

**Land Use Planning Division**

1600 SE 190<sup>th</sup> Ave. Portland, OR 97233-5910

p. 503.988.3043 | e. land.use.planning@multco.us | www.multco.us/landuse



## Request for Building Permit Plan Review and LUCS

### BEFORE YOU COMPLETE THIS FORM

If you have not previously discussed your project with our Counter Planner, you must contact the Counter Planner first at <https://multco.us/landuse/webform/ask-planner/>.

### REQUIRED INFORMATION

New Permit Request     Plan Revision     Land Use Compatibility Statement

Project description and proposed use of structure(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Address: \_\_\_\_\_

Property ID# or Alt. Acct#:      R  

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Has your property been determined to be a Lot of Record by the County?     Yes     No

*If yes, what is the case number?* \_\_\_\_\_

**SUPPLEMENTAL DOCUMENTS:** All plans must be drawn to scale (engineer or architect). In the table below, place a check (✓) next to items included in your review packet. Items with a (\*) are mandatory for most projects.

Mandatory Items for Most Projects			
<input type="checkbox"/> Site Plan*	<input type="checkbox"/> Floor Plan*	<input type="checkbox"/> Building Elevations*	<input type="checkbox"/> Fire Service Agency Review*

Other Documents Included		
<input type="checkbox"/> Stormwater Certificate	<input type="checkbox"/> Water Service Certificate	<input type="checkbox"/> Transportation Planning Review
<input type="checkbox"/> Septic Review Certificate	<input type="checkbox"/> LUCS Form	<input type="checkbox"/> Erosion & Sediment Control Plan
<input type="checkbox"/> Other Document(s)		

### HOW TO SUBMIT THIS FORM

Send your review packet via email to [LUP-Submittals@multco.us](mailto:LUP-Submittals@multco.us). You must use the following subject line: **New Application; YOUR ADDRESS**” [i.e. New Application; 123 NW Portland Rd.]