



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portland.gov/bds



FPP Permit Plan Intake Form

Submit completed form to
BDSFPPIntake@portlandoregon.gov

FOR INTAKE, STAFF USE ONLY

Date Received _____ Building Registration # _____

BLD/MECH _____ ELE _____ PW _____ FIRE _____ Other _____

APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Print Name _____ Signature _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ FAX _____ Email _____

Contact Name for plan/permit pick up _____

Phone _____ Email _____

Building Name _____ Project Address _____ Flr _____ Ste/Space # _____

Existing Tenant NEW Tenant 1st Tenant in a VACANT space Tenant Name _____

Description of Work Proposed

Mechanical Work Proposed _____

Project Valuation _____ Mechanical Valuation _____

Bld/Mech Permit # _____ If there is no Bld/Mech Permit, RP must sign below)

Project Reference # (PR#) /Billing ID # (This is not YOUR Company Job Number) _____

Responsible Party (RP) Signature for Authorization that project was vetted through them and the PR# is accurate:

RP Name _____ RP Signature _____

Building Contractor _____ Address _____ CCB # _____

Mechanical Contractor _____ Address _____ CCB # _____

Electrical Contractor _____ BCD # _____ CCB # _____

Plumbing Contractor _____ BCD # _____ CCB # _____

Building Permit

No. of Stories _____

Const. Type _____

[Y] [N] Alarms Required

[Y] [N] Smoke Det. Req'd

[Y] [N] Sprinklers Req'd

[Y] [N] Struct. Eng / Calcs
Submitted

Plumbing Permit

Number of Fixtures _____

Back Flow Devices _____

Medical Gas _____

Other _____

Electrical Permit

Provide completed electrical trade permit application that has been signed by the contractor. FAX to 503-823-7425.

Provide completed plumbing trade permit application that has been signed by the contractor. FAX to 503-823-7425.