



COMMERCIAL ALTERATION / TENANT IMPROVEMENT PLANS SUBMITTAL AND REVIEW PROCESS

INITIAL SUBMITTAL

Applicant's Responsibility:

If the project includes any modifications or changes to the exterior of the building (i.e., moving/adding doors, changing a storefront, changing the exterior finish/paint, etc.), the applicant must contact the Planning Division directly at (503) 526-2420 and obtain the appropriate approval(s). The Building Division does not route commercial alteration/tenant improvement plans through other programs. The building permit cannot be issued until the Planning Division has approved the exterior changes. The Planning Division and Building Division review can run concurrently.

The permit applicant submits to the Building Division three sets of plans, including the information outlined in *Plan Information for Tenant Improvements* (see link below), two sets of structural calculations and specifications (if applicable), and a completed *Building Permit Application* form. The submittal must also include a completed *Tenant Improvement Alterations Compliance Report* for identifying compliance with removal of barriers to persons with disabilities.

If the general contractor has not been determined at the time of submittal, "TBD" may be entered for the business name on the form. The general contractor's information will be required before the building permit can be issued.

The initial permit application submittal requires payment of the plan review fees. The building permit and plan review fees are determined using the project valuation as the fair market value of the cost of the tenant improvement project. Related System Development Charges (SDC) that are paid when the building permit is issued can be found with the link below. Typical SDCs associated with commercial alteration/tenant improvement permits include the Metro Construction Excise Tax and Sanitary Sewer SDCs.

Building, Mechanical, Electrical, and Plumbing Permit Forms:
<http://www.BeavertonOregon.gov/index.aspx?NID=440>

Plan Submittal Requirements:
<http://www.BeavertonOregon.gov/DocumentView.aspx?DID=565>

Plan Information for Tenant Improvements (TI):
<http://www.BeavertonOregon.gov/index.aspx?nid=956>

Tenant Improvement Alterations Compliance Report:
<http://www.BeavertonOregon.gov/DocumentView.aspx?DID=610>

System Development Charges (SDC):

<http://www.BeavertonOregon.gov/DocumentView.aspx?DID=605>

If the project includes mechanical, plumbing, electrical, fire sprinklers, and/or fire alarms, and those systems are not included with the building permit application, identify these items as "Deferred Submittals" on the front page of the building plans. If the project plans include mechanical, electrical, and/or plumbing that are intended for plans review (see requirements for when plumbing and/or electrical plans reviews are required), completed mechanical, plumbing and/or electrical permit applications must be submitted along with payment of the applicable plan review fees for each permit type. If subcontractors have not been determined at the time of submittal, "TBD" may be entered for the business name. The subcontractor's information along with the signatures from the electrical and plumbing contractors will be required before the building permits can be issued.

Deferred Submittals:

<http://www.BeavertonOregon.gov/DocumentView.aspx?DID=597>

Plan Review Options for the Applicant

If the proposed project is minor in nature, it may qualify for over-the-counter plans review and the building permit may be issued at that time. To qualify as minor, the plans review cannot require more than a fifteen-minute review as determined by the plans examiner. There are other qualifiers identified in the *Over the Counter Permits* and *Plan Review Options* web links below. Over-the-counter plan review hours are 7:30 a.m. to 9:00 a.m. and 1:30 p.m. to 2:30 p.m. daily. Upon arrival at the Community and Economic Development Department, please enter your name and the time on the sign-in log at the Building Division permit counter. Customers will be called by 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).

A *Temporary Tenant Improvement Permit* may be an option for projects that don't qualify for over-the-counter plans review. Projects that are too complex to be reviewed in the fifteen-minute time period for over-the-counter reviews will need to be submitted and placed in the plan review process and await their turn for review (typically a two week wait). However, if in the opinion of the plans examiner the project is not so complex that allowing some work to begin while the plan review takes place would not pose a significant risk, a *Temporary Tenant Improvement Permit* may be issued and allow specifically identified work to begin. The *Temporary Tenant Improvement Permit* at the web link below identifies qualifying work and restrictions. A fourth set of plans must be provided for a *Temporary Tenant Improvement Permit* to be issued. The fourth set is to be kept at the job site and will be stamped with a Temporary TI approval and the identified work/conditions attached.

Plan Review Options:

<http://or-beaverton.civicplus.com/DocumentView.aspx?DID=564>

Over the Counter Permits:

<http://www.BeavertonOregon.gov/DocumentView.aspx?DID=566>

Temporary Tenant Improvement Permit:

<http://www.BeavertonOregon.gov/DocumentView.aspx?DID=563>

City's Responsibility:

The plans and permit are logged into a tracking system and assigned to a Building plans examiner. The plans review assignment is made on the Monday morning following the initial submittal. The Building plans examiner reviews the plans in the order they are received and sends a letter to the applicant outlining any issues that need correction and/or additional information.

RESUBMITALS, PLAN REVIEW RESPONSES, ADDITIONAL INFORMATION

Applicant's Responsibility:

If the project requires approvals from the Planning Division, and any corrections or additional information are requested by the Planning staff, the applicant must respond directly to the Planning staff requesting the corrections or information. The Building plans examiner will check with the Planning staff for their sign-off prior to approving the Building permit application.

The applicant's written response to the building plans review letter must be submitted along with a *Building Division Transmittal Letter* which is used for document tracking. The submittal will include two sets of revised plans or plan pages (if applicable), two sets of calculations (if applicable), and a written response to the plans review items. The most efficient method for responding is to use the plans review letter and respond to each item. (Example: Item 3. "Information provided on sheet XX", or "See revised calculations")

Responses to minor requests for information may be made electronically by emailing the information in PDF to mailboxcddplanssubmit@beavertonoregon.gov as well as directly to the plans examiner's email. The electronic submittal must be to both mailboxes so it can be available to others if the primary plans examiner is not available. As with any response or additional information, a completed *Building Division Transmittal Letter* must be included.

Building Division Transmittal Letter:

<http://www.BeavertonOregon.gov/BSDTtransmittal>

City's Responsibility:

Resubmittals are logged into a tracking system and assigned to a Building plans examiner for review. If the building permit resubmittal review results in the need for further clarification or information, the plans examiner will send another plans review letter. If the information needed is minor in nature, the plans examiner will typically call and/or email the contact person to help expedite the transfer of information, and depending on the magnitude of the additional information required, may follow with a letter. If an email is sent and no response is received within a few days, a letter is sent.

Once the plans review items have been approved and the Planning Division has approved the project (where applicable), the Building plans examiner prepares the plans, attachments, approval stamps, and fee worksheet and forwards to the permit technician for final data/fee entry into the permit system. The permit technician contacts (typically by telephone) the applicant (contact person identified on the permit application) to notify that the permit is ready and can be picked up at the applicant's convenience.

INQUIRIES

Inquiries as to the status of a plans review and/or routing process may be made directly to the program responsible for the review:

Building Division: (503) 526-2407
Planning Division: (503) 526-2420

General Building Division Web Page:
<http://www.BeavertonOregon.gov/index.aspx?nid=176>