



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: Bradley Vaughan **Date:** _____

Applicant Submittal Information:

Applicant name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Value of deferred submittal: \$ _____ Issued main building permit #: _____

Job Site Address: _____

Description/Scope of work: _____

Contractor Name: _____ CCB: _____

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 \$450 for 1 & 2 family dwelling projects or \$720 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 \$361.00 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.

APOT



City of Portland, Oregon
Bureau of Development Services
Plan Review/Permitting Services Division
FROM CONCEPT TO CONSTRUCTION

Carmen Rubio, Commissioner
David Kuhnhausen, Interim Director
Phone: (503) 823-7300
TTY: 711
www.portland.gov/bds

Life Safety & Structural Checksheet

Review Date: December 22, 2023

Application #: **23-063170 / 80-DFS-01-RS**
IVR #: **4991983**

To:	APPLICANT	BRADLEY VAUGHN FASTER PERMITS 2000 SW 1ST AVE STE 420 PORTLAND OR 97201	Work	(503) 880-3530
			Home	(503) 447-3400
			Email	BRADLEY@FASTERPERMIT S.COM
From:	BDS LIFE SAFETY PLANS EXAMINER	CHRISTOPHER PAGNOTTA	Phone	(503) 823-6540
			Email	Chris.Pagnotta@portlandoreg on.gov
cc:	OWNER	HANNAH WOOD & NOAH ROSEN 1003 NE 71ST AVE PORTLAND, OR 97213	Email	noah.paul.rosen@gmail.com

PROJECT INFORMATION

Street Address: 1007 NE 71ST AVE		
Description of Work: SINGLE PDF - DFS FOR ROOF TRUSSES w/ 23-167180-DFS-01-RS		
The following assumptions were made when reviewing your project:		
Building Area	Stories	Sprinklers
914 SF	2	

PLAN REVIEW

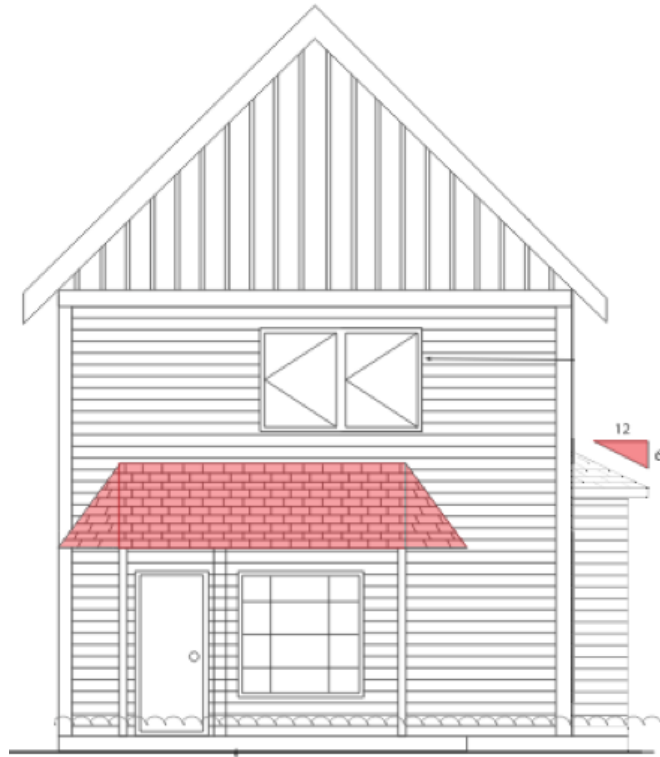
Based on the plans submitted, the items listed below appear to be missing or not in conformance with the Oregon Residential Specialty Code and/or other City requirements.

Item #	Location on plans	Code Section	Clarification / Correction Required
1			Please revise the truss package for Unit-C to match the approved plans, or apply for and have issued, a revision permit to coordinate the house to the trusses. For clarity, please refer to the image below from the issued plans.



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End of Checksheet

INSTRUCTIONS

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/checksheet-submitting-corrections-electronically>. 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>

Appeals: Pursuant to City Code Chapters 24.10, 25.07, 26.03, 27.02, and 28.03, you may appeal any code provision cited in this Checksheet to the BDS Administrative Board of Appeal within 180 calendar days of the



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review date. For information on the appeals process and costs, including forms, appeal fee, payment methods and fee waivers, go to www.portland.gov/bds/file-appeal or call (503) 823-7300 for assistance. Permit application expiration will not be extended pending resolution of any administrative appeal.

NOTE: Starting Thursday, December 7, customers must upload corrected plans and checksheet responses directly to DevHub, the City of Portland's permitting portal. Check out this Help Guide for uploading corrections directly to DevHub: [Help Guide: Uploading Corrections in Updated DevHub | Portland.gov](#). Information about preparing corrected plans and checksheet responses remains here: [Checksheet: How to Prepare and Submit Corrections to your Permit Application Electronically | Portland.gov](#).