

**CITY OF HILLSBORO BUILDING DEPARTMENT
PHASED PERMIT SUBMITTAL PROCEDURES**

Building permits may be obtained as partial or phased permits under the following conditions:

1. Accepted phases
 - a. Phase 1 – Excavation & shoring (not applicable – covered under separate process)
 - b. Phase 2 – Site utilities & grading (not applicable – covered under separate process)
 - c. Phase 3 – Foundation/slab
 - d. Phase 4 – Structural frame
 - e. Phase 5 – Shell
 - f. Phase 6 – Build out/TI

Note: in each phase listed above there must be sufficient information provided in order to allow a complete review of the plans.

2. Plans shall be prepared by a licensed Oregon Architect or Engineer if required by the Oregon Structural Specialty Code.

3. Building and Fire/Life Safety plan review fees for the first phase of any project will be calculated with the standard formula using the total project building valuation as the basis for the calculated building permit fee. The plan review fees for subsequent phases will be \$250.00 plus 10% of the Building Valuation fee not to exceed \$1500 for each phase. The total project dollar amount of increase from a standard plan review fee to a phased plan review fee, for each code review, is shown below.

Type of Review	Standard Plan Review Fee	Phased Plan Review Fee
Building Plan Review	65%	\$250.00 + 10%
Fire/Life Safety Review	40%	
Total Plan Review	105%	\$250.00 + 10% for each phase (not to exceed \$1500.00 for each phase)

4. Deferral of any submittal items shall have prior approval of the building official. The licensed Oregon Architect or Engineer of record (if one was required by the Oregon Structural Specialty Code) shall list the deferred submittals on the plans and shall review the deferred submittal documents for compatibility with the design of the building prior to submittal to the building official for review.

5. The City of Hillsboro will accept plans submitted in the sequence listed above in conjunction with the phased development. The fees associated with this type of plan review will be assessed as outlined above.