



## Deferred Submittal Requirements and Application

### Applicants will provide:

- ☐ Three (3) sets of plans
- ☐ One (1) set of calculations
- ☐ Two (2) sets of product information
- ☐ Plans and calculations must be stamped and signed by the design architect/engineer of record for the deferred submittal and approved by the engineer of record for the building
- ☐ A copy of this application
- ☐ One (1) copy of your main building permit approved plans  
(NOTE Approved plans do not need to be submitted if your project has a process manager assigned)
- ☐ Permit fee (paid at time of submittal)

### Contractor submittal information:

Contact name KRAIG O CONNOR  
Address 1530 SW TAYLOR  
City PORTLAND State OR Zip Code 97205  
Phone 503-593-1466 E-mail KOCONNOR@RHCONST.COM  
Value of deferred submittal \$60,000 Issued main building permit # 08-192325-000-00-CO

### 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.

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| Minimum fee Residential, one and two family dwelling | \$100 for DFS with valuation of less than or equal to \$222,000 |
| Commercial and all other projects                    | \$250 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.portlandonline.com/bds](http://www.portlandonline.com/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,  
Monday through Friday, 7 30 am - 3 00 pm  
Thursday Evenings, 5 00 pm - 7 30 pm

#### 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 |