



## City of Portland, Oregon - Portland Permitting & Development

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

### 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.

Portland Permitting & Development fee schedule is on the website: [www.portland.gov/ppd/current-fee-schedules](http://www.portland.gov/ppd/current-fee-schedules)

#### Contact:

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1900 SW 4th Avenue, Portland, OR 97201  
Phone: 503-823-7300 or visit [www.portland.gov/ppd](http://www.portland.gov/ppd)