The City of Beaverton accepts electronic (.pdf) submission of information from applicants for planning (land use) applications, site development permits and building permits. This means applicants may submit forms, reports, plans, and other supporting documents rather than printing and delivering multiple paper copies.

*Note: **Some documents may need to be submitted in paper form**. Examples include original ('wet') signature requirements, requirements for access to public records, review by another agency. You may initially submit all documents via email in .pdf format and follow-up with the paper original or public record.*

A staff member will notify you when paper submittals are required. You may also find information on original signature requirements within application forms and checklists.

We are offering this partial electronic option in order to reduce the amount of printing, paper, logistics and other associated overhead for our customers until the city implements a fully electronic application system.

ELECTRONIC DOCUMENT REQUIREMENTS

- ☐ Electronic documents must be in .pdf format
- ☐ Multiple documents may be transmitted in one .pdf file
- ☐ Plan Sets: for ease of understanding the transmission(s), the city requests that the applicant separate plan sets by type/discipline (Existing Conditions/Survey, Civil, Architectural, etc.).
- ☐ 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 (prefer address, but if no address a Tax Lot ID)
    'Document Type': examples include Fire Alarm, Plumbing, Landscape, Architectural, Civil, Calculations, Permit Application, Transmittal, Specifications, Cut Sheets, etc.

    File Name Examples:

    ABC Modifications – 1234 SW Beaverton Blvd – Planning Application.pdf
    ABC Modifications – 1234 SW Beaverton Blvd – Written Statement.pdf

    ABC Site Modifications - 1234 SW Beaverton Blvd – Site Dev Permit Application.pdf
    ABC Site Modifications - 1234 SW Beaverton Blvd – Civil Plans. PDF

    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 - Plumbing Plans.PDF

REQUIRED FORMS

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

Application forms are required with requests for approval of planning, site development, and building permit applications. Forms and checklists to be completed and submitted with all new permit applications can be found on the following pages:

Planning: https://beavertonoregon.gov/777/Applications-Fees-Brochures
Site Development: https://beavertonoregon.gov/372/Applications-Forms
Building: https://beavertonoregon.gov/218/Building-Permits

TO SUBMIT YOUR ELECTRONIC DOCUMENTS

Email

Attachment Size Limit: We have found that many factors determine the size of the 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 send 'zip' files in email.

For files larger than 15 MB, please see instructions for submitting via 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 Vaccum Repair TI (1 of 3) - Plans + Application
ABC Vaccum Repair TI (2 of 3) - Specifications
ABC Vaccum Repair TI (3 of 3) - Calculations

Addresses: Documents shall be sent as .pdf attachments to the following divisions, depending upon type of permit application:

Planning: PlanningPlanSubmit@BeavertonOregon.gov
Site Development: SiteDevPlanSubmit@BeavertonOregon.gov
Building: BuildingPlanSubmit@BeavertonOregon.gov

BOX

BOX is a cloud-based service that allows for simple electronic transfer of large files to the City.

Upload Links: Please use the following links to submit your PDF documents to the appropriate department. Multiple PDF files may be 'zipped' together for an easier submission. Clicking the appropriate division link below will open a submittal webpage on the City's website in your internet browser.

Submit To Planning Division   **Submit To Site Development Division**   **Submit to Building Division**

WHAT TO EXPECT AFTER YOU HAVE SUBMITTED ELECTRONIC DOCUMENTS

Receipt: Staff will contact you 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)

Fees: Fees may be paid over the phone via credit card, via mail with check, or in person. Submittals will not be placed in line for review until fees are paid. Please note that a convenience fee is charged for credit card payments in excess of $2,000. Note: The city does not accept American Express.

Project Number: After payment is received, your project will be assigned an application/permit number.

Review: The city prioritizes review of projects on a first come first served basis, which does effect how quickly staff can review a project.

Completeness: A staff person will contact you if the request for a permit or approval requires additional information. Details will be conveyed through an email, 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.

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.

For additional information, please contact:

Planning:	503-526-2420
Site Development:	503-350-4021
Building:	503-526-2493

DECISION TIME

Submittal of paper copies may be required when the city is ready to issue a permit or decision to approve an application. Please coordinate with city staff directly on the needs of the project.

Accessibility Information: This information can be made available in alternative formats such as large print or audio tape. To request alternative formats, please call 503-526-2493 or email cddmail@BeavertonOregon.gov.