



Department of Community Services
MULTNOMAH COUNTY OREGON

Land Use and Transportation Program
1600 SE 190th Avenue
Portland, Oregon 97233-5910
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<http://www.multco.us/landuse>

STEPS FOR BUILDING PLAN SIGNOFF

Welcome to Multnomah County Land Use and Transportation Planning. Our planning staff is here to assist you in understanding rules for developing property and to help you tailor your project to meet them. As part of that effort, we have developed a series of handouts to explain the development standards and processes that you will need to follow. This handout covers the requirements for obtaining land use approval for a building permit application.

1. Discuss project w/ planner on duty	Come discuss your project with the planner on duty any time Tuesday – Friday, 8:00 am - 4:00 pm. The planner on duty will determine what information is required for your project. Please note that some projects will require a land use application before we can sign off on your building permits.
2. Prepare plans	Prepare plans with all of the information contained in this checklist.
3. Have Service Provider forms completed	Most projects require local service providers to verify that adequate fire, water and septic services can be provided to the site. The planner on duty can provide you the necessary service provider forms for your project. Take these forms, along with a completed site plan, to each local service provider district for review and approval. Once completed, you will need to bring the forms with you when you bring your plans back for review.
4. Have Storm water Certificate Completed	Projects adding more than 500 square feet of impervious surface to a site must be reviewed by an Oregon licensed Professional Engineer (at the applicant's expense) to assure storm water runoff will be properly managed on-site during the 10-year, 24-hour storm event.
5. Obtain deed for Lot of Record verification	During your initial contact with the planner on duty, the planner may not be able to verify that your property is a Lot of Record. If this is the case, the planner will request that you obtain copies of certain deeds for review. Please see the ' Lot of Record ' handout for a detailed explanation of how to demonstrate the property is a legal lot of record.
6. Prepare any other required documents	The planner on duty can help identify any additional forms that need to be filled out prior to plan signoff. In this way, the planner on duty will help tailor the required information to best fit your project. Because the requirements differ for each project, we recommend you discuss your proposal with the planner on duty in detail during your first visit.
7. Bring plans to County Planning for review	The planner on duty will review your plans for the required information and for compliance with zoning and grading regulations. Typically, the planner will review the plans and all other required information at the counter with you. If information is missing, the planner will tell you. Once you have all required information, your project will be ready for approval.
8. Pay Fees and receive approved plans	The planner on duty will identify all required fees. Most projects require a fee for the building plan signoff and for future erosion control inspections. The planner on duty will stamp and sign your plan sets once all information has been supplied and all fees paid. Depending on the type of project, County staff will keep one or two plan sets for our files.
9. Proceed to Building Department w/plans	You are now ready to take the approved plans to the building department for review. Multnomah County contracts services with primarily the Cities of Portland, Gresham & Troutdale Building Departments who review and issue building permits. The planner on duty can explain where to take your approved plans for review.

WATER DISTRICTS	BUILDING DEPARTMENTS	FIRE DISTRICTS
<input type="checkbox"/> Burlington Water District 16501 NW Wapato Drive Portland OR 97231 503-621-9788	<input type="checkbox"/> Gresham Building Dept. 1333 NW Eastman Pkwy Gresham, OR 97030 503.618.2832	<input type="checkbox"/> City of Gresham Fire Dept. #10 (Gresham east to Sandy River) 1333 NW Eastman Pkwy Gresham, OR 97030 503-618-2355
<input type="checkbox"/> Corbett Water District P.O. Box 6 Corbett OR 97019 503-695-2284	<input type="checkbox"/> Portland Building Bureau (Document Control) 1900 SW 4 th Avenue, 1 st Floor* Portland, OR 97201 503-823-7310 *Parking is available under the building	<input type="checkbox"/> Fire District #14 (Corbett) Tom Layton, Fire Chief P.O. Box 1, Corbett OR 97019 503-695-2272
<input type="checkbox"/> City of Gresham 1333 NW Eastman Parkway Gresham, OR 97030 503-618-2525	<input type="checkbox"/> Troutdale Building Dept. 104 SE Kibling St. Troutdale, OR 97060 503-665-5175	<input type="checkbox"/> Fire District #30 (Sauvie Island) Don Posvar 503-621-3641 PGR: 920-9572
<input type="checkbox"/> City of Portland Bureau of Water Works 1120 SW 5 th Ave. Portland, OR 97204 503-823-7404	DRAINAGE DISTRICTS <input type="checkbox"/> Multnomah Drainage District 1880 NE Elrod Drive Portland OR 97211 503-281-5675 Contact: Dave Hendricks	<input type="checkbox"/> Scappoose Fire District (1/4 m. north Cornelius Pass, east Columbia Slough) PO Box 625 Scappoose, OR 97056 503-543-5026
<input type="checkbox"/> City of Troutdale 104 Kibling Troutdale OR 97060 503-665-5175	<input type="checkbox"/> Sauvie Island Drainage Company 29264 NW Sauvie Island Rd Portland OR 97231 503-621-3397 Contact: Tim Couch	<input type="checkbox"/> Tualatin Valley Fire/Rescue (Skyline) 20665 SW Blanton Aloha OR 97007 503-649-8577
<input type="checkbox"/> Pleasant Home Water District 32421 SE Pipeline Rd Gresham OR 97080 503-663-1091	SANITARY SEWER <input type="checkbox"/> Septic System/Sanitation/Soils City of Portland/Multnomah Co. 1900 SW 4 th , 5 th Floor Portland OR 97201 503-823-6892	<input type="checkbox"/> Tualatin Valley Fire/Rescue (South Division) 7401 SW Washoe Ct. Tualatin OR 97062 503-612-7000
<input type="checkbox"/> Interlachen Water District PO Box 96 Fairview, OR 97024 21032 NE Interlachen Ln Troutdale, OR 97060 503-665-6880 – Terry Schultz 503-667-5423 – Carl Marking	<input type="checkbox"/> City of Fairview Utility Dept. 1300 NE Village St. PO Box 337, Fairview, OR 97024 503-674-6215	Police Service <input type="checkbox"/> Multnomah County Sheriff's Administrative Offices Operations Captain, contact 12240 NE Glisan St. Portland OR 97230 503-255-3600
<input type="checkbox"/> Lusted Road Water District Vance Hardy, Contact P.O. Box 2026 Gresham OR 97030-0590 503-663-3059	<input type="checkbox"/> Clean Water Services 2550 SW Hillsboro Hwy Hillsboro OR 97123 503-681-3600	
<input type="checkbox"/> Tualatin Valley Water District 1850 SW 170 th Avenue Beaverton OR 97075-0745 503-642-1511		

Project Description

Base Zone:

Address or Property ID

Overlay Zones:

Applicable Fees (other fees may apply for any required Land Use Permits):

Land Use Sign Off for Building Permit \$53.00

Address assignment \$127

Erosion Control Inspection \$77

Land Use Compatibility Statements \$43

We will need the following information for zoning review of your proposed development:

(The checked categories for the proposed development are based on information provided to us. Additional information may be needed once we better understand the proposed development and/or the subject property.)

SITE PLANS – ALL PROJECTS (Drawn to Scale – Engineer or Architectural Scale)

Plans: Portland, five (5) sets, Gresham: three (3) sets or Troutdale: three (3) sets

Include items listed below on the site plan

Required **Included**

1.	Address (Does a new address need to be assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No)		
2.	Date, north arrow, scale [eg., 1 in = 30 ft (Engineer's) or 1/16 in = 1 ft (Architect's)]	✓	
3.	Tax account number and/or tax roll description	✓	
4.	Show all property lines labeled with dimensions and location of known survey pins.	✓	
5.	Show location, size, and label of all proposed and existing buildings, structures, distances to property lines (measured to nearest point of the building), and buildings to be removed.	✓	
6.	Show locations of any watercourse or drainage feature on or near the property.	✓	
7.	Show location of the existing or proposed septic system (tank, drainfield & replacement field).	✓	
8.	Show locations of the existing or proposed well or water line .	✓	
9.	Show location of the stormwater system (existing and/or proposed).	✓	
10.	Show location and width of existing/proposed driveway, parking area and utilities .	✓	
11.	Show location of all areas that will be graded or have the ground disturbed by machinery.	✓	
12.	Transportation Improvements	✓	
	a. Show location of abutting public Right-of-Ways with distances from the property line (right-of-way line) to the centerline of adjoining roads.	✓	
	b. Show Location and width of existing, proposed and/or altered access points/driveways cuts to the property. If a new or altered driveway is proposed, show within 200 feet of the new driveway cut, all existing access points/driveway cuts (on both sides of the street)	✓	
13.	<input type="checkbox"/> Transportation Issues/Right-of-way permit Required. Please call 503.988.5050 <input type="checkbox"/> ROW Permits - Alan Young x22809 <input type="checkbox"/> Drainage - Greg Kirby x29623 <input type="checkbox"/> Transportation Planning – Joanna Valencia x29637 _____		

BUILDING PLANS – all projects (Drawn to Scale – Engineering or Architectural Scale)

Plans: Portland, five (5) sets, Gresham: three (3) sets or Troutdale: three (3) sets

Required **Included**

14.	Floor plans of the existing/proposed buildings with dimensions and room use noted, such as kitchen, bedroom, garage, etc.	✓	
15.	Building elevations (side views) of new buildings or additions, with all height dimensions, and relationship to existing and finished grade adjacent to the building.	✓	
16.	Other required information such as spark arrestor, fire retardant roof, etc.		

GRADING AND EROSION CONTROL INFORMATION

Required **Included**

17.	What is the area (total square feet) of ground disturbance proposed? ____sq. ft. Show on plan. What is the distance between the area of ground disturbance and closest water body? ____ft. In area of ground disturbance, what is the slope percentage? ____% Show slope direction. Will the finished slopes be over 33% (3 horizontal:1 vertical) and 5 ft in height? <input type="checkbox"/> Yes <input type="checkbox"/> No Will a machine be used to disturb the ground, such as grading, digging, etc ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
18.	Grading and Erosion Control Permit (2 erosion control plans required)		
19.	Minimal Impact Project Signoff (2 erosion control plans required)		

HILLSIDE DEVELOPMENT INFORMATION		Required	Included
20.	<p>If project (including driveway, septic system, etc.) is located in the Slope Hazard Overlay Zone District or <u>has slopes 25% or more</u>, the applicant must complete the section below: What are the natural and finished slopes of the ground disturbance area? Show on plan. Natural Slope _____% Finished Slope _____% Are the natural and finished slopes less than 25 percent? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total area of ground disturbance proposed? _____ sq .ft. Show on plan. Is the ground disturbance area 20,000 square feet or less? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the volume of soil or earth materials to be stored is 50 cubic yards or less? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the rainwater runoff is diverted, either during or after construction, from an area smaller than 10,000 square feet? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the impervious surfaces to be created (if any) less than 10,000 square feet? <input type="checkbox"/> Yes <input type="checkbox"/> No The proposed project does not modify or block any drainageway or stream? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the project outside the Tualatin River and Balch Creek Drainage Basins? <input type="checkbox"/> Yes <input type="checkbox"/> No Applicant's Signature certifying statements above: _____</p>		
21.	Hillside Development Permit (If any answer is 'NO' above, then this permit including 2 erosion control plans is required).		
FLOOD DEVELOPMENT INFORMATION		Required	Included
22.	<input type="checkbox"/> 100 Year Flood Plain on Property <input type="checkbox"/> Alteration of a Watercourse or Stream Proposed		
23.	Flood Development Permit – <input type="checkbox"/> One & Two Family Dwelling <input type="checkbox"/> other uses		
SERVICE PROVIDER FORMS		Required	Included
24.	Certification of On-Site Sewage Disposal to ensure that the development can be served by a septic system / won't negatively impact the existing septic system.		
25.	Fire District Access Review to ensure fire protection equipment can reach the site during construction phase, after the occupancy of the structure.		
26.	Fire District Review - Fire Flow Requirements to determine adequate water amount/pressure available at building site.		
27.	Certification of Water Service to ensure that water is available for your new use or dwelling.		
28.	Sheriff's Office Review to ensure the level of police service available to serve the proposed project is adequate.		
OTHER DOCUMENTS		Required	Included
29.	Storm Water Certificate. Signed and stamped by engineer if >500 square feet impervious surfaces to be created. Storm water drainage control system design stamped.		
30.	Conditions & Covenants. Documents must be signed, notarized & recorded at County Recorder's office at 501 SE Hawthorne Blvd, Portland. Phone # 503.988.3034 <input type="checkbox"/> Accessory Structure <input type="checkbox"/> SFR (improvements could be 2 nd dwelling) <input type="checkbox"/> EFU/CFU new dwelling <input type="checkbox"/> Split Zoned Parcel <input type="checkbox"/> Adjacent farm use is in EFU <input type="checkbox"/> Adjacent farm use is in MUA-20 (WSR plan area)		
31.	Replacement Dwelling Agreement (signed – remove or convert w/in 3 months)		
32.	Lot of Record status. Verified: <input type="checkbox"/> Yes. Case/Action _____ <input type="checkbox"/> No. Submit copy of current deed for the property & first deed that described the subject property in its current configuration		
33.	Lawfully Established <input type="checkbox"/> Dwelling / <input type="checkbox"/> Structure(s) _____ Please provide evidence that the building in question obtained the necessary building permits.		
34.	Habitable Dwelling Please provide recent photographs of the existing dwelling showing exterior walls and roof, indoor plumbing consisting of a kitchen sink, toilet and bathing facilities, septic tank lid, interior lights (turned on), and heating system.		
35.	Staff Reporting for Resource Zone Development? <input type="checkbox"/> EFU Report <input type="checkbox"/> CFU Report		

