



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portland.gov/bds



Deferred Submittal Requirements and Application

Minimum Submittal Requirements (check all boxes and sign below):

Full list of [deferred submittal guidelines](#)

- ☐ A copy of this application
- ☐ Plans stamped and signed by a Design Engineer or Architect registered in Oregon. One PDF copy of plans for electronic submittals or three copies for paper submittals.
- ☐ Calculations and product information. One PDF copy for electronic submittals or two copies for paper submittals.
- ☐ Prior to submitting the deferred submittal, the Engineer of Record and/or Architect of Record responsible for the building shall review the deferred submittal plans and supporting materials and add a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance with the design of the building. The notation shall be made on the deferred submittal drawings. Review stamps on letters of transmission are not acceptable.
Exception: the notation is not required on deferred submittals for fire sprinklers or roof trusses in residential construction when an Engineer or Architect of Record is not involved with the design of the building.
- ☐ Plan views and elevations identifying the location(s) as approved by the Engineer and/or Architect of Record must be submitted as appropriate but are required when the deferred submittal items include exterior elements.

I certify this deferred submittal application meets the minimum submittal requirements as outlined above.

Applicant Signature: Kyron Christman Date: 12/27/23

Applicant Submittal Information:

Applicant name: Kyron Christman - Faster Permits
Address: 2000 SW First Ave, Suite 420
City: Portland State: OR Zip Code: 97201
Phone: 503-780-5385 Email: kyron@fasterpermits.com
Value of deferred submittal: \$ 5,000 Issued main building permit #: 22-144772-RS
Job Site Address: 4155 SW Troy St
Description/Scope of work: Roof Truss and Expanded Web Joist DFS
Contractor Name: Canopy Building Group LLC CCB: 232358

Engineer/Architect of Record for the building information (Not required for roof trusses in residential construction when an Engineer or Architect of Record is not involved with the design of the building)

Name: NA Phone: _____

Design Engineer for the deferred items

Name: MiTek Phone: _____

Fees

An invoice with permit fees will be sent to the applicant once minimum submittal requirements have been verified. 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 deferred portion of the project with a minimum fee of \$475 for 1 & 2 family dwelling projects or \$760 for commercial and all other projects.

For deferred submittals on Commercial Permits (CO folders) and Major Projects (MG folders) that are for exterior building work, a fee of \$380.00 is added for review and approval by the Land Use Services (LUS) division. LUS reviews deferred submittals to ensure that the design of the work is consistent with the design approved in the approved original building permit. Please refer to the current year's [LUS fee schedule](#).

Other applicable fees may apply depending on scope of work and reviewer time spent to approve.

Helpful Information

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

For Hours Call 503-823-7310 | Select option 1 or
visit www.portland.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

Information is subject to change.

Life Safety & Structural Checksheet Response

Permit #: 22-144772-DFS-01-RS

Date: 1/29/24

Customer name and phone number: Kyron Christman 503-780-5385

Note: In the spaces below, please provide specific information concerning the changes that you have made in response to the checklist. Note the checklist item number, your response or a description of the revision, and the location of the change on the plans (i.e. page number and/or detail number). Use as many lines as needed. *If the item is not in response to a checklist, write “**Applicant**” in the column labeled “Checksheet item number.”*

[illegible]

Plan Bin Location: SINGLE PDF SMALL

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Life Safety & Structural Checksheet

Review Date: January 23, 2024

Application #: **22-144772-DFS-01-RS**

IVR #: **5001727**

To:	APPLICANT	KYRON CHRISTMAN FASTER PERMITS 2000 SW FIRST AVE SUITE 420 PORTLAND, OR 97201	Work	(503) 780-5385
			Home	(503) -
			Email	kyron@fasterpermits.com
From:	RESIDENTIAL PLANS EXAMINER	ROBERT BIGELOW	Phone	(503) 865-6530
			Email	Robert.Bigelow@portlandoregon.gov
cc:	OWNER	SWS CANBY STREET LLC 6340 N CAMPBELL AVE #240 TUCSON, AZ 85718-3183		

PROJECT INFORMATION

Street Address:			SW TROY ST		
Description of Work:			SINGLE PDF - DFS FOR MFG ROOF & FLOOR TRUSSES		
The following assumptions were made when reviewing your project:					
Building Area		Stories		Sprinklers	
2,508 SF		2		Yes	

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
1	General	OSSC 107.3.4.1	<p>The Plan Review team may have in the past allowed what seem to be a 'simple' RS mfg truss system to be reviewed without first being reviewed by the Engineer of Record, contrary to what the Permit Application and the City's website states. This has been adjusted in a recent RS team email. Please follow the instructions on the Permit Application for Deferred Submittals. Please have the Engineer of Record verify the designs of the mfg floor and roof trusses are compliant with their design for this batch project.</p> <p>Deferred Submittal Guidelines Portland.gov https://www.portland.gov/bds/structural-engineering/deferred-submittal-guidelines</p>

Here are a couple clips from that page:

- Review Stamp: A stamp or other similar notation indicating that the AoR, EoR, or GPoR has reviewed the materials (drawings and calculations) for general conformance with the design of the building. The review stamp must state that a review has taken place; it cannot merely state that the deferred submittal was received. (See example below.)

SHOP DRAWING/ SUBMITTAL REVIEW

<input type="checkbox"/> APPROVED <input type="checkbox"/> REVISE AND RESUBMIT	<input type="checkbox"/> APPROVED WITH CHANGES NOTED <input type="checkbox"/> REJECTED
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SUBMITTAL WAS REVIEWED FOR DESIGN CONFORMITY AND GENERAL CONFORMANCE TO CONTRACT DOCUMENTS

BY: _____ DATE: _____

- Stamp or Seal: A stamp with signature by the registered design professional in responsible charge, registered in Oregon for the design of deferred submittal item. Typically, the registered design professional is a Professional Engineer, a registered Structural Engineer, or a Registered Architect. (See example of Stamp or Seal below.)



EXPIRES:

This is the only stated exception on the City's website and the Permit Application:

"Exception: the review stamp or notation is not required on deferred submittals for fire sprinklers or roof

trusses in residential construction when an Engineer or Architect of Record is not involved with the design of the building.”

This project does not meet that exception.



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Applicant Signature: Kyron Christman Date: 12/27/23

End of Checksheet

INSTRUCTIONS

To respond to this Checksheet, you may need to revise your plans, your supporting documents, or provide additional information. Please see BDS website directions located here: <https://www.portland.gov/bds/permit-review-process/checksheet-submitting-corrections-electronically>. When you finish with your changes, please submit your updated plans and supporting documents. Make sure to include the attached Checksheet Response Form. Visit the BDS Permit Review Process website for more helpful information and available services: <https://www.portland.gov/bds/permit-review-process>

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If you want to report a delay, a regulatory conflict or other issue that you have been unable to resolve with your City review team, please visit <https://www.portland.gov/bds/development-permit-processes/report-problem>

If you have questions about this Checksheet, please contact me at the email address or phone number listed above. To check the status of your project, go to <https://www.portlandmaps.com/advanced/?action=permits>. Or you may request the status to be faxed to you, by calling 503.823.7000 and selecting option 4. Please have your IVR number and fax number available.

Application fees cover an initial plan review and two checksheets. Starting with the third checksheet, additional fees will be added. These fees are based on the current Fee Schedule: <https://www.portland.gov/bds/current-fee-schedules#toc-city-of-portland-fee-schedules>

Appeals: Pursuant to City Code Chapters 24.10, 25.07, 26.03, 27.02, and 28.03, you may appeal any code provision cited in this Checksheet to the BDS Administrative Board of Appeal within 180 calendar days of the review date. For information on the appeals process and costs, including forms, appeal fee, payment methods and fee waivers, go to www.portland.gov/bds/file-appeal or call (503) 823-7300 for assistance. Permit application expiration will not be extended pending resolution of any administrative appeal.