



## City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | [www.portland.gov/bds](http://www.portland.gov/bds)



# Deferred Submittal Requirements and Application

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

For a full list of deferred submittal guidelines, please visit [our website](#).

- ☐ 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:** Walter Stern **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: \_\_\_\_\_

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## 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 \$195 for 1 & 2 family dwelling projects or \$510 for commercial and all other projects.

The Bureau of Development Services (BDS) fee schedule is also available on the [BDS website](#).

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## Helpful Information

Bureau of Development Services  
1900 SW 4th Avenue, Portland, OR 97201

### Submit your plans to:

Development Services Center (DSC), First Floor,  
For Hours Call 503-823-7310 | Select option 1 or  
visit [www.portland.gov/bds](http://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.*