



## 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)



# 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 Jenn Showers 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](http://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](http://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



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### LIFE SAFETY CHECKSHEET

Review Date: April 24, 2025

Application #: **25-014114-REV-01-RS**  
#: **5146673**  
IVR #:

To:	APPLICANT	<b>JENN SHOWERS SMART SOLAR ENERGY CO. 10940 SW BARNES RD. PORTLAND, OR 97225</b>	Work	(971) 645-2487
			Home	(503) -
			Email	PROJECTS@SMARTSOLARENERGY.CO

From:	PPD PLANS EXAMINER	<b>JOHN COOLEY</b>	Phone	(503) 865-6533
			Email	John.Cooley@portlandoregon.gov

cc:	OWNER	<b>DAVID ENGLAND &amp; ALEXANDRA ENGLAND 4528 NE 19TH AVE PORTLAND, OR 97211</b>	
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### PROJECT INFORMATION

Street Address:	4540 NE 19TH AVE		
Description of Work:	SINGLEPDF - REVISION TO MOVE PANEL		
The following assumptions were made when reviewing your project:			
Building Area	Stories	Sprinklers	
SF			

### 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	Code Section	Clarification / Correction Required
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		OSSC 1604.1	Please provide revised structural information. It appears that joist spacing has changed. Structural calculations are required for projects that do not meet prescriptive construction requirements by section 1604.1 of the OSSC. Please provide calculations stamped by a Registered Design Professional, registered in Oregon.
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End of Checksheet

### INSTRUCTIONS

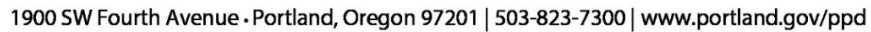
To respond to this Checksheet, you may need to revise your plans, your supporting documents, or provide additional information. Please see PP&D website directions located here: <https://www.portland.gov/ppd/permit-review-process/checksheets>. When you finish with your changes, please submit your updated plans and supporting documents. Make sure to include the attached Checksheet Response Form. Visit the PP&D Permit Review Process website for more helpful information and available services: <https://www.portland.gov/ppd/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/ppd/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/ppd/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 Portland Permitting & Development Administrative Board of Appeal within 180 calendar days of the review date. For information on the appeals process and costs, including forms, appeal fee, payment methods and fee waivers, go to [www.portland.gov/ppd/file-appeal](http://www.portland.gov/ppd/file-appeal) or call (503) 823-7300 for assistance. Permit application expiration will not be extended pending resolution of any administrative appeal.

[illegible]



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Plan Bin Location: SINGLEPDF SMALL SOLAR