



Facility Permit Plan Intake Form

FOR INTAKE, STAFF USE ONLY
Building/Mechanical
Date Received
Building Registration #
Fixed Bid
Bin #
Building Permit #
Mechanical #
Plumbing Permit #
Electrical Permit #
Electrical
Plumbing
Fire
Planning
BES
PDOT
Structural
Other

APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Print Name
Sign Name
Street Address
City
State
Zip Code
Day Phone
FAX
email

Plans/permits available for pick up at 1900 SW 4th Avenue, 3rd floor between 7:30 a.m. and 4 p.m.

Contact Name for plan/permit pick up
Day Phone
email

Project Building Name / #
Project Address or Location
Project Name and Description

Total Project Value
Project Reference #/Billing ID #
Building Contractor
Mechanical Contractor
Electrical Contractor
Plumbing Contractor
CCB #
License #

Building Permit
No. of Stories
Const. Type
Alarms Required
Smoke Det. Req'd
Sprinklers Req'd
Struct. Eng / Calcs Submitted

Mechanical Permit
Mechanical Valuation
Description

Electrical Permit
Please provide a completed standard electrical permit application form. You may mail or deliver it to 1900 SW 4th Avenue, Portland, Oregon 97201 or FAX to 503-823-7425.

Plumbing Permit
Number of Fixtures
Back Flow Devices
Water Service (# of Feet)
Medical Gas
Other