



**Bureau of
Development
Services** FROM CONCEPT
TO CONSTRUCTION

SERVICE UPDATE

April 27, 2020

Update for Week of April 27, 2020 - **PLEASE READ CAREFULLY**

The Bureau of Development Services is committed to protecting public health and has changed our service delivery in order help slow the spread of COVID-19 while also supporting the economy and people's livelihoods. **We will keep this section of our website updated – please check back. Updates are provided weekly.**

What's New for the Week of April 27

- Permit applications are now accepted for residential alterations, additions, and new construction of an accessory structure, such as a shed or a garage.
- Payments for Residential and Commercial Permits can be made online via a private link that will be sent to customers by BDS staff (See #6 Payments below).

OVERVIEW

Walk-in services to the Development Services Center have been temporarily suspended in compliance with [Governor Brown's Executive Order](#). Permit intake and plan review are proceeding, and we continue to add to our capabilities each week. There are some temporary limitations while we continue to provide staff with the tools and systems required to work remotely. Inspections services are continuing. For a detailed explanation describing our current services, [click here](#).

We thank you for your patience during this extraordinary time.

SERVICES ACCESSIBLE ONLINE

Many of our services are available to you online. Using [Development Hub PDX](#), you can apply online for electrical, mechanical, or plumbing permits that [do not require plan review](#). You can also [schedule inspections for trade permits obtained online](#), [pay a variety of fees](#) and download billing statements all from a computer or mobile device. BDS also offers a [Remote Video Re-inspection](#) service for simple on-site inspections involving minor corrections.

Priorities for Receiving Permits and Reviewing Plans

Our staff can accept your electronic plans and get started on our review process via scheduled appointments while the Permit Center is temporarily closed to the public. [Appointments consist](#)

of uploading plans through a shared link and are not in-person meetings. Applicants must deliver a [completed application](#) along with all submittal materials.

To schedule an appointment to submit your plans electronically (one permit per appointment), please email BDS@portlandoregon.gov or call 503-823-7300 and leave a message. Calls will be returned as soon as possible. We ask that you please do not call and send an email as it can cause staff to book multiple appointments for the same customer. **We continue to refine our procedures so please check back.**

For the week of April 27, BDS is accepting permit applications for projects described in Tiers 1 through 6 below:

- **Tier 1** - Hospitals and clinics responding to the COVID-19 pandemic, essential infrastructure and services such as heat, shelters and transitional housing projects, essential facilities such as the PDX terminal upgrades and BES wastewater treatment plant, and fire escape testing.
- **Tier 2** - Projects that are working with BDS Process Management/Major Projects Group, wireless facilities that are subject to Federal Communications Commission timeline requirements, city infrastructure and facilities projects not covered by Tier 1, food supply related projects essential to the COVID-19 pandemic, submittals associated with projects that have an issued building permit and are under construction (this includes revisions, deferred submittals, and HVAC and electrical trade permits). This is to allow active job sites to continue to function and move these construction projects toward completion.
- **Tier 3** - Portland Housing Bureau affordable housing projects (that are not working with BDS Process Management/Major Projects Group), and empowered Community Projects (Small Business Empowerment, Arts Empowerment, Empowered Neighborhoods).
- **Tier 4** - Regulated affordable housing projects with associated grant funding (that are not working with BDS Process Management/Major Projects Group), and [Facility Permit Program \(FPP\) permits](#).
- **Tier 5** - New single family residential (NSFR) permits and demolition permits that are a requirement of an active Land Use case or are associated with development of a new structure on the same site.
- **Tier 6** - Commercial and residential new construction, alterations, and additions that are not listed in any of the above tiers (the plan sets for these submittals must not exceed 20 pages and must be submitted as a PDF via an intake appointment), and mechanical permits that require plan review.
- **Tier 7** - Permits for all other projects, Zoning Permits, etc. (not currently available)

If you have questions about which tier your project might belong to, please email BDS@portlandoregon.gov or call 503-823-7300 and leave a message, and a staff member will respond at their earliest opportunity.

Corrections and Revisions to Current Permit Applications

- **Tiers 1-6:**
- Corrections are being accepted for permits previously submitted on paper

- Revisions and referred submittals are being accepted digitally for permits already issued
- New permits are being accepted digitally
- Corrections are being accepted digitally for new permits that were submitted digitally
- **Tier 7:** Not being accepted yet

If you need to pick up or drop off plans in the lobby at the Development Services Center, located at 1900 SW Fourth Avenue, including plans that need to be taken off-site and updated, please follow these instructions:

- Please check www.Portlandmaps.com to ensure all reviews are complete, then call 503-823-7357 and leave a message, including your permit or IVR number, the first and last name of the person picking up the plans, and their phone number.
- To pick up “Approved to Issue” plans, please call 503-823-7357 and leave a message including your permit or IVR number, the first and last name of the person picking up the plans including their phone number.
- Permitting Services will accept checksheet corrections of updated plans, along with completed response forms, for Tiers 1-6 only. Please call 503-823-7357 and leave a message, including your permit or IVR number, the first and last name of the person dropping off the plans, and their phone number. We ask that customers submit checksheet responses to as many reviews as possible with each submittal.
- **Permits with reviews in progress cannot be checked out at this time.**

Please [click here](#) for more information on how the Bureau of Development Services is receiving and reviewing permit applications and associated plans.

For the latest information on the availability of other services at BDS, please click on the links below:

1. [FPP and FIR Programs](#)
 2. [Inspections](#)
 3. [Land Use Services](#)
 4. [Questions about Property, Projects and Records](#)
 5. [Trade Permits](#)
 6. [Payments](#)
 7. [Property Compliance - Enforcement and Liens](#)
 8. [Permitting and Inspections Services from Other Bureaus](#)
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