

BUILDING DEPARTMENT ELECTRONIC SUBMITTAL INSTRUCTIONS

ELECTRONIC DOCUMENT REQUIREMENTS

- **Projects will not be placed in line for plan review until plan review fees are paid.**
- Electronic documents must be in .pdf format
- Please remove any security restrictions on documents that are being submitted.
- A Transmittal Form is required with any electronic (.pdf) document submission. The CDD Transmittal Form can be found at: www.BeavertonOregon.gov/CDDtransmittal.
- Applications are required to be completed and submitted. Applications can be found on the following page: www.BeavertonOregon.gov/440/Building-Permits
- File Names: Files shall be named using the following convention:
[Project Name] - [Project Address] – [Document Type].pdf
'Project Name': Your name for the project
'Project Address': Project location
'Document Type': Examples include Permit Application, Transmittal Form, Fire Alarm Plans, Plumbing Plans, Architectural Plans, Calculations, Specifications, Cut Sheets, etc.

File Name Examples:

ABC TI – 1234 SW Beaverton Blvd - Building Permit Application.pdf
ABC TI – 1234 SW Beaverton Blvd - Architectural Plans.pdf
ABC TI – 1234 SW Beaverton Blvd – Structural Calcs.PDF
ABC TI – 1234 SW Beaverton Blvd – Cut Sheets.PDF

- Documents must be combined by type. For example: Transmittal form is (1) PDF, Permit Application is (1) PDF. Calculations are (1) PDF, Architectural Plans are (1) PDF, etc.
- When submitting large projects that include MEP drawings, plan review for the MEP plans will not take place without an application provided for each discipline and plan review fees paid.
- Submittals must be separated by discipline. For example, when submitting for a large project that includes mechanical, building, electrical and plumbing work, a separate submittal will be made for each discipline. This means there would be one submittal for building, one for electrical, one for interior plumbing, and so on. It is helpful if mechanical, electrical and plumbing (MEP) drawings include cover sheets that explain the building location, occupancy type, deferred submittals, etc.
- Over The Counter submittals must be submitted one business day prior to the customer coming in to apply for their permit. ***Along with these instructions, please read the instructions on how to submit for an over the counter permit on page 3.***
- Affidavits are to be submitted using these and the instructions below. The required forms still apply to affidavits. Additionally your subject line must read as follows:

Affidavit - [Project name] - [Project Address]

Example: Affidavit – Smith PV Solar - 12345 SW 1st St.

REQUIRED FORMS

A Transmittal Form is required with electronic (.pdf) document submission. The CDD Transmittal Form can be found at: www.BeavertonOregon.gov/CDDtransmittal.

Application forms are required for new submittals. Forms and checklists to be completed and submitted with all new permit applications can be found on the following page: www.BeavertonOregon.gov/440/Building-Permits

TO SUBMIT YOUR ELECTRONIC DOCUMENTS

Email

Attachment Size Limit: Many factors determine the size of an email, and there is no easy way to predict how large an email is until it is sent. For this reason, attachments should not exceed **15 MB total per email**. Emails can contain multiple .pdf attachments, but please do not 'zip' files. For files larger than 15 MB, please see instructions for BOX, below.

Subject Line: Email subject lines shall include identifying information for the project and should identify if it is a member of a larger group of project emails, as shown in the examples, below:

- ABC Vacuum Repair TI (1 of 3) - Plans + Application
- ABC Vacuum Repair TI (2 of 3) - Specifications
- ABC Vacuum Repair TI (3 of 3) – Calculations

Addresses: Documents shall be sent as .pdf attachments to the following email address BuildingPlanSubmit@BeavertonOregon.gov

BOX

BOX is a cloud-based service that allows for simple electronic transfer of large files to the City. Please make sure you are following the above mentioned naming convention. **PLEASE COMBINE ALL YOUR CORRECTLY NAMED FILES INTO A ZIP FOLDER AND UPLOAD THE FOLDER.** Name your zip folder with the project name and address. Zip folders/files are accepted when submitted using BOX only. Zip folders/files submitted via emailed with be rejected.

Upload Links: Please use the following link to submit your PDF. Clicking the link will open a submittal webpage on the City's website in your internet browser. [Submit to Building Division](#) Scroll down to the bottom of the page to submit via BOX.

WHAT TO EXPECT AFTER YOU HAVE SUBMITTED ELECTRONIC DOCUMENTS

Receipt: Please note that you may not hear from staff the day you submit your project. Staff will contact you once they are able to process your submittal to:

- confirm receipt of submitted documents
- arrange for payment of fees
- clarify any discrepancies between the transferred files and those listed on the required *Electronic Transmittal* (see Required Forms, above)
- notify you if your submittal is incomplete for processing. **If your submittal is incomplete, the submittal will not be routed for review until the missing items are submitted or until the required corrections are made.**

If you have concerns or need to immediately verify that we received your documents please call us at 503-526-2493. Confirming receipt of your project does not expedite the routing/review process.

Fees: Fees may be paid over the phone via credit card, via mail with check, or in person. You can also fax over a credit card authorization form. PLEASE DO NOT EMAIL ANY CREDIT CARD INFORMATION TO US. Submittals will not be placed in line for review until fees are paid. Please note that a fulfillment fee of up to 4% is charged for credit card payments of \$2,000 or over.

Permit Number: After payment is received, your project will be assigned a permit number. This permit number will be on the receipts that will be sent to the applicant or requested contact person. **Please include this number on any future transmittal forms or applicable documents you may need to submit after your initial submittal.**

Review: The city prioritizes review of projects on a first come, first served basis, which does affect how quickly staff can review a project. We do not provide expedited review.

Completeness: A staff person will contact you if the request for a permit or approval requires additional information. Details will be conveyed through a plan review letter, a completeness letter, marked-up plan sheets, or a combination thereof. The review will contain instructions for submitting a response letter, any required revisions, or additional information as needed. Please be sure to complete a transmittal form when submitting your revisions.

Decision: If the information in the submittal is sufficient and the city can issue a permit or approval, staff will provide instructions for next steps.

OVER THE COUNTER SUBMITTAL PROCESS

For over-the-counter review, you must submit all electronic *documents at least one day prior to arriving at the front desk to meet with a plans examiner.* Please follow the directions to submit your electronic documents above. Additionally, please note the following:

- You must include a [CDD Transmittal Form](#) which clearly states that the plans are intended for OTC review.
- You must include a permit application form. Applications can be found on the following page: www.BeavertonOregon.gov/440/Building-Permits
- **When submitting your documents to BuildingPlanSubmit@BeavertonOregon.gov, your subject line must read: For OTC Review - [Project name] - [Project Address]**
Example: For OTC Review - Betty's Boutique - 12345 SW Main St.
- Over-the-counter plan review criteria - Review must take no longer than 15 minutes to review and process (plans examiner time only) and **must not** include the following:
 - structural work
 - electrical
 - plumbing
 - mechanical units that require screening
 - type one hood or suppression systems
 - any work which will result in a design review (exterior changes)
 - H or I occupancies
 - high-pile storage racks
 - change in use

- **You are still required to come into city hall during the over the counter times to go over your submittal with a plans examiner.** The over the counter times are Monday through Friday from 7:30am – 9am and 1:30pm – 2:30pm.
- Please come prepared to pay permit fees.

Over-the-Counter General Information: 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 in need of Land Use or Zoning approvals will not be done over-the-counter. Please see Plan Information for [Tenant Improvements page](#).

Plan Review Staff Availability: To see a plans examiner for possible over the counter plan review, hours are 7:30 a.m. to 9 a.m. and again at 1:30 p.m. to 2:30 p.m. or by appointment (Monday through Friday). Over-the-counter plan reviews and temporary tenant improvement permit issuance will be conducted at the above scheduled times.

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 may be obtained by clicking [here](#).

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