provided, however, the beam/floor web layout is not reflective of the floor plan. Coordinate and update drawings.</i>
7	Sheet A-4	R105.2  R312	Retaining walls that are over 4' in height measured from the bottom of the footing to the top of the wall or are supporting a surcharge required engineering calcs. At Left and Right Elevations, clearly dimension the retaining wall from the bottom of the footing to the top of the wall at its highest point. If this is over 4', provide engineering calcs for detail 8/S2 and reference this detail on the plans. If this is not over 4', remove the notes regarding engineered retaining wall from the foundation plan and detail 8/S2 from the plans.  <ul style="list-style-type: none"> <li>• <i>Please address the wall stability and sliding from the Engineering calcs provided.</i></li> <li>• <i>Engineer calcs give a max height of 5 and 7'. Plans show 10' height. Coordinate and update drawings.</i></li> <li>• <i>Provide a note on the retaining wall to address the backfill before wall is constructed.</i></li> <li>• <i>Provide a detail of the required guard rail at the left side of the garage retaining wall. Provide a detail of the connection of the railing to the concrete wall.</i></li> </ul> <i>The Site Retaining wall has been removed from the drawings. Please update plans to have a site retaining wall and a keep the basement wall detail 8/S2. Please update plans to reference the site retaining wall detail.</i>
8	Sheet A-6	R404.1.2 R404.1.2.2	<del>Concrete foundation walls that support light frame walls shall be designed and constructed in accordance with the provisions of this section. Update the basement foundation detail to show the maximum wall height, maximum unbalanced back fill height, required wall dimension, and required reinforcement at stem wall and footings.</del>

End of Checksheet

To respond to this checksheet, come to Permitting Services located at 1900 SW Fourth Ave., 2<sup>nd</sup> Floor, and update all four sets of the originally submitted drawings. To update the drawings, you may either replace the original sheets with new sheets, or edit the originally submitted sheets. (Specific instructions for updating plans are posted in Document Services.)

Please complete the attached Checksheet Response Form and include it with your re-submittal.

If you have specific questions concerning this Checksheet, please call me at the phone number listed above. To check the status of your project, go to <http://www.portlandonline.com/bds/index.cfm?c=34194>. Or, you may request the status to be faxed to you by calling 503-823-7000 and selecting option 4.

You may receive separate Checksheets from other City agencies that will require separate responses.

**DEVELOPMENT SERVICES CENTER HOURS:** The DSC (1<sup>st</sup> floor) and Permitting Services (2<sup>nd</sup> floor) are open Tuesday through Friday from 8:00 a.m. to 3:00 p.m. (closed on Mondays). In the DSC, Land Use, Site Development or Building Permit application review, submittal or intake of complete permits/applications will be limited to between 8:00 AM and 12:00 PM. Land Use applications and Building Permit review or intake will not be processed after 12:00 PM. Please visit the [BDS website](#) for more information regarding current listing of services available in the Development Services Center.

**RECHECK FEE:** Please note that plan review fees for Life Safety, Structural, Site Development and Planning and Zoning will cover the initial review and up to two checksheets and the reviews of the applicant's responses to those checksheets. All additional checksheets and reviews of applicant responses will be charged an additional fee per checksheet.







**City of Portland, Oregon**  
**Bureau of Development Services**  
**Site Development**

Charlie Hales, Mayor  
 Paul L. Scarlett, Director  
 Phone: (503) 823-6892  
 Fax: (503) 823-5433  
 TTY: (503) 823-6868  
 www.portlandoregon.gov/bds

FROM CONCEPT TO CONSTRUCTION

**SITE DEVELOPMENT CHECKSHEET**

Application #: **12-215622-000-00-RS**

Review Date: March 25, 2013

<b>To:</b>	APPLICANT	<b>BILL WAGONER</b> 12118 NW BLACKHAWK DR PORTLAND, OR 97229	Work 503 352-5363 Cellular 503 330-2215 Email BILL@WESTWOODHOMESLLC.COM
<b>From:</b>	BDS SITE DEVELOPMENT	<b>BETH COPELAND</b>	Phone 503-823-7201 Fax 503-823-5433 e-mail Beth.Copeland@portlandoregon.gov
<b>Cc:</b>	OWNER	<b>RICHARD LOKAR</b> P O BOX 1199 DOVER, FL 33527	

**PROJECT INFORMATION**

Street Address:	<b>4235 SE OGDEN ST</b>
Description of Work:	<b>NEW SINGLE FAMILY RESIDENCE/2 STORY/TUCK UNDER GARAGE/FLAT LOT/COMPLEX</b>

**PLAN REVIEW**

Based on the plans and specifications submitted, the following items appear to be missing or not in conformance with the Oregon Structural Specialty Code, Oregon One and Two Family Dwelling Specialty Code and/or other city, state, or federal requirements.

Item #	Location on plans	Code Section	Clarification / Correction Required
1			<b>Approved.</b> A demolition permit is required for the removal of the single-family residence constructed in 1950.
2			<b>Not Approved.</b> Plans include both restrained and cantilevered walls. Please provide calculations for both types of walls. No calculations have been submitted for cantilever walls.  Please specify on plans how the driveway walls (cantilevered retaining walls) will be constructed. Plans only contain a detail for the restrained basement walls (8/S2) and no detail is provided for the driveway walls.  <b>Original Comment</b> Please provide a copy of the retaining wall calculations.

# SITE DEVELOPMENT CHECKSHEET

Application # 12-215622-000-00-RS  
Review Date: March 25, 2013

3			<p><b>Not Approved.</b> The geotechnical report provided (G2 Associates, 3/13/2013) recommends utilizing excavations no steeper than 1:1 and obtaining a temporary construction easement to do so.</p> <p>Please submit a temporary construction easement signed by all property owners (the grantor - both the east and west adjacent property owners - and grantee) allowing temporary excavations to encroach on private property.</p> <p><b>Original Comment:</b> Site plans indicate that at least a six-foot excavation will occur within five-feet of the property line. Please provide a cross-section of the site plan that details how the basement can be excavated at a slope of 1:1. If an excavation steeper than 1:1 is required, provide a geotechnical engineering report or documentation of any temporary construction easements on adjacent properties.</p>
4			
5			

## INSTRUCTIONS

To respond to this checksheet, come to Permitting Services (located at 1900 SW Fourth Ave., 2<sup>nd</sup> Floor, hours 8:00 a.m. - 3:00 p.m. Tuesday through Friday) and update all four sets of the originally submitted drawings. To update the drawings, you may either replace the original sheets with new sheets, or edit the originally submitted sheets. (Specific instructions for updating plans are posted in Document Services.)

Please complete the attached Checksheet Response Form and include it with your re-submittal.

If you have specific questions concerning this Checksheet, please call me at the phone number listed above. To check the status of your project, go to <http://www.portlandonline.com/bds/index.cfm?c=34194>. Or, you may request the status to be faxed to you by calling 503-823-7000 and selecting option 4.

You may receive separate Checksheets from other City agencies that will require separate responses.

**NEW DEVELOPMENT SERVICES CENTER HOURS:** The DSC (1st floor) and Permitting Services (2nd floor) are open Tuesday through Friday from 8:00 a.m. to 3:00 p.m. (closed on Mondays). In the DSC, Land Use, Site Development or Building Permit application review, submittal or intake of complete permits/applications will be limited to between 8:00 a.m. and 12:00 p.m. Land Use applications and Building Permit review or intake will not be processed after 12:00 p.m. Please visit the BDS website for more information regarding the Development Services Center hours.

**NEW RECHECK FEE:** Please note that for plans submitted on or after July 1, 2010 plan review fees for Life Safety, Structural, Site Development and Planning and Zoning will cover the initial review and up to two checksheets and the reviews of the applicant's responses to those checksheets. All additional checksheets and reviews of applicant responses will be charged \$175.00 per checksheet.

### To respond to this Checksheet

- Contact Charles Auch @ 503-823-4215 or Mary Pat Gardner @ 503-823-7452 to make an appointment to submit responses.
- Please come to 1900 SW 4th Ave, 2nd floor, at your appointment time.
- Please complete the attached Checksheet Response Form and include it with your re-submittal.
- Update all sets of the originally submitted drawings. To update the drawings, you may either replace the original sheets with new sheets, or edit the originally submitted sheets. Specific instructions for updating plans will be provided, or, are available on the web site [www.ci.portland.or.us](http://www.ci.portland.or.us) (see the "Twelve steps to success" link from the Commercial/Plan Review Process page.)
- If you have specific questions concerning this Checksheet, please call me at 503-823-7201.

## SITE DEVELOPMENT CHECKSHEET

Application # 12-215622-000-00-RS  
Review Date: March 25, 2013

- To check the status of your project please call 503-823-7000 and select option 4. Your Plan Review Status will be faxed to you, so please be ready to provide a fax number. If you don't have a fax number, you may contact Charles Auch @ 503-823-4215 or Mary Pat Gardner @ 503-823-7452 who will provide you with a status report.
- You may receive separate Checksheets from other City agencies that will require separate responses.