



City of Portland, Oregon - Bureau of Development Services

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

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

- ☐ A copy of this application.
- ☐ One PDF copy of plans for electronic submittals or three copies for paper submittals.
- ☐ All plans must clearly reflect the proposed change(s). Changes must be bubbled.
- ☐ Drawings and calculations must be stamped and signed by the Architect and/or the Engineer of Record, if applicable.
- ☐ Project narrative for extensive revisions.
- ☐ One PDF copy of calculations and other supporting documents for electronic submittals or two copies for paper submittals.
- ☐ Copy of Inspector's correction notice, if the revision is due to an inspection correction. One PDF copy for electronic submittals and two copies for paper submittals.

Applicant Information:

Applicant Name _____

Street Address _____ City/State/ZIP _____

Email _____ Phone _____

Value of Proposed Revision _____ Issued Permit # _____

Job Site Address _____ City/State/ZIP _____

Description of Revision _____

Applicant Signature  Date _____

Fees:

An invoice with permit fees will be sent to the applicant once minimum submittal requirements have been verified. Permit Revisions are subject to fees associated with plan review, processing and any increase in project value.

The Bureau of Development Services fee schedule is on the BDS web site: www.portlandoregon.gov/bds/article/102792

Helpful Information:

Bureau of Development Services | City of Portland, Oregon

1900 SW 4th Avenue, Portland, OR 97201

For Hours Call 503-823-7310 or visit www.portlandoregon.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 dwelling	503-823-7388
General Permit Processing and Fee Estimate info	503-823-7357
Zoning Information Line	503-823-7526
City of Portland TTY	503-823-6868



City of Portland, Oregon
Bureau of Development Services
FROM CONCEPT TO CONSTRUCTION

Carmen Rubio, Commissioner
Rebecca Esau, Director
Phone: (503) 823-7300
TTY: (503) 823-6868
www.portland.gov/bds

ZONING PLAN EXAMINATION CHECKSHEET

Application # **22-156807-REV-01-RS**

Review Date **July 11, 2023**

To:	APPLICANT	DREW HASTINGS HASTINGS ARCHITECTURE 5624 SE HAWTHORNE PORTLAND OR 97215	Work	503 502-7953
			Home	503 -
			Email	drew@hastingsarc.com
From:	PLANNING & ZONING	MALIA SLUSARENKO	Phone	503-865-6434
			Email	Malia.Slusarenko@portlandoregon.gov
cc:	OWNER	MARGARET STALNAKER & CRAIG SMITH 4011 SE WOODWARD ST PORTLAND, OR 97202-1668		(503) 421-4857
			Email	smithstalnaker@gmail.com

PROJECT INFORMATION

Street Address:	3991 SE WOODWARD ST
Description of Work:	SINGLE PDF - VALUE ADDED REVISION TO CHANGE OVERALL LAYOUT AND AREA OF THE HOUSE. MAIN FLOOR: PROPOSED ATTACHE GARAGE IN PLACE OF CARPORT, REARRANGE MAIN LIVING AREA AND STAIR, REMOVE FIREPLACE, REDUCE SIZE OF BACK DECK. SECOND LEVEL: REDUCE LAUNDRY ROOM AREA, RELOCATE BATH 2 AND REARRANGE PRIMARY BEDROOM/BATH, REDUCE ROOF AREA, STRUCTURAL REVISIONS TO THE SECOND FLOOR FRAMING-OPEN WEB JOISTS IN PLACE OF TJI'S. ****DFS FOR TRUSSES****

PLAN REVIEW

Based on the plans and specifications submitted, the following items appear to be missing or not in conformance with the zoning code requirements.		
#	Item	Clarification/Correction Required
1.	33.266.120.D. Parking Space Sizes	<p>A parking space must be at least 9 feet by 18 feet.</p> <p>Currently, the plans do not show a 9' 18' parking space because there are encroachments located in what is intended to be the parking space (bollard, water heater and stairs).</p> <p><i>Please revise the plans to meet the standard; revise plans to show parking space in the garage that is unobstructed by encroachments.</i></p>

		Another option is to apply for and receive approval of an Adjustment (Land Use Review). The Adjustment Review will be approved only if the approval criteria in Zoning Code Chapter 33.805.040.A-F can be met. There is no guarantee of approval. For more information regarding Adjustments, please either contact me, or see https://www.portland.gov/bds/zoning-land-use/land-use-review-fees-and-types/adjustment-reviews .
2.		
3.		
4.		

Standard Permitting Program Checksheet Response: 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/submitting-corrections>. 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>

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>

FPP: Facilities Permit Program: To respond to a checksheet for FPP Permits, please see detailed instructions here: <https://www.portland.gov/bds/commercial-permitting/facility-permit-program>

FIR: Field Issuance Remodel Program Checksheet Response: <https://www.portland.gov/bds/residential-permitting/field-issuance-remodel-program> To respond to a checksheet for FIR Permits, please submit the response directly to the FIR Inspector or email corrections to BDSFIRPermits@portlandoregon.gov

Appeal Procedures:

Title 33 (Zoning Code) appeal process: Pursuant to City Code Chapter 33.700 Administration and Enforcement, there is not an “appeal,” process established for Zoning development standards referenced in this check sheet. Zoning standards can in some cases be waived or modified through a Land Use Review process called an “Adjustment.” An Adjustment is a discretionary land use review process that evaluates proposals to waive or modify zoning requirements against approval criteria listed in City Code chapter 33.805.040.A-F. For more information regarding Adjustments, please either contact me, or see <https://www.portland.gov/bds/zoning-land-use/land-use-review-fees-and-types/adjustment-reviews>. Chapter 33.700 also explains that Zoning Code Use regulations are not appealable. Uses are either allowed by right, in some cases allowed through land use review processes, or Prohibited.

Title 11 appeal process: Pursuant to City Code Chapter 11.50, you may request an administrative review or appeal of Title 11 provisions cited in this check sheet to the BDS Director within 180 calendar days of the review date. For information on the administrative review process, please contact the staff shown on this check sheet. Permit application expiration will not be extended pending resolution of any administrative review or appeal.

Accessibility and Translation Services:

The City of Portland ensures meaningful access to City programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids and services. We offer walk-in and over-the-phone interpreter services in more than 240 languages, including American Sign Language, at no cost to you. Request ADA services [online](#). Request interpreter services [online https://www.portland.gov/bds/request-interpreter-or-accommodation](https://www.portland.gov/bds/request-interpreter-or-accommodation) or call [503-823-4000](tel:503-823-4000), Relay Service: [711](tel:711).

Traducción e Interpretación | Biên Dịch và Thông Dịch | 口笔译服务 | Устный и письменный перевод
| Turjumaad iyo Fasiraad | Письмовий і усний переклад | Traducere și interpretariat | Chiaku me
Awewen Kapas | अनुवादन तथा व्याख्या

