

**City of Portland, Oregon - Bureau of Development Services**1900 SW Fourth Avenue · Portland, Oregon 97201 | 503-823-7300 | [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)**Permit Revision Submittal Requirements and Application**

A Permit Revision is required when there are proposed changes to the project after the permit has been issued. This may arise due to discrepancies between the city-approved permit drawings and actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved.

**Applicants will provide:**☐ A copy of this application☐ Three (3) sets of plans that clearly reflect the proposed change(s).

Drawings and calculations must be stamped and signed by the Architect and/or the Engineer of Record, if applicable.

☐ One (1) copy of the original city approved permit drawings. (NOTE: If your project has an assigned process manager please contact them regarding submittal of the revision).

☐ Two (2) sets of calculations, if applicable

☐ Inspector's correction notice, if revision is due to an inspection correction

☐ Revision fee (paid at time of submittal)**Contact Information:**Contact name Kyle EmeryAddress 338 NW 5th AvenueCity Portland State OR Zip Code 97205Phone 503.445.7378 Email Kylee@serapdx.comValue of proposed revision \$0.00 Issued permit # 2015-194028-000-00-COJob site address 479 NW 18th Ave, Portland, OR 97209

Description of revision Modification to the list of ADA guest units and ADA bathrooms for the code required; permitted drawings note more units and bathrooms than required by code.

**Fees:**

The Permit Revisions are subject to fees associated with plan review, processing and any increase in project value. Additional fees may apply if adding plumbing fixtures.

The Bureau of Development Services fee schedule is available under the fees tab on the BDS web site at: [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds). Fees are updated annually on July 1st.

**Helpful Information:****Bureau of Development Services**

City of Portland, Oregon  
1900 SW 4th Avenue, Portland, OR 97201  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

**Submit your plans in person to:**

Development Services Center (DSC), First Floor,  
For Hours Call 503-823-7310 | Select option 1

**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 dwelling ..... 503-823-7388  
General Permit Processing and  
Fee Estimate info ..... 503-823-7357  
City of Portland TTY ..... 503-823-6868