City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | 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). Note: Drawings provided in Project Dox -AP, SERA
  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 Andrew Pulliam, SERA Design and Architecture, Inc.

Address 338 NW 5th Avenue

City Portland **State** OR **Zip Code** 97209

Phone 503-445-7354 **Email** andrewp@seradesign.com

Value of proposed revision 0 (VE Credit Proposed) **Issued permit #** 19-106743-000-00-CO

Job site address 1725 SW Salmon St, Portland, OR 97205

Description of revision Misc. VE revisions, including deleting ground floor fitness space for conversion to shell retail for future tenant improvement.

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*. 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

Submit your plans in person to:

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

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