



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: Mikaela Christman Date: 7/26/2023

Applicant Submittal Information:

Applicant name: Mikaela Christman (Faster Permits)
Address: 2000 SW 1st Ave, Suite 420
City: Portland State: OR Zip Code: 97201
Phone: 503-446-7019 Email: mikaela@fasterpermits.com
Value of deferred submittal: \$ 8,000 Issued main building permit #: 22-194588-RS
Job Site Address: 4714 SW Pendleton St , Portland, OR 97221
Description/Scope of work: Fire sprinkler DFS
Contractor Name: Everett Custom Homes CCB: 189447

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: _____ Phone: _____

Design Engineer for the deferred items

Name: _____ 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.



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REQUEST FOR “APPLICANT PAID OVERTIME” *EFFECTIVE July 1, 2018*

The Bureau of Development Services (BDS) reviews plans based on project “due dates” that are determined by project type, scope and the date that the plans were taken in for review.

Some BDS permit plan review groups will accept requests for “Applicant Paid Overtime” (APOT) to review projects earlier than the projected due date. However, it is important to be aware that **ALL ASSIGNED REVIEWS MUST BE APPROVED BEFORE A PERMIT CAN BE ISSUED AND WORK CAN BEGIN**. This may mean that although APOT was paid to expedite the review done by a specific group, there may still be other reviews that must be completed before a permit can be issued. Applicant paid overtime for one section does **NOT** guarantee that a permit will receive priority processing by any other section, nor does it guarantee that the permit will be issued sooner than scheduled. **Email completed form to PermittingServices@portlandoregon.gov.**

The hourly rate for each group is noted below. Time is billed in 1/4 hr increments with a 1/2 hr minimum. Applicant paid overtime requests are currently accepted by the following groups:

- Engineering \$190.13/hr
- Life Safety \$155.36/hr
- Septic \$164.88/hr
- Site Development \$190.13/hr
- Permitting Services (Preissuance) \$125.03 - 151.95/hr

Please note that requesting APOT does not guarantee that an overtime review will be performed, as not all reviewers are available to work overtime hours. Overtime fees will only be billed for those reviews performed by staff working beyond their normally scheduled hours. You will be notified if the review time will exceed (5) hours by any of the groups marked below.

By signing below, the permit applicant or authorized representative agrees to pay additional plan review fees for the following sections: (Please mark below the groups you are requesting applicant paid overtime from)

- | | | |
|---|---|---|
| <input type="checkbox"/> Engineering
<input type="checkbox"/> Call if over (5) hrs Date _____ | <input type="checkbox"/> Life Safety
<input type="checkbox"/> Call if over (5) hrs Date _____ | <input type="checkbox"/> Septic
<input type="checkbox"/> Call if over (5) hrs Date _____ |
| <input type="checkbox"/> Site Development
<input type="checkbox"/> Call if over (5) hrs Date _____ | <input checked="" type="checkbox"/> Permitting Services (Preissuance)
<input type="checkbox"/> Call if over (5) hrs Date _____ | |

Mikaela Christman

7/26/2023

Signature of Permit Applicant or Authorized Representative

Date

Mikaela Christman

Print Name

Permit Number: 22-194588-RS