

## PLAN REVIEW OPTIONS

### Over-the Counter

For minor non-structural modifications with a tenant improvement or single-family projects, applicants may request an “over-the-counter” plan review. An over-the-counter plan review means your plans can be reviewed and, if approved, your permit can be issued to you immediately. All of the applicable information listed in the “Permit application requirements and plan review procedures” section of the Building Services Division Operating Plan must be submitted with the application. The plans examiner will determine if the proposed work is minor enough in nature that a plan review can be completed within about 15 minutes and an over-the-counter plan review is warranted. Plans with structural alterations may or may not be issued over the counter depending on the complexity of the structural alteration. Plans in need of Land Use or Zoning approvals will not be done over the counter. Please see “Plan Information for Tenant Improvements” below.

### Temporary Tenant Improvement (TI) Permits

If an over-the counter plan review cannot be provided, Temporary Tenant Improvement (TI) permits are available. A temporary TI permit authorizes construction work to begin prior to the issuance of a permit subject to the restrictions and limitations contained within the application. A copy of the Temporary TI permit application and requirements may be obtained from the Building Services Division or are available at:

[http://www.beavertonoregon.gov/departments/CDD/CDD\\_bldg\\_permits.html](http://www.beavertonoregon.gov/departments/CDD/CDD_bldg_permits.html).

The plans examiner will determine if the proposed work is of a minor enough complexity to allow issuance of a temporary TI permit. A fifth set of plans must be provided with the permit application. If the temporary TI permit can be issued, this fifth set will be stamped with a temporary TI permit approval and returned to the applicant to be kept at the job site.

### Plan Review Staff Availability

*Certified staff is available for consultation on plans from 8:00 to 9:00 a.m. and 1:30 to 2:30 p.m. daily or by appointment.* Over-the-counter plan reviews and temporary TI permit issuance will be conducted at the above scheduled times. Upon arrival at the Community Development Department, please enter your name and the time on the sign-in log at the Building Services Division Permit Counter. Customers will be called upon in the order they signed-in. If you signed-in during the above time period, you will be given service regardless of the actual time your name is called (i.e., if you sign-in at 8:55 a.m. and your name is not called until 9:25 a.m., you will still be provided with the service).

## PLAN INFORMATION FOR TENANT IMPROVEMENTS (TI)

**Clear, complete plans addressing code requirements enable the plans examiner to quickly review over-the-counter plans, which means faster permit issuance. This list identifies the items most commonly missed on TI plans.\***

### Code Assumptions on Cover Sheet

- Existing and proposed occupancy of space
- Adjacent spaces identified for occupancy or at least the name of the business(es)

- Building type of construction (i.e., VN, V-1HR, IIN) (research City records if needed)
- Area (square feet) of tenant improvement and existing building
- Note if building does or does not have a sprinkler or alarm system
- Note any code exceptions that may apply

### Plans

- Vicinity map
- Site plan with building and tenant space identified
- Identify use, area, and occupant load of each room
- Dimensioned and drawn-to-scale plans
- Full floor plan showing other tenant spaces and exiting
- Wall details for construction with top and bottom connections
- Identify rated construction
- Reflected ceiling plan with lighting
- Open offices or retail spaces requiring emergency lighting shall provide one foot-candle over entire area

### Accessibility

- Upgrade list - Noncomplying elements in an existing building need to be upgraded based on two criteria:
  - Maximum expenditure of 25 percent of cost of proposed and required construction
  - Elements prioritized as outlined in ORS 447.241
- Dimensioned plumbing fixture elevations
- Clear area of 12 or 18 inches at latch side of door
- Reception or counter elevation (36 inches maximum height by 36 inches minimum width)
- Restroom door cannot swing into clear floor space at lavatory or toilet
- Fixture placement dimensions must take into account wall coverings for clearances

The architect should provide a list defining proposed upgrades including the cost associated with each. New elements must meet accessibility requirements and are not part of the “upgrade to existing” list.

### Energy Compliance Forms

- Lighting Compliance form is required if :
  - Increasing total connected lighting power
  - Replacing more than 50 percent of luminaires in the area

**\* Items addressed here are representative of most common issues raised during a plans review and do not substitute or exemplify a complete plans review. Other issues regarding your plans review or project design may be raised by this or other departments within the City of Beaverton.**