



City of Tualatin - Building Division

10699 SW Herman Road
Tualatin, OR 97062
Phone: (503) 691-3044
www.tualatinoregon.gov

Pre-Submittal Packet

A \$100 virtual pre-submittal meeting is mandatory for all commercial projects including new structures and tenant improvements, unless determined otherwise. Residential projects are welcome to use this service. The purpose of this meeting is to clarify the proposed scope of work and address potential concerns in advance. The initial submission will be evaluated by our team, who will identify any unique requirements that pertain to your project. Minor changes may be requested before submission in order to streamline the review process.

Pre-submittal meetings are conducted on Tuesdays and Thursdays. Once a pre-submittal meeting application is received in eTrakit, staff will contact you to schedule a meeting. **Note: ALL pre-submittal meetings will be conducted virtually.**

To prepare for this meeting here are some helpful tips:

- Designate a single point-of-contact for the duration of this project.
- Include the architect/engineer if applicable, as their presence is strongly recommended for changes / questions.
- Complete a [pre-submittal packet](#) and upload it to your meeting request in eTrakit.
- Upload preliminary plans for discussion purposes during your meeting.

Building Division Staff Contacts

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Building Official

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Submittal Information Sheet

Site Information:

Project Name: _____

Site Address: _____ Bldg #/Unit #: _____

Complex Name: _____

Shell Only? ☐ YES or ☐ NO Tenant Change? ☐ YES or ☐ NO

Proposed Use: _____

Previous Tenant Name: _____

Previous Use: _____
(Example: Auto Repair, Warehouse, Manufacturing, Restaurant, General Office, Medical Office, etc)

NOTE: Changes in proposed use require completion and submittal of a Statement of Use form [found online here.](#)

Contact Information:

Architect	Engineer
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Project Information:

Code Book Edition: _____

Type of Construction: _____
(as per the OSSC)

Type of Occupancy: _____
(as per the OSSC)

Square Feet of Impervious Surface: _____

Single occupancy or mixed occupancies? ☐ Single occupancy or ☐ Mixed occupancies

Will the building have sprinklers? ☐ Yes or ☐ No

Will there be a fire alarm system? ☐ Yes or ☐ No

Any there any exterior changes proposed? ☐ Yes or ☐ No

Do you need a new water meter? ☐ Yes or ☐ No

Existing water meter size _____ New water meter size _____



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Additional Information (Please read)

Tualatin Valley Fire & Rescue (TVF&R)

TVF&R is the fire department for the City of Tualatin (and much of Washington County). They have excellent resources on their website for commercial, industrial, and multi-family projects. See the document "New Construction Fire Code Applications Guide for Commercial and Multi-Family Development"

<http://www.tvfr.com/DocumentCenter/View/1296>

Tualatin's Fire Rep. is currently Alex McGladrey, reachable at (503) 259-1420 (TVF&R mainline).

Clean Water Services (CWS) and Your Civil Engineering Plans

CWS provides the sanitary sewer and storm-water treatment for Tualatin. The City's Engineering Division coordinates between CWS and Tualatin for sanitary sewer, stormwater, and for erosion control permits (including 1200C and 1200CN) and with the Oregon Department of Environmental Quality (DEQ), if needed.

All plans, permits, and contact regarding these issues should be made through Tualatin's Engineering Division, including number of civil sets of your plans, timeline for reviews, fees, and Public Works inspections.

For the most up-to-date information, visit Clean Water Service's website at:

<https://www.cleanwaterservices.org/permits-development/>

For information on these permit issues, please contact our Engineering Division at (503) 692-2010 and at:

<http://www.tualatinoregon.gov/engineering>

Clean Water Services (CWS) and Food & Drink Preparation Areas & Kitchens

CWS also handles issues relating to Fats, Oils, and Greases (FOG) and their pre-treatment by means of grease interceptors, etc. Please call CWS directly for information about ANY food preparation facilities, even if you think grease may not be a problem at your proposed project. CWS works with the Tualatin Building Division to help you size the grease interceptor. Call CWS FOG coordinator at (503) 681-4431 and see website below:

<https://www.cleanwaterservices.org/for-business-industry/fats-oils-grease-program/>

Special Inspections

Please list on your plans the specifics about the special inspections needed for your project; just making a copy of the code-required "tables" of special inspections doesn't help us know about your project. A completed Special Inspection Agreement is required to be uploaded at the time of your submittal. Please see forms and packet linked below for additional information:

<http://www.tualatinoregon.gov/building/special-inspection-packet>



<i>Are your plans complete?</i>	
Use the checklist below to determine if you are ready to submit your plans	
<i>Site Plan</i>	
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Property address
<input type="checkbox"/>	Property lines
<input type="checkbox"/>	Footprint of structure with dimension to property lines and other structures
<input type="checkbox"/>	Label all exterior built features (landings, walkways, stairs, ramps, etc)
<input type="checkbox"/>	Building finished floor and finished grade elevations
<input type="checkbox"/>	Street names
<input type="checkbox"/>	Easement types and locations
<input type="checkbox"/>	Parking layout
<input type="checkbox"/>	Accessible parking spaces, aisles, route to building
<i>Building Code Plan Sheet or Information</i>	
(minimum information required – more information with additional data is helpful)	
<input type="checkbox"/>	Means of egress system description and code requirements (exit access, exit, exit discharge, exit distance, travel distance, common path of travel, exit separation, etc.), including path of egress to the public right of way
<input type="checkbox"/>	Means of egress illumination with emergency power system provided
<input type="checkbox"/>	Exit sign location(s)
<input type="checkbox"/>	Plumbing fixtures <ul style="list-style-type: none"> • Required number of fixtures • Proposed number of fixtures
<i>Architectural Drawings</i>	
<i>Floor Plans</i>	
<input type="checkbox"/>	Drawings to scale, fully dimensioned and labeled
<input type="checkbox"/>	Reference call outs for sections and details
<input type="checkbox"/>	Clearly differentiating existing walls from proposed walls and walls to be removed
<input type="checkbox"/>	Architectural features clearly shown and labeled – doors with swing direction, windows, stairs, etc.
<input type="checkbox"/>	Fixture and furniture layout as required for exiting purposes
<input type="checkbox"/>	Maneuvering clearances at doors, fixtures, and equipment
<input type="checkbox"/>	Structural framing plans and details Foundation and footings Floor framing for each floor Roof framing
<i>Exterior Building Elevations</i>	
<input type="checkbox"/>	Finish materials

<input type="checkbox"/>	Wall opening locations. Calculate the maximum allowable openings per story based on fire separation distance
<input type="checkbox"/>	Building height from grade plane dimensioned
<input type="checkbox"/>	Floor to floor height dimensioned on multi-story buildings
<input type="checkbox"/>	Finish grade location
Roof Plan	
<input type="checkbox"/>	Roof slope (direction and pitch)
<input type="checkbox"/>	Roof drains
<input type="checkbox"/>	Roof material
<input type="checkbox"/>	Roof access, specifications, and details
<input type="checkbox"/>	Rooftop equipment with weights and attachment details
Building Section	
<input type="checkbox"/>	Floor to floor height (including mezzanines) dimensioned on multi-story buildings
<input type="checkbox"/>	Insulation locations noted
<input type="checkbox"/>	Fire-rated assembly locations noted
<input type="checkbox"/>	Sound transmission assembly locations noted
Door Schedule	
<input type="checkbox"/>	Size
<input type="checkbox"/>	Type/operation
<input type="checkbox"/>	Fire rating
<input type="checkbox"/>	Glazing
<input type="checkbox"/>	Door hardware and door hardware schedule
Window Schedule	
<input type="checkbox"/>	Size
<input type="checkbox"/>	Type/operation
<input type="checkbox"/>	Fire rating
<input type="checkbox"/>	Safety glazing
Details	
<input type="checkbox"/>	Fire rated assembly details with approved tested assembly number
<input type="checkbox"/>	Sound transmission details with approved tested assembly number
<input type="checkbox"/>	Sill and head details at fire rated walls
<input type="checkbox"/>	Waterproofing details
<input type="checkbox"/>	Stair construction details Dimensions of rise, run, and width of stairway Connection details (handrail connection, guardrail connections, connections at top and bottom of stair) Handrail locations with proper extensions and returns Guard location where required with design meeting opening limitation requirements



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DEFERRED SUBMITTALS (COMMERCIAL PROJECTS)

The purpose of this document is to provide a standard procedure for deferred submittals. Applicants who wish to defer portions of the project for review at a later date must:

1. List deferred submittal items on the title or cover sheet of the original plan set before uploading plans into the electronic permit system and include this form.
2. Provide a complete description of the deferral when “other” deferrals are required.
3. The design professional in responsible charge must review and approve the documents for general conformance before uploading deferred plans for city approval.
4. Prior to the construction or installation of deferred scopes of work, deferred submittal documents and plans must be approved and on-site. In the event that unapproved work is carried out without benefit of approved plans, a stop work order may be issued.
5. Contact the City of Tualatin Building Division at (503) 691-3044 with questions.

The plan review fee for processing deferred plan submittals shall be an amount equal to 65 percent of the building permit fee calculated in accordance with OAR 918-050-110(2) and (3) using the value of the particular deferred portion of the project with a minimum fee of \$360.00. This fee is in addition to the project plan review fee based on the total project value.

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

	ITEM DESCRIPTION	YES	NO	VALUATION REQUIRED	SEPARATE PERMIT REQUIRED APPLY FOR TYPE:
1	Acoustical ceiling suspension system				
2	Auxiliary power systems				
3	Awnings				
4	Bleachers				New structure
5	Carports				Accessory structures
6	Curtain wall systems				
7	Exit signs/exit illumination/COMCheck interior lighting budget –NOT PERMITTED TO BE DEFERRED				
8	Fencing & freestanding walls				Accessory structures
9	Fire alarm system				Fire alarms
10	Fire sprinkler				Fire sprinklers
11	Fire stopping				
12	Glazing systems				

	ITEM DESCRIPTION	YES	NO	VALUATION REQUIRED	SEPARATE PERMIT REQUIRED APPLY FOR TYPE:
13	HVAC system				Mechanical
14	Metal guardrails and handrails				
15	Modulars / towers cellular (i.e. PGE)				Accessory structures
16	Paint booths (UL & non UL)				Alteration
17	Plumbing system				Plumbing
18	Pools & spas				Pool
19	Post-tensioned concrete structural members or panels				
20	Pre-cast concrete structural members or panels				
21	Prefabricated stair units to include steel, aluminum, ships ladder or pre-cast concrete stairs				
22	Prefabricate wall panel				
23	Pre-stressed concrete structural members or panels				
24	Raised floor systems				
25	Seismic upgrades / retrofits / anchorage				
26	Shelving systems and steel storage racks				Racking
27	Signs				Sign
28	Site utilities-not including underground fire lines				Site utilities
28	Skylights				
29	Smoke and heat vents				
30	Specialty suppression systems				
31	Steel decks and landings				
32	Specialty retaining walls				Wall
33	Stone veneer				
34	Underground fire line				Underground fire line
35	Wooden, steel, or composite floor or roof trusses				
	OTHER (DESCRIPTION REQUIRED)				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**** This document shall be completed and accompany the building permit application at the time of submittal.**



ACCESSIBILITY TO EXISTING BUILDINGS IMPROVEMENT ALTERATIONS COMPLIANCE REPORT

ORS Section 447.241 (OSSC, Section 3403.6) states that every project for renovation, alteration, or modification to affected buildings and related facilities that affects or could affect the usability of or access to an area containing a **primary function** shall be made to ensure that, to a maximum extent feasible, the paths of travel to an altered area and the rest rooms, telephones, and drinking fountains serving the altered area are readily accessible and useable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope. Disproportionate shall mean all monies expended that exceeds 25% of the value of the work under consideration.

Permit Value: \$ _____ 25% = : _____

Applicant: _____ Permit No.: _____

In choosing which accessible elements to provide under ORS 447.241, **priority shall be given to those elements that will provide the greatest access. Elements shall be provided in the following order:**

1. Parking (requires a site plan at application)
2. An accessible entrance
3. An accessible route to the altered area
4. At least one accessible restroom for each sex or a single unisex restroom
5. Accessible telephones
6. When possible, additional accessible elements such as storage and alarms

NOTE: The inspector will be field verifying compliance with this section of the code and may identify items that could be different from what was provided by you on this form. You are required under the provisions of this code, to spend up to 25% of the value of this work to remove barriers affecting the altered area of this structure regardless of the scope of your work, starting with the parking space. Acceptance of this form and the information contained is not an approval only a method of collecting information.

Check One

- ☐ The altered area is fully compliant. The altered area has been assessed by the applicant to Chapter 11 of the OSSC and found to be compliant (including compliance with items 1-6 noted above).
- ☐ The altered area is not compliant and the following barriers will be removed:
- 1.
 - 2.
 - 3.
 - 4.

Signature: _____ Phone: _____



TUALATIN BUILDING DIVISION
10699 SW Herman Rd.
Tualatin, OR 97062
503.691.3044
building@tualatin.gov

COMBUSTIBLE STOCK STORAGE QUESTIONNAIRE AND PLASTICS IN STORAGE AND/OR USE

Construction Documents

At the time of building permit application for new structures designed to accommodate high-piled storage or for requesting a change of occupancy/use, and at the time of application for a storage permit, plans and specifications shall be submitted for review and approval. In addition to the information required by Chapter 1 of the 2022 Oregon Structural Specialty Code (OSSC), the storage permit submittal shall include the following information. (See 2022 OSSC Section 435.2.) **This document shall be included with the submittal, and shall be completed and signed by the registered design professional of record or a licensed fire protection engineer and the owner or occupying tenant.**

The construction documents (plans) shall include all of the following:

1. Provide a complete description of storage. Be specific, and include all materials used in any manufacturing or production processes.
2. Floor plan of the building showing locations and dimensions of high-piled storage areas and building height.
3. Usable storage height for each storage area.
4. Number of tiers within each rack, if applicable.
5. Identify types of racking (single row, double row, and multiple row).
6. Identify if racks contain solid shelving.
7. Commodity clearance between top of storage and the sprinkler deflector for each storage arrangement.
8. Aisle dimensions between each storage array.
9. Maximum pile volume of each storage array.
10. Location and classification of commodities in accordance with 2022 OSSC Section 435.3.
11. Location of commodities that are banded or encapsulated.
12. Location of required fire department access doors in accordance with 2022 OFC Table 3206.2.
13. Type of fire suppression system. Identify the following:
 - a. Sprinkler density:
 - b. Whether or not in-rack sprinklers are required and provided.
 - c. Sprinkler head temperature rating.
 - d. Identify if the sprinkler system is an ESFR system.
 - e. Sprinkler head K-factor.
 - f. Identify if a standpipe is required, and if required, the standpipe class.
 - g. Identify if fire hose stations and hose connections are required, and if required, the number and size.
14. Type of fire and smoke detection systems.
15. Location of valves controlling the water supply of ceiling and in-rack sprinklers.

16. Type, location and specifications of smoke removal and curtain board systems per OSSC Table 435.5.1 and Section 910.
17. Dimension and location of transverse and longitudinal flue spaces.
18. Identify if pallets are used, and type of pallet if applicable (plastic/wood/metal.)
19. Identify depth of draft curtains and clear aisle width centered below *if required* by NFPA 13.
20. Identify if column/wall fire protection within racks is required. If so, per OSSC Section 435.13.3 identify the following:
 - a. Identify if additional sprinkler heads will be provided.
 - b. If protection is required and no additional sprinkler heads will be provided, describe the type of fire-resistive construction and provide listings on the plans from an approved, nationally recognized testing agency. Listing information shall include listing number, construction materials including proprietary products, and cross sectional details.
21. Additional information regarding required design features, commodities, storage arrangement, and fire protection features within the high-piled storage area shall be provided at the time of permit, where required by the building official.

435.2.2 Approved Storage Layout (To be provided by final inspection by permit holder.)

A floor plan, of legible size, shall be provided, mounted on a wall and protected from damage. The floor plan shall be mounted in an approved location and show the following:

1. Locations, dimensions and rack layout of high-piled storage areas.
2. Design storage height of each storage area.
3. Types of commodities.
4. Commodity clearance between top of storage and the sprinkler deflector for each storage arrangement.
5. Aisle dimensions between each storage array.
6. For palletized and solid-pile storage, the maximum pile volume for each storage array.
7. Location and classification of commodities in accordance with 2022 OSSC Section 435.3.
8. Location of commodities that are banded or encapsulated.
9. Location of required fire department access doors.
10. Type of fire suppression and fire detection systems.
11. Location of valves controlling the water supply of ceiling and in-rack sprinklers.

435.3.7 Examples of commodity classification TABLE 435.3.7

Group A (NOTE: This is not a complete list. See OSSC Table 435.3.7)

ABS (crylonitrile-butadiene-styrene copolymer)	Polycarbonate
Acetal (poly-formaldehyde)	Polyester Elastomer
Acrylic (poly-methyl methacrylate)	Polyethylene
Butyl Rubber	Polypropylene
Cellulose Acetate	Polystyrene; foam products (such as plates, cups)
Cellulose Acetate Butyrate	Polystyrene; rigid products
EPDM (ethylene – propylene rubber)	Polystyrene
Ethyl Cellulose	PVC (polyvinyl chloride) – Plasticizer content greater than
FRP (fiberglass reinforced polyester)	PVF (polyvinyl fluoride)
Natural Rubber (expanded, nonexpanded, in blocks, cartoned, tires)	Pyroxylin

Nitrile Rubber (acrylonitrile butadiene rubber)	Rubber, Synthetic (santoprene)
Nylon (nylon 6, nylon 6/6)	Rubber Tires
PET (polyethylene terephthalate-thermoplastic polyester)	SAN (styrene acrylonitrile)
Polybutadiene	SBR (styrene-butadiene rubber)
Plastic bottles or jars	Vehicle batteries, any size (auto or truck); empty plastic

Group B

Cellulosics (cellulose acetate)	Silicone Rubber
Chloroprene Rubber	
Fluoroplastics (ECTFE – Ethylene – chlorotrifluoroethylene copolymer; ETFE – ethylene tetrafluoroethylene copolymer FEP – fluorinated Ethylene	
Propylene Copolymer	

Group C

Fluoroplastics (PCTFE-polychlorotrifluoroethylene, PTFE-polytetrafluoroethylene)	RPVDC (polyvinylidene chloride)
Melamine (melamine formaldehyde)	PVF (polyvinyl fluoride)
Phenolic	PVDF (polyvinylidene fluoride)
PVC (polyvinyl chloride-rigid or lightly plasticized, e.g., pipe, pipe fittings) Plasticizer content less than 20%	Urea (urea formaldehyde)
PVC resins, bagged	

Owner/Tenant Name: _____

Signature and Date: _____

Architect/Engineer of Record: _____

Signature and Date: _____

COUNTYWIDE TRANSPORTATION DEVELOPMENT TAX PAYMENT OPTION FORM

Building Permit No.

Planning File No.

Tax Map & Lot No.

Date

Project Name

I realize that I must make a decision on payment of the Transportation Development Tax (TDT) at this time. Therefore I request the following (Choose whichever option or options are applicable):

☐

Cash or Check

☐

Credit Voucher

and/or

☐

The Ordinance allows for deferral of payment of the TDT until issuance of the occupancy permit if the TDT is greater than a SINGLE FAMILY RESIDENCE (ITE CODE 210), currently **\$10,599.00** (2023/24, see www.co.washington.or.us/tdt for current rate). If the TDT meets this requirement, I also request this option. I understand the TDT must be paid prior to issuance of an occupancy permit.*

* The owner/applicant agree(s) to provide written notification to any prospective purchaser or tenant that TDT is not paid, but deferred to occupancy.

OWNER-APPLICANT

OWNER-APPLICANT

**CITY OF TUALATIN**

Building Division
10699 SW Herman Rd
Tualatin, OR 97062
Ph. (503) 691-3044
www.tualatin.gov

Application for Change of Use Discount

on the Transportation Development Tax (TDT)

Note: Attachments are required for items in shaded boxes.

1. Application Date: (Date when form is submitted to City)

Month:	Day:	Year:
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2. Applicant: Contact information is required for all parties in the table below. If any of the below is duplicative, write "S/A property owner," etc. If proposed occupant is not known, write "not known."

Property Owner	Development Applicant	Occupant or Proposed Occupant
Name/entity:	Name/entity:	Name/entity:
Owner address:	Applicant address:	Current address of occupant:
City/State/ZIP:	City/State/ZIP:	City/State/ZIP:
Phone:	Phone:	Phone:
Email:	Email:	Email:

3. Project and Site Information:

Project Title:	Map and Tax Lot:
Site Address:	Land Use Case File #:
	Building Permit #:
Check one: <input type="checkbox"/> Site is in unincorporated Washington County <input type="checkbox"/> Site is within the City of: _____	
Is this the first time a TDT Change of Use Discount is being requested for this site?	
<input type="checkbox"/> Yes <input type="checkbox"/> No (attach a copy of the previous Change of Use Discount Application)	

4. Building Age: To be eligible for a discount, the building must be at least three years old, and lawfully built and occupied. Please provide the following information and attach evidence of building age:

Date when the building <u>first</u> received a certificate of occupancy (MM/DD/YYYY): If this date is not known, please provide the estimated year when the building was completed.	
<input type="checkbox"/> The following evidence is attached to show building age:	
As of the submittal date of this form, the building is (check one):	
<input type="checkbox"/> Less than 3 years old	<input type="checkbox"/> 3 years old or older, but less than 20 years old
<input type="checkbox"/> 20 years old or older	<input type="checkbox"/> A mix of ages (describe in the space below)

5. Previous Use: *To be eligible for a discount, the previous land use must have been lawfully established with a certificate of occupancy and payment of TDT or Traffic Impact Fee (if established after 1990). Please provide information and attach evidence for each of the following:*

Date when the building received a certificate of occupancy for the <u>most recent</u> use:		
<input type="checkbox"/> Copy of certificate of occupancy is attached. <input type="checkbox"/> Alternative evidence is attached. Describe:		
TDT or Traffic Impact Fee (TIF) paid for the previous use: <i>Note: This amount does not enter into discount calculations.</i>	Amount: \$	Payment date:
<input type="checkbox"/> Copy of check or other proof of payment is attached, showing TDT or TIF paid.		
Name of previous occupant(s):		
Land use category of previous occupant, as categorized in the TDT Rate Table:	ITE code of previous land use, as shown in the TDT Rate Table:	Gross floor area of previous use (square feet):

6. Proposed Use: *To be eligible for a discount, the proposed land use must be one for which TDT is calculated by thousand square feet gross floor area (TSFGFA) or thousand square feet gross leasable area (TSFGLA) in the TDT Rate Table. A maximum of 5,000 square feet is eligible for a discount. Newly constructed buildings or additions are not eligible. Please provide the following details and attachments regarding the proposed use.*

Name of proposed occupant(s):		
Land use category of proposed occupant, as categorized in the TDT Rate Table:	ITE code of proposed use, as shown in the TDT Rate Table:	Gross floor area of proposed use (square feet):
Does any part of the proposed use consist of new construction? <input type="checkbox"/> Yes: _____ square feet <input type="checkbox"/> No		
Please attach a drawing depicting the building and the premises within the building to which the change of discount will apply. <input type="checkbox"/> Drawing is attached.		

7. Discount Calculation: *If the change of use applies to a building or space with 5,000 or fewer square feet of gross floor area, proceed to step A below. If the change of use applies to a building or space with greater than 5,000 square feet gross floor area, skip to step B. Both options require information from the TDT Rate Table.*

A. 5,000 s.f. or smaller: *The entire change of use area may be eligible for a discount.*

Land Use Category	ITE Code	TSFGFA or TSFGLA (Gross square feet ÷ 1,000)	X	TDT Rate	=	TDT Calculation
i. Proposed Use			X	\$	=	\$
ii. Previous Use			X	\$	=	\$
Line i minus line ii:						\$
Multiply by 0.5 for buildings 3 years old or older, but less than 20 years old; or Multiply by 0.25 for buildings 20 years old or older:						x 0.5 or x 0.25 (circle one)
Discounted TDT Due:						\$

B. Larger than 5,000 s.f.: For buildings/spaces larger than 5,000 square feet, calculate the discounted TDT for the first 5,000 square feet, then calculate the non-discounted TDT for the remaining square footage, then add the two calculations together.

Discounted TDT (first 5,000 s.f.)

Land Use Category	ITE Code	Discounted TSFGFA or TSFGLA (5,000 s.f. gross floor area ÷ 1,000)	X	TDT Rate	=	TDT Calculation
i. Proposed Use			X	\$	=	\$
ii. Previous Use			X	\$	=	\$
Line i minus line ii:						\$
Multiply by 0.5 for buildings 3 years old or older; multiply by 0.25 for buildings 20 years old or older:						x 0.5 or x 0.25 (circle one)
Discounted portion of TDT:						\$

Non-Discounted TDT (remaining square footage beyond 5,000 s.f.)

Land Use Category	ITE Code	Remaining TSFGFA or TSFGLA (Gross floor area minus 5,000, then divided by 1,000)	X	TDT Rate	=	TDT Calculation
iii. Proposed Use			X	\$	=	\$
iv. Previous Use			X	\$	=	\$
Line iii minus line iv: Non-discounted portion of TDT:						\$

Discounted portion of TDT:	+	Non-discounted portion of TDT:	=	Total TDT due:
----------------------------	---	--------------------------------	---	-----------------------

8. Additional Attachments: List any other attachments that are included with this application:

9. Applicant Statement and Signatures: We have completed the above calculation and understand that it may represent an estimated reduction to our TDT, but that reduction amounts may vary or be determined inapplicable subject to review by County staff.

Property Owner	Development Applicant	Occupant or Proposed Occupant
Signature:	Signature:	Signature:
Date:	Date:	Date:



WASHINGTON COUNTY
Department of Land Use & Transportation
Engineering and Construction Services
1400 SW Walnut Street, MS #17
Hillsboro, OR 97123
Ph. (503) 846-7900 Fax (503) 846-7910
www.co.washington.or.us/LUT

Request for Transportation Development Tax (TDT) Credits

Date Received (County/City Use Only):

DATE STAMP

Received by: _____

I, _____, acting as representative of _____,
do hereby request [choose one:] (Washington County) (the City of _____)
make a determination of eligibility for Transportation Development Tax (TDT) Credits. I believe the
improvements described below meet all applicable TDT credit requirements as provided in the TDT
ordinance.

TDT credits are requested for the following eligible improvements:

The total cost of such improvements is \$_____. I have attached construction contract
documents or other appropriate information from which a determination can be made of the
reasonableness of the costs. This information has been submitted within ninety days of acceptance of
the subject improvements. I have also attached a copy of the letter of facility acceptance.

The legal description of the applicable land parcels whose development-related transportation impacts
warranted the eligible improvements is as follows:

I request that the TDT credits be apportioned proportionate to anticipated average weekday trips
generated by the respective parcels unless otherwise indicated as follows:

The credits should be issued to:

Name: _____
Title: _____
Company: _____
Address: _____

Phone #: _____

Signed: _____ Dated: _____