Phased Submittal Form

The purpose of this document is to provide the applicant and the authority having jurisdiction with the information required for a phased submittal.

1. Check each submittal item that is phased on the checklist.
2. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided adequate information and detailed statements have been filed complying with pertinent requirements of this code. *The holder of such a permit for the foundation or other parts of the building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.*
3. Phased submittal documents and drawings must be submitted and approved prior to the construction/installation of the phased item.
4. Additional fees will be charged for this procedure. $100 minimum phasing fee plus 10% of the total project building permit fee not to exceed $1500 for each phase.

Items which may be phased include, but are not limited to, the following:

☑		Phased Item	Date
	1.	Foundation	
	2.	Shell Building	
	3.	Tenant Improvement #1	
	4.	Tenant Improvement #2	
	5.	Tenant Improvements #3	
	6.	Tenant Improvements #4	
	7.	Tenant Improvements #5	
	8.	Tenant Improvements #6	

OAR 918-050-0160. A municipal plan review fee for a phased project is based on a minimum phasing fee, determined by the municipality, plus 10 percent of the total project building permit fee not to exceed $1,500 for each phase.

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant.

_____   _____
Signature of Applicant   Date

Total Valuation of entire project   (For office use only) $_____