



Land Use Planning Division
1600 SE 190th Ave, Ste 116
Portland OR 97233
Ph: 503-988-3043 Fax: 503-988-3389
multco.us/landuse

STEPS FOR BUILDING PLAN SIGNOFF

Welcome to Multnomah County Land Use 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 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 11646 NW St Helens Rd Portland OR 97231 503-285-2973	<input type="checkbox"/> Gresham Building Dept. 1333 NW Eastman Pkwy Gresham OR 97030 503-618-2845	<input type="checkbox"/> City of Gresham Fire Dept 1333 NW Eastman Pkwy Gresham OR 97030 503-618-2355
<input type="checkbox"/> Corbett Water District P.O. Box 6 36120 E Hist Columbia Rvr Hwy Corbett OR 97019 503-695-2284	<input type="checkbox"/> Portland Building Bureau 1900 SW 4 th Ave, 1 st Floor* Portland, OR 97201 503-823-7310 *Parking is available under the building	<input type="checkbox"/> Corbett Fire District PO Box 1 36930 E Hist Columbia Rvr Hwy Corbett OR 97019 503-695-2272
<input type="checkbox"/> City of Gresham 1333 NW Eastman Pkwy #2 Gresham OR 97030 503-618-2525	<input type="checkbox"/> Troutdale Building & Planning 2200 SW 18 th Way Troutdale OR 97060 *Call first* 503-665-5175	<input type="checkbox"/> Sauvie Island Fire District 18342 NW Sauvie Island Rd 503-621-1242
<input type="checkbox"/> City of Portland Water Bureau 1120 SW 5 th Ave Ste 600 Portland OR 97204 503-823-7404	DRAINAGE DISTRICTS <input type="checkbox"/> Multnomah Co Drainage Dist 1880 NE Elrod Drive Portland OR 97211 503-281-5675	<input type="checkbox"/> Scappoose Fire District PO Box 625 52751 Columbia Rvr Hwy Scappoose OR 97056 503-543-5026
<input type="checkbox"/> City of Troutdale 342 SW 4 th St Troutdale OR 97060 503-674-3300	<input type="checkbox"/> Sauvie Island Drainage Co 29264 NW Sauvie Island Rd Portland OR 97231 503-621-3397	<input type="checkbox"/> Tualatin Valley Fire/Rescue North Operating Center 20665 SW Blanton St Aloha OR 97007 503-259-1400
<input type="checkbox"/> Pleasant Home Water District PO Box 870 Gresham OR 97030 503-201-4341	SANITARY SEWER <input type="checkbox"/> Septic System/Sanitation/Soils City of Portland/Multnomah Co. 1900 SW 4 th Ave Ste 5000 Portland OR 97201 503-823-6892	<input type="checkbox"/> Tualatin Valley Fire/Rescue South Operating Center 19365 SW 90 th Ct Tualatin OR 97062 503-259-1500
<input type="checkbox"/> Interlachen Water District PO Box 1776 Fairview OR 97024 503-667-4037 503-665-6880 – Terry Schultz	<input type="checkbox"/> City of Fairview 1300 NE Village St PO Box 337 Fairview OR 97024 503-674-6206	Police Service <input type="checkbox"/> Multnomah County Sheriff's Administrative Offices 501 SE Hawthorne Blvd Ste 350 Portland OR 97214 503-988-4300
<input type="checkbox"/> Lusted Water District 30626 SE Division Dr Troutdale OR 97060 503-663-3059	<input type="checkbox"/> Clean Water Services 2550 SW Hillsboro Hwy Hillsboro OR 97123 503-681-3600	Transportation Planning & Development <input type="checkbox"/> Right of Way Permits 1620 SE 190 th Avenue Portland OR 97233 503-988-3582 row.permits@multco.us
<input type="checkbox"/> Tualatin Valley Water District 1850 SW 170 th Ave Beaverton OR 97006 503-848-3000		

Project Description _____
Address or Property ID _____

Base Zone: _____
Overlay Zones: _____

Applicable Fees – See current Multnomah County fee list (other fees may apply):

- Land Use sign off for Building Permit Address assignment
 Erosion Control Inspection Land Use Compatibility Statement (LUCS)

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)		Required	Included
Plans: <input type="checkbox"/> Portland: five (5) sets, <input type="checkbox"/> Gresham: three (3) sets or <input type="checkbox"/> Troutdale: three (3) sets Include items listed below on the site plan			
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)	✓	
BUILDING PLANS – all projects (Drawn to Scale – Engineering or Architectural Scale)		Required	Included
Plans: <input type="checkbox"/> Portland: five (5) sets, <input type="checkbox"/> Gresham: three (3) sets or <input type="checkbox"/> Troutdale: three (3) sets			
13.	Floor plans of the existing/proposed buildings with dimensions and room use noted, such as kitchen, bedroom, garage, etc.	✓	
14.	Building elevations (side views) of new buildings or additions, with all height dimensions, and relationship to existing and finished grade adjacent to the building.	✓	
15.	Other required information such as spark arrestor, fire retardant roof, etc.		

GRADING AND EROSION CONTROL INFORMATION		Required	Included
16.	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		
17.	Grading and Erosion Control Permit (2 erosion control plans required)		
18.	Minimal Impact Project Signoff (2 erosion control plans required)		
HILLSIDE DEVELOPMENT INFORMATION		Required	Included
19.	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:_____		
20.	Hillside Development Permit (If any answer is 'NO' above, then this permit, including two (2) erosion control plans is required).		
FLOOD DEVELOPMENT INFORMATION		Required	Included
21.	<input type="checkbox"/> 100 Year Flood Plain on Property <input type="checkbox"/> Alteration of a Watercourse or Stream Proposed		
22.	Flood Development Permit <input type="checkbox"/> One & Two Family Dwelling <input type="checkbox"/> other uses		
SERVICE PROVIDER FORMS		Required	Included
23.	Certification of On-Site Sewage Disposal to ensure that the development can be served by a septic system and/or won't negatively impact the existing septic system.		
24.	Fire Service Agency Review to ensure compliance with the Oregon Fire Code.		
25.	Certification of Water Service to ensure that water is available for your new use or dwelling.		
26.	Sheriff's Office Review to ensure the level of police service available to serve the proposed project is adequate.		
27.	Transportation Review to ensure development will be adequately served by transportation and access to right of way is permitted. Call Right of Way permits at 503.988.3582 or email row.permits@multco.us		
OTHER DOCUMENTS		Required	Included
28.	Storm Water Certificate. Signed and stamped by engineer if >500 square feet impervious surfaces to be created. Storm water drainage control system design stamped.		

